LTC Solutions, L.L.C.
65 Barrett Heights Road, Suite 101
Stafford, Virginia 22556
(P) 540-318-7533 (F) 703-997-2286
www.LTCSOL.com
Contract Administrator: Gregory M Heines, gheines@ltcsol.com

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: 47QRAA22D008E
Period Covered by Contract: 04/15/2022 – 04/14/2027
Business Size: Small, Service-Disabled Veteran-Owned (SDVOSB)

Pricelist current through Modification #PO-0001, dated 04/15/2022.

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

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

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>541330ENG</td>
<td>Engineering Services</td>
</tr>
<tr>
<td>541690</td>
<td>Technical Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
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</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 5.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 6.

2. **Maximum Order:** For SIN 541330ENG - $500,000
For SIN 541690 - $500,000
For SIN OLM - $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** N/A

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign Items:** None

10. **Time of Delivery:** LTC Solutions, L.L.C. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination
12a. Ordering Address: Contracts
ATTN: Karen G Kangas
65 Barrett Heights Road, Suite 101
Stafford, VA 22556
(P) 540-318-7052 (F) 703-997-2286
karen.kangas@ltcsol.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Accounts Payable
ATTN: Gregory M Heines
65 Barrett Heights Road, Suite 101
Stafford, VA 22556
(P) 540-318-7531 (F) 703-997-2286
gheines@ltcsol.com

14. Warranty Provisions: Contractor’s Standard Warranty

15. Export Packing charges: Not applicable

16. Terms and conditions of rental, maintenance, and repair: Not applicable

17. Terms and conditions of installation: Not applicable

18. Terms and conditions of repair parts: Not applicable

28a. Terms and conditions for any other services: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. LTC Solutions, L.L.C. for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov

23. Unique Entity Identify (UEI) Number: ZCPQYMLDCLM5

24. LTC Solutions, L.L.C. is registered in the System for Award Management (SAM) database.
## GSA HOURLY RATES
### 541330ENG & 541690

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<th>SIN</th>
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<th>04/15/23 – 04/14/24</th>
<th>04/15/24 – 04/14/25</th>
<th>04/15/25 – 04/14/26</th>
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</table>
Labor Category Descriptions

**Business Process Consultant II**

**Functional Responsibility:** The Business Process Consultant II provides expertise on Continuous Process Improvement (CPI) strategies, organizational redesign, change management projects, and performance measures for basic business process engagements. Identifies and analyzes business needs, conducts requirements gathering, and defines scope and objectives. Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing processes and communicating changes to Business Systems teams. Recommends and facilitates quality improvement efforts.

**Minimum Experience:** 14 years  
**Minimum Education:** Bachelor’s

**Engineering and Logistics Specialist II**

**Functional Responsibility:** The Engineering and Logistics Specialist II analyzes and coordinates logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including systems engineering liaison, acquisition, distribution, internal allocation, delivery, and final disposal of resources. Prepares logistics support documentation that is consistent with systems engineering approaches, as well as source data and facilities needs assessments. Maintains equipment inventories down to Serial Number level. Applies logistics principles and methods to specialized logistics solutions. Performs logistics database management functions. Leads implementation of best practices within the logistics discipline.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

**Engineering Information Assurance Analyst II**

**Functional Responsibility:** The Engineering Information Assurance (IA) Analyst II applies knowledge of Information Security (IS) systems and applications to managing security services in all IS areas. Facilitates comprehensive IS by applying incident management, problem solving, and task management techniques and producing finished documentation, such as IS designs and engineering studies; policy and procedures development; training programs; and assessments. Provides analytical, research, systems engineering and technical support to projects, producing solutions and documentation. Ensures implementation of appropriate security features and safeguards. Translates security and business requirements into technical designs.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

**Functional Expert II**

**Functional Responsibility:** The Functional Expert II uses functional area expertise to assess operational and functional baselines of an organization and its components. Works with senior managers and executive to provide industry vision and strategic direction. Guides determination of IT inadequacies and deficiencies that affect the ability to meet organizational goals. Generates functional area strategies for enhanced operations in cross-functional areas throughout the organization. Participates in account
strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

### Functional Expert III

**Functional Responsibility:** The Functional Expert III uses functional area expertise to assess operational and functional baselines of an organization and its components. Works with senior managers and executive to provide industry vision and strategic direction. Guides determination of IT inadequacies and deficiencies that affect the ability to meet organizational goals. Generates functional area strategies for enhanced operations in cross-functional areas throughout the organization. Participates in account strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products.

