



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE  
FSC GROUP MAS**

**CONTRACT NUMBER:  
47QRAA19D0094**

**4M Research, Inc.  
675 Discovery Drive NW, Suite 303  
Huntsville, AL 35806  
Phone: 256-319-4646 Fax: 256-319-1280  
Contract Administrator: Randal Tieszen  
randy.tieszen@4mresearch.com**

**PERIOD COVERED BY CONTRACT:  
June 10, 2019 through June 9, 2024**

**Price List is current through Mass Mod A812, signed February 11, 2020**

**Business Size:  
Woman-Owned Small Business**

*For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov). On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.*

**CUSTOMER INFORMATION**

- 1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:

<i><b>SIN</b></i>	<i><b>Recovery</b></i>	<i><b>SIN Description</b></i>	<i><b>Page Number</b></i>
<i>541380</i>	<i>541380RC</i>	<i>Testing Laboratories</i>	<i>Pages 5 &amp; 6</i>
<i>541420</i>	<i>541420RC</i>	<i>Engineering System Design &amp; Integration Services</i>	<i>Pages 5 &amp; 6</i>
<i>541715</i>	<i>541715RC</i>	<i>Engineering Research &amp; Development &amp; Strategic Planning</i>	<i>Pages 5 &amp; 6</i>
<i>541330ENG</i>	<i>541330ENGRC</i>	<i>Engineering Services</i>	<i>Pages 5 &amp; 6</i>
<i>OLM</i>	<i>OLMRC</i>	<i>Order Level Materials</i>	<i>Pages 5 &amp; 6</i>

- 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 below.*
- 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 below.*
2. Maximum Order: *\$1,000,000.00 (SINs 541420, 541715, and 541330ENG) and \$250,000 (SIN 541380)*
3. Minimum Order: *\$100.00*
4. Geographic Coverage (delivery Area): *Domestic Only*
5. Point 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).*
7. Quantity discounts: *None*
8. Prompt payment terms: *Net 30 days*  
*Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.*



- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: *Yes*
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: *Yes*
- 10. Foreign items (list items by country of origin): *None*
- 11a. Time of Delivery (Contractor insert number of days): *Specified on the Task Order*
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: *Contact Contractor*
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: *Contact Contractor*
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: *Contact Contractor*
- 12. F.O.B Points: *Destination*
- 13a. Ordering Address: *Same as Contractor*
- 13b. Ordering procedures: *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.*
- 14. Payment address: *Same as company address*
- 15. Warranty provision: *Contractor’s standard commercial warranty.*
- 16. Export Packing Charges (if applicable): *N/A*
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): *Contact Contractor*
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): *N/A*
- 19. Terms and conditions of installation (if applicable): *N/A*



20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): *N/A*
- 20a. Terms and conditions for any other services (if applicable): *N/A*
21. List of service and distribution points (if applicable): *N/A*
22. List of participating dealers (if applicable): *N/A*
23. Preventive maintenance (if applicable): *N/A*
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): *N/A*
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: *www.Section508.gov/*.
25. Data Universal Numbering System (DUNS) number: *825907434*
26. Notification regarding registration in System of Award Management (SAM) database: *Registered*



