



## **INNOVATIVE TECHNOLOGY PARTNERSHIPS, LLC.**

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### **General Services Administration Federal Acquisition Service Authorized Federal Supply Schedule FSS Price List Federal Supply Group: Professional Services**

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website for GSA Advantage!® is: <https://www.GSAAdvantage.gov>.

### **Multiple Award Schedule (MAS) Contract Number: 47QRAA18D008Z**

For more information on ordering go to the following website:  
<https://www.gsa.gov/schedules>.

Period Covered by Contract: 05/05/2018– 05/04/2028

Pricelist is current as of Modification PS-0032, effective as of 11/22/2024.

#### **Innovative Technology Partnerships, LLC. (ITP)**

7500 Jefferson St. NE, Suite 110 ■ Albuquerque, NM 87109

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Small Business

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## Customer Information

### 1a. Table of Awarded SINs

SINs	Recovery	SIN Title
541330ENG	541330ENGRC	Engineering Services
541330EMI	541330EMIRC	Engineering Services Related to Military, Aerospace Equipment, Military Weapons, National Energy Policy Act of 1992, Marine Engineering or Naval Architecture
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Management Services
611430	611430RC	Professional and Management Development Training
541614SVC	541614SVCRC	Supply and Value Chain Management
541614	541614RC	Deployment, Distribution and Transportation Logistics Services
611512	611512RC	Aviation and Flight Training
OLM	OLMRC	Order-Level Materials

### 1b. Identification of Lowest Priced Model

Not Applicable

### 1c. Labor Category Descriptions

See "Position Description" section, below.

### 2. Maximum order

All SINs except for OLM: \$1 million. SIN OLM: \$250,000. These are *not* limits on the size of any task order. The contractor may honor orders exceeding the maximum in accordance with Clause 52.216-19.

### 3. Minimum order

The ordering activity is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract for less than \$100.00.

### 4. Geographic coverage (delivery area)

The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories, as well as overseas (worldwide).

### 5. Point(s) of production (city, county, and State or foreign country):

Same as company address or as specified in individual delivery orders.



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- 6. Discount from list prices or statement of net price**  
Government net prices (discounts already deducted).
- 7. Quantity discounts**  
Not applicable.
- 8. Prompt payment terms**  
1% 15 Days, Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated in exchange for other concessions.
- 9. Foreign items (list items by country of origin)**  
None.
- 10a. Time of delivery**  
Time of delivery will be as specified in individual delivery orders.
- 10b. Expedited Delivery**  
Please contact ITP for availability.
- 10c. Overnight and 2-day delivery**  
Not applicable.
- 10d. Urgent Requirements:**  
Agencies may contact the Contractor for faster delivery options.
- 11. F.O.B. point(s):**  
F.O.B. Destination 48 contiguous states, or as specified in individual delivery orders.
- 12a. Ordering address(es):**  
Innovative Technology Partnerships  
7500 Jefferson St. NE  
Suite 110  
Albuquerque, NM 87109
- 12b. Ordering procedures:**  
See Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment Address(es):**  
Innovative Technology Partnerships  
7500 Jefferson St. NE  
Suite 110  
Albuquerque, NM 87109
- 14. Warranty provision:**  
ITP's standard commercial warranty.



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- 15. Export packing charges, if applicable:**  
Not Applicable
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):**  
Not Applicable
- 17. Terms and conditions of installation (if applicable):**  
Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):**  
Not Applicable
- 18b. Terms and conditions for any other services (if applicable):**  
Not Applicable
- 19. List of service and distribution points (if applicable):**  
Not Applicable
- 20. List of participating dealers (if applicable):**  
Not Applicable
- 21. Preventive maintenance (if applicable):**  
Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):**  
Not Applicable
- 22b. 508 Compliance: If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services offered and show where full details can be found (e.g., Contractor's website or other location). ICT accessibility standards can be found at <https://www.section508.gov/>.**  
Not Applicable
- 23. Unique Entity Identifier (UEI) number:**  
C6NLTEZPW6A3
- 24. Notification regarding registration in System for Award Management (SAM) database:**  
Registered.



# **INNOVATIVE TECHNOLOGY PARTNERSHIPS, LLC.**

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## **Company Overview**

Innovative Technology Partnerships, LLC (ITP) was formed as a New Mexico company in November of 1997 to assist business, education, healthcare, and government organizations to prepare for the uncertainties of the 21st century. ITP is a small business registered under several NAICS categories. ITP provides consulting, management, engineering, and technical support services in national security missions to the Department of Energy (DOE), National Nuclear Security Administration (NNSA), and the National Laboratories and Management and Operating (M&O) contractors associated with the nation's Nuclear Security Enterprise, as well as to other federal agencies and public/private sector organizations.

### **Results, Value, Innovation**

ITP provides world-class performance improvement and organizational learning processes that will assist an organization in today's rapidly changing environment and global economy. Our integrated solutions focus on results, promote innovation, and maximize the value of helping people do their jobs.

ITP's experienced professionals provide superior customer service and incorporate a commitment to excel that is in ITP's operating philosophy. Whether the project calls for innovative design, operational best practices, program level assessments, sophisticated technology programs, or ongoing support, you can expect a result distinguished by its quality and innovation.

ITP provides solutions to assist organizations while they navigate organizational change and the resulting performance and learning needs of individuals. Solutions are offered through our many services that we tailor to meet the specific needs of your organization.

ITP's 95 employees and more than 20 team members, additional part-time and adjunct personnel, and numerous business partners offer hundreds of years of management and technical experience in a wide range of government business operations that can be drawn upon to assist during periods of stress and significant change.



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### **Contract Overview**

Our GSA MAS Schedule Contract is a streamlined procurement vehicle available to federal agencies and other government organizations for obtaining services from pre-qualified vendors. GSA has already completed the federally mandated contracting requirements normally required by federal regulations prior to obtaining services — including competition, pricing, and small business verification.



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## Scope of the Contract

Under our GSA Multiple Award Schedule contract, Innovative Technology Partnerships (ITP) can provide a wide range of services for federal agencies. In addition, states and municipalities can use this contract for disaster recovery services. Our contract includes the following scope of work items, called "Special Item Numbers" (SINs).

### **SIN 541330ENG, Engineering Services**

*Federal agencies can order services from ITP under SIN 541330ENG. State and local agencies can procure Disaster Recovery services under SIN 541330ENGRC.*

Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

### **SIN 541330EMI, Engineering Services Related to Military, Aerospace Equipment, Military Weapons, National Energy Policy Act of 1992, Marine Engineering or Naval Architecture**

*Federal agencies can order services from ITP under SIN 541330EMI. State and local agencies can procure Disaster Recovery services under SIN 541330EMIRC.*

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems specifically relating to military aerospace equipment and/or military weapons, and/or engineering services awarded under the National Energy Policy Act of 1992, and/or marine engineering or naval Architecture.

Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation, and related services.

NOTE: The scope of this SIN is limited to services associated with NAICS 541330 Exception 2 "Military and Aerospace Equipment and Military Weapons", NAICS 541330 Exception 3 "Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992" and NAICS 541330 Exception 4 "Marine Engineering and Naval Architecture".





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### **SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Management Services**

*Federal agencies can order services from ITP under SIN 541611. State and local agencies can procure Disaster Recovery services under SIN 541611RC.*

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

### **SIN 611430, Professional and Management Development Training**

*Federal agencies can order services from ITP under SIN 611430. State and local agencies can procure Disaster Recovery services under SIN 611430RC.*

Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar) and/or web-based (i.e., Internet/Intranet, software packages and computer applications) system.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).



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NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: <https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR <http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA.

### **SIN 541614, Deployment, Distribution and Transportation Logistics Services**

*Federal agencies can order services from ITP under SIN 541614. State and local agencies can procure Disaster Recovery services under SIN 541614RC.*

Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.

### **SIN 541614SVC, Deployment, Distribution and Transportation Logistics Services**

*Federal agencies can order services from ITP under SIN 541614SVC. State and local agencies can procure Disaster Recovery services under SIN 541614SVCRC.*

Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.

### **SIN 611512, Aviation and Flight Training**

*Federal agencies can order services from ITP under SIN 611512. State and local agencies can procure Disaster Recovery services under SIN 611512RC.*

This SIN is for companies primarily engaged in offering aviation and flight training. These establishments may offer vocational training, recreational training, or both.

### **SIN OLM, Order-Level Materials**

*If any OLMs become part of a task order, they are placed under SIN OLM (for task orders for Federal government agencies and departments) or SIN OLMRC (for Disaster Recovery services for state or local agencies).*

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-



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and-Materials (T&M) or Labor-Hour (LH) Contract Line-Item Number (CLIN) and are subject to a Not to Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs, and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.



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## Labor Categories

Labor Category	Description
Subject Matter Expert "V"	PhD degree and 20 or more years of specific experience directly related to the area of their expertise. Provides the highest level of credentialed expertise to senior management and/or senior government officials in technical, engineering, management, legal, administrative, and other professional disciplines. This can include review and analysis of national-level policies and procedures, transition support for major contracts, strategic planning, engineering concept development and design, design of complex systems, program management at high levels of large organizations, and at the senior management levels of federal agencies.
Subject Matter Expert "IV"	Master's Degree and 18 or more years of specific experience directly related to the area of their expertise. Provides a high level of credentialed expertise to senior management and/or senior government officials in technical, engineering, management, legal, administrative, and other professional disciplines. This can include review and analysis of national-level policies and procedures, transition support for major contracts, strategic planning, engineering concept development and design, design of complex systems, program management at high levels of large organizations, and at the senior management levels of federal agencies.
Subject Matter Expert "III"	Master's Degree and 15 or more years of specific experience directly related to the area of their expertise. Provides support and expertise to senior management and/or senior government officials in technical, engineering, management, legal, administrative, and other professional disciplines. This can include review and analysis of national-level policies and procedures, transition support for major contracts, strategic planning, engineering concept development and design, design of complex systems, program management at high levels of large organizations, and at the senior management levels of federal agencies.
Subject Matter Expert "II"	Bachelor's Degree and 12 or more years of specific experience directly related to the area of their expertise. Provides support and expertise to management and/or government officials in technical, engineering, management, legal, administrative, and other professional disciplines. This can include review and analysis of organizational policies and procedures, transition support for contracts, strategic planning, engineering concept development and design, design of complex systems, program management at high levels of organizations, and at the management levels of federal agencies.
Subject Matter Expert "I"	Bachelor's Degree and 10 or more years of specific experience directly related to the area of their expertise. Provides support and expertise to management and/or government officials in technical, engineering, management, legal, administrative, and other professional disciplines. This can include review and analysis of policies and procedures, transition support for contracts, strategic planning, engineering concept development and design, design of complex systems, program management of large organizations, and at various management levels of federal agencies.



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Labor Category	Description
Senior Program Manager	Schedules and allocates work. Provides advice, guidance, and training to subordinates and recommends / determines personnel actions for contractor staff. Skilled project manager with demonstrated experience managing project cost and schedule. Responsible for program planning execution and performance. Bachelor's Degree and 15 years of work experience to include a 2- year formal assignment in a managerial or supervisory capacity.
Principal Partner	Bachelor's Degree and 15 or more years of senior management experience in Fortune 500 companies and government contracting. Provides a broad range of management and technical expertise in multiple functional areas associated with the successful operation and management of medium to large sized organizations. Support can include but is not limited to review and analysis of policies and procedures, assessments and surveys of critical systems and functions, transition support for contracts, strategic planning, design of complex systems, and program and project management of large and/or complex activities.
General Partner	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Provides a broad range of management and technical expertise in multiple functional areas associated with the successful operation and management of organizations. Support can include but is not limited to review and analysis of policies and procedures, assessments and surveys of activities and functions, transition support for contracts, strategic planning, design of complex systems, and program and project management.
Senior Staff Consultant	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Works closely with senior management to identify issues, make recommendations and assist with the evaluation of implementation activities. Recognized expertise in specific technical, management or administrative is required to provide this support. Can work independently with little or no direction. Duties may include management and oversight of other consultants.
Staff Consultant	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Works closely with management to identify issues, make recommendations and assist with the evaluation of implementation activities. Recognized expertise in specific technical, management or administrative is required to provide this support. Can work with minimum direction.
Program Manger	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Works closely with management to ensure the overall success of activities in a technical or administrative program. Capable of preparing timelines, resource schedules, budget reports and other related documents. May also include management and oversight of project personnel.
Project Manager	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Familiar with project management tools and common software such as Microsoft Project to ensure that projects are on schedule and within budget. May include work in the field under operational conditions.



