GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

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

SCHEDULE TITLE: Federal Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software, and Services

CONTRACT NUMBER:  47QTCA1900071

CONTRACT PERIOD:  March 5, 2019 – March 4, 2024

For more information on ordering from Federal Supply go to this website: www.gsa.gov/schedules

CONTRACTOR:  Analytic Acquisitions, LLC  
Address: 8300 Hartford Ave  
Silver Spring, Maryland 20910  
Phone number: (240) 638-2700  
Fax number: 301-362-6557  
E-Mail: AnalyticAcquisitions@gmail.com

CONTRACTOR’S ADMINISTRATION SOURCE:

Analytic Acquisitions, LLC  
Address: 8300 Hartford Ave  
Silver Spring, Maryland 20910  
Phone number: (240) 638-2700  
Fax number: 301-362-6557  
E-Mail: AnalyticAcquisitions@gmail.com

BUSINESS SIZE:  Woman Owned Small Business (WOSB), Small Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>54151S</td>
<td>INFORMATION TECHNOLOGY PROFESSIONAL SERVICES</td>
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<tr>
<td>OLM</td>
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<tr>
<td>541330ENG</td>
<td>PROFESSIONAL SERVICES – TECHNICAL AND ENGINEERING SERVICES (Non-IT)</td>
</tr>
<tr>
<td>561110</td>
<td>OFFICE ADMINISTRATIVE SERVICES</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

$100.00
### 1c. HOURLY RATES for 54151S;

### HOURLY RATES for 541330;

<table>
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### Manager

<table>
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<th>HOURLY RATES for 561110;</th>
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<tr>
<td>Document Technician</td>
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<tr>
<td>Administrative Specialist I</td>
</tr>
<tr>
<td>Administrative Specialist II</td>
</tr>
<tr>
<td>Administrative Specialist III</td>
</tr>
<tr>
<td>Administrative Specialist IV</td>
</tr>
<tr>
<td>Data Analyst</td>
</tr>
</tbody>
</table>

#### GSA Approved Rates

2. **MAXIMUM ORDER**: $500,000

   **NOTE TO ORDERING ACTIVITIES**: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.*

3. **MINIMUM ORDER**: $100

4. **GEOGRAPHIC COVERAGE**: Continental United States

5. **POINT(S) OF PRODUCTION**: N/A (Services Only)

6. **DISCOUNT FROM LIST PRICES**: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

   For calculation of the GSA Schedule price see Page 1A.

7. **QUANTITY DISCOUNT(S)**: 1% on orders over $1,000,000.00

8. **PROMPT PAYMENT TERMS**: N/A

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are not accepted above the micro-purchase threshold. Contact contractor for limit.
10. FOREIGN ITEMS: None
11a. TIME OF DELIVERY: Negotiated with Ordering Agency
11b. EXPEDITED DELIVERY: Negotiated with Ordering Agency
11c. OVERNIGHT AND 2-DAY DELIVERY: N/A (Services Only)
11d. URGENT REQUIREMENTS: N/A (Services Only)
12. FOB POINT: Destination
13a. ORDERING ADDRESS: Same as contractor
13b. ORDERING PROCEDURES: Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).
14. PAYMENT ADDRESS: Same as contractor
15. WARRANTY PROVISION: N/A for services
16. EXPORT PACKING CHARGES: Not applicable
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: N/A
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): As applicable
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): As applicable
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): As applicable
20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): As applicable
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): As applicable
24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): As applicable
24b. Section 508 Compliance for Electronic and Information Technology (EIT): As applicable
25. DUNS NUMBER: 080654843
26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. **PERFORMANCE INCENTIVES**
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. **ORDER**
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.
5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

1. Cancel the stop-work order; or

2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

   (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

   (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. **INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. **RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. **INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.
“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.
15. **APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. **DESCRIPTION OF IT SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices. The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor’s Degree in Computer Science

**54151S Labor Category Descriptions:**

Commercial Job Title: **IT Analyst I**

Minimum/General Experience: 2 Years

Functional Responsibility: Provide a broad range of technical support functions remotely or onsite. Make basic recommendations and implement basic changes for common technical problems, to include, but not limited to: records management, inventory, Tier I/II Help Desk, equipment support and maintenance. Provide break/fix type services. Provide data response and contribute to the development of technical reports and solutions

Minimum Education: Associates Degree

Commercial Job Title: **IT Analyst II**

Minimum/General Experience: 4 Years

Functional Responsibility: Conduct technical assessments of IT systems, applications, networks, etc. Perform gap analysis and gap assessments of various technologies. Conduct research into solutions. Some projects may require basic coding skills in technologies such as Java, .Net, SharePoint, Drupal, PHP, C, etc. Other projects may focus on requirements gathering and gap analysis while other projects may require information assurance skills.