**GSA HOURLY RATES**

<i>SINs</i>	<i>Labor Category</i>	<i>6/10/19 – 6/9/20</i>	<i>6/10/20 – 6/9/21</i>	<i>6/10/21 – 6/9/22</i>	<i>6/10/22 – 6/9/23</i>	<i>6/10/23 – 6/9/24</i>
All	Administrative Level 1	\$42.47	\$43.45	\$44.44	\$45.47	\$46.51
All	Administrative Level 2	\$58.76	\$60.11	\$61.49	\$62.91	\$64.36
All	Administrative Level 3	\$77.10	\$78.87	\$80.68	\$82.54	\$84.44
All	Administrative Level 4	\$98.26	\$100.52	\$102.83	\$105.19	\$107.61
All	Administrative Level 5	\$135.41	\$138.53	\$141.71	\$144.97	\$148.31
All	Applications Development Engineer	\$130.98	\$133.99	\$137.07	\$140.23	\$143.45
All	Business Analyst	\$57.63	\$58.96	\$60.32	\$61.70	\$63.12
All	Business Process Reengineering Specialist	\$130.98	\$133.99	\$137.07	\$140.23	\$143.45
All	Database Development Specialist	\$104.78	\$107.19	\$109.66	\$112.18	\$114.76
All	Database Management Specialist	\$104.78	\$107.19	\$109.66	\$112.18	\$114.76
All	Engineering Level 1	\$70.69	\$72.31	\$73.98	\$75.68	\$77.42
All	Engineering Level 2	\$99.71	\$102.00	\$104.35	\$106.75	\$109.20
All	Engineering Level 3	\$137.48	\$140.64	\$143.87	\$147.18	\$150.57
All	Engineering Level 4	\$144.48	\$147.80	\$151.20	\$154.68	\$158.23
All	Engineering Level 5	\$146.46	\$149.83	\$153.28	\$156.80	\$160.41
All	Engineering Level 6	\$174.31	\$178.32	\$182.42	\$186.61	\$190.90
All	Enterprise Application Analyst/Designer	\$141.46	\$144.71	\$148.04	\$151.44	\$154.93
All	Enterprise Application Modeler/Developer	\$122.60	\$125.42	\$128.30	\$131.25	\$134.27
All	Enterprise Application Product Associate	\$141.46	\$144.71	\$148.04	\$151.44	\$154.93
All	Help Desk Manager	\$99.54	\$101.83	\$104.17	\$106.57	\$109.02
All	Help Desk Specialist	\$47.15	\$48.23	\$49.34	\$50.48	\$51.64
All	Jr. Program Support Specialist	\$58.68	\$60.03	\$61.41	\$62.82	\$64.27
All	Jr. Subject Matter Expert	\$97.45	\$99.69	\$101.98	\$104.33	\$106.73
All	Jr. Systems Analyst	\$62.87	\$64.31	\$65.79	\$67.31	\$68.85
All	Manager Level 1	\$145.02	\$148.36	\$151.77	\$155.26	\$158.83
All	Manager Level 2	\$185.02	\$189.28	\$193.63	\$198.08	\$202.64
All	Manager Level 3	\$224.16	\$229.32	\$234.59	\$239.99	\$245.51
All	Network Administrator	\$75.45	\$77.18	\$78.96	\$80.77	\$82.63
All	Principal Enterprise Application Product Expert	\$201.18	\$205.81	\$210.54	\$215.39	\$220.34
All	Principal Industry/ Functional Area Specialist	\$190.71	\$195.09	\$199.58	\$204.17	\$208.87
All	Program Analyst I	\$69.67	\$71.27	\$72.91	\$74.59	\$76.31
All	Program Analyst III	\$100.47	\$102.78	\$105.14	\$107.56	\$110.04
All	Program Analyst IX	\$160.13	\$163.81	\$167.58	\$171.43	\$175.38
All	Program Analyst V	\$112.64	\$115.23	\$117.88	\$120.60	\$123.37
All	Program Analyst VII	\$126.21	\$129.11	\$132.08	\$135.12	\$138.23
All	Program Analyst VIII	\$139.35	\$142.56	\$145.84	\$149.19	\$152.62
All	Program Manager	\$193.85	\$198.31	\$202.87	\$207.53	\$212.31
All	Program Support Specialist	\$68.11	\$69.68	\$71.28	\$72.92	\$74.60
All	Project Manager	\$178.14	\$182.24	\$186.43	\$190.71	\$195.10
All	Quality Assurance Analyst	\$83.83	\$85.76	\$87.73	\$89.75	\$91.81
All	Quality Assurance Manager	\$120.50	\$123.27	\$126.11	\$129.01	\$131.98
All	Senior Engineer/ Scientist I	\$102.72	\$105.08	\$107.50	\$109.97	\$112.50
All	Senior Engineer/ Scientist II	\$123.93	\$126.78	\$129.70	\$132.68	\$135.73
All	Senior Engineer/ Scientist III	\$136.85	\$140.00	\$143.22	\$146.52	\$149.89
All	Senior Engineer/ Scientist IV	\$216.15	\$221.12	\$226.21	\$231.41	\$236.74



<i>SINs</i>	<i>Labor Category</i>	<i>6/10/19 – 6/9/20</i>	<i>6/10/20 – 6/9/21</i>	<i>6/10/21 – 6/9/22</i>	<i>6/10/22 – 6/9/23</i>	<i>6/10/23 – 6/9/24</i>
All	Sr. Application Development Engineer	\$157.18	\$160.79	\$164.49	\$168.27	\$172.14
All	Sr. Business Process Reengineering Specialist	\$155.08	\$158.65	\$162.30	\$166.03	\$169.85
All	Sr. Enterprise Application Analyst/Designer	\$157.18	\$160.79	\$164.49	\$168.27	\$172.14
All	Sr. Enterprise Application Business/ Architectural Expert	\$176.03	\$180.08	\$184.23	\$188.46	\$192.80
All	Sr. Enterprise Application Modeler/Developer	\$138.32	\$141.50	\$144.75	\$148.08	\$151.49
All	Sr. Enterprise Application Product Expert	\$167.65	\$171.51	\$175.45	\$179.49	\$183.62
All	Sr. Industry/ Functional Area Expert	\$176.03	\$180.08	\$184.23	\$188.46	\$192.80
All	Sr. Program Support Specialist	\$125.74	\$128.63	\$131.59	\$134.61	\$137.71
All	Sr. Subject Matter Expert	\$141.46	\$144.71	\$148.04	\$151.44	\$154.93
All	Sr. Systems Architect	\$162.42	\$166.15	\$169.98	\$173.88	\$177.88
All	Sr. Training Specialist	\$123.64	\$126.49	\$129.40	\$132.37	\$135.42
All	Subject Matter Expert	\$115.26	\$117.91	\$120.62	\$123.40	\$126.24
All	System Administrator	\$89.06	\$91.11	\$93.21	\$95.35	\$97.54
All	Systems Analyst	\$115.26	\$117.91	\$120.62	\$123.40	\$126.24
All	Tech II**	\$55.45	\$56.73	\$58.03	\$59.37	\$60.73
All	Technical Writer/Editor	\$68.11	\$69.68	\$71.28	\$72.92	\$74.60
All	Training Specialist	\$68.11	\$69.68	\$71.28	\$72.92	\$74.60

