

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule 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!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for - Consolidated

Federal Supply Group: CORP **Class:**

Contract Number: GS-00F-027CA

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: January 26, 2015 – January 25, 2020

Contractor: Sayres And Associates Corporation
55 M Street Southeast, Suite 200
Washington, DC 20003 3702

Business Size: Small, Veteran Owned, Service-Disabled Business

Telephone: 202-355-0922

Extension:

FAX Number: (202) 863/7049

Web Site: www.sayresandassociates.com

E-mail: ken.gorter@sac-corp.com

Contract Administration: Kenneth Gorter

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
C871-1	C871-1RC	Strategic Planning for Technology Programs/Activities
C871-2	C871-2RC	Concept Development and Requirements Analysis
C871-3	C871-3RC	System Design, Engineering and Integration
C871-4	C871-4RC	Test and Evaluation
C871-5	C871-5RC	Integrated Logistics Support
C871-6	C871-6RC	Acquisition and Life Cycle Management
C874-1	C874-1RC	Integrated Consulting Services
C874-7	C874-7RC	Integrated Business Program Support Services

- 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.**
- 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.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** The following quantity discounts apply to Special Item Numbers 871-1, 871-2, 871-3, 871-4, 871-5 and 871-6:

Task Orders

\$200,001 - \$400,000	.5%
\$400,001 - \$600,000	1%
\$600,001 - \$750,000	1.5%
\$750,000	2%

8. **Prompt payment terms:** Net 30 days
- 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:** will accept over \$2,500
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(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and 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(es):** 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. **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. contractor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 017610036
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Awarded Labor Category	Min Edu	Min Exp	Site	Year 1	Year 2	Year 3	Year 4	Year 5
C874 1,7	Senior Management Consultant	Bachelors	15	Both	\$275.25	\$283.50	\$292.01	\$300.77	\$309.79
C874 1,7	Senior Systems Consultant	Bachelors	15	Both	\$223.52	\$230.23	\$237.13	\$244.25	\$251.57
C874 1,7	Program Manager	Bachelors	10	Both	\$184.41	\$189.94	\$195.64	\$201.51	\$207.56
C874 1,7	Lead Systems Analyst	Bachelors	10	Both	\$180.33	\$185.74	\$191.31	\$197.05	\$202.97
C874 1,7	Senior Systems Analyst	Bachelors	7	Both	\$153.65	\$158.26	\$163.00	\$167.89	\$172.93
C874 1,7	Systems Analyst	Bachelors	6	Both	\$133.69	\$137.70	\$141.83	\$146.09	\$150.47
C874 1,7	Technical Writer/Editor	Bachelors	2	Both	\$90.91	\$93.64	\$96.45	\$99.34	\$102.32
C874 1,7	Risk Management Analyst	Bachelors	4	Both	\$86.77	\$89.37	\$92.05	\$94.81	\$97.66
C874 1,7	Senior Administrative Assistant	Bachelors	5	Both	\$64.67	\$66.61	\$68.61	\$70.66	\$72.78
C874 1,7	Administrative Assistant	High School	5	Both	\$54.32	\$55.95	\$57.63	\$59.36	\$61.14
C871 1,2,3,4,5,6	Senior Project Analyst	Bachelors	10	Customer	\$118.61	\$122.17	\$125.83	\$129.61	\$133.50
C871 1,2,3,4,5,6	Senior Systems Engineer	Bachelors	12	Customer	\$147.61	\$152.04	\$156.60	\$161.29	\$166.13
C871 1,2,3,4,5,6	Senior Field Engineer	Bachelors	10	Customer	\$121.21	\$124.85	\$128.59	\$132.45	\$136.42
C871 1,2,3,4,5,6	Staff Field Engineer	Bachelors	8	Customer	\$110.41	\$113.72	\$117.13	\$120.65	\$124.27
C871 1,2,3,4,5,6	Senior Associate Engineer	Bachelors	6	Customer	\$103.75	\$106.86	\$110.07	\$113.37	\$116.77
C871 1,2,3,4,5,6	Energy Analyst/Engineer	Bachelors	3	Customer	\$94.79	\$97.63	\$100.56	\$103.58	\$106.69
C871 1,2,3,4,5,6	Industry Analyst/Engineer	Bachelors	0	Customer	\$55.21	\$56.87	\$58.58	\$60.33	\$62.14
C871 1,2,3,4,5,6	Risk Management Analyst	Bachelors	5	Customer	\$89.31	\$91.99	\$94.75	\$97.59	\$100.52
C871 1,2,3,4,5,6	Clerical Administrative	High School	3	Customer	\$47.95	\$49.39	\$50.87	\$52.40	\$53.97
C871 1,2,3,4,5,6	Junior Analyst	High School	1	Customer	\$46.99	\$48.40	\$49.85	\$51.35	\$52.89
C871 1,2,3,4,5,6	Program Manager	Bachelors	10	Contractor	\$191.24	\$196.98	\$202.89	\$208.98	\$215.25
C871 1,2,3,4,5,6	Program Analyst	Bachelors	5	Contractor	\$105.07	\$108.22	\$111.47	\$114.81	\$118.26
C871 1,2,3,4,5,6	System Analyst	Bachelors	10	Contractor	\$138.79	\$142.95	\$147.24	\$151.66	\$156.21
C871 1,2,3,4,5,6	Principal Analyst	Bachelors	5	Contractor	\$133.00	\$136.99	\$141.10	\$145.33	\$149.69
C871 1,2,3,4,5,6	Environment Analyst	Bachelors	3	Contractor	\$55.21	\$56.87	\$58.58	\$60.33	\$62.14
C871 1,2,3,4,5,6	Technical Writer/Editor	Bachelors	4	Contractor	\$98.62	\$101.58	\$104.63	\$107.76	\$111.00
C871 1,2,3,4,5,6	Multimedia Specialist	Bachelors	3	Contractor	\$57.70	\$59.43	\$61.22	\$63.05	\$64.95
C871 1,2,3,4,5,6	Graphic Artist	Bachelors	2	Contractor	\$48.78	\$50.24	\$51.75	\$53.30	\$54.90
C871 1,2,3,4,5,6	Statistician	Bachelors	4	Contractor	\$55.21	\$56.87	\$58.58	\$60.33	\$62.14
C871 1,2,3,4,5,6	Coordinator	High School	0	Contractor	\$34.68	\$35.72	\$36.79	\$37.90	\$39.03

