

# **ANALYTIC SERVICES INC.**

Informing decisions that shape the Nation's future.

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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

Consolidated Schedule: 00CORP

Contract Number: **GS-00F-095CA**

Contract Period: **April 1, 2015 through March 31, 2020**

CONTRACTOR: Analytic Services Inc. (dba) ANSER      Business Size: Large Business  
5275 Leesburg Pike, Suite N-5000      DUNS: 07-781-5736  
Falls Church, VA 22041      Cage Code: 4A458  
Phone: 703-416-1304  
Fax: 703-485-0950  
[Itrat.Enayetullah@anser.org](mailto:Itrat.Enayetullah@anser.org)  
Contract Administration: Itrat Enayetullah

For more information on ordering from Federal Supply Schedules, go to  
[www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering).

**CUSTOMER INFORMATION:**

1a. Awarded Special Item Number(s):

SIN	Recovery	Description	Pricing
C871-1	C871-1RC	Strategic Planning for Technology Programs/Activities	See Page 17
C871-2	C871-2RC	Concept Development and Requirements Analysis	See Page 17
C871-3	C871-3RC	System Design and Requirements Analysis	See Page 17
C871-4	C871-4RC	Test and Evaluation	See Page 17
C871-5	C871-5RC	Integrated Logistics Support	See Page 17
C871-6	C871-6RC	Acquisition Life Cycle Management	See Page 17
C874-1	C874-1RC	Integrated Consulting Services	See Page 6
C874-7	C874-7RC	Integrated Business Program Support Services	See Page 6

2. Maximum Order: \$1,000,000 per order. Orders that exceed the maximum may be placed under the schedule contract in accordance with FAR 8.404.
3. Minimum Order: \$100.00
4. Geographic Coverage: Domestic and Overseas
5. Point of Production: Analytic Services Inc.  
5275 Leesburg Pike, Suite N-5000  
Falls Church, VA 22041
6. Prices Shown Herein are Net (discount deducted)
7. Quantity Discount: None
8. Prompt Payment: Net 30
- 9a. Government Purchase Cards are accepted below the micro-purchase threshold.
- 9b. Government Purchase Cards are accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: Negotiated between Analytic Services Inc. and the ordering activity
- 11b. Expedited Delivery: Negotiated between Analytic Services Inc. and the ordering activity
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: FOB Destination
- 13a. Ordering Address: Analytic Services Inc.  
5275 Leesburg Pike, Suite N-5000  
Falls Church, VA 22041
- 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](http://fss.gsa.gov/schedules)).
14. Payment Address: Analytic Services Inc.  
Attn: Accounts Payable  
5275 Leesburg Pike, Suite N-5000  
Falls Church, VA 22041

15. Warranty Provisions: N/A
16. Export Packing Charges: N/A
17. Terms and conditions of Government Purchase Card Acceptance: Consult with Contractor
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: N/A
20. Terms and conditions or repair parts indicating date of parts price lists and any discounts from list prices: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventative maintenance: N/A
24. Environmental attributes: N/A
25. DUNS Number: 07-781-5736
26. Analytic Services Inc. is registered in the System for Award Management (SAM).

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## Services

**The Challenge.** Streamlining, downsizing, the Government Performance and Results Act (GPRA), outsourcing, and privatization—these are just some of the challenges facing government agencies today. As a decision maker, you face rapid and sweeping changes in policy, technology, economics, and the competitive environment. You face the challenge of finding ways to make government work better and cost less by reexamining programs and processes. Now more than ever, you rely on accurate, responsive, and insightful analyses to satisfy your management, organizational, and business improvement needs. These are and always have been essential characteristics of ANSER's services.

*ANSER works with you to enhance mission performance and help you respond to evolving trends.*

For over 55 years, ANSER has helped our clients adapt to a dynamic and evolving environment of changing threats, trends, technologies, missions, budgets, organizations, and management philosophies. ANSER analysts work with you today to meet the challenges facing you tomorrow.

**Our Organization.** ANSER is a nonprofit public service research institute dedicated to providing timely solutions to national and international issues. Our nonprofit status means that we are motivated by the work we do and the results we achieve, as opposed to the profits we earn. It means that we concentrate solely on the tasks at hand and provide objective analyses free from conflicts of interest. Our clients trust us with their most sensitive information.