**Minimum Experience:** 12 years  
**Minimum Education:** Bachelor’s

### Management Analyst II

**Functional Responsibility:** The Management Analyst II develops, analyzes, evaluates, advises on, and improves the effectiveness of work methods and procedures, organizations, manpower utilization, work assignment distribution, delegations of authority, management controls, information and documentation systems, and similar management functions. Distributes, collects, and provides analysis for cost-related data. Provides process change recommendations resulting from analysis of performance measures and metrics. Gathers, assembles, and analyzes data and produces graphs, charts, trends, and models based on data assessment and analysis.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

### Program Analyst II

**Functional Responsibility:** The Program Analyst II performs data review, reporting, project coordination, budget review, and other program-related duties. Provides support in planning, managing, and monitoring projects through the acquisition lifecycle. Coordinates projects; develops system for data collection, reporting criteria and records; researches and compiles statistics and data for projects; and assists in writing report narratives. Identifies, communicates, and resolves risks, including mitigation plan development. Designs and implements procedures to fulfill project objectives and criteria. Evaluates and monitors performance and efficiency of programs to ensure that program implementation is on target.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

### Program Manager II

**Functional Responsibility:** The Program Manager II provides management and technical expertise by conducting and participating in strategic, tactical, and operational aspects of projects. Directs performance of or provides technical expertise to related projects which may be organized by technology, program, or client. Establishes methods to ensure team is meeting goals within time and
budget constraints. Contributes to project design and execution. Maintains and monitors data to ensure effective management of resources (i.e., funds and personnel). Reports to client on contractual items' quality and timely delivery.

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

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**Project Control Specialist II**

**Functional Responsibility:** The Project Control Specialist II provides executive-level support and expertise to complex government programs. Assists client with strategy, structure, funding, and program management and operations. Prepares and updates operating plans, financials, and budgets. Coordinates with product managers, prime contractors, departments, and government agencies. Develops project plans and performs re-forecasts of project variables throughout project. Identifies and facilitates operational issue resolution. Monitors program obligations and expenditures, identifies those not meeting benchmarks and prepares responses to address deficiencies. Analyzes program budget controls and emergent funding execution documents and procurement requests. Coordinates weekly action item tracking and resolution for department heads and SMEs. Serves as senior-level support specialist.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

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**Research Analyst II**

**Functional Responsibility:** The Research Analyst II interprets data, formulates reports, and makes recommendations based on findings. Analyzes, defines, and records business objectives. Analyzes and synthesizes research findings to develop valuable insights and strategic recommendations. Provides QA / peer review leadership on report production process, including tracking and maintaining team adherence to deliverable deadlines. Participates in strategic sessions with Senior-level clients to brainstorm best ways to present or modify data through use of maps, charts, graphs, and the like. Assists in development of questionnaires and moderator guides to ensure the necessary data is captured in survey or on-site environments.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

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**Subject Matter Expert II**

**Functional Responsibility:** The Subject Matter Expert (SME) II works as a consulting team member or an individual consultant providing objective advice, expertise, and specialized skills in projects related to area(s) of subject matter expertise. Uses expertise in one or more functional domains (e.g., large scale enterprise solutions, acquisition, industry, client, finance, organizational development, etc.). Prepares and delivers presentations to subordinates and government clients. Assures proper use of current or requested programming, testing, and documentation techniques. Produces and reviews documentation and reports reflecting expertise in specific domain(s) in support of the client.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s
**Systems Analyst II**

**Functional Responsibility:** The Systems Analyst II analyzes science, engineering, business, and other data processing problems to implement and improve computer systems. Analyzes user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. Generates detailed technical studies and analyzes current and future requirements relating to design, testing, fielding, and mission effectiveness. Captures, analyzes, and evaluates test data. Defines and conducts production and extraction objectives; facilitates detailed extraction guidelines for production; performs Quality Control (QC) and generates documentation; and uses technical knowledge of production requirements and understanding of production/extraction processes and software to analyze issues and initiate corrective solutions.