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Categories:

SIN C871-1 through SIN C871-6 – PPROFESSIONAL ENGINEERING SERVICES

Senior Project

Analyst

Functional Responsibility: Responsible for managing a major complex program or several large complex programs. Develops and monitors program plans, objectives, budgets, and schedules, and is responsible for all contractual, administrative, and financial aspects of the program. Directs staff to accomplish program functions and meet objectives including schedule commitments, cost objectives, quality standards, and risk amelioration. He/she maintains client relationship and impacts client relationship and program success. Provides senior management level services in a direct or consulting role, to lead technologically challenging programs, projects, or systems development for the purposes of strategic planning, concept development, acquisition, design and engineering, test and evaluation, integrated logistics support and life cycle management. The Program Manager provides the above services to senior management of the client through the use of knowledge, skills and abilities that include; a.) leading change, b.) leading people, c.) driving for results, d.) business acumen, and e.) building teamwork. The Program Manager uses these capabilities for the centralized coordinated management of programs to achieve the strategic benefits and objectives. The goals and benefits are achieved via directing professional engineering services to define, plan, mobilize, execute, and transition programs on behalf of government senior managers. In a consulting role he/she provides expert guidance/advice on the selection, planning, execution, decision making and control of technical programs or portfolios of projects.

Minimum Education Minimum/General Experience: A graduate degree in administration, business, engineering, or science and eight (8) years of experience in management positions or a Bachelor's degree in an appropriate field (e.g., business administration, engineering, or management science) with minimum of 10 years of management experience

Senior Systems Engineer

Functional Responsibility: The Senior Systems Engineer provides authoritative engineering leadership and consultation while executing professional engineering services. The engineering services normally are related to one engineering discipline to a person such as electrical engineering, mechanical engineering, chemical engineering or other engineering discipline. He/she leads teams of technical personnel in various phases of engineering of complex systems to analyze mission goals, analyze requirements, design–cost trade off analyses, feasibility studies, regulatory compliance work, concept development, preliminary design development, detailed design development, configuration management, quality assurance, test and evaluation, technical acquisition management, integrated logistics support and life cycle management. He/she uses general engineering principles, techniques, and appropriately selected standards to develop highly complex specifications and technical procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture, and test of components, equipment, and systems. He/she guides efforts of less experienced engineers. The Senior Systems Engineer typically reports to a Program Manager or may have a direct reporting role in a client organization and is then also responsible for client relationships. Negotiates engineering or design requirements. The Senior Systems Engineer also may use authoritative knowledge and experience to direct the achievement, supervise or oversee project portfolios of research and development, design, commercialization efforts

Minimum Education Minimum/General Experience: An advanced degree in an engineering field and eight (8) or a Bachelor’s degree and twelve (12) years experience. Experience in materials, metallurgy, industrial energy management, mechanical, chemical, electrical engineering, or the appropriate engineering discipline.

