GENERAL SERVICES ADMINISTRATION
Federal Supply Schedule
Authorized Federal Supply Schedule Price List

Professional Services Schedule
Industrial Group 00CORP
Contract Number: 47QRAA19D007H
Base Contract Period: April 30, 2019 through April 29, 2024

Contractor Name: Pal Technologies, Inc. (DBA: Pal-Tech, Inc.)
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Fairfax, VA 22030
Tele: (703) 243-0495
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Web Site: www.pal-tech.com
E-mail: chaskins@pal-tech.com
Contract Administration: Cherise Haskins
Business Size: Veteran-Owned Small Business (VOSB)

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

CUSTOMER INFORMATION:

1a.   **Table of Awarded Special Item Number(s) SINs**
          874-1   Integrated Consulting Services
          874-7   Integrated Business Program Support Services
          00CORP-500   Order-Level Materials (OLMs)

1b.   **Identification of the lowest price item/services and lowest unit price for that item/service for each special item number awarded.** See following pages for labor category and price information.

1c.   **Description of all corresponding commercial job titles, experience, functional responsibility, and education:** See following pages for labor category descriptions.

2.   **Maximum Order Limitation:** $1,000,000

3.   **Minimum Order:** $100.00

4.   **Geographic Coverage (Delivery Area):** Domestic and overseas delivery.

5.   **Point(s) of Production: (city, county, and state or foreign country):** Same as Contractor.

6.   **Discount from list prices or statement of net price:** Prices Shown Herein are Net (discount deducted).

Awarded Special Item Numbers (SINs) 874-1 and 874-7

Base Period 1 Prices, Including 0.75% IFF

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	874-1, 874-7	Subject Matter Expert (SME)	Both	$263.71	$268.98	$274.36	$279.85	$285.45
2	874-1, 874-7	Sr. Program Analyst/Manager	Both	$155.33	$158.43	$161.60	$164.84	$168.13
3	874-1, 874-7	Program Analyst/Manager	Both	$150.42	$153.43	$156.50	$159.63	$162.82
4	874-1, 874-7	Program Analyst	Both	$138.26	$141.03	$143.85	$146.72	$149.66
5	874-1, 874-7	Sr. Project Manager	Both	$131.97	$134.61	$137.30	$140.04	$142.85
6	874-1, 874-7	Project Manager	Both	$106.52	$108.65	$110.82	$113.04	$115.30
7	874-1, 874-7	Assistant Project Manager	Both	$101.88	$103.91	$105.99	$108.11	$110.27
8	874-1, 874-7	Sr. Technical Specialist/Trainer V	Both	$144.73	$147.62	$150.57	$153.59	$156.66
9	874-1, 874-7	Sr. Technical Specialist/Trainer IV	Both	$139.94	$142.74	$145.59	$148.50	$151.47
10	874-1, 874-7	Sr. Technical Specialist/Trainer III	Both	$129.23	$131.81	$134.45	$137.14	$139.88
11	874-1, 874-7	Sr. Technical Specialist/Trainer II	Both	$123.43	$125.90	$128.41	$130.98	$133.60
12	874-1, 874-7	Sr. Technical Specialist/Trainer I	Both	$120.96	$123.38	$125.84	$128.36	$130.93
13	874-1, 874-7	Technical Specialist IV	Both	$115.96	$118.28	$120.64	$123.05	$125.52
14	874-1, 874-7	Technical Specialist III	Both	$104.03	$106.11	$108.23	$110.39	$112.60
15	874-1, 874-7	Technical Specialist II	Both	$91.38	$93.21	$95.07	$96.97	$98.91
16	874-1, 874-7	Technical Specialist I	Both	$84.13	$85.81	$87.53	$89.28	$91.06
17	874-1, 874-7	Sr. Analyst/Writer	Both	$97.22	$99.16	$101.15	$103.17	$105.23
18	874-1, 874-7	Analyst/Writer	Both	$93.66	$95.53	$97.44	$99.39	$101.38
19	874-1, 874-7	Writer	Both	$57.10	$58.24	$59.40	$60.59	$61.80
20	874-1, 874-7	Sr. Project/Administrative Assistant V	Both	$81.67	$83.31	$84.97	$86.67	$88.41
21	874-1, 874-7	Sr. Project/Administrative Assistant IV	Both	$72.24	$73.68	$75.16	$76.66	$78.19
22	874-1, 874-7	Sr. Project/Administrative Assistant III	Both	$68.01	$69.37	$70.76	$72.17	$73.61
23	874-1, 874-7	Sr. Project/Administrative Assistant II	Both	$65.91	$67.22	$68.57	$69.94	$71.34
24	874-1, 874-7	Sr. Project/Administrative Assistant I	Both	$61.01	$62.23	$63.47	$64.74	$66.03
25	874-1, 874-7	Project/Administrative Assistant III	Both	$73.47	$74.94	$76.44	$77.96	$79.52
26	874-1, 874-7	Project/Administrative Assistant II	Both	$58.39	$59.55	$60.74	$61.96	$63.20
27	874-1, 874-7	Project/Administrative Assistant I	Both	$52.43	$53.48	$54.55	$55.64	$56.75
28	874-1, 874-7	Administrative Support III	Both	$55.80	$56.92	$58.05	$59.21	$60.40
29	874-1, 874-7	Administrative Support II	Both	$46.58	$47.51	$48.46	$49.43	$50.41
30	874-1, 874-7	Administrative Support I	Both	$42.80	$43.66	$44.53	$45.42	$46.33