## LABOR CATEGORY DESCRIPTIONS

### **Administrative Level 1**

Functional Responsibility: Entry level technical administrative person whose duties and responsibilities include activities related to technical administration of program areas. Job requires limited use and/or application of basic principles, theories, concepts and a general knowledge of industry practices and standards. Demonstrates the skill and ability to perform basic professional tasks, solve routine problems of limited scope and complexity following established policies and procedures. Work is closely supervised. Contacts are primarily with immediate supervisor, and other personnel in the section or group.  
Minimum Education/Experience: Bachelor's Degree with 0 years' experience

### **Administrative Level 2**

Functional Responsibility: Junior level technical administrative person whose duties and responsibilities include activities related to technical administration of program areas. Job requires frequent use and general knowledge of industry practices, techniques, standards and a general application of concepts, and principles. Demonstrates the skill and ability to perform moderately complex professional tasks, develop solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance. Employee works with only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy. Has frequent internal company and external contacts.  
Minimum Education/Experience: Bachelor's Degree with 3 years' experience

### **Administrative Level 3**

Functional Responsibility: Senior level technical administrative person whose duties and responsibilities include activities related to technical administration of program areas. Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices. Independently demonstrates the skill and ability to perform fairly complex professional tasks and develop solutions to a variety of complex problems. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives. Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.  
Minimum Education/Experience: Bachelor's Degree with 6 years' experience.

### **Administrative Level 4**

Functional Responsibility: Senior level technical administrative person whose duties and responsibilities include activities related to technical administration of program areas. Contributes to the development of new concepts, techniques, and standards. Creates and identifies solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives. Demonstrates the skill and ability to perform complex tasks; able to communicate effectively and clearly present technical approaches and findings. Most assignments are complex and performed independently without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment. Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives. Acts as an advisor to senior management and customers. Considered an expert in the field within the organization.  
Minimum Education/Experience: Bachelor's Degree with 10 years' experience.

### **Administrative Level 5**

**Functional Responsibility:** Top level technical administrative person whose duties and responsibilities include activities related to technical administration of program areas. Demonstrates skill and ability to analyze and develop innovative solutions to complex problems of unusual complexity which require a high degree of ingenuity, creativity, and innovativeness. Develops advanced concepts, techniques, and standards; creates new applications based on professional principles and theories. Challenges are frequently unique and solutions may serve as precedent for future decisions. Works under consultative direction toward long-range goals and objectives. Self-supervisory and assignments are often self-initiated with considerable latitude for independent judgment. Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives. Viewed as expert in field within the corporation and able to communicate effectively at the highest levels.

**Minimum Education/Experience:** Bachelor's Degree with 15 years' experience.

### **Applications Development Engineer**

**Functional Responsibility:** Performs general programming activities to implement corrections or enhancements to application software. Uses computer programming, analyses and design knowledge for designing software and implementing changes to applications. Applies knowledge of development concepts, practices, and procedures to write moderate to complex specifications and design documents.

**Minimum Education/Experience:** Bachelor's Degree with 3 years' experience

### **Business Analyst**

**Functional Responsibility:** Analyzes and evaluates business operations in support of organizational and system process improvements. Evaluates business area customer functional and program requirements to provide alternatives and recommendations for system development, integration, and installation.

Participates in system requirement and design walk-through sessions.

**Minimum Education/Experience:** Bachelor's Degree with 1 year of experience

### **Business Process Reengineering Specialist**

**Functional Responsibility:** Conducts the evaluation and reengineering of current business processes.

Designs cost effective strategies to increase the efficiency of the organization's business processes through changes in policies, procedures, organization structure and the application of enabling technology.