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Labor Category	Description
Network Engineering Consultant	Bachelor's Degree and 10 or more years of experience in design development and implementation of LAN/WAN network communications. Work includes analyze, design, develop, and maintain both hardware and software needed for network communications including local area networks (LANs), wide area networks (WANs), the Internet, intranets and other data communication systems. This position requires knowledge of LAN/WAN systems to help design and install internal and external networks and test and evaluate network systems to eliminate problems and make improvements, in addition to, monitoring network performance and analyzing data to provide recommendations for performance tuning.
Senior Analyst	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Expert in analyzing issues. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards. Assists in developing criteria to measure effectiveness of solutions. Bachelor's Degree and 10 years of experience in Fortune 500 companies and government contracting; BS/BA.
Analyst IV	Bachelor's Degree and 8 or more years of experience in Fortune 500 companies and government contracting. Expert in analyzing issues. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards. Assists in developing criteria to measure effectiveness of solutions. Bachelor's Degree and 10 years of experience in Fortune 500 companies and government contracting; BS/BA.
Analyst III	Bachelor's Degree and 7 or more years of experience in Fortune 500 companies and government contracting. Experience in analyzing issues and data and reaching conclusions and/or making recommendations that can be presented to management. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards with some guidance. Assists in measuring the effectiveness of solutions.
Analyst II	Associate Degree and 5 years of experience in Fortune 500 companies and government contracting. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards with some guidance. Assists in measuring the effectiveness of solutions.
Analyst I	Associate Degree and 3 years of experience in Fortune 500 companies and government contracting. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards with some guidance. Assists in measuring the effectiveness of solutions under the direction of more senior members of staff.
Field Service Engineer	Bachelor's Degree and 6-8 years of experience installing, troubleshooting, and maintaining products/equipment. Work requires ability to read and understand electrical and/or mechanical schematics and diagrams, troubleshooting skills, and an ability to analyze complex systems to identify and fix problems or make recommendations for improvement.



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Labor Category	Description
Senior Research Assistant	Bachelor's Degree and 5 years of experience in related business activities. Capable of performing a wide range of programmatic, technical, management and administrative research and analysis of complex systems and draw conclusions to improve and modify systems and organizations. Work includes ability to read and understand complex processes and procedures, perform Internet research, and analyze data to draw conclusions and develop recommendations for use by senior management.
Research Assistant	H.S. Diploma, pursuing college degree; 3 years of experience in related business activities. Capable of performing a wide range of research and analysis and draw conclusions to improve and modify systems and organizations. Work includes ability to read and understand processes and procedures, perform Intern research, and analyze data to draw conclusions and develop recommendations
Senior Administrative Assistant	H.S. Diploma plus some advanced education; 10 years of business-related experience. Work includes ability to work directly in support of senior management providing a wide range of support activities, often in a high stress environment. Skills include ability to work with Microsoft Office Suite programs, ability to set up meetings and travel, take notes and compose minutes at meetings, maintain complex schedules for multiple staff, compose memos and letters accurately, and work with budget materials.
Administrative Assistant	H.S. Diploma plus 5 years of business-related experience. Work includes ability to provide support to organizations, providing a wide range of support activities. Skills include ability to work with Microsoft Office Suite programs, ability to set up meetings and travel, take notes and compose minutes at meetings, maintain schedules for multiple staff, compose memos and letters accurately, and work with budget materials.
Training Specialist III	Expert in designing training using a systematic, performance-based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. MA Degree and 10 years of professional work experience.
Training Specialist II	Expert in designing training using a systematic, performance-based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. Bachelor's Degree and 7+ years of professional work experience.
Training Specialist I	Expert in designing training using a systematic, performance-based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. Bachelor's Degree and 5 years of professional work experience.
Data Manager	Responsible for duties related to effective implementation of Microsoft SharePoint, websites, databases, and Microsoft Project; as well as those duties related to SharePoint administration. Utilizes and modifies SharePoint web parts for processing and analyzing data. Performs SharePoint workflow design and implementation. Performs integration of Microsoft Project, Microsoft Excel and Microsoft SharePoint services. Designs and implements "out of the box" databases and SharePoint lists (including structure and relationships) to support effective business use of an Enterprise SharePoint Portal. Associate Degree plus 4 years of professional experience.





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Labor Category	Description
Graphic Designer	Expert in developing training materials and preparing illustrations to represent complex systems or concepts. Experience using commercial computer graphics and desktop publishing systems. Bachelor's Degree with emphasis in graphic design plus 4 years' experience.
Multimedia Specialist I	Develops and modifies web-based training courseware and applications. Utilizes Internet and WBT authoring software such as Flash, Articulate, SharePoint Designer or Claro. Fluent in ActionScript and/or HTML 5. Acts independently under general direction. Bachelor's Degree and 2 years' experience.
Information Architect	Develops strategies for data acquisitions, archive recovery, and implementation of a database. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Bachelor's Degree in a relevant field of study and 7+ years of professional work experience.
IT Specialist III	Designs, develops, troubleshoots, debugs, and implements software code (e.g., HTML, CGI, and JavaScript) for a component of the website. Designs, develops, troubleshoots, debugs, and implements software code (e.g., HTML, CGI, and JavaScript) for a component of the website. Bachelor's Degree and 8 years of experience.
Program Lead	IPT lead and highly experienced in Instructional Technology. Acts independently under general direction. Provides leadership on complex projects. Defines and directs specification and tasks to be performed by team members, defines target dates of tasks and sub-tasks. Provides guidance and assistance in coordinating output and ensuring the adequacy of the end product. Analyzes training needs and prepares courses and related materials. Assists in developing criteria to measure effectiveness of classes. Master's Degree and 7+ years of experience.
Senior Cyber Security Specialist	Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Applies know-how to government systems requiring specialized security features and procedures. Master's Degree in a relevant field of study and 8 years of professional work experience.
Exercise Design Specialist	Experience designing discussion and operational exercises (tabletop, drills, full-scale, etc.) that comply with HSEEP guidelines. Experience as lead evaluator/ controller. Experience as facilitator for tabletop exercises. Ability to serve as technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience instructing the principles of exercise design, development, delivery, and evaluation. Experience incorporating strategic planning into exercise development. Bachelor's Degree in a relevant field of study and 5+ years of professional work experience.
Senior Training Analyst	Expert in analyzing human performance and performance issues. Analyzes job tasks, desired skills, knowledge and abilities to determine required competencies. Acts independently under general direction of the IPT Lead. SABA Human Performance Technologist (HPT) certified or equivalent. Master's Degree and 10 years of professional work experience.