31	874-1, 874-7	Manager - Conference Programs	Both	$154.02	$157.10	$160.24	$163.45	$166.72
32	874-1, 874-7	Conference Coordinator III	Both	$96.76	$98.69	$100.66	$102.68	$104.73
33	874-1, 874-7	Conference Coordinator II	Both	$77.81	$79.37	$80.96	$82.58	$84.23
34	874-1, 874-7	Conference Coordinator I	Both	$68.06	$69.42	$70.81	$72.22	$73.67
35	874-1, 874-7	Conference Support Specialist	Both	$55.80	$56.92	$58.05	$59.21	$60.40

7.   **Quantity discounts:** 5.0% on task orders or blanket purchase agreements (BPAs) exceeding $1,000,000.

8.   **Prompt payment terms:** Net 30 days.

9a.   **Notification that Government purchase cards are accepted below the micro purchase threshold:** Yes.

9b.   **Notification whether Government purchase cards are accepted or not accepted above the micro purchase threshold:** Yes.

10.   **Foreign items (list items by country of origin):** None.

11a.   **Time of Delivery:** Specified on the Task Order, 30-120 DARO.

11b.   **Expedited Delivery:** No expedited delivery.

11c.   **Overnight and 2-day delivery:** No overnight or 2-day delivery.

11d.   **Urgent Requirements:** Contact Contractor's representative to affect a faster delivery.

12.   **FOB Point(s):** F.O.B. Origin.

13a.   **Ordering Address(es):** 3201 Jermantown Road, Suite 230, Fairfax, VA 22030.

13b.   **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14.   **Payment Address(es):** 3201 Jermantown Road, Suite 230, Fairfax, VA 22030.

15.   **Warranty Provision:** None.

16.   **Export Packing Charges:** None.

17.   **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level:** Contact Contractor's representative.

18.   **Terms and conditions of rental, maintenance, and repair:** N/A

19.   **Terms and conditions of installation:** N/A

20a.   **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

20b.   **Terms and conditions for any other services (if applicable):** N/A

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

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

23.   **Preventative maintenance (if applicable):** N/A

24a.   **Special attributes such as environmental attributes:** N/A

24b.   **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services:** The EIT standards can be found at www.Section508.gov/

25.   **Data Universal Numbers System (DUNS) number:** 192252377.

26.   **System for Award Management (SAM):** Registration valid through 02.21.2020.

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix below. All prices for these labor categories meet or exceed the requirements in the SCA Wage Determination identified below. The matrix and narrative are incorporated into this contract and must also be included in the contractor's electronic pricelist on GSA Advantage.