**Minimum Education/Experience:** Bachelor's Degree with 5 years' experience

### **Database Development Specialist**

**Functional Responsibility:** Performs logical and physical database development. Reviews logical and/or physical designs of existing databases, and makes recommendations for maximizing operating efficiency. Provides expertise in the use of database languages. Performs data analysis, database design, development, and implementation for database conversions. Performs database restructuring and works with staff to analyze data storage and access requirements.

**Minimum Education/Experience:** Bachelor's Degree with 3 years' experience



### **Database Management Specialist**

Functional Responsibility: Supports the Database Administration functions of the system. Designs and implements modifications or enhancements to forms, menus, and reports. Implements processes for data management including data standardization and cleansing initiatives as part of the overall design, development, fielding, and sustainment of a system. Executes advanced database concepts, practices and procedures.

Minimum Education/Experience: Bachelor's Degree with 5 years' experience

### **Engineering Level 1**

Functional Responsibility: Engineering and technical personnel with the skill and ability to develop and recommend solutions to technical problems as assigned. Work is supervised, follows technical and process guidance and instructions, contributing to the completion of assigned technical tasks. Typical position classifications are Test Engineer, Field Engineer, Industrial Engineer, Shop Foreman, and Manufacturing Scheduler. Contacts are primarily with immediate supervisor, project leaders, and other professionals in the section or group.

Minimum Education/Experience: Bachelor's Degree with 0 years' experience

### **Engineering Level 2**

Functional Responsibility: Engineering and technical personnel whose duties and responsibilities require comprehensive knowledge of engineering principles to support complex research and engineering assignments. Work is under general supervision and is reviewed for soundness of technical judgment, overall adequacy and accuracy. Follows established procedures and contributes to the completion of milestones associated with specific projects. Contacts are primarily internal with infrequent inter-organizational and outside customer contacts on routine matters.

Minimum Education/Experience: Bachelor's Degree with 2 years' experience (0 years with Master's Degree)

### **Engineering Level 3**

Functional Responsibility: Engineering and scientific personnel whose duties and responsibilities require applications of intensive and diversified knowledge of engineering principles and practices, while developing new or improved techniques and procedures. Provide technical solutions to a wide range of complex difficult problems. Solutions are imaginative, thorough, practicable, and consistent with organization objectives. Works under only general direction and independently determines and develops approach to solutions. Employee contributes to the completion of specific programs and projects with frequent inter-organizational and outside customer contacts.

Minimum Education/Experience: Bachelor's Degree with 5 years' experience (3 years with Master's Degree and 0 years with PhD)

#### **Engineering Level 4**

Functional Responsibility: Senior engineering and scientific personnel whose duties and responsibilities require creativity and engineering judgment in solving unusual and complex engineering problems. Determines program objectives and requirements and develops standards and guides for diverse engineering and scientific activities. Communicates effectively and clearly presents technical approaches and findings. Work is performed without appreciable direction. Completed work is reviewed from a relatively long- term perspective, for desired results. Guides the successful completion of major programs and may function in a project leadership role. Represents the organization as the prime technical contact on contracts and projects. Interacts with senior external personnel on significant technical matters often requiring coordination between organizations.

Minimum Education/Experience: Bachelor's Degree with 9 years' experience

#### **Engineering Level 5**

Functional Responsibility: Senior level engineering and scientific personnel who possess in-depth knowledge of principles, concepts and techniques appropriate to discipline. Interprets requirements, performs highly complex analyses, resolves complex problems, effectively communicating and clearly presenting technical approaches and findings. Determines and pursues courses of action necessary to obtain desired results. Develops advanced technological ideas and guides their development into a final product. Serves as organization spokesperson on advanced projects and/or programs. Acts as advisor to management and customers on advanced technical research studies and applications. Provides leadership efforts, training, mentoring and guidance to more junior staff members. May lead medium to large projects including defining scope, objectives and methods.

Minimum Education/Experience: Bachelor's Degree with 14 years' experience (12 years with Master's Degree and 9 years with PhD)

#### **Engineering Level 6**

Functional Responsibility: Top engineering and scientific personnel responsible for planning, organizing and directing engineering programs and activities of significant importance. Defines and interprets strategic requirements, analyzes and provides guidance on strategic issues and complex problems. Develops and leads large projects including defining scope, objectives and methods. Exhibits an exceptional degree of ingenuity, creativity, and resourcefulness. Applies and/or develops highly advanced technologies, scientific principles, theories and concepts. Able to communicate effectively at the highest levels. Develops information which extends knowledge in a given field. Information may form the basis of newly developed concepts, theories and products. Acts independently to uncover and resolve issues associated with the development and implementation of operational programs. Recognized as an expert in field, providing a major impact on organizational success and productivity.

Minimum Education/Experience: Bachelor's Degree with 20 years' experience

#### **Enterprise Application Analyst/Designer**

Functional Responsibility: Performs system-wide analysis regarding the allocation of enterprise application functions. Develops analysis of system design in coordination with designers, architects, developers, and business analysts. Analyzes software development, hardware configuration, and system reliability, maintainability, and availability.

