GENERAL SERVICES ADMINISTRATION

Multiple Award Schedule Contract

GSA Schedule Price List

Federal Supply Group: Professional Services

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.

CONTRACT NUMBER: 47QRAA19D000U

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

Contract Period: 11-7-18 through 11-6-23

Contractor: Strategic Operational Solutions, Inc.
8391 Old Courthouse Road, Suite 300
Vienna, VA 22182

Business Size: Other than Small Business

Telephone: (703) 942-8590

Website: www.stopso.com

Contract Administration: Ronni M Alton
E-mail: ronni.alton@stopso.com

Price list current as of Modification #PS-A812 effective February 3, 2020
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Customer Information

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

541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

OLM - Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Appendix A

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Appendix B

2. Maximum Order: $1,000,000

3. Minimum Order: $100.00

4. Geographic Coverage (Delivery Area): Domestic Only

5. Point(s) of production (city, county and state or foreign country): Same as company address

6. Discount from list prices or statement of net price:
   Government net prices (discounts already deducted). See Appendix A

7. Quantity Discounts: N/A

8. Prompt Payment Terms: None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items (list by country or origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on Task Order

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-Day Delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. F.O.B. Point(s): Destination

12a. Ordering Address(es): Same as company address

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3
13. Payment Address(es): Same as company address

14. Warranty Provision: Contractor’s standard commercial warranty

15. Export Packing Charges (if applicable): N/A

16. Terms and Conditions of rental, maintenance and repair (if applicable): N/A

17. Terms and Conditions of installation (if applicable): N/A

18. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18a. Terms and Conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventative Maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where the full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at www.Section508.gov N/A

23. Data Universal Numbers System (DUNS) Number: 787947600

24. Notification regarding registration in System for Award Management (SAM) database: Cage Code 4LQK3
## Appendix A

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<tr>
<th>SIN(s)</th>
<th>Service Proposed</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>Price Offered to GSA Year 1 (including IFF)</th>
<th>Price Offered to GSA Year 2 (including IFF)</th>
<th>Price Offered to GSA Year 3 (including IFF)</th>
<th>Price Offered to GSA Year 4 (including IFF)</th>
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Appendix B

LABOR CATEGORY DESCRIPTIONS

Substitute Guidelines- Consistent with STOPSO’s hiring practices, experience can be substituted for education and education for experience. The table below provides STOPSO’s education/experience substitution guidelines. Experience, education, and description of duties for service categories in the schedule are provided as a guideline to the typical background for staff to be provided under the individual task order. STOPSO will review each task order opportunity to determine the best candidate available.

Degree Related Work Substitution Related Degree and Experience Substitution

<table>
<thead>
<tr>
<th>Degree</th>
<th>Related Work Substitution</th>
<th>Related Degree and Experience Substitution</th>
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</thead>
<tbody>
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<td>Associate’s</td>
<td>2 years work experience may be substituted for an Associate’s</td>
<td>2 years’ work experience may be substituted for an Associate’s Degree</td>
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<tr>
<td>Bachelor’s</td>
<td>4 years work experience may be substituted for a Bachelor’s</td>
<td>Associate’s Degree plus 2 years work experience may be substituted for a Bachelor’s Degree</td>
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<tr>
<td>Master’s</td>
<td>6 years work experience may be substituted for a Master’s</td>
<td>Bachelor’s Degree plus 2 years work experience may be substituted for a Master’s Degree</td>
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</tbody>
</table>

Labor Category 1: Intelligence Analyst I

Education
Bachelor's degree and three years relevant experience.

Required Knowledge, Skills & Abilities
• Knowledge and skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. The issues or problems deal with readily observable conditions, written guidelines covering work methods and procedures such as performance and production standards, and information of a factual nature;
• Knowledge of the theory and principles of management and organization, including administrative practices and procedures common to organizations, such as those pertaining to areas of responsibility, channels of communication, delegation of authority, routing of correspondence, filing systems, and storage of files and records;
• Knowledge of qualitative and quantitative analytical techniques such as: Literature search; work measurement; task analysis and job structuring; productivity charting; determining staff to workload ratios; organization design; space planning; development and administration of questionnaires; flowcharting of work processes; graphing; and calculation of means, modes, standard deviations, or similar statistical measures; and
• Good oral and written communications skills to conduct work and discuss findings and recommendations. Skill in conducting interviews with supervisors and employees to obtain information about organizational missions, functions, and work procedures.
Labor Category 2: Intelligence Analyst II