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code-Title	WD Number, Date of Revision
Project/Administrative Assistant III	01313-Secretary III	2015-4281, Rev 9 01/10/2018
Project/Administrative Assistant II	01312-Secretary II	2015-4281, Rev 9 01/10/2018
Project/Administrative Assistant I	01311-Secretary I	2015-4281, Rev 9 01/10/2018
Administrative Support III	01113-General Clerk III	2015-4281, Rev 9 01/10/2018
Administrative Support II	01112-General Clerk II	2015-4281, Rev 9 01/10/2018
Administrative Support I	01111-General Clerk I	2015-4281, Rev 9 01/10/2018
Conference Support Specialist	01113-General Clerk III	2015-4281, Rev 9 01/10/2018

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determinations Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

MOBIS LABOR CATEGORY DESCRIPTIONS

Labor Category:	Subject Matter Expert

Minimum/General Experience:	This position requires a minimum of twelve years of professional experience in the identified field of study or specialization. This individual should be highly regarded by the professional community in which he/she practices, with possible university or research affiliation. Individual should have published professional/technical articles or obtained specific recognized certifications in their field of discipline.
Functional Responsibility:	Provides extremely high-level subject matter expertise for work described in the task. Offers advanced technical or practical knowledge of highly specialized tasks. Prepares and organizes reports identifying results of study and evaluation. Makes recommendations on appropriate actions. Applies principles, methods, and knowledge of functional areas of expertise to task requirements. Provides advice and consultation on problems, which require extensive knowledge of subject matter.
Minimum Education:	MS/MA from an accredited college or university in the specific subject matter discipline as required in the Statement of Work.

Labor Category:	Senior Program Analyst/Manager

Minimum/General Experience:	This position requires at least 8 years of general experience plus 3 years of project oriented experience. Specialized experience may include facilitation, training, methodology development and evaluation, and process reengineering. Ability to identify best practices and implement business improvement techniques. Must have prior experience with organizational development activity and program development methods.
Functional Responsibility:	Applies development and logical analyses for test and evaluation on all programs within a project wide scope. Performs comprehensive analyses of development concepts, designs and their effects on management processes. Reviews, analyzes, integrates and evaluates source data. Develops interim documentation. Performs system wide concept formulation, design analysis, and subsystems design analysis. Responsible for

development of project plans, guidelines and controls. May work with little or no supervision on identified task. May delegate tasks and manage personnel.

Minimum Education:	BS/BA or Appropriate/Equivalent Industry Recognized Certification.

Labor Category:	*Program Analyst/ Manager*

Minimum/General Experience:	This position requires at least 7 years of general experience plus 2 years of professional program related experience. Specialized experience may include facilitation, training, methodology development and evaluation, and process reengineering. Assists in identifying best practices, business management, and program development methods. This position may require recognized computer certification in applicable software.
Functional Responsibility:	Assists senior staff members in logical analyses on programs and procedures on an organization wide scope. Supports comprehensive analyses of business application concepts, designs, and hardware/software requirements. Compiles, analyzes, and evaluates customer and/or contractor generated source data and prepares appropriate documentation. Responsible for assisting in the development of project plans, guidelines, and controls. May delegate tasks and manage personnel. May work with little supervision on identified task.
Minimum Education:	BS/BA or Appropriate/Equivalent Industry Recognized Certification/Training.

Labor Category:	*Program Analyst*

Minimum/General Experience:	This position requires at least 10 years of general experience in increasingly more complex projects. Specialized experience may include facilitation, methodology development and evaluation, and process reengineering. Assists in identifying best practices, business management, and program development methods.
Functional Responsibility:	Assists senior staff members in logical analyses on programs and procedures on an organization wide scope. Supports comprehensive analyses of business application concepts and designs. Compiles, analyzes, and evaluates customer and/or contractor generated source data and prepares appropriate documentation. Responsible for assisting in the development of project plans, guidelines, and controls. May delegate tasks and

manage personnel. May work with little supervision on identified task.

Minimum Education:	BS/BA or Appropriate Technical Knowledge.

*Labor Category***:**	*Senior Project Manager*

Minimum/General Experience:	This position requires a minimum of 6 years professional experience reflecting the successful management of increasingly more complex projects. Experience includes: analysis and preparation of financial reports, the development of complex project schedules and similar activities. Must have ability to manage personnel and address staffing issues, exhibit leadership/team building skills.
Functional Responsibility:	Performs complex evaluations of existing procedures, processes, techniques, and systems related to management and contractual issues. Develops work breakdown structures and prepares charts, tables, graphs, and diagrams to assist in analyzing customer problems. Possess writing and editing skills and the ability to prepare and deliver presentations. Works proactively, takes initiative in identifying and resolving issues.
Minimum Education:	BS/BA or Appropriate/Equivalent Industry Recognized Certification.