Minimum Education/Experience: Bachelor's Degree with 7 years' experience



### **Enterprise Application Modeler/Developer**

Functional Responsibility: Performs the modeling of applications throughout the development lifecycle. Develops design for development within specific application software language. Possesses knowledge of application modeling principles, concepts and techniques. Interprets requirements, performs highly complex analyses, and defines options to obtain desired results. Guides development into a final product.  
Minimum Education/Experience: Bachelor's Degree with 10 years' experience

### **Enterprise Application Product Associate**

Functional Responsibility: Conducts business and system analysis for current and proposed enterprise application environments. Supports the translation of business area customer information into detailed enterprise application design. Supports analysis of alternatives and preparation of programming specifications, diagrams, and coding logic flowcharts for enterprise application modifications and installations. Requires knowledge of relevant application and computing environments and application development tools/languages.  
Minimum Education/Experience: Bachelor's Degree with 5 years' experience

### **Help Desk Manager**

Functional Responsibility: Manages all aspects of the system/application Help Desk including personnel management, reporting, and performance. Analyzes Help Desk metrics, trends, and issues to provide recommendations for improvement.  
Minimum Education/Experience: Bachelor's Degree with 5 years' experience

### **Help Desk Specialist**

Functional Responsibility: Serves as the primary point of contact on the Help Desk. Answers basic system and application questions and queries. Provides analysis of low to mid complexity system and application issues related to logon or system functions or business processes.  
Minimum Education/Experience: Bachelor's Degree with 1 year of experience

### **Jr. Program Support Specialist**

Functional Responsibility: Supports planned activities to meet cost, schedule, technical performance, and quality objectives. Supports project work packages and studies as required by management. Supports analysis and development of deliverables and recurring reports. Collects progress data and information as directed.  
Minimum Education/Experience: Bachelor's Degree with 1 year of experience

### **Jr. Subject Matter Expert**

Functional Responsibility: Provides subject matter expertise in management and technical areas such as training, logistics, financial, acquisition, configuration management, data management, and program controls. Supports moderate to complex projects to completion using knowledge of concepts, practices, and procedures.  
Minimum Education/Experience: Bachelor's Degree with 3 years' experience



### **Jr. Systems Analyst**

Functional Responsibility: Supports the analysis and evaluation of moderate to complex data processing system detailed system/program requirements. Supports the development alternative solutions for the integration and installation of system changes. Participates in system requirement and design walk through sessions and conducts system studies.

Minimum Education/Experience: Bachelor's Degree with 3 years' experience

### **Manager Level 1**

Functional Responsibility: Responsible for daily operations of a team or work unit (direct supervision of the staff, assignment of work, schedules, day to day workflow, and operating costs). Responsibilities may include: cost, schedule, and technical performance of a specific unit or work package on a large system development-type contract/project or broad responsibility for all aspects of program/project performance on a delivery order or small technical services-type contract/project.

Minimum Education/Experience: Bachelor's Degree with 8 years' experience

### **Manager Level 2**

Functional Responsibility: Manages a segment of a program, project, or a function. Responsible for the direct supervision/management of the staff. Responsible for providing objective-oriented direction to subordinates utilizing mgmt. guidelines & general policies. Responsibilities may include: planning and program/project performance addressing cost, schedule, technical performance, and quality of a work package, subsystem, or related group of work packages on a large system development-type contract/project or full responsibility for all aspects of program/project performance on a large delivery order or mid-size technical services-type contract/project.

Minimum Education/Experience: Bachelor's Degree with 10 years' experience

### **Manager Level 3**

Functional Responsibility: Manages a program, contract or a function within the larger organizational unit, setting & operating to objectives & providing guidance to subordinates based on goals, objectives & company policy. Responsibilities may include: planning, risk management, and project performance addressing cost, schedule, and technical quality for related WBS elements on a large system development-type contract/project or full responsibility for all aspects of program/project performance on a large technical services-type contract/project.

Minimum Education/Experience: Bachelor's Degree with 12 years' experience

### **Network Administrator**

Functional Responsibility: Implements and administers network policy to include firewalls, LAN, internet applications, modems, modem pools, communications servers, and WAN connectivity. Maintains firewall routers including filtering. Demonstrates understanding of operating system services and ports. Maintains applicable network, security, certification and accreditation, alerts, and bulletins. Implements recommended security changes to program applications and databases and modifying firewalls and hosts.