**Our Approach.** ANSER stresses a close interactive relationship with our clients and a creative approach to problem-solving. We continually seek ways to improve our performance and infuse new techniques into our work to enhance productivity. We bring together experienced, high-caliber staff and knowledgeable management to apply the right skills to the right problem. This proven approach gives us the flexibility and insight required to provide you with high-quality, responsive support.

**Our Staff.** With our breadth and depth of analysts, ANSER can tailor its support to any management challenge. Our senior personnel have held key leadership and management positions in each of these sectors and average over 20 years of professional experience. ANSER's expertise includes a full complement of trained professionals who have made process improvement their primary strength. Our certified facilitators have broad-based experience with a variety of group dynamics and problem-solving techniques that enable consensus building. Our professional staff includes survey experts experienced in using traditional survey methods and the latest computer and Internet tools. Our process-oriented and functionally knowledgeable analysts work to quickly and accurately design, conduct, and analyze a survey process tailored to your needs.

**What We Offer You.** ANSER provides integrated consultation services as well as integrated business program support services to help you improve your organization's performance, quality, timeliness, and efficiency.

By bringing these services to bear, we help you bridge the gap between vision and reality through understanding how things work now, determining what needs to be changed, and managing change itself.

**GSA Pricing MOBIS SINs**  
**SINs C874-1, C874-1RC, C874-7, & C874-7RC**

<b>Labor Category</b>	<b>Level</b>	<b>Category #</b>	<b>GSA ANSER Site Rate w/IFF 4/1/15 – 3/31/16</b>	<b>GSA Client Site Rate w/IFF 4/1/15 – 3/31/16</b>	<b>GSA ANSER Site Rate w/IFF 4/1/16 – 3/31/17</b>	<b>GSA Client Site Rate w/IFF 4/1/16 – 3/31/17</b>	<b>GSA ANSER Site Rate w/IFF 4/1/17 – 3/31/18</b>	<b>GSA Client Site Rate w/IFF 4/1/17 – 3/31/18</b>	<b>GSA ANSER Site Rate w/IFF 4/1/18 – 3/31/19</b>	<b>GSA Client Site Rate w/IFF 4/1/18 – 3/31/19</b>	<b>GSA ANSER Site Rate w/IFF 4/1/19 – 3/31/20</b>	<b>GSA Client Site Rate w/IFF 4/1/19 – 3/31/20</b>
Senior Executive Staff	Level 4	201	\$308.18	\$305.41	\$315.27	\$312.43	\$322.52	\$319.62	\$329.94	\$326.97	\$337.53	\$334.49
	Level 3	202	\$268.57	\$267.36	\$274.75	\$273.51	\$281.07	\$279.80	\$287.53	\$286.24	\$294.14	\$292.82
	Level 2	203	\$235.52	\$234.53	\$240.94	\$239.92	\$246.48	\$245.44	\$252.15	\$251.09	\$257.95	\$256.86
	Level 1	204	\$201.60	\$191.31	\$206.24	\$195.71	\$210.98	\$200.21	\$215.83	\$204.82	\$220.80	\$209.53
Subject Matter Expert	Level 4	205	\$163.52	\$152.03	\$167.28	\$155.53	\$171.13	\$159.10	\$175.06	\$162.76	\$179.09	\$166.51
	Level 3	206	\$145.42	\$135.23	\$148.76	\$138.34	\$152.19	\$141.52	\$155.69	\$144.78	\$159.27	\$148.11
	Level 2	207	\$129.24	\$120.16	\$132.21	\$122.92	\$135.25	\$125.75	\$138.36	\$128.64	\$141.55	\$131.60
	Level 1	208	\$114.51	\$106.48	\$117.14	\$108.93	\$119.84	\$111.43	\$122.59	\$114.00	\$125.41	\$116.62
Consultant	Level 4	209	\$101.79	\$94.67	\$104.13	\$96.85	\$106.53	\$99.07	\$108.98	\$101.35	\$111.48	\$103.68
	Level 3	210	\$90.72	\$84.37	\$92.81	\$86.31	\$94.94	\$88.30	\$97.12	\$90.33	\$99.36	\$92.40
	Level 2	211	\$80.63	\$74.97	\$82.48	\$76.69	\$84.38	\$78.46	\$86.32	\$80.26	\$88.31	\$82.11
	Level 1	212	\$71.62	\$66.61	\$73.27	\$68.14	\$74.95	\$69.71	\$76.68	\$71.31	\$78.44	\$72.95
Analyst	Level 4	213	\$63.64	\$59.17	\$65.10	\$60.53	\$66.60	\$61.92	\$68.13	\$63.35	\$69.70	\$64.80
	Level 3	214	\$56.55	\$52.58	\$57.85	\$53.79	\$59.18	\$55.03	\$60.54	\$56.29	\$61.93	\$57.59
	Level 2	215	\$50.12	\$46.60	\$51.27	\$47.67	\$52.45	\$48.77	\$53.66	\$49.89	\$54.89	\$51.04
	Level 1	216	\$44.74	\$41.61	\$45.77	\$42.57	\$46.82	\$43.55	\$47.90	\$44.55	\$49.00	\$45.57
Specialty Engineer	Level 4	217	\$193.98	\$180.38	\$198.44	\$184.53	\$203.01	\$188.77	\$207.67	\$193.11	\$212.45	\$197.56
	Level 3	218	\$173.34	\$161.18	\$177.33	\$164.89	\$181.41	\$168.68	\$185.58	\$172.56	\$189.85	\$176.53
	Level 2	219	\$153.91	\$143.11	\$157.45	\$146.40	\$161.07	\$149.77	\$164.78	\$153.21	\$168.57	\$156.74
	Level 1	220	\$136.71	\$127.13	\$139.85	\$130.05	\$143.07	\$133.05	\$146.36	\$136.11	\$149.73	\$139.24
Engineer	Level 4	221	\$121.88	\$113.32	\$124.68	\$115.93	\$127.55	\$118.59	\$130.48	\$121.32	\$133.49	\$124.11
	Level 3	222	\$108.06	\$100.49	\$110.55	\$102.80	\$113.09	\$105.17	\$115.69	\$107.58	\$118.35	\$110.06
	Level 2	223	\$96.07	\$89.35	\$98.28	\$91.41	\$100.54	\$93.51	\$102.85	\$95.66	\$105.22	\$97.86
	Level 1	224	\$85.43	\$79.43	\$87.39	\$81.26	\$89.40	\$83.13	\$91.46	\$85.04	\$93.56	\$86.99