*Labor Category***:**	*Project Manager*

Minimum/General Experience:	This position requires a minimum of 4 years of project specific work experience. Sound judgment and initiative in problem solving. Basic knowledge of business management principles, sound business practices and the application of state-of-the-art technology to improve efficiency and effectiveness. Must have ability to manage personnel and delegate tasks.
Functional Responsibility:	Assists in the preparation of management plans and reports in support of customer projects. Coordinates schedules to facilitate completion of contract deliverables, task order review, and briefings/presentations. Performs analysis, development, and review of program administrative operating procedures. Provides analyses, makes recommendations and implements changes. Works with limited supervision and direction.
Minimum Education:	BS/BA or Appropriate/Equivalent Industry Recognized Certification.

Labor Category:	Assistant Project Manager

Minimum/General Experience: This position requires a minimum of 2 years general work experience in a professional setting. Must work well under direct supervision and providing guidance to subordinate personnel. Provides hands-on support to customer personnel and program management. Must have basic management skills and knowledge of task specific systems.

Functional Responsibility: Provides general assistance and staff guidance. Assists in the preparation of management plans and reports in support of projects. Assists with scheduling, deliverables, and task order review. Performs analysis and review of program administrative operating procedures. Must have research and writing ability.

Minimum Education: BS/BA or Appropriate/Equivalent Industry Recognized Certification.

Labor Category:	Sr. Technical Specialist/Trainer V

Minimum/General Experience: This position requires a minimum of 7 years general experience. Experience includes expert knowledge in information systems and/or multimedia design in support of management decision-making and business improvement. Makes sound recommendations relevant to quality control, analysis, and testing systems.

Functional Responsibility: Serves as the primary interface and point of contact with customer program authorities. Plans, directs, and supports the execution of engineering and technical efforts. Depending on the individual's specialty and task requirement, may be required to utilize analytical skills in a training environment.

Minimum Education: BS/BA or Appropriate/Equivalent Industry Recognized Certification/Training.

Labor Category:	Sr. Technical Specialist/Trainer IV

Minimum/General Experience: This position requires a minimum of 6 years experience with appropriate technical certifications or 10 years of general professional experience. Experience includes expert knowledge of information and multimedia systems as well as leadership, management, and training roles. Has expert knowledge of state-of-the-art, off-the-shelf business software, and possibly LAN administration and/or enterprise-wide automated support

systems. Must be able to offer expert consultation relevant to technology used as a problem-solving tool.

Functional Responsibility: Depending on the requirements and the size of project, the individual may act as overall project administrator or deputy to more senior personnel. May serve as primary interface and point of contact with customer program authorities. Makes decisions on program implementation, including design, material/equipment procurement, and the establishment and installation of systems. Provides input to policy level discussions regarding project standards and budget constraints. Assigns task personnel, directs their activities, reviews and evaluates their work and prepares performance reports. Depending on individuals' specialty and task requirements, may be required to utilize analytical skills in a training environment, exhibits team leadership/team building skills, and works proactively. May be required to design instructional classes, testing schemes, and support ongoing programs. Supervises training related project operations by managing, planning, and directing the execution of engineering and technical efforts.

Minimum Education: BS/BA or Appropriate Industry Recognized Certification.

Labor Category:	Sr. Technical Specialist/Trainer III

Minimum/General Experience: This position requires a minimum of 5 years experience with appropriate technical certifications or 9 years of general professional experience. Experience includes expert knowledge of information and/or multimedia systems as well as management and training roles. Has expert knowledge of state-of-the-art, off-the-shelf business software, and LAN administration and/or Enterprise-wide automated support systems. Must be able to offer expert consultation relevant to technology used as a problem-solving tool.