Senior Field Engineer

Functional Responsibility: The Senior Field Engineer provides seasoned engineering leadership and consultation while executing professional engineering services. The engineering services normally are related to one engineering discipline to a person such as electrical engineering, mechanical engineering, chemical engineering or other engineering discipline. He/she leads teams of technical personnel in various phases of engineering of systems to analyze mission goals, analyze requirements, design–cost trade off analyses, feasibility studies, regulatory compliance work, concept development, preliminary design development, detailed design development, configuration management, quality assurance, test and evaluation, technical acquisition management, integrated logistics support and life cycle management. He/she uses general engineering principles, techniques, and appropriately selected standards to develop highly complex specifications and technical procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture, and test of components, equipment, and systems. He/she guides efforts of less experienced engineers. The Senior Field Engineer typically reports to a Program Manager or may have a direct reporting role in a client organization and is then also responsible for client relationships. Negotiates engineering or design requirements. The Senior Field Engineer also may use knowledge and experience to direct the

achievement or oversee project portfolios of research and development, design, commercialization efforts.

Minimum Education Minimum/General Experience: An advanced degree in an engineering field and six (6) years experience or a Bachelor's degree in an engineering field and ten (10) years experience.

Staff Field Engineer

Functional Responsibility: The Staff Field Engineer provides seasoned engineering leadership and consultation while executing professional engineering services. The engineering services normally are related to one engineering discipline to a person such as electrical engineering, mechanical engineering, chemical engineering or other engineering discipline. He/she leads teams of technical personnel in various phases of engineering of systems to analyze mission goals, analyze requirements, design–cost trade off analyses, feasibility studies, regulatory compliance work, concept development, preliminary design development, detailed design development, configuration management, quality assurance, test and evaluation, technical acquisition management, integrated logistics support and life cycle management. He/she uses general engineering principles, techniques, and appropriately selected standards to develop highly complex specifications and technical procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture, and test of components, equipment, and systems. He/she guides efforts of less experienced engineers. He/she reports to a Senior Field Engineer or a Senior Systems Engineer unless connected to a client team. The Staff Field Engineer also may use knowledge and experience to direct the achievement or oversee project portfolios of research and development, design, commercialization efforts.

Minimum Education Minimum/General Experience: An advanced degree in an engineering field and four (4) years experience or a Bachelor's degree in an engineering field and ten (8) years experience.

Senior Associate Engineer

Functional Responsibility: The Senior Associate Engineer provides engineering and technical consultation while executing professional engineering services. The engineering services normally are related to one engineering discipline to a person such as electrical engineering, mechanical engineering, chemical engineering or other engineering discipline. He/she leads teams of technical personnel in various phases of engineering of elements of a technical project to analyze mission goals, analyze requirements, design–cost trade off analyses, feasibility studies, regulatory compliance work, concept development, preliminary design development, detailed design development, configuration management, quality assurance, test and evaluation, technical acquisition management, integrated logistics support and life cycle

management. He/she uses general engineering principles, techniques, and appropriately selected standards to develop highly complex specifications and technical procedures, develop and analyze designs, and evaluate technical reports. Conducts research concerned with design, manufacture, and test of components, equipment, and systems. He/she reports to more senior engineers or to a client engineering team or integrated project team. He/she assists efforts of less experienced engineers. The Senior Associate Engineer also may use knowledge and experience in implementing project portfolios of research and development, design, commercialization efforts.

Minimum Education Minimum/General Experience: A Bachelor's degree and six (6) years experience, an advanced degree in an engineering field and two (2) years experience.