**Education**
Master's degree and 2 years relevant experience.

**Required Knowledge, Skills & Abilities**
- Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions;
- Knowledge of pertinent laws, regulations, policies, and precedents which affect the use of program and related support resources in the area studied;
- Knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization to plan, schedule, and conduct projects and studies to evaluate and recommend ways to improve the effectiveness and efficiency of work operations in a program or support setting;
- Knowledge and skill in adapting analytical techniques and evaluation criteria to the measurement and improvement of program effectiveness and/or organizational productivity to develop new or modified work methods, organizational structures, records and files, management processes, staffing patterns, procedures for administering program services, guidelines and procedures, and automating work processes for the conduct of administrative support functions or program operations. Also, knowledge may be applied in analyzing and making recommendations concerning the centralization or decentralization of operations; and
- Ability to communicate clearly and effectively, both orally and in writing, in order to tactfully and persuasively advise and guide executive management relative to a variety of issues which can be delicate in nature; make presentations; and prepare complete, clear, and concise formal and informal reports, correspondence, briefings, charts, tables, and graphs that are for distribution.

Labor Category 3: Intelligence Analyst III

**Education**
Master's degree and 6 years’ relevant experience.

**Required Knowledge, Skills & Abilities**
- Knowledge and skill in applying analytical and evaluative methods and techniques to issues or Expert knowledge and mastery in the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness and/or the improvement of complex management processes, systems, and procedures;
- Mastery knowledge of applicable theories, principles, practices, approaches, and techniques of research, survey methodology, and analysis concepts;
- Comprehensive knowledge of the range of administrative laws, executive orders, directives, policies, regulations, and precedents applicable to the administration of Intelligence programs;
- Must quickly develop knowledge of the Intelligence program's overall structure, missions, functions, policies, and programs in order to identify the impact and effect of study findings and recommendations on the Intelligence program;
- Must quickly develop knowledge of Intelligence program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments;
- Must quickly develop knowledge of relationships with other programs and key administrative support functions within the Intelligence program or partner agencies;
- Analytical ability to design and conduct comprehensive management and/or program studies where the boundaries are extremely broad and difficult to determine and to develop logical, clear, and well documented recommendations and conclusions;
• Expert ability to communicate clearly and effectively, both orally and in writing, in order to tactfully and persuasively advise and guide executive management relative to a variety of issues which can be delicate in nature; make presentations; and prepare complete, clear, and concise formal and informal reports, correspondence, briefings, charts, tables, and graphs that are for distribution;
• Ability to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial Intelligence program resources and require extensive changes in established procedures.

**Labor Category 4: Senior Center Operations Specialist I**

**Education**
Master's degree and 6 years relevant experience.

**Required Knowledge, Skills & Abilities**
• Expert knowledge and mastery in the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness and/or the improvement of complex management processes, systems, and procedures;
• Mastery knowledge of applicable theories, principles, practices, approaches, and techniques of research, survey methodology, and analysis concepts;
• Comprehensive knowledge of the range of administrative laws, executive orders, directives, policies, regulations, and precedents applicable to the administration of government programs;
• Knowledge of the Intelligence program's overall structure, missions, functions, policies, and programs in order to identify the impact and effect of study findings and recommendations on the Intelligence program;
• Knowledge of Intelligence program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments;
• Knowledge of relationships with other programs and key administrative support functions within the Intelligence program and its partner agencies;
• Analytical ability to design and conduct comprehensive management and/or program studies where the boundaries are extremely broad and difficult to determine and to develop logical, clear, and well documented recommendations and conclusions;
• Expert ability to communicate clearly and effectively, both orally and in writing, in order to tactfully and persuasively advise and guide executive management relative to a variety of issues which can be delicate in nature; make presentations; and prepare complete, clear, and concise formal and informal reports, correspondence, briefings, charts, tables, and graphs that are distributed throughout the Intelligence program and its partner agencies;
• Ability to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial Intelligence program resources and require extensive changes in established procedures.