Labor Category	Level	Category #	GSA ANSER Site Rate w/IFF 4/1/15 – 3/31/16	GSA Client Site Rate w/IFF 4/1/15 – 3/31/16	GSA ANSER Site Rate w/IFF 4/1/16 – 3/31/17	GSA Client Site Rate w/IFF 4/1/16 – 3/31/17	GSA ANSER Site Rate w/IFF 4/1/17 – 3/31/18	GSA Client Site Rate w/IFF 4/1/17 – 3/31/18	GSA ANSER Site Rate w/IFF 4/1/18 – 3/31/19	GSA Client Site Rate w/IFF 4/1/18 – 3/31/19	GSA ANSER Site Rate w/IFF 4/1/19 – 3/31/20	GSA Client Site Rate w/IFF 4/1/19 – 3/31/20
Engineer Assistant	Level 4	225	\$75.79	\$70.47	\$77.53	\$72.09	\$79.32	\$73.75	\$81.14	\$75.45	\$83.01	\$77.18
	Level 3	226	\$67.16	\$62.43	\$68.70	\$63.87	\$70.28	\$65.33	\$71.90	\$66.84	\$73.56	\$68.37
	Level 2	227	\$59.92	\$55.70	\$61.30	\$56.98	\$62.71	\$58.29	\$64.15	\$59.63	\$65.63	\$61.00
	Level 1	228	\$53.38	\$49.64	\$54.61	\$50.78	\$55.86	\$51.95	\$57.15	\$53.14	\$58.46	\$54.37
Publication Specialist	Level 6	229	\$106.56	\$99.11	\$109.01	\$101.39	\$111.52	\$103.72	\$114.08	\$106.11	\$116.71	\$108.55
	Level 5	230	\$98.82	\$91.90	\$101.09	\$94.01	\$103.42	\$96.18	\$105.80	\$98.39	\$108.23	\$100.65
	Level 4	231	\$83.96	\$78.07	\$85.89	\$79.87	\$87.87	\$81.70	\$89.89	\$83.58	\$91.95	\$85.50
	Level 3	232	\$68.47	\$63.65	\$70.04	\$65.11	\$71.66	\$66.61	\$73.30	\$68.14	\$74.99	\$69.71
	Level 2	233	\$53.33	\$49.59	\$54.56	\$50.73	\$55.81	\$51.90	\$57.10	\$53.09	\$58.41	\$54.31
	Level 1	234	\$45.67	\$42.46	\$46.72	\$43.44	\$47.79	\$44.44	\$48.89	\$45.46	\$50.02	\$46.50
Support Specialist	Level 6	235	\$76.32	\$70.97	\$78.08	\$72.60	\$79.87	\$74.27	\$81.71	\$75.98	\$83.59	\$77.73
	Level 5	236	\$68.61	\$63.76	\$70.19	\$65.23	\$71.80	\$66.73	\$73.45	\$68.26	\$75.14	\$69.83
	Level 4	237	\$60.87	\$56.62	\$62.27	\$57.92	\$63.70	\$59.25	\$65.17	\$60.62	\$66.67	\$62.01
	Level 3	238	\$53.20	\$49.47	\$54.42	\$50.61	\$55.68	\$51.77	\$56.96	\$52.96	\$58.27	\$54.18
	Level 2	239	\$45.63	\$42.43	\$46.68	\$43.41	\$47.75	\$44.40	\$48.85	\$45.43	\$49.98	\$46.47
	Level 1	240	\$38.00	\$34.00	\$38.87	\$34.78	\$39.77	\$35.58	\$40.68	\$36.40	\$41.62	\$37.24
Program Manager	Level 4	241	\$204.31	\$189.95	\$209.01	\$194.32	\$213.82	\$198.79	\$218.73	\$203.36	\$223.77	\$208.04
	Level 3	242	\$187.44	\$174.27	\$191.75	\$178.28	\$196.16	\$182.38	\$200.67	\$186.57	\$205.29	\$190.86
	Level 2	243	\$177.39	\$164.92	\$181.47	\$168.71	\$185.64	\$172.59	\$189.91	\$176.56	\$194.28	\$180.62
	Level 1	244	\$140.77	\$130.87	\$144.01	\$133.88	\$147.32	\$136.96	\$150.71	\$140.11	\$154.17	\$143.33