Energy Analyst

Functional Responsibility: The Energy Analyst provides engineering and technical consultation while executing professional engineering services. He/she leads teams of technical personnel in various phases of engineering of elements of a technical project to analyze mission goals, analyze requirements, design–cost trade off analyses, feasibility studies, regulatory compliance work, concept development, preliminary design development, detailed design development, configuration management, quality assurance, test and evaluation, technical acquisition management, integrated logistics support and life cycle management. He/she assists efforts of less experienced engineers. The Energy Analyst also may use knowledge and experience in implementing project portfolios of research and development, design, commercialization efforts. Uses knowledge of energy resources, markets, industries, and technologies to assist programs. Performs studies of trends, data collection and analysis, industrial energy use and efficiency studies, energy technology and/or market studies, analysis of energy resources and markets, and technical report development. Reports to Program Manager, more senior engineers or to the client requesting energy analytical services.

Minimum Education Minimum/General Experience: A Bachelor's degree and three (3) years experience, an advanced degree in an engineering field.

Industry Analyst

Functional Responsibility: The Industry Analyst provides engineering and technical functions while executing professional engineering services. He/she participated on teams of technical personnel in various phases of engineering of elements of a technical project to analyze mission goals, analyze requirements, design–cost trade off analyses, feasibility studies, regulatory compliance work, concept development, preliminary design development, detailed design development, configuration management, quality assurance, test and evaluation, technical acquisition management, integrated logistics support and life cycle management. The Industry Analyst/Engineer also may use knowledge with guidance, in implementing project portfolios of research and development, design, commercialization efforts. Performs

work in industrial sector analysis and markets. Industry Analyst performs data collection and analysis on industry trends, industrial energy use, production, import/export, and employment. Industry Analyst/Engineer analyzes technology researches needs and developing industrial research strategies, and technical report development. Reports to Program Manager, more senior engineers or to the client requesting industry analytical services.

Minimum Education Minimum/General Experience: A Bachelor's degree an engineering field.

Risk Management Analyst

Functional Responsibility: Analyst who performs risk management planning (deciding how to approach, plan, and execute the risk management activities), risk identification (determining which risks might affect the tasks/project/programs and documenting their characteristics), Qualitative risk analysis (prioritizing risks for subsequent further analysis or action by assessing and combining their probability of occurrence and impact), Quantitative Risk Analysis (numerically analyzing the effect on overall task/project/program objectives of identified risks), risk response planning (developing options and actions to enhance opportunities, and to reduce threats to task/project/program objectives), risk monitoring and control (tracking risks, monitoring residual risks, identifying new risk, executing risk response plans, and evaluating their effectiveness throughout the task/project/program life cycle). Reports to Program Manager, project managers or to the client needing the selected services.

Minimum Education Minimum/General Experience: An advanced degree and three (3) years in an appropriate field (e.g., business administration, engineering, or management science or a Bachelor's degree) with minimum of five (5) years experience within programs, projects or task orders.

Clerical Administrative Assistant

Functional Responsibility: The Clerical Administrative Assistant supports program managers/directors, managers, engineers and others with administrative duties associated with accomplishing engineering services work. He/she may supervise and train personnel in the area of clerical support. He/she maintains budgets and generates reports. He/she establishes and maintains hardcopy or electronic filing systems. He/she provides word processing, data entry, drafting, reproduction, spreadsheet software operation, database operation and administrative support services to fulfill the technical preparation and delivery of documentation and data needed to support engineering services. He/she coordinates meetings, schedules, and travel arrangements. He/she ensures the maintenance and inventory of office equipment and arranges for technician level maintenance.

Minimum Education Minimum/General Experience: High School Diploma and technical school for functional area of support required with three years relevant experience.

Junior Analyst

Functional Responsibility: The Junior Analyst provides word processing, data entry, drafting, reproduction, and clerk support services to fulfill the technical preparation and delivery of documentation and data needed to support engineering services. The Junior Analyst maintains technical files and recurring reports. He/she coordinates meetings, schedules, and travel arrangements. He/she distributes, tabulates, and enters time sheets and staff expenses. The Junior Analyst assists in the maintenance and inventory of office equipment and arranges for technician level maintenance.

Minimum Education Minimum/General Experience: High School Diploma and technical school for functional area of support required with one to two years relevant experience.