**Labor Category 5: Senior Center Operations Specialist II**

**Education**
Master's degree and 10 years’ relevant experience.

**Required Knowledge, Skills & Abilities**
• Comprehensive knowledge of the mission, strategic objectives, operational priorities, history, organizational structures, policies, and programs of the client and partner agencies is required to conduct programmatic analyses, oversee fulfillment of mission objectives, and coordinate action in response to special initiatives;
• Advanced skill in qualitative and quantitative analysis is needed to direct and conduct analysis of complex organizational, policy, or human capital issues, problems, or situations. This includes the
ability to gather and synthesize considerable data, coordinate and facilitate analytical products contributed by others, review and evaluate findings, and make recommendations that affect significant decisions made by executive managers;

- Mastery knowledge of applicable theories, principles, practices, approaches, and techniques of research, survey methodology, and analysis concepts;
- Comprehensive knowledge of the range of administrative laws, executive orders, directives, policies, regulations, and precedents applicable to the administration of government programs;
- Must quickly develop knowledge of the Intelligence program's overall structure, missions, functions, policies, and programs in order to identify the impact and effect of study findings and recommendations on the Intelligence program;
- Must quickly develop knowledge of Intelligence program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments;
- Must quickly develop knowledge of relationships with other programs and key administrative support functions within the Intelligence program or in other agencies;
- A comprehensive and thorough knowledge of the functions, processes, principles, concepts, and methodology of project management to oversee, administer, and manage the development, production, and allocation of technologies that address client programs;
- Ability to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve substantial Intelligence program resources, and require extensive changes in established procedures;
- Analytical ability to design and conduct comprehensive management and/or program studies where the boundaries are extremely broad and difficult to determine and to develop logical, clear, and well documented recommendations and conclusions;
- Expert ability to communicate clearly and effectively, both orally and in writing, in order to tactfully and persuasively advise and guide executive management relative to a variety of issues which can be delicate in nature; make presentations; and prepare complete, clear, and concise formal and informal reports, correspondence, briefings, charts, tables, and graphs that are distributed throughout the Intelligence program and its partner agencies;
- Highly refined interpersonal communication skills and abilities are needed to represent the views and policies of the client, to negotiate with officials at various levels of government, to promote the overall mission and objectives of the client, to elicit cooperation, to accomplish work through the efforts of others, to persuasively communicate sensitive or controversial information, and to conduct personal interactions with diplomacy and respect for diversity and individual dignity.

**Labor Category 6: Management Analyst II**

**Education**
Bachelor's degree and 3 years’ experience in a relevant field.

**Required Knowledge, Skills & Abilities**
- Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
- Must be able to demonstrate ability to quickly become proficient in GFE and Government-licensed applications and services, regularly meeting any productivity norms established by the client for the position. Regularly is defined as at least 70% of the time, measured daily beginning six months after start date unless extended by client;
- Must be detail-oriented and demonstrate good understanding of functional analysis standards;
- Must be able to demonstrate good analytical, language and organizational skills;
Must be able to demonstrate good writing skills, to include the ability to summarize key research findings in a clear and concise manner;
Must be able to demonstrate ability to work well individually as well as in a small-team environment;
Must be able to demonstrate ability to consistently and appropriately apply complex direction, including Standard Operating Procedures and Operations Manual documentation as well as appropriate oral and written guidance received;
Must be able to demonstrate familiarity with queuing and internal document handling procedures and basic knowledge of procedures and quality assurance controls.
Performs research, search, and retrieval of data in multiple databases with multi-media formats;
Summarizes research findings in a variety of written reports;
Works with supervision on team of analysts using systems, queuing, and internal document controls to maintain integrity and content of complex databases, including indexing and multimedia data;
Works with customer counterparts and other parties as directed on analysis requirements, coordination and reporting;
Must possess a broad understanding and knowledge of the organization, its overall structure, mission, policies, and programs within the organization and identify the impact of findings and recommendations.

Labor Category 7: Management Analyst III

Education
Bachelor's degree and 6 years’ experience in a relevant field.