Minimum Education: Associates Degree

Commercial Job Title: **IT Analyst III**

Minimum/General Experience: 5 Years

Functional Responsibility: Serve as a senior analyst responsible for review and reporting of various types of technical data. Conduct analysis of this data and prepare reports with actionable items for senior resources within the organization. Perform sophisticated gap analyses and develop reports that recommend technical solutions that contain cost-benefit analysis associated with the alternatives. Some projects may require basic
coding skills in technologies such as Java, .Net, SharePoint, Drupal, PHP, C, etc. Other projects may focus on requirements gathering and gap analysis while other projects may require information assurance skills.

Minimum Education: Bachelors Degree

Commercial Job Title: **IT Consultant I**
Minimum/General Experience: 6 Years

Functional Responsibility: Design requirements for complex information technology systems, networks, and enterprise architecture. Engineer and implements solutions that meet IT requirements. Provide IT design, review, and recommendations. Develop enterprise-wide solutions for storage management operations and disaster recovery solutions. Provide mid-level support in a variety of domains, including, but not limited to: Software Development, Website Design, Risk Management Framework (RMF) Support, Penetration Tests, Incident Response, IT Process Analysis, IT Infrastructure, etc.

Minimum Education: Bachelors Degree

Commercial Job Title: **IT Consultant II**
Minimum/General Experience: 8 years

Functional Responsibility: Design and configure solutions for complex information technology systems, networks, and enterprise architecture. Engineer and implements solutions that meet IT requirements. Provide IT design, review, and recommendations. Develop enterprise-wide solutions for storage management operations and disaster recovery solutions. Provide senior-level support in a variety of domains, including, but not limited to: Software Development, Website Design, Risk Management Framework (RMF) Support, Penetration Tests, Incident Response, IT Process Analysis, IT Infrastructure, etc.

Minimum Education: Bachelors Degree

Commercial Job Title: **IT Consultant III**
Minimum/General Experience: 10 years

Functional Responsibility: Design, configure, and lead deployment of solutions for complex information technology systems, networks, and enterprise architecture. Engineer and implements solutions that meet IT requirements. Provide IT design, review, and recommendations. Develop enterprise-wide solutions for storage management operations and disaster recovery solutions. Provide expert-level support in a variety of domains, including, but not limited to: Software Development, Website Design, Risk Management Framework (RMF) Support, Penetration Tests, Incident Response, IT Process Analysis, IT Infrastructure, etc.

Minimum Education: Bachelors Degree Required, Masters Degree Preferred

Commercial Job Title: **Technical Writer**
Minimum/General Experience: 3 years

Functional Responsibility: Develop, and implement technical writing solutions that meet Federal requirements and are consistent with best practices. Develop various types of technical documentation and artifacts (i.e., System Security Plans, Risk Assessments, Plans of Action and Milestones, etc.). Attend and participate in interviews with key stakeholders to facilitate the development of artifacts. Develop SOPs that define organizational processes and procedures.

Minimum Education: Bachelors Degree

Commercial Job Title: **Manager**
Minimum/General Experience: 8 years
Functional Responsibility: Provide management services in person and remotely for teams of information technology (IT) professionals. This will include serving as the primary point of contact (POC) for the client and will require outstanding communication skills. Common artifacts developed by the Manager will include project plans and status reports.

Minimum Education: Bachelors Degree, PMP Preferred

541330 Labor Category Descriptions:

Commercial Job Title: **Engineer I**
Minimum/General Experience: 3+ years

Functional Responsibility: Utilizes complex knowledge of engineering principles, including specialized fields, to develop and provide solutions to issues that may arise on a given project. Provides support independently and in conjunction with project management and senior leadership as needed. Provide A&AS services for engineering and facilities projects. Support FSRM and MILCON projects. Provide CAD and geospatial support services.

Minimum Education: Bachelors Degree

Commercial Job Title: **Engineer II**
Minimum/General Experience: 5+ years

Functional Responsibility: Utilizes complex knowledge of engineering principles, including specialized fields, to develop and provide solutions to issues that may arise on a given project. Provides support independently and in conjunction with project management and senior leadership. May supervise or mentor junior staff when required. Support FSRM and MILCON projects. Provide CAD and geospatial support services. Organizing facility planning and engineering requirements, coordinating with various shareholders.

Minimum Education: Bachelors Degree

Commercial Job Title: **Engineer III**
Minimum/General Experience: 7+ years

Functional Responsibility: Utilizes complex knowledge of engineering principles, including specialized fields, to develop and provide solutions for projects and any issues that may arise on a given project. Leads teams and works directly with senior leadership on all facets of project, providing expertise wherever possible. Support FSRM and MILCON projects. Organizing facility planning and engineering requirements, coordinating with various shareholders. Support RFP and RFI development for federal projects.