Program Manager

Functional Responsibility: Responsible for managing a major complex program or several large complex programs. Develops and monitors program plans, objectives, budgets, and schedules, and is responsible for all contractual, administrative, and financial aspects of the program. Directs staff to accomplish program functions and meet objectives including schedule commitments, cost objectives, quality standards, and risk amelioration. He/she maintains client relationship and impacts client relationship and program success. Provides senior management level services in a direct or consulting role, to lead technologically challenging programs, projects, or systems development for the purposes of strategic planning, concept development, acquisition, design and engineering, test and evaluation, integrated logistics support and life cycle management. The Program Manager provides the above services to senior management of the client through the use of knowledge, skills and abilities that include; a.) leading change, b.) leading people, c.) driving for results, d.) business acumen, and e.) building teamwork. The Program Manager uses these capabilities for the centralized coordinated management of programs to achieve the strategic benefits and objectives. The goals and benefits are achieved via directing professional engineering services to define, plan, mobilize, execute, and transition programs on behalf of government senior managers. In a consulting role he/she provides expert guidance/advice on the selection, planning, execution, decision making and control of technical programs or portfolios of projects.

Minimum Education Minimum/General Experience: A graduate degree in administration, business, engineering, or science and eight (8) years of experience in management positions or a Bachelor's degree in an appropriate field (e.g., business administration, engineering, or management science) with minimum of 10 years of management experience.

Program Analyst

Functional Responsibility: Responsible for managing a program or set of projects. Develops and monitors program plans, objectives, budgets, and schedules, and is responsible for all contractual, administrative, and financial aspects of the program. Directs staff to accomplish program functions and meet objectives including schedule commitments, cost objectives, quality standards, and risk amelioration. He/she maintains client relationship and impacts client relationship and program success. Provides management services in a direct or consulting role, to lead a technologically challenging program, projects, or systems development for the purposes of strategic planning, concept development, acquisition, design and engineering, test and evaluation, integrated logistics support and life cycle management. The Program Analyst provides the above services to management of the client through the use of knowledge, skills and abilities. The Program Analyst uses these capabilities for the centralized coordinated management of the program to achieve the strategic benefits and objectives. The goals and benefits are achieved via directing professional engineering services to define, plan, mobilize, execute, and transition programs on behalf of government managers or to a Senior Project Analyst or Program Manager. In a consulting role he/she provides expert guidance/advice on the selection, planning, execution, decision making and control of technical programs or portfolios of projects to a Senior Project Analyst, Program Manager or to the client.

Minimum Education Minimum/General Experience: An advanced degree and three (3) years in an appropriate field (e.g., business administration, engineering, or management science) or a Bachelor's degree with minimum of five (5) years experience within projects or task orders.

System Analyst

Functional Responsibility: Senior technical professional who acts as an advisor or performs highly specialized and technical tasks associated with most current and cutting edge technologies. He/she may serve as a technical consultant to a project, a number of projects, or a program dealing with areas of engineering and technical expertise. This expertise may be in electronic, electrical, mechanical aeronautical or other engineering discipline. Provides research, plans for research and development (R&D), R&D analyses and reports, preparation of technical specifications, design and production documentation, test plans and test procedures. He/she maintains current knowledge of the cutting edge in his/her areas of technical expertise or advanced knowledge of the principles, methods and techniques used in the area of technical expertise. Provides engineering technical assistance and engineering design for engineers. Reports to Program Manager, more senior engineers or to the client requesting technical analytical services.

Minimum Education Minimum/General Experience: Ten or more years directly related experience. Bachelor's degree in Engineering, Scientific, or related technical discipline.

Principal Analyst

Functional Responsibility: An analytical professional who performs selected technical or analytical work in support of professional engineering services that include strategic planning, research and development, concept development, requirements analysis, system design, engineering, test and evaluation, integrated logistics support, life cycle management and project/portfolio management. Specialized fields for program and project support within the broad topics above include but are not limited to program cost analysis, schedule development and analysis, financial analysis, contract professional services, quality assurance services, configuration management, or logistical services. Principal Analyst will prepare budgets, cost tracking reports, schedule bar charts, schedule milestone charts, schedule network logic diagrams, contract documents, statements of work, elements of program or project plans, quality assurance plans, perform quality assurance audits, develop configuration management plans, maintain configuration of documents within programs, develop logistics plans, and execute logistical services for programs. Reports to Program Manager, project managers or to the client needing the selected services.

Minimum Education Minimum/General Experience: An advanced degree in science, engineering or business and three (3) years relevant experience; a Bachelor's degree and five (5) years of relevant experience.