Functional Responsibility: The individual may act as a deputy to senior personnel. May serve as primary interface and point of contact with customer program authorities. Makes decisions on network implementation, including design, software/hardware procurement, and the establishment and installation of systems. Provides input to policy level discussions regarding training administration and budget constraints. May assign task personnel, direct their activities, review and evaluate their work and prepare performance reports. Depending on individuals' specialty and task requirements, may be required to utilize analytical skills in a training environment, exhibit team leadership/team building skills, and work proactively. May be

required to design and evaluate instructional classes, and support on-going programs. Supervises classroom staging by managing, planning, and directing the execution of engineering and technical efforts.

Minimum Education: BS/BA or Appropriate Industry Recognized Certification.

Labor Category:	*Sr. Technical Specialist/Trainer II*

Minimum/General Experience: Minimum of 4 years experience with task appropriate technological certifications or 8 years general professional experience. Experience includes expert knowledge in facilitating information and multimedia systems as an instructional tool. Must be able to offer advice and troubleshooting skills. Have previous experience with designing and implementing management/information support and/or multimedia-based projects. Must have the ability to instruct large groups as well as provide one-on-one direction. Experience should include staff supervision and task delegation.

Functional Responsibility: Works independently supervising multimedia/training projects by managing, planning, and directing the execution of engineering and technical efforts. Make decisions on program implementation including software design, hardware procurement, and installation. Prepares high-level specific software structures designed to facilitate decision-making. Assigns task personnel, as well as assists and directs their activities. Confers with team members on administrative policies and procedures, technical problems, priorities, and project methodologies. Prepares presentations and applies substantive editing and writing skills. Has strong leadership/team building skills and the ability to work proactively.

Minimum Education: BS/BA or Appropriate Industry Recognized Certification.

Labor Category:	*Sr. Technical Specialist/Trainer I*

Minimum/General Experience: Minimum of 2 years professional experience. Experience includes increasing responsibilities in the support of multimedia design and management. Must have task specific certifications. Offers expert consultation relevant to computing and/or multimedia development in support of business operations.

Functional Responsibility: Supervises and directs the execution of the technical, programming, maintenance, and administrative support effort. Monitors and reports progress. Makes recommendations on

acquisition and employment of resources. Assists in the management and documentation of all financial and administrative aspects with respect to delivery/task order requirements. Works with minimal supervision.

Minimum Education: BS/BA or Appropriate/Equivalent Industry Recognized Certification.

Labor Category:	Technical Specialist/Trainer IV

Minimum/General Experience: Minimum of 7 years professional experience. Experience includes expert knowledge of information and multimedia systems as they pertain to the training environment. Has expert knowledge of state-of-the-art, off-the-shelf business software, LAN administration, and Enterprise-wide software solutions.

Functional Responsibility: Supports senior training personnel by implementing training projects. Assists in the design and installation of computer based systems. Trains customers on new software. Provides instruction and testing in a classroom environment. Utilizes analytical skills in a training environment.

Minimum Education: BS/BA and/or Appropriate Technical Knowledge.

Labor Category:	Technical Specialist/Trainer III

Minimum/General Experience: Minimum of 2 years general experience plus 2 years project specific experience or 5 years general professional experience. Experience includes knowledge of information delivery, multimedia training systems, and state-of-the-art, off-the-shelf business software. Has ability to develop, implement, and coordinate worldwide training plans and support activities.

Functional Responsibility: Designs, develops, installs, and maintains multimedia projects. Provides working knowledge of specific technologies and methods in order to facilitate decision-making. May satisfy various engineering, scientific, or management assignments. Provides instruction and testing in a classroom environment. Supports management in the acquisition and entry of necessary data and research. Has high-level and certified knowledge of applicable technologies.

Minimum Education: BS/BA and/or Appropriate Technical Knowledge.