**Labor Category Descriptions MOBIS SINS  
C874-1, C874-1RC, C874-7, & C874-7RC**

**Summary Explanation of Labor Categories**

The following provides descriptions, including degree and experience requirements, of the labor categories ANSER offers under this contract. Each position includes an associated labor code that should be used when ordering services under this contract. The labor category definitions that follow describe the functional responsibilities and education and experience requirements for each labor category. The table “Degree/Experience Equivalency” delineates our policy for substituting experience in lieu of degrees and vice versa. Those requirements are a guide for the types of experience and educational background for typical personnel in each labor category. However, personnel placement in a specific labor category is at the sole discretion of ANSER.

**Degree/Experience Equivalency\***

<b>Degree</b>	<b>Experience Equivalence</b>	<b>Other Equivalence</b>
Associate’s	2 years’ relevant experience	Vocational or technical training in work-related fields†
Bachelor’s	Associate’s + 3 years’ relevant experience or 5 years’ relevant experience	Professional work-related certification, such as vendor certifications (e.g., Microsoft Windows NT) or Technical training in work-related fields†
Master’s	Bachelor’s + 3 years’ relevant experience or Associate’s + 5 years’ relevant experience	Professional license, for example, Professional Engineer
Doctorate	Master’s + 3 years’ relevant experience or Bachelor’s + 6 years’ relevant experience	

\* Multiple degrees at the same level are equivalent to two additional years of experience

† Equivalence of years of relevant experience depends on type, length, and scope of training

## 1. Senior Executive Staff

Responsible for overall technical, business, and financial management of programs and projects. Oversees program budgets, schedules, and performance. Directs staff. Has primary responsibility for program health. Responsible for ensuring that corporate resources are available and are effectively used to meet client goals and requirements. Serves as contractor's single point of contact for the client. Prepares and communicates status and outcomes of contract performance. Develops technical approaches for complex problems and provides expertise at the highest Government and corporate levels.