Environmental Analyst

Functional Responsibility: Performs environmental data collection and analysis, analysis of environmental issues in the industrial sector and costs and benefits of industrial and/or environmental technologies. Provides support in the areas of environmental programs execution, analyses, oversight and compliance activities to include work related to environmental compliance and mitigation plans, environmental policy support, environmental planning, and environmental assessment and environmental impact statement support. Performs analysis in environmental research needs applicable to the industrial sector. Provides advice and expertise in environmental regulation. Develops presentations, reports, and/or quick turn around fact sheets. Reports to Program Manager, project managers or to the client needing the selected services.

Minimum Education Minimum/General Experience: A Bachelor's degree and three (3) years experience, an advanced degree in an engineering field.

Technical Editor Writer

Functional Responsibility: The Technical Writer/Editor (TWE) collects technical data and information and prepares customized reports, technical documentation, training materials, presentation materials, process flow charts, procedural data, and meeting/briefing agendas, minutes, and action items. The TWE also writes a variety of technical articles, brochures, and/or manuals for a wide range of uses. He/she may be responsible for the display graphics and the production of the documents. The TWE plans for goal accomplishment related to work load. He/she may lead and direct the work of others. The TWE provides editorial and quality assurance support for documents, data, training materials, and reports generated to support engineering services. Reports to Program Manager, project managers, engineers or to the client needing the selected services.

Minimum Education Minimum/General Experience: An undergraduate degree in English, arts or sciences and four (4) to six (6) years of relevant experience.

Multimedia Specialist

Functional Responsibility: Combines design and technical knowledge to create information and communication technology based products including but not limited to electronic recorded media, websites, training material, public information, and similar materials for the use in Professional Engineering Services. He/she uses software to arrange the relevant files in a single program to enable interactivity and navigation through the product content, testing, correcting and production of product documentation. Reports to Program Manager, project managers, engineers, technical writer/editor or to the client needing the selected services.

Minimum Education Minimum/General Experience: A Bachelor's degree in multimedia, digital imaging, or related subject; or three (3) years experience as a multimedia specialist. The position requires knowledge of multimedia software and understanding of system requirements/compatibility for program operation.

Graphic Artist

Functional Responsibility: For Professional Engineering Services work; interface with customer/clients to understand visual communication requirements and develops design sketches, prepares comprehensive layouts of the design using techniques such as photography, illustration and computer generated imagery. He/she obtains design approval and prepares designs for print. He/she may set up exhibitions. He/she supervises all design production stages including arranging and supervising printing. He/she makes corrections including coordination of final printed product to ensure accuracy and overall quality. He/she monitors printing costs. Reports to Program Manager, project managers, engineers, Technical Writer/Editor or to the client needing the selected services.

Minimum Education Minimum/General Experience: A Bachelor's degree in graphic design, fine art, or a related subject; or two (2) years of experience as a graphic designer. He/she requires knowledge of graphics/desktop publishing/presentation software packages (e.g., QuarkXpress, Adobe Illustrator, Adobe PageMaker, PowerPoint) and experience working with print shops. He/she also requires experience developing a range of communications products in multiple media (e.g., trade show booths, brochures, Web site graphics).

Statistician

Functional Responsibility: He/she performs empirical quantitative analysis to study business, management, organizational, and workforce behavior. He/she develops empirical tests such as goodness of fit, inferences of central tendency or dispersion, general distribution, association analysis, and randomness or trend. Data samples will be subjected to hypothesis testing to determine behavioral patterns and evaluate management and organizational tendencies. Data collection will result from identification of investigation to be conducted and theoretical approach to be used to describe empirical phenomena. He/she designs tests, performs hypothesis testing, and provides statistical inferences to support evaluation of business, management, and organizational attributes, and workforce skills assessment based on practiced and hypothetical scenarios. He/she establishes baselines and benchmarks for evaluation purposes. He/she performs quality related statistical process control through collection and testing of quality related data to determine the degree of success of the quality program. He/she identifies areas of concern and makes recommendations on opportunities for productivity improvements. He/she also performs cost/benefits analysis, life-cycle cost, and other related analyses. Reports to Program Manager, project managers, engineers or to the client needing the selected services.

Minimum Education Minimum/General Experience: A Bachelor's degree in business, engineering, or science and four (4) years of relevant experience; or a Bachelor's degree in statistics, mathematics, or economics and two (2) years experience.