Minimum Education: Bachelors Degree

Commercial Job Title: **Engineer IV**
Minimum/General Experience: 10+ years

Functional Responsibility: Provides subject matter expertise on engineering principles, including specialized fields, to develop and provide solutions for projects and any issues that may arise on a given project. Coordinate, validate, and distribute all design plans and specs and project turn over documents. Support various types of documents including Construction and Shop Drawings; utility one-line drawings, beneficial occupancy documents, etc. Provide ongoing subject matter expertise on planning standards, UFCs, U.S. laws, Executive Orders, and DOD regulations as pertaining to the individual Engineering discipline. Support RFP and RFI development for federal projects.

Minimum Education: Masters Degree

Commercial Job Title: **Facilities Engineer**
Minimum/General Experience: 3+ years
Functional Responsibility: Develops and recommends solutions to technical problems as assigned. Support the administration and operations and maintenance of federal facilities. Coordinate repairs and construction with vendors and government personnel. Provide local base knowledge for electrical, plumbing, HVAC, carpentry, roofing, painting, and utility systems.

Minimum Education: Bachelors Degree

Commercial Job Title: **Estimator**

Minimum/General Experience: 4+ years

Functional Responsibility: Prior to beginning of project activities (or prior to beginning of a specific activity within a project), reviews the requirements, space, and other considerations to ensure that proposed solution is realistic, feasible, and on budget. Support may include taking detailed and accurate measurements, inputting data into specialized software platforms to develop floorplans and layouts, and coordinating with management and other staff to ensure that a full picture of the project is obtained. Provides support independently and in coordination with other staff as needed. Develop cost estimates for facilities and construction processes. Support RFP development.

Minimum Education: Bachelors Degree

Commercial Job Title: **Project Coordinator I**

Minimum/General Experience: 1+ years

Functional Responsibility: Calculates and tracks funding requirements, workload data and travel costs. Documents and reports on project operations to ensure that project's are effectively meeting their needs. Provides support under the supervision of senior management.

Minimum Education: Associates Degree

Commercial Job Title: **Project Coordinator II**

Minimum/General Experience: 2+ years

Functional Responsibility: Provides complex analysis and computation of funding requirements, workload data, and other project information. Develops graphical and textual information to discuss these issues in regular and ad hoc reporting. Discussions will specifically focus on any identified risks and how to mitigate them. Provides support independently after initial direction from senior leadership.

Minimum Education: Associates Degree

Commercial Job Title: **Manager**

Minimum/General Experience: 8+ years

Functional Responsibility: Serves as main point of contact with government and corporate staff and provides management of all personnel on a project. Tracks deliverables, project schedules, and overall quality to ensure that the product provided to the client is appropriate. Utilizes project management software (Microsoft Project) and other tools to develop reporting and metrics that allow for transparency into project activities at all times. Manage repair/MILCON projects.

Minimum Education: Bachelors Degree

Note:
Education and work experience can be substituted for each other on year by year basis (i.e., 2 years for Associates, 4 years for Bachelors, 5 years for Masters)
561110 Labor Category Descriptions:

Commercial Job Title: **Document Technician**
Minimum/General Experience: 1+ years
Functional Responsibility: Provide basic records management, document control, and data entry support for a wide array of documentation. Provide support under supervision of management and senior personnel with minimal independent engagement
Minimum Education: High School Diploma

Commercial Job Title: **Administrative Specialist I**
Minimum/General Experience: 1+ years
Functional Responsibility: Provide a host of administrative support functions, including document management and data entry, file management, office automation, schedule management, and more. Provide support both independently and under the supervision of management and senior personnel.
Minimum Education: High School Diploma

Commercial Job Title: **Administrative Specialist II**
Minimum/General Experience: 2+ years
Functional Responsibility: Provide complex administrative support services, including assisting with the development of systems, processes, and procedures to manage records, files, and file systems. Provide support independently and in conjunction with senior personnel and management. May be tasked with assisting management in the mentorship and development of lower-level staff.
Minimum Education: High School Diploma

Commercial Job Title: **Administrative Specialist III**
Minimum/General Experience: 4+ years
Functional Responsibility: Spearhead complex administrative projects, including designing and implementing new systems for complete office management. Provide support independently and manage and mentor lower-level staff and serve as overall project management for projects that do not have higher level staff.
Minimum Education: Bachelors Degree

Commercial Job Title: **Administrative Specialist IV**
Minimum/General Experience: 6+ years
Functional Responsibility: Serve as a team lead for complex and long-term administrative projects, including deploying and managing staff in the implementation of file management and office automation projects that meet and exceed the needs outlined by industry best practices and government mandates. Provide support independently and manage projects, including all lower-level staff, as needed.
Minimum Education: Bachelors Degree

Commercial Job Title: **Data Analyst**
Minimum/General Experience: 8+ years
Functional Responsibility: Provides complex support functions for data, including extensive research, collection, and analysis. Formats data to meet specific project needs and collects and inputs data into appropriate systems. Compiles data to develop appropriate reporting and deliverables. Provides work independently after initial direction from senior leadership.
Minimum Education: Bachelors Degree
Note: Education and work experience can be substituted for each other on year by year basis (i.e., 2 years for Associates, 4 years for Bachelors, 5 years for Masters)