### Minimum Education and Experience Requirements

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced in acting as lead, manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

Job Title & Level	Min Education	Minimum Years' Experience
Senior Executive Staff Level 4	Master's	20
Senior Executive Staff Level 3	Master's	15
Senior Executive Staff Level 2	Master's	12
Senior Executive Staff Level 1	Master's	10

## 2. Subject Matter Expert

Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, or in analysis methods or disciplines.

### **Minimum Education and Experience Requirements**

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

Experienced in analyzing systems, operations, and management problems. Has knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Has specialized experience and expertise in analysis of specific systems under consideration or in specific analysis methods or disciplines. Has experience operating with management processes providing sophisticated planning, scheduling, performance tracking, and risk management. Has experience in management structures geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, wargaming, prototyping, and systems demonstrations.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Subject Matter Expert 4	Master's	15
Subject Matter Expert 3	Master's	12
Subject Matter Expert 2	Master's	10
Subject Matter Expert 1	Master's	8

### **3. Consultant**

Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs.

### **Minimum Education and Experience Requirements**

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics, or other social sciences.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Consultant Level 4	Bachelor's	10
Consultant Level 3	Bachelor's	8
Consultant Level 2	Bachelor's	6
Consultant Level 1	Bachelor's	4

#### **4. Analyst**

Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation.

#### **Minimum Education and Experience Requirements**

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Analyst Level 4	Bachelor's	4
Analyst Level 3	Bachelor's	2
Analyst Level 2	Bachelor's	1
Analyst Level 1	Bachelor's	0

#### **5. Specialty Engineer**

Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes designs, develops, implements, tests, or evaluates system components related

to engineering or functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs. Provides specialized knowledge in specific engineering processes, methods, or disciplines.

**Minimum Education and Experience Requirements**

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, operations research, or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources. Has specialized experience and expertise in systems design or test engineering in specific systems under consideration, or specific engineering processes or disciplines such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Specialty Engineer 4	Master's	15
Specialty Engineer 3	Master's	12
Specialty Engineer 2	Master's	10
Specialty Engineer 1	Master's	8

**6. Engineer**

Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs.

**Minimum Education and Experience Requirements**

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, or operations research or any other mathematical science.

Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Engineer Level 4	Bachelor's	10
Engineer Level 3	Bachelor's	8
Engineer Level 2	Bachelor's	6
Engineer Level 1	Bachelor's	4

### **7. Engineering Assistant**

Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides support for all phases of the survey process for mission-oriented business issues.

#### **Minimum Education and Experience Requirements**

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, operations research, or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Engineering Assistant Level 4	Bachelor's	4
Engineering Assistant Level 3	Bachelor's	2
Engineering Assistant Level 2	Bachelor's	1
Engineering Assistant Level 1	Bachelor's	0

### **8. Publications Specialist**

Researches, organizes, writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications requiring knowledge and understanding of the subject matter and allied fields in support of all customer mission-oriented business functions, programs, or initiatives. Recommends overall organization and layout, editorial standards, publication methods, and the like. Coordinates publications with outside sources as needed. Ensures that technical documentation is accurate and complete, that it meets editorial guidelines and government specifications, and that it adheres to

standards for quality, graphics, coverage, format, and style. Designs and develops graphics and illustrations for use in technical materials, manuals, and other publications and for inclusion in software and applications development. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. Operates equipment, such as still and video cameras, for the design and production of photos and videotapes. Formulates concepts and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines the style, technique, and medium best suited to produce the desired effect and conform to reproduction requirements.

**Minimum Education and Experience Requirements**

Must possess academic education, professional training, or equivalent experience in areas appropriate for the work undertaken, including communications, English, journalism, liberal arts, applicable technical fields, graphics design, art, or other related fields.

Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual arts disciplines, including graphics design, illustration, photography, and video. Background in the design and presentation of multimedia environments, including incorporation of audio, video, text, and graphics into multimedia and single-medium presentations. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Publications Specialist Level 6	Bachelor's	5
Publications Specialist Level 5	Bachelor's	3
Publications Specialist Level 4	Associate's	5
Publications Specialist Level 3	Associate's	3
Publications Specialist Level 2	High school	5
Publications Specialist Level 1	High school	3

**9. Support Specialist**

Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

**Minimum Education and Experience Requirements**

Must possess education, professional training, or equivalent experience in areas appropriate for the work undertaken. Experienced in all aspects of providing technical and administrative support to the research staff. Experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Support Specialist Level 6	Associate's	10
Support Specialist Level 5	Associate's	8
Support Specialist Level 4	High school	5
Support Specialist Level 3	High school	3
Support Specialist Level 2	High school	2
Support Specialist Level 1	High school	1

## **10. Program Manager**

Maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensures quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance.