Coordinator

Functional Responsibility: The Coordinator provides basic research, data gathering, data entry, database management, filing, reproduction, report preparation/submittal and/or clerk support services to assist in preparation and delivery of technical materials and documentation to support engineering services. He/she assists in the maintenance and inventory control of office equipment.

Minimum Education Minimum/General Experience: High School Diploma or equivalent general business experience.

SIN C874 1 and SIN C874-7 – MISSION ORIENTED BUSINESS INTEGRATED SERVICES

Position Title: Senior Management Consultant

Functional Responsibility: Provides seasoned senior management level services in a direct, or consulting role, to lead change, maximize employee potential, achieve results, improve business processes and improve communications. Strategically plans and organizes resources to accomplish management, organizational, and business improvement services (MOBIS). He/she provides senior management services in coordination of MOBIS efforts with agency executive and senior level managers. Provides senior management level consultant services to address complex management, organizational, and business issues to develop strategies, organizational changes, and productivity enhancements. Directs portfolio project management and program management or supports their improvement in client organizations. Provides expert policy guidance, advice, and planning. Assesses and proposes policy changes. Provides leadership in government and industry meetings, briefings, and forums to facilitate exchange of ideas and concepts. Provides facilitation services to promote total quality management and leadership.

Education / Experience: A graduate degree in administration, business, engineering , or science and twelve (12) years of experience in management positions in government or industry; or a Bachelors degree and fifteen (15) years in management positions.

Position Title: Senior Systems Consultant

Functional Responsibility: The Senior Consultant is a recognized authority across multiple areas of expertise The Senior Consultant provides leadership at the highest technical and programmatic levels for teams to accomplish customer-sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Education / Experience: A graduate degree in administration, business, engineering , or science and twelve (12) years of experience in management positions in government or industry; or a Bachelors degree and fifteen (15) years in management positions. Must have progressive management experience, including extensive supervisory and project management experience.

Position Title: Program Manger

Functional Responsibility: Provides senior management level services in a direct or consulting role, to lead change, maximize employee potential, achieve results, improve business processes and improve communications. Plans program strategies and organizes resources to accomplish management, organizational, and business improvement services (MOBIS). Provides senior management services in coordination of MOBIS efforts with agency executives and senior level managers. Provides senior management level consultant services to address complex management, organizational, and business issues to develop strategies, organizational changes, and productivity enhancements. Directs portfolio project management and program management or supports their improvement in client organizations. Provides expert policy guidance, advice, and planning. Assesses and proposes policy changes. Provides leadership in government and industry meetings, briefings, and forums to facilitate exchange of ideas and concepts. Provides facilitation services to promote total quality management and leadership.

Education / Experience: A graduate degree in administration, business, engineering, or science and eight (8) years of experience in management positions; or a Bachelor's degree in an appropriate field (e.g., business administration, engineering, or management science) with minimum of (10) ten years of management experience.

Position Title: Lead Systems Analyst

Functional Responsibility: Provides high level analysis and consultation to accomplish management, organizational, and business improvement services (MOBIS). The Senior Systems Analyst reviews and evaluates data and information including business and operating processes to devise efficient methods of accomplishing work. He/she is knowledgeable of techniques for conducting research, review, and process analysis associated with technical, financial, and management-related functions. He/she gathers and organizes information concerning problems or tasks. He/she analyzes the information and synthesizes solutions or alternate methods to proceed. The Senior Systems Analyst performs "what-if"; and cause and effects analyses. He/she is capable of generating process flow charts to support such activities as management, engineering and technical evaluations. He/she prepares recommendations for new systems, processes or organization and also contributes to strategic planning. He/she proposes metrics and supports organizations in their implementation and long term execution. He/she trains and guides other analysts and consulting personnel. He/she ensures maintenance and organization of source documentation.

Education / Experience: An advanced degree in science, engineering or business and eight (8) years relevant experience; a Bachelor's degree and ten (10) years of relevant experience.

Position Title: Senior Systems Analyst

Functional Responsibility: The Senior Systems Analyst provides high level analysis and consultation to accomplish management, organizational, and business improvement services (MOBIS). He/she reviews and evaluates data and information including business and operating processes to devise efficient methods of accomplishing work. He/she is knowledgeable of techniques for conducting research, review, and process analysis associated with technical, financial, and management-related functions. He/she gathers and organizes information concerning problems or tasks. The Senior Systems Analyst analyzes the information and synthesizes solutions or alternate methods to proceed. He/she performs “what-if”; and cause and effects analyses. He/she is capable of generating process flow charts to support such activities as management, engineering and technical evaluations. He/she prepares recommendations for new systems, processes or organization. He/she contributes to strategic planning and proposes metrics and supports organizations in their implementation and long term execution. He/she trains and guides other analysts and consulting personnel and he/she ensures maintenance and organization of source documentation.