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Labor Category	Description
Training Analyst Specialist	Expert in analyzing performance issues. Conducts job/task analyses, functional analyses and other analytical processes IAW DOE standards. Assists in developing criteria to measure effectiveness of classes and other solutions. Bachelor's Degree plus 5+ years of professional work experience.
Training Director	Schedules and allocates work. Provides advice, guidance and training to subordinates and recommends / determines personnel actions for contractor staff. Skilled instructional technologist capable of performing ISD functions. Responsible for program planning execution and performance. Master's degree and 5+ years directly related work experience to include a 2-year formal assignment in a managerial or supervisory capacity in a training environment.
Instructor / SME I	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 8 years' experience in area of expertise and Bachelor's Degree.
Instructor / SME II	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. Bachelor's Degree and 10 years' experience in area of expertise.
RND Technical Specialist	Experience with the law enforcement RND mission. Ability to use equipment associated with the RND mission. Ability to work in small groups to validate task analysis data. Experience reviewing training materials and making recommendations. Bachelor's Degree and 7 years' experience in law enforcement or emergency response.
Instructor / SME III	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 12 years' experience in area of expertise and BS/BA Degree
Instructor / SME IV	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 15 years' experience in area of expertise and Bachelor's Degree.
Instructor / SME V	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 18 years' experience in area of expertise and MS/MA Degree.
Instructor / SME VI	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. PhD/JD and 20 years' experience in area of expertise.



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Labor Category	Description
ICS LE Specialist	Served as incident commander during a unified command incident. Experience instructing the principles and techniques of ICS. Experience working in small groups to design ICS training and exercises. Knowledge of HSEEP guidelines for exercise design. Ability to serve as technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience with strategic planning. Experience instructing FEMA ICS courses. Bachelor's Degree and 7 years of experience in law enforcement.
Crisis Communication Specialist	Ability to prepare and deliver statements to the media during a crisis event. Experience as lead negotiator. Skill to create and use message mapping. Experience working in small groups to produce training and exercises. Ability to serve as technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience instructing crisis communication principles and techniques. Experience with strategic planning. Bachelor's Degree and 7 years' experience in crisis communication
Armorer I	Assists the Senior Armorer and Lead Armorer in the overall operation of the Armory and/or a mobile armory when deployed for training. Responsible for the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry and related equipment. 1. High school diploma or equivalent. 2. Minimum of 2 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms. 4. Ability to obtain licenses and certifications to operate commercial motor vehicles in the support of OST program requirements.
Armorer II	Responsible for the overall operation of an armory. Provides general maintenance and repair, issue and return, storage and security, and inventory of all weaponry, related equipment, and ammunition at the section armory. 1. High school diploma or equivalent. 2. Minimum of 4 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms. 4. Minimum of one-year supervisory experience. 5. Ability to obtain licenses and certifications to operate commercial motor vehicles in the support of OST program requirements.



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Labor Category	Description
Armorer III	<p>Responsible for the overall daily operation of an Armory and/or a mobile armory when deployed for training with responsibility for the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry and related equipment. Directs the day-to-day activities of assigned personnel to include munitions specialists. Assumes the duties and responsibilities of the Senior Armorer when he is absent or deployed.</p> <ol style="list-style-type: none"><li>1. Academic high school diploma or G.E.D.</li><li>2. Minimum of 4 years Armorer experience.</li><li>3. Factory or military certification on appropriate firearms.</li><li>4. A minimum of one year of supervisory experience.</li><li>5. Ability to obtain and maintain appropriate DOE-NNSA certification as a DOE Armorer.</li><li>6. Ability to obtain a license and certification to operate vehicles up to Class III CDL with hazardous materials endorsement and any special equipment required to provide armory support to OST training and/or exercises.</li></ol>
Armory Coordinator	<p>Responsible for the management, operation and security of the client sites, sections and mobile armory. Responsibility includes the management of all Armorer and the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry, and related equipment.</p> <ol style="list-style-type: none"><li>1. Academic high school diploma or G.E.D.</li><li>2. Minimum of 6 years Armorer experience or Gunsmith degree.</li><li>3. Factory or military certification on appropriate firearms.</li><li>4. Minimum of 2 years of supervisory experience.</li></ol>
Driver	<p>The primary function is to support the requirements of the client with the movement of trailers and equipment. The secondary function is to support the client mission through the safe and timely movement of equipment to designated destinations. Equipment movement might include new, existing and/or decommissioned tractors, trailers, vans, training equipment and critical mission transportation support needed to conduct and complete client contract requirements. Support may also include movement of hazardous materials requiring compliance with DOT regulations.</p> <ol style="list-style-type: none"><li>1. Academic high school diploma or G.E.D.; advanced education in specialized field(s); basic instructor's certificate desirable.</li><li>2. A minimum of 3 years of over-the-road 'accident-free' driving experience.</li><li>3. Must have current state CDL driver's license.</li><li>4. May require DOT HAZMAT endorsement.</li></ol>
Fleet Coordinator	<p>Provide management of the client Non-Operations and Training vehicle fleet of GSA-owned vehicles. This includes tracking usage, performing monthly GSA on-line mileage report, coordinating maintenance/repairs/modifications to and replacement of vehicles, coordinating new vehicle requests, acting as primary point of contact for all GSA fleet matters.</p> <ol style="list-style-type: none"><li>1. Academic high school diploma or G.E.D.</li><li>2. A minimum of 5 years' on-the-job experience in a related vehicle management position.</li><li>3. A minimum of 3 years' supervisory experience.</li><li>4. Working knowledge of federal and client orders and regulations related to management of government vehicles.</li></ol>



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Labor Category	Description
Fleet Specialist	<p>Maintain the fleet of government vehicles assigned to client. Manage vehicle utilization and assignment and coordinate required maintenance. Operate all vehicles assigned to ensure delivery wherever required. Maintain accountability of all government vehicles.</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D.</li> <li>2. A minimum of 5 years on-the-job experience in a related position.</li> <li>3. Ability to obtain licenses and certifications to operate commercial motor vehicles in support of OST program requirements.</li> </ol>
Fleet Specialist-Lead	<p>Provide for the development and implementation of the Fleet Management Program (FMP) in support of the client guidelines at the designated satellite training sites. Plans, coordinates, and manages all FMP support efforts and assures delivery of operational training vehicles and related services, leading to a quality operation that results in efficiency, high quality, and cost effectiveness. Activities will comply with applicable federal, state, and client policies and procedures and be performed in accordance with contractual agreements.</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D.</li> <li>2. A minimum of 5 years' on-the-job experience in a logistics-related position.</li> <li>3. A minimum of 2 years' supervisory experience.</li> <li>4. Ability to obtain licenses and certifications to operate commercial motor vehicles and hazardous materials endorsement in support of OST program requirements.</li> </ol>
Logistics Coordinator	<p>Manage and coordinate all logistics, shipping and receiving and property management activities at the client sites, including satellite training sites. Specifically, responsible to the Logistics Program Manager for directing, managing, implementing, establishing, and maintaining an efficient logistic support operations and equipment inventory to fully satisfy the daily logistics requirements, support of training programs and agent operational needs. Plan, develop, implement, oversee, and assure delivery of logistical support and related services to training events, both on and off-site locations resulting in efficient, high quality, and cost-effective support operation. Ensure all activities comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements.</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D. (AA degree preferred).</li> <li>2. A minimum of 10 years' on-the-job experience in a logistics-related position.</li> <li>3. A minimum of 4 years' supervisory experience.</li> <li>4. Licensed and certified to operate motor vehicles, forklifts and other specialized equipment as required.</li> </ol>
Logistics Program Manager	<p>Responsible and accountable for managing a comprehensive logistical support program for the client encompassing sites nationwide. Ensure that logistical support is conducted in accordance with client Orders, SOPs and the Performance Work Statement (PWS). Provide supervision and direction to logistics staff personnel.</p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in Management, Business or related field.</li> <li>2. A minimum of 6 years of resource management experience.</li> <li>3. A minimum of 3 years of property management experience.</li> <li>4. A minimum of 10 years of experience managing people.</li> </ol>