### **Minimum Education and Experience Requirements**

Must possess academic degrees, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics, or other social sciences.

Experienced in analyzing technical and business issues associated with the project/program, and utilization of problem resolution skills and techniques. Requires knowledge of techniques and tools of analysis, for resource management, operations, processes and, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in full life cycle acquisition management techniques, planning and budget methodology and techniques, and deliverable management. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Requires direct experience in managing projects, contracts, funds, and resources.

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years' Experience</b>
Program Manager Level 4	Master's	20
Program Manager Level 3	Master's	15
Program Manager Level 2	Bachelor's	10
Program Manager Level 1	Bachelor's	5

**The Service Contract Act (SCA):**

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 for these SINs as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 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.

**GSA Pricing PES SINS**

**SINs C871-1, C871-1RC, C871-2, C871-2RC, C871-3, C871-3RC, C871-4, C871-4RC, C871-5, C871-5RC, C871-6 & C871-6RC**

<b>Labor Category</b>	<b>Level</b>	<b>Category #</b>	<b>GSA ANSER Site Rate w/IFF 4/1/15 – 3/31/16</b>	<b>GSA Client Site Rate w/IFF 4/1/15 – 3/31/16</b>	<b>GSA ANSER Site Rate w/IFF 4/1/16 – 3/31/17</b>	<b>GSA Client Site Rate w/IFF 4/1/16 – 3/31/17</b>	<b>GSA ANSER Site Rate w/IFF 4/1/17 – 3/31/18</b>	<b>GSA Client Site Rate w/IFF 4/1/17 – 3/31/18</b>	<b>GSA ANSER Site Rate w/IFF 4/1/18 – 3/31/19</b>	<b>GSA Client Site Rate w/IFF 4/1/18 – 3/31/19</b>	<b>GSA ANSER Site Rate w/IFF 4/1/19 – 3/31/20</b>	<b>GSA Client Site Rate w/IFF 4/1/19 – 3/31/20</b>
Senior Executive Staff	Level 6	306	\$357.31	\$301.81	\$365.53	\$308.75	\$373.94	\$315.85	\$382.54	\$323.12	\$391.33	\$330.55
	Level 5	305	\$259.28	\$242.63	\$265.24	\$248.21	\$271.34	\$253.92	\$277.58	\$259.76	\$283.97	\$265.73
	Level 4	304	\$213.95	\$194.15	\$218.87	\$198.62	\$223.90	\$203.18	\$229.05	\$207.86	\$234.32	\$212.64
	Level 3	303	\$205.58	\$183.95	\$210.31	\$188.18	\$215.15	\$192.51	\$220.09	\$196.94	\$225.16	\$201.47
	Level 2	302	\$197.80	\$178.97	\$202.35	\$183.09	\$207.00	\$187.30	\$211.76	\$191.61	\$216.64	\$196.01
	Level 1	301	\$188.13	\$167.63	\$192.46	\$171.49	\$196.88	\$175.43	\$201.41	\$179.46	\$206.04	\$183.59
Engineering Program Manager	Level 4	310	\$201.60	\$178.24	\$206.24	\$182.34	\$210.98	\$186.53	\$215.83	\$190.82	\$220.80	\$195.21
	Level 3	309	\$192.23	\$169.93	\$196.65	\$173.84	\$201.17	\$177.84	\$205.80	\$181.93	\$210.53	\$186.11
	Level 2	308	\$178.23	\$157.57	\$182.33	\$161.19	\$186.52	\$164.90	\$190.81	\$168.69	\$195.20	\$172.57
	Level 1	307	\$163.18	\$144.27	\$166.93	\$147.59	\$170.77	\$150.98	\$174.70	\$154.46	\$178.72	\$158.01
Principal Engineer	Level 4	314	\$201.60	\$178.23	\$206.24	\$182.33	\$210.98	\$186.52	\$215.83	\$190.81	\$220.80	\$195.20
	Level 3	313	\$189.58	\$167.60	\$193.94	\$171.45	\$198.40	\$175.40	\$202.96	\$179.43	\$207.63	\$183.56
	Level 2	312	\$176.62	\$153.04	\$180.68	\$156.56	\$184.84	\$160.16	\$189.09	\$163.84	\$193.44	\$167.61
	Level 1	311	\$155.77	\$137.70	\$159.35	\$140.87	\$163.02	\$144.11	\$166.77	\$147.42	\$170.60	\$150.81
Senior Engineer	Level 4	318	\$138.41	\$122.40	\$141.59	\$125.22	\$144.85	\$128.10	\$148.18	\$131.04	\$151.59	\$134.06
	Level 3	317	\$119.96	\$106.05	\$122.72	\$108.49	\$125.54	\$110.98	\$128.43	\$113.54	\$131.38	\$116.15
	Level 2	316	\$106.87	\$94.49	\$109.33	\$96.66	\$111.84	\$98.89	\$114.41	\$101.16	\$117.05	\$103.49
	Level 1	315	\$93.36	\$82.57	\$95.51	\$84.47	\$97.70	\$86.41	\$99.95	\$88.40	\$102.25	\$90.43
Engineer	Level 4	322	\$82.15	\$72.68	\$84.04	\$74.35	\$85.97	\$76.06	\$87.95	\$77.81	\$89.97	\$79.60
	Level 3	321	\$74.45	\$65.82	\$76.16	\$67.33	\$77.91	\$68.88	\$79.71	\$70.47	\$81.54	\$72.09
	Level 2	320	\$69.47	\$61.42	\$71.07	\$62.83	\$72.70	\$64.28	\$74.37	\$65.76	\$76.09	\$67.27
	Level 1	319	\$64.22	\$56.77	\$65.70	\$58.08	\$67.21	\$59.41	\$68.75	\$60.78	\$70.34	\$62.18
Functional Area Specialist	Level 4	326	\$182.38	\$161.26	\$186.57	\$164.97	\$190.87	\$168.76	\$195.26	\$172.64	\$199.75	\$176.62
	Level 3	325	\$162.08	\$143.32	\$165.81	\$146.62	\$169.62	\$149.99	\$173.52	\$153.44	\$177.51	\$156.97
	Level 2	324	\$146.46	\$129.51	\$149.83	\$132.49	\$153.27	\$135.54	\$156.80	\$138.65	\$160.41	\$141.84
	Level 1	323	\$128.59	\$113.71	\$131.55	\$116.33	\$134.57	\$119.00	\$137.67	\$121.74	\$140.83	\$124.54