Required Knowledge, Skills & Abilities
• Must be able to demonstrate expert proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
• Must be able to demonstrate proficiency in utilizing GFE and Government-licensed applications to include at least one of the following: TSDB, TIDE, Sentinel, NCIC/WAMS, CCD and ACRQ. Must be able to demonstrate ability to quickly become proficient in other GFE and Government-licensed applications and services. Must regularly meet any productivity norms established by the client for the position;
• Must be detail-oriented and demonstrate excellent understanding of functional analysis standards;
• Must be able to demonstrate excellent analytical, language and organizational skills;
• Must be able to demonstrate excellent writing skills, to include the ability to summarize key research findings in a clear and concise manner;
• Must be able to demonstrate ability to work well individually as well as in a small-team environment;
• Must be able to demonstrate ability to consistently and appropriately apply complex direction, including Standard Operating Procedures and Operations Manual documentation as well as appropriate oral and written guidance received;
• Must have demonstrated experience with queuing and internal document handling procedures and basic knowledge of procedures and quality assurance controls;
• Must have demonstrated ability to lead a small team.
• Works with supervision on team of analysts using systems, queuing, and internal document controls to maintain integrity and content of complex databases, including indexing and multimedia data;
• Works with customer counterparts and other parties as directed on analysis requirements, coordination and reporting;
• Performs research, search, and retrieval of data in multiple databases with multi-media formats, and generates complex reports for senior management in a variety of formats;
• Summarizes research findings in a variety of written reports;
• Conducts complex surveys and studies to provide direction and guidance ensuring efficient, effective, and progressive management analysis and research techniques;
• Provides comments, recommendations and improvements on any proposed policy changes and assesses impact on current procedures. Proposes policy changes to improve efficiency and productivity;
• Must quickly develop a broad understanding and knowledge of the organization, its overall structure, mission, policies, and programs within the organization and identify the impact of findings and recommendations.

Labor Category 8: Management Assistant

Education
Bachelor's degree or 3 years’ experience.

Required Knowledge, Skills & Abilities
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
• Must be able to demonstrate good analytical, language and organizational skills;
• Must be able to demonstrate ability to work well individually as well as in a team environment;
• Must possess superior oral and written communication skills, as well as strong character and interpersonal skills;
• Must demonstrate the capacity to function in a highly demanding environment.
• Works with customer counterparts and other parties as directed;
• Must quickly develop in-depth knowledge of the Watchlisting Guidance and presidential directives, as well as, the ability to conduct research across multiple databases;
• Provide critical administrative support to the INTELLIGENCE PROGRAM Law Unit within Office of the General Counsel;
• Assists in special projects and research concerning the federal client’s operations;
• Provide support in the preparation of the Watchlisting Guidance that is revised and approved every two years.

Labor Category 9: Senior Facilities Coordinator

Education
Bachelor's degree or 3 years’ experience.