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Labor Category	Description
Logistics Lead	<p>Assist the Logistics Coordinator, with the delegated responsibilities for the development and implementation of Logistical Plans supporting the client training programs. Coordinates logistics support efforts and assures delivery of logistical support and related services, leading to a quality operation that results in efficiency, high quality, high morale, and cost effectiveness. Activities comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreement.</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D. (AA degree preferred).</li> <li>2. A minimum of 5 years of on-the-job experience in a logistics-related position.</li> <li>3. A minimum of 2 years of supervisory experience.</li> <li>4. Licensed and certified to operate motor vehicles and any other specialized equipment required for supporting and maintaining the requirements of the client.</li> </ol>
Logistics Specialist	<p>Assist the Logistics Property Coordinator in the development, and implementation of the Logistics and Acquisitions in support of training and logistics programs. Operate, plan, maintain, and coordinate acquisition efforts and assures delivery of bench stock items and related services, leading to a quality operation that results in efficiency, high quality, and cost effectiveness for identified programs and training activities. Activities will comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements.</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D.</li> <li>2. A minimum of 4 years of on-the-job experience in a logistics-related position.</li> <li>3. Licensed and certified to operate motor vehicles and any other specialized equipment required for supporting and maintaining the requirements of the client.</li> </ol>
Logistics-Carpenter	<p>Provide carpentry support for the construction of training aids. Identify tools, equipment and material needs as required. Assist the Logistics Lead with the development of corrective and preventive work plans.</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D.</li> <li>2. A minimum of 5 years of on-the-job experience in all aspects of the carpentry trade or an equivalent combination of education and experience.</li> <li>3. A valid state driver's license.</li> <li>4. Knowledge of the methods, practices, materials and tools of the carpentry trade and of the hazards and safety precautions necessary in the carpentry trade.</li> </ol>
Munitions Coordinator	<p>Responsible for the overall operation of the client Munitions Management Program (MMP) in coordination with Federal staff. Develop, operate, plan, coordinate, and maintain munitions and pyrotechnics support efforts that assure proper shipment, storage, accountability, receipt, delivery, and transportation of munitions (Hazard Classification 1.1, 1.2, 1.3, and 1.4) and other related services. Supervise Munitions Specialist(s).</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D.</li> <li>2. A minimum of 7 years of on-the-job experience in a related position.</li> <li>3. Two years of supervisory experience.</li> <li>4. Ability to obtain and maintain a Class-A CDL license with a hazardous materials endorsement.</li> <li>5. Ability to obtain licenses and certifications to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client's training program.</li> </ol>



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Labor Category	Description
Munitions Specialist-Lead	<p>Assist the Munitions Coordinator in the operation of client Munitions Management Program (MMP). Oversee daily operations of Munitions activities. Schedule, direct and supervise specialists in the storage, inspection, shipping and transportation of munitions. Assist in the munitions operation and maintain assigned munitions and pyrotechnics support efforts that assure proper shipment, storage, accountability, receipt, delivery, and transportation of munitions (Hazard Classification 1.1, 1.2, 1.3, and 1.4) and other related services.</p> <ol style="list-style-type: none"><li>1. Academic high school diploma or G.E.D.</li><li>2. A minimum of 5 years of on-the-job experience in a related position.</li><li>3. A minimum of 1 year of supervisory experience.</li><li>4. Ability to obtain and maintain a Class-A CDL license with a hazardous materials endorsement.</li><li>5. Ability to obtain licenses and certifications to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client's training program.</li></ol>
Property Coordinator	<p>Responsible for the management and operation of the client Property Management Program. Provide a full range of government property technical support, staff assistance, and audits.</p> <ol style="list-style-type: none"><li>1. Bachelor's degree emphasizing business management or a minimum of 6 years of experience performing managerial-level property management and control.</li><li>2. A minimum of 3 years of supervisory experience.</li><li>3. Knowledge of and experience in the federal acquisition process with a thorough understanding of the FPMR, FAR, DEAR, DOE-PMR and ALPMI.</li><li>4. Ability to learn, understand and comply with the Federal Property Management.</li></ol>
Property Specialist	<p>Provide a full range of government property technical support and staff assistance, to include property management, and supply and equipment management. This position requires an understanding of the Federal Property Management Regulations (FPMR &amp; FMR) and the DOE Property Management Regulations (DOE-PMR).</p> <ol style="list-style-type: none"><li>1. An academic high school diploma or G.E.D.</li><li>2. A minimum of 4 years of experience performing government property or logistics functions.</li><li>3. Ability to learn, understand and comply with the Federal Property Management Regulations (FPMR), the DOE Property Management Regulations (DOE-PMR) and the client Personal Property Management Manual to control government property.</li></ol>



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Labor Category	Description
Shipping/Receiving Clerk	<p>Assist the Logistics Lead by performing the shipping &amp; receiving function in support of client training programs. Operate, plan, coordinate, and follow all shipping &amp; receiving processes. Document, and assure the proper shipment, receipt, and delivery of operational/training supplies and equipment is completed in a high quality and cost-effective manner. Activities will comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements with the federal Agency.</p> <ol style="list-style-type: none"><li>1. An academic high school diploma or G.E.D.</li><li>2. A minimum of 2 years' on-the-job experience in a related position.</li><li>3. License and certification to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client training program.</li></ol>
Inventory Specialist	<p>Provide inventory control as required to assist the Logistics Section (LS) in support of the client at various locations, and other designated satellite training sites. Performs inventory control support as assigned and derives his/her authority from the Logistics/Property Coordinator or his/her designee, the Property Coordinator, exercising this authority over specific support functions. The Property Coordinator provides direction through discussions, conferences or written directives outlining specific goals and objectives. The work involves minimal supervision with specific delegated responsibilities. Activities will comply with applicable federal, state, and client policies and procedures and be performed in accordance with contractual agreements with the federal Agency.</p> <ol style="list-style-type: none"><li>1. An academic high school diploma or G.E.D.</li><li>2. A minimum of 3 years of on-the-job experience in a logistics-related position.</li><li>3. Ability to learn, understand and comply with the Federal Property Management Regulations (FPMR), the DOE Property Management Regulations (DOE-PMR) and the client Personal Property Management Manual to control client government property.</li><li>4. License and certification to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client training program.</li></ol>
Project Planning Specialist	<p>Assist the client to develop, draft, coordinate and publish operational plans, deployment plans, security plans and execution plans for Joint Testing Exercises, and other specialized operations as assigned. Conduct inter- organization/agency liaison to plan, frame agreements, coordinate mutual support, etc. Prepare and coordinate any necessary Agreements and/or Memorandums.</p> <ol style="list-style-type: none"><li>1. High school diploma (bachelor's degree preferred) in a relevant field.</li><li>2. Five years of experience in security operations, training and planning functions.</li><li>3. Knowledge of and experience in the development of government plans and procedures.</li></ol>