<b>Labor Category</b>	<b>Level</b>	<b>Category #</b>	<b>GSA ANSER Site Rate w/IFF 4/1/15 – 3/31/16</b>	<b>GSA Client Site Rate w/IFF 4/1/15 – 3/31/16</b>	<b>GSA ANSER Site Rate w/IFF 4/1/16 – 3/31/17</b>	<b>GSA Client Site Rate w/IFF 4/1/16 – 3/31/17</b>	<b>GSA ANSER Site Rate w/IFF 4/1/17 – 3/31/18</b>	<b>GSA Client Site Rate w/IFF 4/1/17 – 3/31/18</b>	<b>GSA ANSER Site Rate w/IFF 4/1/18 – 3/31/19</b>	<b>GSA Client Site Rate w/IFF 4/1/18 – 3/31/19</b>	<b>GSA ANSER Site Rate w/IFF 4/1/19 – 3/31/20</b>	<b>GSA Client Site Rate w/IFF 4/1/19 – 3/31/20</b>
Technical Advisor	Level 4	330	\$113.42	\$100.29	\$116.03	\$102.60	\$118.70	\$104.96	\$121.43	\$107.37	\$124.22	\$109.84
	Level 3	329	\$101.09	\$89.40	\$103.42	\$91.46	\$105.79	\$93.56	\$108.23	\$95.71	\$110.72	\$97.91
	Level 2	328	\$90.40	\$79.97	\$92.48	\$81.81	\$94.61	\$83.69	\$96.78	\$85.62	\$99.01	\$87.58
	Level 1	327	\$78.48	\$69.40	\$80.29	\$71.00	\$82.13	\$72.63	\$84.02	\$74.30	\$85.95	\$76.01
Associate	Level 4	334	\$72.31	\$63.95	\$73.97	\$65.42	\$75.67	\$66.93	\$77.42	\$68.46	\$79.20	\$70.04
	Level 3	333	\$63.33	\$56.01	\$64.79	\$57.30	\$66.28	\$58.62	\$67.80	\$59.96	\$69.36	\$61.34
	Level 2	332	\$57.34	\$50.72	\$58.66	\$51.89	\$60.01	\$53.08	\$61.39	\$54.30	\$62.80	\$55.55
	Level 1	331	\$50.63	\$44.79	\$51.79	\$45.82	\$52.99	\$46.87	\$54.20	\$47.95	\$55.45	\$49.06
Editorial & Graphics Specialist	Level 6	340	\$107.33	\$99.83	\$109.80	\$102.13	\$112.32	\$104.47	\$114.91	\$106.88	\$117.55	\$109.34
	Level 5	339	\$99.54	\$92.56	\$101.83	\$94.69	\$104.17	\$96.87	\$106.57	\$99.09	\$109.02	\$101.37
	Level 4	338	\$84.58	\$78.64	\$86.53	\$80.45	\$88.52	\$82.30	\$90.55	\$84.19	\$92.63	\$86.13
	Level 3	337	\$68.96	\$64.12	\$70.55	\$65.59	\$72.17	\$67.10	\$73.83	\$68.65	\$75.53	\$70.23
	Level 2	336	\$53.72	\$49.94	\$54.96	\$51.09	\$56.22	\$52.26	\$57.51	\$53.47	\$58.84	\$54.70
	Level 1	335	\$46.01	\$42.77	\$47.07	\$43.75	\$48.15	\$44.76	\$49.26	\$45.79	\$50.39	\$46.84
Technical & Admin Specialist	Level 6	346	\$76.89	\$71.49	\$78.66	\$73.13	\$80.47	\$74.82	\$82.32	\$76.54	\$84.21	\$78.30
	Level 5	345	\$69.11	\$64.22	\$70.70	\$65.70	\$72.33	\$67.21	\$73.99	\$68.75	\$75.69	\$70.34
	Level 4	344	\$61.32	\$57.03	\$62.73	\$58.34	\$64.17	\$59.68	\$65.65	\$61.06	\$67.16	\$62.46
	Level 3	343	\$53.58	\$49.82	\$54.81	\$50.97	\$56.07	\$52.14	\$57.36	\$53.34	\$58.68	\$54.56
	Level 2	342	\$45.97	\$42.74	\$47.03	\$43.72	\$48.11	\$44.73	\$49.22	\$45.76	\$50.35	\$46.81
	Level 1	341	\$38.28	\$34.25	\$39.16	\$35.04	\$40.06	\$35.84	\$40.98	\$36.67	\$41.93	\$37.51