Labor Category:	Technical Specialist/Trainer II

| *Minimum/General Experience:* | Minimum of 2 years professional experience in an information delivery environment. May have task specific certification. Able to work under minimal supervision. Experience includes knowledge of curriculum development and training techniques. Has knowledge of state-of-the-art, off-the-shelf business software. |

| *Functional Responsibility:* | Supports task specific technologies and methods under the supervision of senior personnel. Utilizes knowledge of information technology concepts and multimedia techniques to design, develop, install, and maintain project-related systems. Provides training systems technical support. Takes initiative and applies troubleshooting and problem solving techniques. Assists trainers in classroom instruction and provides software specific expertise. Assists in research for project implementation. |

| *Minimum Education:* | BS/BA and/or Appropriate Technical Knowledge. |

| *Labor Category:* | *Technical Specialist/Trainer I* |

| *Minimum/General Experience:* | Minimum of 2 years professional experience in an information delivery environment. Experience includes technical responsibilities in information systems and multimedia design. Has knowledge of state-of-the-art, off-the-shelf business software. Must have ability to instruct large groups as well as provide one-on-one training. |

| *Functional Responsibility:* | Provides technical knowledge of task specific technologies. Designs, develops, installs and maintains multimedia projects in support of business development. May satisfy various engineering, scientific, or management assignments. Works closely with senior trainers in classroom environment. Provides instruction and testing on materials presented. Assists in other training support activities as required. |

| *Minimum Education:* | BS/BA and/or Appropriate Technical Knowledge. |

| *Labor Category:* | *Manager – Conference Programs* |

| *Minimum/General Experience:* | Minimum of 8 years professional experience providing consultation in conference management. Experience should reflect proven success in large event facilitation, coordination, and financial management. |

Functional Responsibility:	Works as overall project administrator and liaison with customer personnel. Oversees all personnel, materials, services, and facilities required for the event. Responsible for all necessary data, technology, amenities, site management, training, publicity, marketing, financial, and budgetary matters. Delegates tasks and oversees implementation of all conference services. Analyzes and provides recommendations for necessary site-specific changes. Provides expert consultation on all aspects of event management.
Minimum Education:	BS/BA from an accredited College or University with specific business management or communications qualifications.

Labor Category:	*Conference Coordinator III*

Minimum/General Experience:	Minimum of 6 years professional experience with conference management demonstrating the responsible and successful handling of increasingly complex duties.
Functional Responsibility:	Responsible for managing and administrating conference staff and outside vendors necessary to facilitate the event. Assists in site selection, invitations, registration, hotel accommodations, transportation, and social events planning. Responsible for the collection of fees, donations, and associated financial records. Arranges meeting space, exhibition space, and assists in the development of agendas, briefings, reports, visual aids, and information packets for attendees and facilitators. Ability to work with little supervision.
Minimum Education:	BS/BA from an accredited university with specific business management or communications qualifications.

Labor Category:	*Conference Coordinator II*

Minimum/General Experience:	Minimum of 4 years experience managing professional conferences demonstrating the responsible handling of assigned duties and obligations. Working knowledge of PC based business software.
Functional Responsibility:	Provides management support by assisting in personnel, materials, services, and facilities management. Assists in vendor coordination. Procures support materials. Oversees technical support including conference floor coverage, on-site business services such as telephone/message services, mailing services, and audiovisual assistance. Assists in compiling data for

documents, reports, and follow-ups. Works under the direction of senior personnel.

Minimum Education:	BS/BA from an accredited college or university with specific business management or communications qualifications.

Labor Category:	*Conference Coordinator I*
Minimum/General Experience:	Minimum of 3 years experience organizing and supporting professional conferences and meetings. Knowledge of personal computer based business software, Internet, and electronic mail applications.
Functional Responsibility:	Provides management support by assisting senior personnel in compiling and maintaining information on attendee databases and other information systems. Provides technical support including conference floor coverage, on-site business services such as telephone/message services, mailing services, and audiovisual assistance. Assists in compiling data for final documents and reports. Works under the direction of senior personnel.
Minimum Education:	AA or Applicable Technical Experience.

Labor Category:	*Conference Support Specialist*
Minimum/General Experience:	Minimum of 2 years experience in conference facilitation. Knowledge of personal computer based business software.
Functional Responsibility:	Assists senior conference facilitators. Identifies and recommends sources for support materials and necessary technical assistance. Assists with conference floor coverage, on-site business services, and attendee/customer special needs. Assists in the compilation of documents and reports. Works under the direction of senior personnel.
Minimum Education:	AA or Applicable Technical Experience.