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Labor Category	Description
Business Systems Developer	<p>Assist the Budget Planning and Evaluation Division (BPED) with developing and maintaining project-related systems as well as providing financial oversight for Client programs and projects through reporting and analysis. Position involves significant interaction with Office Budget Representatives, Project Managers, contracts and finance personnel, senior technical personnel and other functional or support organizations. Assists in developing and providing guidance on the implementation of the following:</p> <p>Enterprise Project Structure (EPS) and related documents, Funds Management Tools (Checkbook, Primavera, etc.) Project/Budget/Procurement related documents (Project Plan, Project Change Form, etc.) and reports utilizing internal and external data sources. Assist with the generation of required projections and requirements data analysis.</p> <ol style="list-style-type: none"> <li>1. Associate Degree (Bachelor's degree preferred) in business, engineering or related disciplines; professional experience can be substituted for educational requirements.</li> <li>2. Project Management Professional (PMP) education or certification preferred.</li> <li>3. A minimum of 3 years of experience with project/program management, scheduling, cost control and quality management.</li> <li>4. Strong knowledge of PCs and related MS programs, including MS Project, significant training and/or experience with Microsoft Access, Microsoft SQL Server, and Adobe LiveCycle Form Developer.</li> <li>5. Ability to utilize Crystal Reports to develop and modify reports derived from various data sources and models.</li> <li>6. Familiarity with JavaScript, T-SQL and other related programming languages with an emphasis on Object-Oriented Programming.</li> </ol>
Financial Specialist	<p>Support client personnel by using their financial system and retrieve electronic invoice(s), review corresponding contract(s) and modifications for correct invoicing information (check amounts, quantities, periods of performance, funds availability, etc.), log pending invoice(s) and forward invoice to appropriate approving authority with contract balance sheet.</p> <ol style="list-style-type: none"> <li>1. Academic high school diploma or G.E.D.</li> <li>2. Experience reading and understanding federal contracts and allocated funding and period of performance of contract line items (CLINs) and task orders (TOs).</li> <li>3. Minimum of 3 years of office/clerical experience.</li> <li>4. Working knowledge of PCs and related Microsoft programs to include an intermediate level of proficiency in Excel.</li> <li>5. Ability to learn and understand the Federal Travel regulations (FTRs) and apply that knowledge to acceptable invoice costs.</li> </ol>





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Labor Category	Description
ES&H Specialist, Senior	<p>Responsible for the development and implementation of client ES&amp;H Programs to ensure compliance with Federal, State and local laws. Conduct ES&amp;H assessments in support of client mission objectives. Advise Coordinators, Managers/Leads and employees on ES&amp;H programs and issues. Conduct ES&amp;H training for all employees and ensure training is documented through standard procedures.</p> <ol style="list-style-type: none"><li>1. Bachelor's degree or equivalent emphasizing environmental health, hygiene or safety.</li><li>2. Formal education/training in ES&amp;H program management at a university, with armed services or a federal agency.</li><li>3. Minimum of 2 years of experience in accident investigation and reporting.</li><li>4. Five years of experience in applied firearms/munitions safety, industrial safety, environmental protection, driving safety and industrial health programs.</li><li>5. Minimum of 2 years of supervisory experience.</li></ol>
ES&H Specialist	<p>Assist the ES&amp;H Coordinator in the development and implementation of client ES&amp;H Programs to ensure compliance with Federal, State and local laws. Conduct ES&amp;H assessments in support of client mission objectives. Assist the ES&amp;H Coordinator in advising managers and employees on ES&amp;H programs and issues. Conduct ES&amp;H training for all employees.</p> <ol style="list-style-type: none"><li>1. Bachelor's degree or equivalent emphasizing environmental health, hygiene or safety.</li><li>2. Formal education/training in ES&amp;H program management at a university, with armed services or a federal agency.</li><li>3. Five years of experience in applied firearms/munitions safety, industrial safety, environmental protection, driving safety and industrial health programs.</li></ol>
Payroll/Travel Specialist	<p>Payroll data entry for the assigned federal and contractor staff, and or management. Provide back up support to Payroll Specialist as requested or required to ensure all timelines are met. Perform clerical duties in preparing, maintaining and updating records and reports from data provided by the Unit Commanders.</p> <ol style="list-style-type: none"><li>1. Academic high school diploma or G.E.D.</li><li>2. Minimum of 2 years of office/clerical experience.</li><li>3. Knowledge of Federal Travel Regulations (FTR) and time and attendance regulations, guidelines and processes.</li></ol>



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Labor Category	Description
Budget Assistant	<p>Support client budget execution activities, to include tracking, and reconciliation of funding requirements. Assists with the maintenance of budget related systems to include checkbooks and associated budget adjustments; a source to reconcile, ensure funds are appropriately allocated and tracked. Utilizes various software products to organize, present and integrate budget documentation. Software includes Excel, Access, Crystal Reports, PowerPoint and Word. Provides advice to program staff on format, content, processes, and strategies</p> <p>utilized to meet budget-related requirements and deliverables. Recommends or adapts process improvements. Works with Budget Execution Staff, Project Managers, and other support staff to resolve discrepancies, ensuring that changes are appropriately reported to all interested parties and modifications are made to the financial management systems. Participates and assists in the preparation of program review documentation to include the evaluation of activities to ensure proper program integration, completeness and adequacy. Generates budget reports and supports client staff with reconciliation of various cost data.</p> <ol style="list-style-type: none"><li>1. Associate Degree in business or related disciplines; professional experience can be substituted for educational requirements.</li><li>2. A minimum of 3 years of experience performing budget assistant functions.</li><li>3. Experience in generating written guidance on budget/financial-related processes and procedures.</li><li>4. A minimum of 2 years of experience with budget execution related duties.</li><li>5. Experience working in a team environment with varying skill and knowledge levels.</li></ol>
Technical Writer	<p>Assists the Executive Officer by serving as an expert consultant to the organizational staff on correspondence standards, goals and products. Recommends editorial changes and prepares a variety of written products including special projects, decision memoranda, letters, policies, procedures, manuals, forms, report templates and oral and/or PowerPoint presentations. Guides the revision of finished products to ensure quality, relevance and timeliness.</p> <ol style="list-style-type: none"><li>1. Bachelor's degree from an accredited college in a field of study which provides knowledge and use of technical writing.</li><li>2. A minimum of two years of experience performing technical writing and editing functions.</li><li>3. Ability to learn and understand the company policies and procedures of editing, graphics, printing and distribution for reports, manuals, briefs, proposals, instruction books and related technical and administrative materials within the organization.</li></ol>