**Minimum Experience:** 5 years
**Minimum Education:** Bachelor’s

**Systems Analyst III**

**Functional Responsibility:** The Systems Analyst III analyzes science, engineering, business, and other data processing problems to implement and improve computer systems. Analyzes user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. Generates detailed technical studies and analyzes current and future requirements relating to design, testing, fielding, and mission effectiveness. Captures, analyzes, and evaluates test data. Defines and conducts production and extraction objectives; facilitates detailed extraction guidelines for production; performs QC and generates documentation; and uses technical knowledge of production requirements and understanding of production/extraction processes and software to analyze issues and initiate corrective solutions.

**Minimum Experience:** 12 years
**Minimum Education:** Bachelor’s

**Systems Engineer II**

**Functional Responsibility:** The Systems Engineer II designs, develops, evaluates, and modifies end-to-end systems and products through acquisition life cycle. Develops system requirement specifications and works with other engineering disciplines to develop implementation requirements. Establishes and coordinates development of standards, practices, and procedures. Designs interfaces and connects system elements to function holistically. Participates in system conceptual design, design concept documentation generation, and design reviews of hardware and software components to ensure applicability to current system and requirements traceability through verification and validation. Generates requirements verification procedures and customer acceptance test procedures. Reviews test documentation with focus on meeting client objectives. Participates in testing process to validate requirements.

**Minimum Experience:** 5 years
**Minimum Education:** Bachelor’s

**Systems Engineer III**

**Functional Responsibility:** The Systems Engineer III designs, develops, evaluates, and modifies end-to-end systems and products through acquisition life cycle. Develops system requirement specifications and works with other engineering disciplines to develop implementation requirements. Establishes and coordinates development of standards, practices, and procedures. Designs interfaces and connects
system elements to function holistically. Participates in system conceptual design, design concept documentation generation, and design reviews of hardware and software components to ensure applicability to current system and requirements traceability through verification and validation. Generates requirements verification procedures and customer acceptance test procedures. Reviews test documentation with focus on meeting client objectives. Participates in testing process to validate requirements.

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

**Systems Integration Engineer**  
**Functional Responsibility:** The Systems Integration Engineer develops and implements solutions integrating applications across the enterprise or its departments. Evaluates existing components or systems to determine integration requirements. Integrates diverse systems, networks, and servers to achieve overall aims. Provides recommendations with respect to requirements management activities. Generates, reviews, revises, updates, and maintains configuration management information. Identifies model elements and documentation required for systems design, development, test launch, and operation. Ensures design traceability across multiple systems and artifacts. Analyzes impacts to systems performance, sustainment, and supportability of the systems during all stages of the acquisition life cycle.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

**Technical Writer/Editor II**  
**Functional Responsibility:** The Technical Writer/Editor II writes, rewrites, and edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications. Oversees preparation of illustrative materials, drawings, sketches, diagrams, and charts. Simplifies complex data for use in print and electronic publications, such as technical journals, user and training manuals, government proposals, websites, and podcasts. Develops cataloging systems, and maintains records, files, electronic media, and archiving of information for publications. Selects or recommends use of layouts, graphics, drawings, tables, exhibits, illustrations, charts, or storyboards to amplify or clarify publications objectives.

**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s

**Test Engineer II**  
**Functional Responsibility:** The Test Engineer II devises testing plans and methods to ensure product reliability as intended in product design and specifications. Plans Test and Evaluation (T&E) through resource and equipment management. Compiles data and defines changes required in testing equipment, testing procedures, manufacturing processes, or new testing requirements. Coordinates with development and requirements teams to test applications. Develops testing procedures, pass/fail criteria, test plans, scripts, scenarios, functional tests, regression tests, deployment tests, and final test reports. Implements testing processes and ensures all test activities follow those processes. Monitors test process for continual improvement through failure analysis, throughput analysis, and yield analysis.

**Minimum Experience:** 5 years
Minimum Education: Bachelor’s

Test Engineer III

Functional Responsibility: The Test Engineer III devises testing plans and methods to ensure product reliability as intended in product design and specifications. Plans T&E through resource and equipment management. Compiles data and defines changes required in testing equipment, testing procedures, manufacturing processes, or new testing requirements. Coordinates with development and requirements teams to test applications. Develops testing procedures, pass/fail criteria, test plans, scripts, scenarios, functional tests, regression tests, deployment tests, and final test reports. Implements testing processes and ensures all test activities follow those processes. Monitors test process for continual improvement through failure analysis, throughput analysis, and yield analysis.

Minimum Experience: 12 years
Minimum Education: Bachelor’s

Experience & Degree Substitution Equivalency Chart by Labor Category

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<th>Labor Category</th>
<th>Min Edu</th>
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