Labor Category:	*Senior Analyst/ Writer*
Minimum/General Experience:	Minimum of 10 years increasingly complex experience, substantive writing in a variety of styles and formats. Possess strong editing skills and expertise utilizing off-the-shelf business software. Should have general knowledge of layout and

production processes for publication. Have ability to analyze and apply critical thinking skills to applicable content issues.

Functional Responsibility:	Prepares and maintains a current overview of customer activities and accomplishments for use in written material and presentations. Surveys available technology in order to recommend the development of effective mediums for communications and information sharing. Attends meetings and conferences on behalf of the customer and prepares synopses as appropriate. Participates in the planning and development of materials for customer sponsored meetings and conferences. Reviews customer related documents, reports, and prepares summaries. Monitors current and emerging issues to identify potential resources and linkages to customers mission.
Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology.

Labor Category:	*Analyst/ Writer*

Minimum/General Experience:	Minimum of 6 years experience writing in a variety of styles and formats. Possess strong substantive editing skills, expertise in word-processing software, research, and information compilation.
Functional Responsibility:	Assists in identifying best practices through literature review and reports from outside sources. Assists customer in developing publications through collaborative efforts with other agencies. Prepares and supports preparation of conference synopses. Edits reports and articles provided by the customer for inclusion in publications or for presentation at meetings and conferences. Meets with customer staff to develop ideas for publication layout, article content, and other relevant information. Gathers and organizes information as resources for current and future use. Conveys themes and concepts to the graphic artist assisting in format, layout, and design.
Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology.

Labor Category:	*Writer*

Minimum/General Experience:	Minimum of 2 years experience writing in a professional setting. Possess ability to edit technical and administrative documents.

Functional Responsibility:	Assists customers in developing publications. Prepares and supports preparation of conference synopses. Writes articles for customers as assigned. Edits reports and articles provided by the customer for inclusion in publications or for presentation at meetings and conferences. Synthesizes information gathered from reports, books, articles, web sites, and other materials.
Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology.

Labor Category:	*Sr. Project/Administrative Assistant V*
Minimum/General Experience:	Minimum of 8 years professional experience providing technical, administrative, logistical, and analytical support to senior project and technical staff.
Functional Responsibility:	Provides support to senior staff by supervising and providing direction to project assistants and other technical support personnel. Ensures that project staff have access to directives, rules, regulations, and standards required properly performing their assigned duties and fulfilling contract obligations. Assists technical staff with general management-related activities. Oversees the maintenance of administrative and financial tracking systems and assists in the design and maintenance of spreadsheets and databases to support administrative and technical systems. Recommends statistical formats for reports, ensuring consistency with program standards.
Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology.

Labor Category:	*Sr. Project Assistant/Administrative IV*
Minimum/General Experience:	Minimum of 5 years professional experience providing technical, logistical, and analytical support to program senior staff.
Functional Responsibility:	Provides support to project management and technical staff performing a variety of complex technical and administrative tasks as assigned. Assists in the designing of reports and ensures correct data interpretation. Designs and maintains spreadsheets in support of financial tracking systems. Responsible for personnel management, task delegation, and project assistant supervision.
Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology.

Labor Category:	Sr. Project/Administrative Assistant III

Minimum/General Experience:	Minimum of 4 years experience providing program/project support to technical and administrative staff.
Functional Responsibility:	Provides support to senior staff. Collects, compiles, and analyzes data in order to provide reports, graphs, or charts in support of specific projects. Designs and maintains databases in support of project documentation and financial tracking requirements. Works independently with minimal supervision. Assists technical staff with general management-related activities.
Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology.

Labor Category:	Sr. Project/Administrative Assistant II

Minimum/General Experience:	Minimum of 2 years experience providing technical, administrative, logistical, and analytical support in a professional setting.
Functional Responsibility:	Provides support to technical staff performing a variety of technical, and non-technical duties. Maintains schedules for briefings and meetings. Maintains technical and project files. Collects data and research materials in support of specific project objectives. Assists in the maintenance of data files in support of the project tracking systems. Works in close communication with senior staff members.
Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology.

Labor Category:	Sr. Project/Administrative Assistant I

Minimum/General Experience:	Minimum of 1 year of professional experience providing technical and administrative support to professional staff. Should have working knowledge of popular personal computer based software.
Functional Responsibility:	Provides support to technical and administrative staff. Collects, compiles, and analyzes data. Designs and maintains project oriented documents. Assists in the compilation of project budget data. Provides reports, graphs, or charts in support of project

objectives. Utilizes technical writing and editing skills. Works with little supervision.