## Substitution Factors

- A Ph.D. can substitute for 4 additional years of experience.
- A Master's Degree can substitute for 2 additional years of experience.
- A Master's Degree and 4 additional years of experience can substitute for a Ph.D.
- A Bachelor's Degree and 2 additional years of experience can substitute for a Master's Degree.
- A High School Degree and 4 additional years of experience can substitute for a Bachelor's Degree.
- An Associate Degree and 2 additional years of experience can substitute for a Bachelor's Degree.
- A High School Degree and 2 additional years of experience can substitute for an Associate Degree.



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## Prices

The following prices are “net” (prices shown include all applicable discounts and are inclusive of the 0.75% Industrial Funding Fee).

SIN	Labor Category	Option Period 1				
		5/5/2023 to 5/4/2024	5/6/2024 to 5/4/2025	5/7/2025 to 5/4/2026	5/8/2026 to 5/4/2027	5/9/2027 to 5/4/2028
		Year 6	Year 7	Year 8	Year 9	Year 10
541611, 541330ENG, 541330EMI, 611430, 611512	Subject Matter Expert V	\$352.39	\$364.41	\$376.84	\$389.69	\$402.98
541611, 541330ENG, 541330EMI, 611430, 611512	Subject Matter Expert IV	\$254.32	\$263.00	\$271.96	\$281.24	\$290.83
541611, 541330ENG, 541330EMI, 611430, 611512	Subject Matter Expert III	\$237.36	\$245.45	\$253.82	\$262.48	\$271.43
541611, 541330ENG, 541330EMI, 611430, 611512	Subject Matter Expert II	\$220.42	\$227.93	\$235.71	\$243.74	\$252.06
541611, 541330ENG, 541330EMI, 611430, 611512	Subject Matter Expert I	\$211.93	\$219.15	\$226.63	\$234.35	\$242.34
541611, 611430, 611512	Senior Program Manager	\$189.17	\$195.62	\$202.29	\$209.19	\$216.32
541611, 611430, 611512	Principal Partner	\$155.32	\$160.61	\$166.09	\$171.75	\$177.61
541611, 611430, 611512	General Partner	\$155.32	\$160.61	\$166.09	\$171.75	\$177.61



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		Option Period 1				
		5/5/2023 to 5/4/2024	5/6/2024 to 5/4/2025	5/7/2025 to 5/4/2026	5/8/2026 to 5/4/2027	5/9/2027 to 5/4/2028
SIN	Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
541611, 611430, 611512	Senior Staff Consultant	\$155.32	\$160.61	\$166.09	\$171.75	\$177.61
541611, 611430, 611512	Program Manager	\$155.32	\$160.61	\$166.09	\$171.75	\$177.61
541611, 611430, 611512	Staff Consultant	\$155.32	\$160.61	\$166.09	\$171.75	\$177.61
541611, 541330ENG, 541330EMI, 611430, 611512	Project Manager	\$155.32	\$160.61	\$166.09	\$171.75	\$177.61
541611, 611430, 611512	Senior Analyst,	\$155.32	\$160.61	\$166.09	\$171.75	\$177.61
541611	Network Engineering Consultant	\$135.31	\$139.93	\$144.70	\$149.63	\$154.74
541611, 611430, 611512	Analyst IV	\$128.95	\$133.35	\$137.89	\$142.59	\$147.46
541611	Analyst III	\$107.47	\$111.13	\$114.92	\$118.84	\$122.89
541611	Analyst II	\$95.17	\$98.41	\$101.77	\$105.24	\$108.83
541611, 541330ENG, 541330EMI	Field Service Engineer	\$94.23	\$97.44	\$100.76	\$104.20	\$107.75
541611	Analyst I	\$82.41	\$85.22	\$88.12	\$91.13	\$94.24
541611, 611430, 611512	Technical Writer	\$66.98	\$69.27	\$71.63	\$74.07	\$76.60



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		Option Period 1				
		5/5/2023 to 5/4/2024	5/6/2024 to 5/4/2025	5/7/2025 to 5/4/2026	5/8/2026 to 5/4/2027	5/9/2027 to 5/4/2028
SIN	Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
541611	Senior Research Assistant	\$69.43	\$71.79	\$74.24	\$76.77	\$79.39
541611	Research Assistant**	\$55.79	\$57.69	\$59.66	\$61.69	\$63.79
541611	Senior Administrative Assistant**	\$44.36	\$45.88	\$47.44	\$49.06	\$50.73
541611	Administrative Assistant**	\$38.02	\$39.32	\$40.66	\$42.04	\$43.48
611430, 611512	Training Specialist III	\$58.51	\$60.50	\$62.57	\$64.70	\$66.91
611430, 611512	Training Specialist II	\$50.15	\$51.86	\$53.63	\$55.45	\$57.34
611430, 611512	Training Specialist I	\$43.05	\$44.52	\$46.04	\$47.61	\$49.23
611430, 611512	Data Manager	\$34.46	\$35.63	\$36.85	\$38.11	\$39.40
611430, 611512	Graphic Designer	\$37.58	\$38.86	\$40.19	\$41.56	\$42.97
611430, 611512	Multimedia Specialist I	\$35.80	\$37.02	\$38.28	\$39.59	\$40.94
611430, 611512	Information Architect	\$89.40	\$92.45	\$95.60	\$98.86	\$102.23
611430, 611512	IT Specialist III	\$114.95	\$118.87	\$122.93	\$127.12	\$131.45
611430, 611512	Program Lead	\$89.40	\$92.45	\$95.60	\$98.86	\$102.23
611430, 611512	Senior Cyber Security Specialist	\$109.78	\$113.52	\$117.40	\$121.40	\$125.54
611430, 611512	Exercise Design Specialist	\$65.47	\$67.70	\$70.01	\$72.40	\$74.87