Education / Experience: An advanced degree in science, engineering or business and five (5) years relevant experience; a Bachelor’s degree and seven (7) years of relevant experience.

Position Title: Systems Analyst

Functional Responsibility: Provides seasoned analysis and consultation to accomplish management, organizational, and business improvement services (MOBIS). Provides analysis and consultation to accomplish management, organizational, and business improvement services (MOBIS). Reviews and evaluates data and information including business and operating processes to devise efficient methods of accomplishing work. Knowledgeable of techniques for conducting research, review, and process analysis associated with technical, financial, and management-related functions. Gathers and organizes information concerning problems or tasks. Analyzes the information and synthesizes solutions or alternate methods to proceed. He/she is capable of generating process flow charts to support such activities as management, engineering and technical evaluations. Maintains and organizes source documentation. He/she prepares recommendations for new systems, processes or organization.

Education / Experience: An advanced degree in science, engineering or business and five (5) years relevant experience; a Bachelor’s degree and six (6) years of relevant experience.

Position Title: Technical Writer Editor

Functional Responsibility: Collects technical data and information and prepares customized reports, technical documentation, training materials, presentation materials, process flow charts, procedural data, and meeting/briefing agendas, minutes, and action items. Also writes a variety of technical articles, brochures, and/or manuals for a wide range of uses. May be responsible for display graphics and the final production of documents. Plans for goal accomplishment related to work load. May lead and direct the work of others. Provides editorial and quality assurance support for documents, data, training materials, and reports generated to support MOBIS.

Education / Experience: A Bachelor's degree in communications, English, or related subject and two (2) years of relevant experience. He/she has experience in writing/editing technical publications, technology descriptions, or materials supporting technology transfer.

Position Title: Risk Management Analyst

Functional Responsibility: Gathers and organizes information on risks, problems or procedures including current operating procedures. Analyzes data, develops information, and evaluates available solutions or alternate methods of proceeding. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation.

Plans study of work problems and procedures, such as organizational change, communications, information flow, decision making processes, control processes, operational effectiveness, or cost analyses. Organizes and documents study findings and prepares recommendations for new system implementation, procedures, or organizational changes. Provides specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

Education / Experience: Bachelor Degree - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Math and four (4) years of relevant experience.

Position Title: Senior Administrative Assistant

Functional Responsibility: Responsible for the coordination of all administrative tasks at the executive or senior management level. Performs clerical and administrative duties. Plans and coordinates conferences, meetings and seminars and makes travel arrangements for staff members. Creates and edits documents, spreadsheets and

presentations. Performs others duties as assigned. Performs a variety of executive administrative responsibilities, sometimes confidential or complex in nature, related to: filing; preparation of correspondence; customer contact; answering questions from employees, vendors, and other representatives, soliciting bids from potential vendors; making travel arrangements; diagnosing and making adjustments in equipment to ensure their operating efficiency. May lead small projects.

Education / Experience: A Bachelor's degree in Business, Communications, English, or related subject and five (5) years of relevant experience. Proficiency using a variety of office equipment and machines such as: photocopiers, scanners, microfilm readers and printers, fax machines, etc. Proficiency in operating a personal computer and using more advanced applications in word processing, spreadsheet, and graphics.

Position Title: Administrative Assistant

Functional Responsibility: Responsible for conducting of all administrative tasks. Performs clerical and administrative duties. Create and edit documents and presentations. Enters data into spreadsheets and databases. Performs others duties as assigned. Performs a variety of administrative/paraprofessional responsibilities related to: filing; sorting mail, greeting visitors and answering phones, ordering supplies, maintaining filing system, setting up meetings and travel arrangements. Works under close supervision on routine tasks with established procedures. Assists with projects and special assignments.

Education / Experience: High School diploma or equivalent with at least and five (5) years of relevant experience. Proficiency using a variety of office equipment and machines such as: photocopiers, scanners, microfilm readers and printers, fax machines, etc. Proficiency in operating a personal computer and using more advanced applications in word processing, spreadsheet, and graphics.