Minimum Education:	BS/BA from an accredited college or university and working knowledge of applicable technology**.**

Labor Category:	*Project/Administrative Assistant III*

Minimum/General Experience:	Minimum of 6 years professional experience providing administrative, logistical, and technical support to senior staff members. Knowledge of personal computer based business software, Internet, and electronic mail applications.

Functional Responsibility:	Process program communications such as cables, memoranda, and letters that seek approval or request information relative to program matters. Assists technical staff in the preparation of various program documents and correspondence. Researches, plans, analyzes, and organizes statistical information. Develops data for use in briefings, publications, and reports. Provides regular follow-up on open issues and reports status to technical staff. Maintains program files and attends project meetings. Works with limited supervision in support of senior staff members.

Minimum Education:	BA or AA or Applicable Technical Experience.

*Labor Category***:**	*Project/Administrative Assistant II*

Minimum/General Experience:	Minimum of 4 years professional experience providing administrative and analytical support to technical and senior staff members. Knowledge of personal computer based business software, Internet, and electronic mail applications.

Functional Responsibility:	Assists technical and project staff as required. Facilitates program administrative and financial tracking systems, and the maintenance of databases in support of program systems. Collects and compiles data for use in regular and ad hoc reports on the status of programs. Maintains program files. Support may also include non-technical programming assistance such as graphics development and document processing. Designs and maintains spreadsheets in support of financial tracking systems. Ranks tasks in order of importance and impending deadlines. Recommends statistical and graphic formats for reports. Provides regular follow-up on open issues and reports status to senior staff. Responsible for management and supervision of administrative assistants.

Minimum Education: AA or Applicable Technical Experience.

Labor Category:	*Project/Administrative Assistant I*

Minimum/General Experience: Minimum of 2 years experience providing administrative and analytical support to technical and senior staff members. Knowledge of personal computer based business software.

Functional Responsibility: Works independently or as a member of a team in support of program-wide objectives. Assists in the management of all administrative affairs including the scheduling of briefings and meetings. Maintains program files, collects, compiles, edits, and analyzes data and information for program documents. Designs and maintains spreadsheets in support of financial tracking systems. Ensures that administrative assistants have access to the government directives and instructional material required to properly perform their assigned duties. Responsible for management and supervision of administrative assistants.

Minimum Education: AA or Applicable Technical Experience.

Labor Category:	*Administrative Support III*

Minimum/General Experience: Minimum of 4 years professional experience providing administrative support to technical and senior staff members. Knowledge of personal computer based business software, Internet, and electronic mail applications.

Functional Responsibility: With limited supervision provides direct support to one or more senior personnel. Performs and directs others in a variety of both complex and routine administrative duties. Maintains subject and project files of correspondence, program documents, and reports. Maintains calendars and schedules. Arranges appointments and meetings for staff members. Assists in the preparation of training objectives for administrative assistants.

Minimum Education: High School Diploma and Appropriate Technical Knowledge.

Labor Category:	*Administrative Support II*

Minimum/General Experience: Minimum of 2 years of experience providing administrative support in a professional setting. Knowledge of personal computer based business software, Internet, and electronic mail applications.

Functional Responsibility:	Maintains subject and project files of correspondence, program documents, and reports. Maintains address, telephone, file, and visitor lists. Maintains staff schedules such as leave, travel, and training schedules. Ensures administrative equipment and facilities are kept in good working order. Works under direct supervision and reports to senior administrators.
Minimum Education	High School Diploma and working knowledge of applicable software.

Labor Category:	*Administrative Support I*
Minimum/General Experience:	Minimum of 1 year experience providing administrative support in a professional setting.
Functional Responsibility:	Performs a variety of routine administrative and clerical duties such as answering phones, filing, copying, routing communications, and stocking office supplies. Receives and announces visitors. Prepares packages for courier pick-up. Sorts, distributes, edits, files, and delivers correspondence. Works under direct supervision and reports to senior administrators.
Minimum Education:	High School.