Required Knowledge, Skills & Abilities
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, Project, Visio, PowerPoint, and Internet Explorer), Tririga or other CAFM software;
• Knowledge of CAD applications;
• Knowledge of OSHA and ADA requirements;
• Knowledge of state and local building codes and fire codes;
• Knowledge of NEC, NFPA, ASHRE;
• Must be detail-oriented and demonstrate good understanding of functional analysis standards;
• Must be able to demonstrate good ability to work with senior level government managers as well as technical staff members and operational and maintenance workforce;
• Must be able to demonstrate ability to work in a collaborative environment;
• Must be able to demonstrate ability to build consensus regarding decisions;
• Must be able to demonstrate familiarity with queuing and internal document handling procedures and basic knowledge of procedures and quality assurance controls.
• Works with the Facilities Department to determine assignments and utilization of offices and specialty spaces. Based on these decisions, serves as liaison with the IT/Communications, Security, Inventory Control, and others departments within Liberty Park to implement these assignments in a coordinated manner;
• Coordination of space management program using standard industry practices. Implementation and management of CAFM software package such as Tririga;
• Is responsible for all aspects of all moves of Building personnel, furniture, and other items. In this role, coordinates with purchasing for moving services. Coordinates and schedules the timing of all moves. Determines whether to move or replace furniture and fixtures. Serves as Facilities Services customer interface and point of contact with moving services and all support services. Supervises the contractors providing the services, including determining damages, ensuring satisfactory resolution of these claims, and approving payments. Moves involve between one and several hundred employees at a time and typically involve multiple facilities at a time. A key part of move scheduling and coordinating is that in many cases these moves will occur under other than ideal conditions;
• Manages furniture installations in new construction projects, renovations, and cyclical replacements. Involves ensuring that furniture ordering packages are completed correctly and on time by contracted project architects; ensuring that INTELLIGENCE PROGRAM standards for quality, durability, and aesthetics are met; ensuring that project timetables are met; approving payments; handling warranty issues;
• Assists Manager of Facilities Management and Manager of Design and Construction in identifying and resolving facility deficiencies. Identifying and resolving facility deficiencies includes determining whether building systems are operating appropriately, determining whether aesthetic appearances are acceptable and comply with building standards, determining compliance with key regulations such as federal and state accessibility codes and various health and safety requirements, evaluating options for correcting problems or upgrading finishes, supervising the work of contractors and staff involved in the corrective activities, and other duties as assigned. Identifying deficiencies requires surveys of the entire facilities inventory, determination of the corrective work that needs to be undertaken, and the prioritization of the needs;
• Serves as primary contact for Facilities Services in planning and coordinating facilities improvement projects. Serving as the primary contact involves determining which projects to undertake based on prioritizations of a multi-year list of needs, determining the scope of work that needs to be undertaken, supervising contractors and staff involved in the work, signing off on the work and authorizing payment;
• Assists the Facilities Manager in identifying and resolving facility compliance issues. Compliance issues relate to Americans with Disabilities Act (ADA) requirements, Office of Safety and Health Administration (OSHA) requirements, fire code issues, building code requirements, and compliance with INTELLIGENCE PROGRAM-adopted standards;
• Provides guidance to internal departments in programming new and renovated facilities, determining layouts of furniture in offices and instructional spaces, and provides technical support to INTELLIGENCE PROGRAM staff who may be ordering furniture and fixtures. The Facilities Coordinator serves as the Facilities Services person under INTELLIGENCE PROGRAM policy who works with the Facilities Unit Chief and Facilities Manager to assign space, providing advice on: the feasibility of renovations, the advisability of assignments based on adjacent uses or other factors, the advisability of plans based on the degree of permanence of the options, and other issues;
• Assists in layouts and providing technical support involve designing space layouts; designing renovation options; supervising the drawings of space layouts and renovations; determining the sizes of space desired under INTELLIGENCE PROGRAM/FBI standards for the particular activity or customer; determining the furniture and fixtures indicated by INTELLIGENCE PROGRAM standards; interpreting and applying the INTELLIGENCE PROGRAM’s standards for sizes of offices, classrooms, other spaces, and FFE (furniture, fixtures, and equipment) for Facilities Services;
• Performs regularly scheduled building inspections and determines which issues need to be addressed and the plan for addressing them. As part of this process, supervises staff or contractors undertaking the physical work;
• Supervises CAD Technician on a daily basis to ensure Liberty Park’s library of floor plans remains up to date, to provide drawings of options for renovations; and to provide drawing to support renovation work;
• Provides technical support in coordinating facility services in support of Special events.

Labor Category 10: Senior Audio Visual Technician

Education
Bachelor's degree and 5 years’ experience in a relevant field.

Required Knowledge, Skills & Abilities
• Capable of testing, analyzing, correcting malfunctions, and restoring audiovisual systems to full capacity;
• Well-versed in the software commonly used in a professional Audio/Video environment;
• Knowledgeable in all meeting support activities including the management of Polycom VTC equipment;
• Able to support VBrick IPTV server, streaming media appliances and user Set Top Boxes;
• Capable of expanding the IPTV system as necessary;
• Able to train end users in web, audio and video teleconferencing;
• Familiar with basic IP Network administration;
• Familiar with meeting room facilities design;
• Provide consultation and technical advice in the area of meeting management;
• Provide bridge, conference service data management.
• Setup, test, calibrate and commission equipment and devices as required to produce a fully functional system. This includes video displays, display systems, screens, cameras, switchers, scalers, processors, transmitters, receivers, interfaces, microphones, mixers, amplifiers, controls, and other active and passive devices;
• Support end users during presentations as needed;
• Schedule VTC sessions with local and remote site users;
• Work incidents from the EM7 ticket queue - use EM7 for receiving, tracking and closing support requests;
• Use the Conference Room Scheduling System (CRSS) to monitor daily videoconferencing support schedules and last minute requests;
• Recommend and design upgrades to audiovisual and related systems;
• Participate in departmental cross-training efforts as both instructor and trainee;
• Work Special Projects as required;
• Assist with other duties as assigned.

Labor Category 11: Industrial Hygienist

Education
Master’s degree and 10 years’ experience.