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		Option Period 1				
		5/5/2023 to 5/4/2024	5/6/2024 to 5/4/2025	5/7/2025 to 5/4/2026	5/8/2026 to 5/4/2027	5/9/2027 to 5/4/2028
SIN	Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
611430, 611512	Senior Training Analyst	\$108.56	\$112.26	\$116.09	\$120.05	\$124.14
611430, 611512	Training Analyst Specialist	\$58.51	\$60.50	\$62.57	\$64.70	\$66.90
611430, 611512	Training Director	\$115.96	\$119.92	\$124.01	\$128.23	\$132.61
611430, 611512	Instructor/SME I	\$66.20	\$68.46	\$70.79	\$73.21	\$75.71
611430, 611512	Instructor/SME II	\$76.64	\$79.26	\$81.96	\$84.75	\$87.64
611430, 611512	RND Technical Specialist	\$191.57	\$198.11	\$204.86	\$211.85	\$219.07
611430, 611512	Instructor/SME III	\$89.41	\$92.46	\$95.61	\$98.87	\$102.25
611430, 611512	Instructor/SME IV	\$114.95	\$118.87	\$122.93	\$127.12	\$131.45
611430, 611512	Instructor/SME V	\$158.46	\$163.86	\$169.45	\$175.23	\$181.20
611430, 611512	Instructor/SME VI	\$173.28	\$179.19	\$185.30	\$191.62	\$198.15
611430, 611512	ICS LE Specialist	\$138.47	\$143.19	\$148.07	\$153.12	\$158.34
611430, 611512	Crisis Communication Specialist	\$140.50	\$145.29	\$150.24	\$155.36	\$160.66
541330EMI, 541614SVC, 541614, 611430	Armorer I**	\$43.89	\$45.39	\$46.94	\$48.54	\$50.19
541330EMI, 541614SVC, 541614, 611430	Armorer II**	\$45.39	\$46.94	\$48.54	\$50.20	\$51.91



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SIN	Labor Category	Option Period 1				
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		Year 6	Year 7	Year 8	Year 9	Year 10
541330EMI, 541614SVC, 541614, 611430	Armorer III**	\$50.90	\$52.63	\$54.43	\$56.29	\$58.20
541330EMI, 541614SVC, 541614, 611430	Armory Coordinator	\$75.04	\$77.60	\$80.25	\$82.99	\$85.82
541614SVC, 541614, 611430	Driver**	\$38.88	\$40.21	\$41.58	\$42.99	\$44.46
541614SVC, 541614, 611430	Fleet Coordinator	\$52.98	\$54.79	\$56.66	\$58.59	\$60.59
541614SVC, 541614, 611430	Fleet Specialist**	\$37.88	\$39.17	\$40.51	\$41.89	\$43.32
541614SVC, 541614, 611430	Fleet Specialist Lead	\$44.40	\$45.91	\$47.48	\$49.09	\$50.77
541614SVC, 541614, 611430	Logistics Coordinator	\$58.08	\$60.06	\$62.11	\$64.22	\$66.41
541614SVC, 541614, 611430	Logistics Program Manager	\$84.30	\$87.17	\$90.14	\$93.22	\$96.39
541614SVC, 541614, 611430	Logistic Lead	\$39.00	\$40.33	\$41.70	\$43.12	\$44.60
541614SVC, 541614, 611430	Logistics Specialist**	\$36.83	\$38.09	\$39.38	\$40.73	\$42.12
541614SVC, 541614, 611430	Logistics-Carpenter**	\$32.57	\$33.68	\$34.83	\$36.02	\$37.24



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SIN	Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
541330EMI, 541614SVC, 541614, 611430	Munitions Coordinator	\$58.43	\$60.42	\$62.49	\$64.62	\$66.82
541330EMI, 541614SVC, 541614, 611430	Munition Specialist Lead	\$42.81	\$44.27	\$45.78	\$47.34	\$48.95
541614SVC, 541614, 611430	Property Coordinator	\$51.27	\$53.02	\$54.83	\$56.70	\$58.63
541614SVC, 541614, 611430	Property Specialist	\$42.87	\$44.33	\$45.85	\$47.41	\$49.03
541614SVC, 541614, 611430	Shipping/Receiving Clerk**	\$25.78	\$26.66	\$27.56	\$28.50	\$29.48
541614SVC, 541614, 611430	Inventory Specialist**	\$35.90	\$37.12	\$38.39	\$39.70	\$41.05
541614SVC, 541614, 611430	Project Planning Specialist	\$107.20	\$110.85	\$114.63	\$118.54	\$122.58
541614SVC, 541614, 611430	Business System Developer	\$85.54	\$88.46	\$91.47	\$94.59	\$97.82
541614SVC, 541614, 611430	Financial Specialist	\$61.17	\$63.25	\$65.41	\$67.64	\$69.95
541614SVC, 541614, 611430	ES&H Specialist Sr.	\$68.21	\$70.53	\$72.94	\$75.43	\$78.00
541614SVC, 541614, 611430	ES&H Specialist	\$50.00	\$51.70	\$53.47	\$55.29	\$57.17





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SIN	Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
541614SVC, 541614, 611430	Payroll/Travel Specialist **	\$34.59	\$35.77	\$36.99	\$38.25	\$39.55
541614SVC, 541614, 611430	Budget Assistant**	\$40.67	\$42.06	\$43.49	\$44.98	\$46.51

\*\* Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

\*\*\* Awarded rates do not include the New Mexico Gross Receipts tax. If a task order is subject to the New Mexico Gross Receipts tax it will be identified at the task order level as a separate line item.



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### Service Contract Labor Standards Matrix

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract, and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCLS Eligible	SCLS Equivalent Code Title	WD Number
Armorer I	23391 Gunsmith I	2015-5443
Armorer II	23392 Gunsmith II	2015-5443
Armorer III	23393 Gunsmith III	2015-5443
Fleet Specialist	21020 Forklift Operator	2015-5443
Shipping / Receiving Clerk	21130 Shipping/Receiving Clerk	2015-5443
Logistic Specialist	21150 Stock Clerk	2015-5443
Logistic Carpenter	23130 Carpenter, Maintenance	2015-5443
Driver	31364 Driver Tractor Trailer	2015-5443
Administrative Assistant	01020 Admin Assistant	2015-5443
Research Assistant	01052 Data Entry Operator II	2015-5443
Senior Administrative Assistant	01263 Per. Assistant III	2015-5443
Inventory Specialist	01410 Supply Tech	2015-5443
Payroll /Travel Specialist	01013 Accounting Clerk III	2015-5443
Budget Assistant	01012 Accounting Clerk II	2015-5443