Minimum Education/Experience: Bachelor's Degree with 3 years' experience



### **Principal Enterprise Application Product Expert**

Functional Responsibility: Oversees all aspects of very complex business and system analysis for current and proposed enterprise application environments. Leads the translation of business area customer information into detailed enterprise application design. Interacts with customer to oversee analysis of alternatives and provide recommendations. Oversees preparation of programming specifications, diagrams, and coding logic flowcharts for enterprise application modifications and installations. Requires extensive knowledge of relevant application and computing environments and application development tools/languages.

Minimum Education/Experience: Bachelor's Degree with 12 years' experience

### **Principal Industry/ Functional Area Specialist**

Functional Responsibility: Leads the overall integration of business process requirements of specific functional area(s) into the enterprise level solution. Plans and manages structured interviews, focus groups, documentation reviews and meetings with technical personnel to analyze system requirements and risks. Works directly with functional staff members to analyze specific application design and data requirements to ensure that the final system incorporates required functionality.

Minimum Education/Experience: Bachelor's Degree with 12 years' experience

### **Program Analyst I**

Functional Responsibility: Provides technical analysis or support to programs, projects or tasks and performs a variety of engineering tasks, either independently or under supervision, which is broad in nature. These efforts may include design and implementation, including personnel, hardware, software and support facilities and/or equipment. Additional areas may include oversight of project or task deliverables. Support Engineers/Scientists as required and perform other duties as assigned. Expertise in one or more science or engineering disciplines

Minimum Education/Experience: Bachelor's Degree and 0 years' experience

### **Program Analyst III**

Functional Responsibility: Provides technical analysis or support to programs, projects or tasks and performs a variety of engineering tasks, either independently or under supervision, which is broad in nature. These efforts may include design and implementation, including personnel, hardware, software and support facilities and/or equipment. Additional areas may include oversight of project or task deliverables. Support Engineers/Scientists as required and perform other duties as assigned. Expertise in one or more science or engineering disciplines

Minimum Education/Experience: Bachelor's Degree and 2 years' experience

### **Program Analyst IX**

Functional Responsibility: Provides technical analysis or support to programs, projects or tasks and performs a variety of engineering tasks, either independently or under supervision, which is broad in nature. These efforts may include design and implementation, including personnel, hardware, software and support facilities and/or equipment. Additional areas may include oversight of project or task deliverables. Support Engineers/Scientists as required and perform other duties as assigned. Expertise in one or more science or engineering disciplines

Minimum Education/Experience: Bachelor's Degree and 10 years' experience



### **Program Analyst V**

Functional Responsibility: Provides technical analysis or support to programs, projects or tasks and performs a variety of engineering tasks, either independently or under supervision, which is broad in nature. These efforts may include design and implementation, including personnel, hardware, software and support facilities and/or equipment. Additional areas may include oversight of project or task deliverables. Support Engineers/Scientists as required and perform other duties as assigned. Expertise in one or more science or engineering disciplines

Minimum Education/Experience: Bachelor's Degree and 4 years' experience

### **Program Analyst VII**

Functional Responsibility: Provides technical analysis or support to programs, projects or tasks and performs a variety of engineering tasks, either independently or under supervision, which is broad in nature. These efforts may include design and implementation, including personnel, hardware, software and support facilities and/or equipment. Additional areas may include oversight of project or task deliverables. Support Engineers/Scientists as required and perform other duties as assigned. Expertise in one or more science or engineering disciplines

Minimum Education/Experience: Bachelor's Degree and 6 years' experience

### **Program Analyst VIII**

Functional Responsibility: Provides technical analysis or support to programs, projects or tasks and performs a variety of engineering tasks, either independently or under supervision, which is broad in nature. These efforts may include design and implementation, including personnel, hardware, software and support facilities and/or equipment. Additional areas may include oversight of project or task deliverables. Support Engineers/Scientists as required and perform other duties as assigned. Expertise in one or more science or engineering disciplines

Minimum Education/Experience: Bachelor's Degree and 8 years' experience

### **Program Manager**

Functional Responsibility: Oversees planning and management of all major functions and disciplines of a program. Manages subordinate Project Managers and other technical and administrative leads. Responsible for long-range planning and all aspects of program performance.

Minimum Education/Experience: Bachelor's Degree and 12 years' experience

### **Program Support Specialist**

Functional Responsibility: Executes planned activities to meet cost, schedule, technical performance, and quality objectives. Coordinates project work packages and supports studies as required by management. Performs analysis, development, and submission of deliverables and recurring reports. Responsible for daily operations of a team or work unit including collection of progress data and information.

Minimum Education/Experience: Bachelor's Degree and 3 years' experience

### **Project Manager**

Functional Responsibility: Provides day-to-day management of all project activities for business and IT system improvements. Manages and reports project cost, schedule, and performance. Manages personnel staffing and other administrative functions to meet established performance objectives.