Required Knowledge, Skills & Abilities
• Hazard Communication Training;
• Asbestos, Mold, and Lead Surveys and Abatement;
• Noise Surveys and Hearing Conservation Program Development;
• Respiratory Protection Training and Program Development;
• Indoor Air Quality Surveys and Plans;
• Life Safety Code Compliance Audits;
• Electromagnetic Field Surveys and Assessments;
• Hazardous Waste Management and Program Development;
• Underground Storage Tank Compliance Program Development;
• Spill Prevention, Control and Countermeasures Plans;
• Drinking Water Quality Testing;
• Radon and Mold Surveys and Abatement;
• Emergency Generators- Air Permitting and Compliance Plans;
• Aboveground Storage Tank Compliance Program Development
• Emergency Planning and Compliance Program Development.

Labor Category 12: Logistics Specialist

Education and Experience
Bachelor’s Degree and 3 years’ experience in logistics related field.

Required Knowledge, Skills & Abilities
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, Project, Visio, PowerPoint, and Internet Explorer;
• Must be detail-oriented and demonstrate good understanding of functional analysis standards;
• Must be able to demonstrate good ability to work with senior level government managers as well as technical staff members and operational and maintenance workforce;
• Must be able to demonstrate ability to work in a collaborative environment;
• Must be able to demonstrate ability to build consensus regarding decisions;
• Must be able to demonstrate familiarity with queuing and internal document handling procedures and basic knowledge of procedures and quality assurance controls;
• Must be familiar with asset management and inventory control systems;
• Must be able to lift 50 lbs;
• Must be proficient with materials handling equipment.
Labor Category 13: Program Analyst/Project Manager

Education and Experience
Bachelor's degree and 5 years’ experience in a relevant.
Required Knowledge, Skills & Abilities
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, PowerPoint, Visio, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
• Must be able to demonstrate ability to quickly become proficient in applications and services;
• Must be detail-oriented and demonstrate good understanding of functional analysis standards;
• Must be able to demonstrate good analytical, communication, and organizational skills;
• Must be able to demonstrate ability to work well individually as well as in a small-team environment;
• Must be able to demonstrate ability to consistently and appropriately apply complex direction, including Standard Operating Procedures and Operations Manual documentation as well as appropriate oral and written guidance received;
• Must possess exceptional communication skills, including oral and written, in order to provide effective briefings and draft effective program documents.

Labor Category 14: Program Analyst I

Education and Experience
Bachelor's degree and 3 years’ experience in a relevant field.
Required Knowledge, Skills & Abilities
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, Access, PowerPoint, Visio, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
• Must be detail-oriented and demonstrate good understanding of functional analysis standards;
• Must be able to demonstrate good analytical, communication, and organizational skills;
• Must be able to demonstrate ability to work well individually as well as in a small-team environment;
• Must be able to demonstrate ability to consistently and appropriately apply complex direction, including Standard Operating Procedures and Operations Manual documentation as well as appropriate oral and written guidance received;
• Must be an above average writer and editor capable of drafting detailed and accurate finished documents for a variety of audiences with little guidance and under short deadlines.

Labor Category 15: Training Specialist

Education and Experience
Master’s degree and 1 year of relevant experience.
Required Knowledge, Skills & Abilities
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
• Must be able to demonstrate good analytical, language and organizational skills;
• Must be able to demonstrate ability to work well individually as well as in a small-team environment;
• Must be able to demonstrate ability to consistently and appropriately apply complex direction, including Standard Operating Procedures and Operations Manual documentation as well as
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
• Must have an advanced working knowledge of Adobe Captivate 6.0 or higher;
• Must have a working knowledge of Microsoft Project Manager software program;
• Must be detail-oriented and demonstrate good understanding of functional analysis standards;
• Must be able to demonstrate good analytical, language and organizational skills;
• Must be able to demonstrate ability to work well individually as well as in a small-team environment;
• Must be able to demonstrate ability to consistently and appropriately apply complex direction, including Standard Operating Procedures and Operations Manual documentation as well as appropriate oral and written guidance received;
• Must maintain an acceptable audit issue rate established by client;
• Must have experience developing and implementing blended learning solutions
• Excellent presentation and facilitation skills.

Labor Category 16: Business Analyst II

Education and Experience
Bachelor’s and 5 years’ experience in a relevant field.

Required Knowledge, Skills & Abilities
• Must be able to demonstrate proficiency in utilizing routine computer applications, including Microsoft Office (Word, Excel, PowerPoint, and Internet Explorer), Mozilla Firefox and services that operate utilizing these software packages;
• Must maintain an acceptable audit issue rate established by client;
• Must have experience developing and implementing blended learning solutions