Minimum Education/Experience: Bachelor's Degree and 10 years' experience



### **Quality Assurance Analyst**

Functional Responsibility: Analyzes business systems requirements and implements test plans. Collects data to ensure system modules and programs are properly tested against requirements prior to implementation. Documents problems and performs analysis.

Minimum Education/Experience: Bachelor's Degree and 3 years' experience

### **Quality Assurance Manager**

Functional Responsibility: Manages the analysis of business systems requirements and develops and implements test plans. Ensures system modules and programs are properly tested against requirements prior to implementation. Documents problems and provides input to leadership on quality improvement.

Minimum Education/Experience: Bachelor's Degree and 5 years' experience

### **Senior Engineer/ Scientist I**

Functional Responsibility: Providing technical leadership on engineering related projects; managing high complexity multi-task efforts; briefing or leading strategic level client meetings; leading design or implementation efforts of programs, projects or tasks; ability to serve as primary interface with client management personnel regarding strategic issues; and insure work products adhere to customer requirements and may perform other duties as assigned. Comprehensive knowledge in one or more science and engineering disciplines and formal training in an engineering discipline related to Statement of Work.

Minimum Education/Experience: PhD. and 7 years' experience

### **Senior Engineer/ Scientist II**

Functional Responsibility: Providing technical leadership on engineering related projects; managing high complexity multi-task efforts; briefing or leading strategic level client meetings; leading design or implementation efforts of programs, projects or tasks; ability to serve as primary interface with client management personnel regarding strategic issues; and insure work products adhere to customer requirements and may perform other duties as assigned. Comprehensive knowledge in one or more science and engineering disciplines and formal training in an engineering discipline related to Statement of Work.

Minimum Education/Experience: PhD. and 10 years' experience

### **Senior Engineer/ Scientist III**

Functional Responsibility: Providing technical leadership on engineering related projects; managing high complexity multi-task efforts; briefing or leading strategic level client meetings; leading design or implementation efforts of programs, projects or tasks; ability to serve as primary interface with client management personnel regarding strategic issues; and insure work products adhere to customer requirements and may perform other duties as assigned. Comprehensive knowledge in one or more science and engineering disciplines and formal training in an engineering discipline related to Statement of Work.

Minimum Education/Experience: PhD. and 12 years' experience

### **Senior Engineer/ Scientist IV**

Functional Responsibility: Providing technical leadership on engineering related projects; managing high complexity multi-task efforts; briefing or leading strategic level client meetings; leading design or implementation efforts of programs, projects or tasks; ability to serve as primary interface with client management personnel regarding strategic issues; and insure work products adhere to customer requirements and may perform other duties as assigned. Comprehensive knowledge in one or more science and engineering disciplines and formal training in an engineering discipline related to Statement of Work.

Minimum Education/Experience: PhD. and 17 years' experience



### **Sr. Application Development Engineer**

Functional Responsibility: Leads general programming activities to implement corrections or enhancements to application software. Uses computer programming, analyses and design knowledge for designing software and implementing changes to applications. Applies superior knowledge of development concepts, practices, and procedures to write moderate to complex specifications and design documents.  
Minimum Education/Experience: Bachelor's Degree and 7 years' experience

### **Sr. Business Process Reengineering Specialist**

Functional Responsibility: Responsible for leading the evaluation and reengineering of current business processes. Recommends and designs cost effective strategies to increase the efficiency of the organization's business processes through changes in policies, procedures, organization structure and the application of enabling technology.  
Minimum Education/Experience: Bachelor's Degree and 10 years' experience

### **Sr. Enterprise Application Analyst/Designer**

Functional Responsibility: Plans and manages system-wide analysis regarding the allocation of enterprise application functions. Manages analysis of system design in coordination with designers, architects, developers, and business analysts. Oversees analysis for software development, hardware configuration, and system reliability, maintainability, and availability.  
Minimum Education/Experience: Bachelor's Degree and 10 years' experience

### **Sr. Enterprise Application Business/ Architectural Expert**

Functional Responsibility: Leads very complex architecture and business process definition and design. Oversees all aspects of architecture activities and interfaces with customer to describe design and enterprise architecture processes. Leads definition and development of network and systems architecture from customer requirements. Possesses superior understanding of system requirements and Federal and DoD architecture standards. Capable of analyzing very complex solutions and interpreting requirements into architectural artifacts.  
Minimum Education/Experience: Bachelor's Degree and 12 years' experience

### **Sr. Enterprise Application Modeler/Developer**

Functional Responsibility: Manages the modeling of applications throughout the development lifecycle. Leads design and development activities within specific application software language. Possesses extensive knowledge of application modeling principles, concepts and techniques. Interprets requirements, performs highly complex analyses and presents options and recommendations to obtain desired results. Develops advanced technological ideas and guides development into a final product.  
Minimum Education/Experience: Bachelor's Degree and 12 years' experience

### **Sr. Enterprise Application Product Expert**

Functional Responsibility: Manages complex business and system analysis for current and proposed enterprise application environments. Conducts translation of business area customer information into detailed enterprise application design. Interacts with customer to perform analysis of alternatives and provide recommendations. Conducts the preparation of programming specifications, diagrams, and coding logic flowcharts for enterprise application modifications and installations. Requires extensive knowledge of relevant application and computing environments and application development tools/languages.  
Minimum Education/Experience: Bachelor's Degree and 10 years' experience



### **Sr. Industry/ Functional Area Expert**

Functional Responsibility: Conducts the integration of business process requirements of specific functional area(s) into the enterprise level solution. Conducts structured interviews, focus groups, documentation reviews and meetings with technical personnel to analyze system requirements and risks. Works with functional staff members to analyze specific application design and data requirements.

Minimum Education/Experience: Bachelor's Degree and 10 years' experience

### **Sr. Program Support Specialist**

Functional Responsibility: Provides direct support to Program or Project Managers to develop and execute planned activities to meet cost, schedule, technical performance, and quality objectives. Leads the coordination of project work packages and leads studies to present solutions/recommendations to management. Manages analysis, development, and submission of deliverables and recurring reports.

Minimum Education/Experience: Bachelor's Degree and 5 years' experience

### **Sr. Subject Matter Expert**

Functional Responsibility: Leads and provides thought leadership and subject matter expertise in management and technical areas such as training, logistics, financial, acquisition, configuration management, data management, and program controls. Plans and executes very complex projects to completion using extensive knowledge of concepts, practices, and procedures.

Minimum Education/Experience: Bachelor's Degree and 10 years' experience

### **Sr. Systems Architect**

Functional Responsibility: Defines and develops network and systems architecture from customer requirements. Possesses understanding of system requirements and Federal and DoD architecture standards. Capable of analyzing moderate to complex solutions and interpreting requirements into architectural artifacts.

Minimum Education/Experience: Bachelor's Degree and 7 years' experience

### **Sr. Training Specialist**

Functional Responsibility: Leads planning, coordination, and execution of training programs. Leads all training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. Leads development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.

Minimum Education/Experience: Bachelor's Degree and 7 years' experience

### **Subject Matter Expert**

Functional Responsibility: Provides thought leadership and subject matter expertise in management and technical areas such as training, logistics, financial, acquisition, configuration management, data management, and program controls. Executes moderate to complex projects to completion using a wide knowledge of concepts, practices, and procedures.

Minimum Education/Experience: Bachelor's Degree and 7 years' experience



### **System Administrator**

Functional Responsibility: Provides effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. Ensures that system hardware, operating systems, software systems, and related procedures adhere to policy. Documents system metrics, identifies problems, and recommends solutions.

Minimum Education/Experience: Bachelor's Degree and 3 years' experience

### **Systems Analyst**

Functional Responsibility: Analyzes and evaluates moderate to complex data processing system detailed system/program requirements. Provides results and input to alternative solutions for the integration and installation of system changes. Participates in system requirement and design walk through sessions and conducts system studies.

Minimum Education/Experience: Bachelor's Degree and 5 years' experience

### **Tech II**

Functional Responsibility: Works under engineering supervision to perform a variety of engineering tasks which are broad in nature including engineering design, as well as support facilities and/or equipment. Working knowledge as required to supports the planning and performance of engineering and customer specifications or support the technical/engineering activities related to the development and integration, of testing of a project assigned to higher level engineer

Minimum Education/Experience: High School Diploma and 2 years' experience

### **Technical Writer/Editor**

Functional Responsibility: Prepares, manages, distributes, and safeguards technical documents for system development and sustainment activities. Exhibits proficiency in writing technical documents using Microsoft Office software and maintaining document configuration control.

Minimum Education/Experience: Bachelor's Degree and 3 years' experience

### **Training Specialist**

Functional Responsibility: Supports the planning, coordination, and execution of training programs. Supports training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. Supports the development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.

Minimum Education/Experience: Bachelor's Degree and 3 years' experience



**SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX**

<i>SCLS Eligible Labor Category</i>	<i>SCLS Equivalent Code Title</i>	<i>Wage Determination No</i>
Technician II	30081 Engineering Technician	2015-4281

*The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (\*\*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).*

**SUBSTITUTION CHART**

2 years of additional relevant experience	Equals	Associates Degree
4 years of additional relevant experience	Equals	Bachelor's Degrees
6 years of additional relevant experience	Equals	Master's Degree
8 years of additional relevant experience	Equals	Ph.D
Associates Degree	Equals	2 years of additional relevant experience
Bachelor's Degrees	Equals	4 years of additional relevant experience
Master's Degree	Equals	6 years of additional relevant experience
Ph.D	Equals	8 years of additional relevant experience