**Labor Category Descriptions PES SINS**  
**C871-1, C871-1RC, C871-2, C871-2RC, C871-3, C871-3RC, C871-4, C871-4RC, C871-5, C871-5RC,**  
**C871-6 & C871-6RC**

**Summary Explanation of Labor Categories**

This document provides descriptions, including degree and experience requirements, of the labor categories Analytic Services Inc. offers under this contract. Each position includes an associated labor code that should be used when ordering services. The labor category definitions that follow describe the functional responsibilities and education and experience requirements for each labor category. The table “Degree/Experience Equivalency” delineates our policy for substituting experience in lieu of degrees and vice versa.

Degree/Experience Equivalency\*

<b>Degree</b>	<b>Experience Equivalence</b>	<b>Other Equivalence</b>
Associate’s	2 additional years’ relevant experience	Vocational or technical training in work-related fields leading to certification†
Bachelor’s	Associate’s + 3 additional years’ relevant experience or 5 additional years’ relevant experience	Professional work-related certification, such as vendor certifications (e.g., Microsoft Windows NT) or Technical training in work-related fields leading to certification†
Master’s	Bachelor’s + 3 additional years’ relevant experience or Associate’s + 5 additional years’ relevant experience	Professional license, for example, Professional Engineer
Doctorate	Master’s + 3 additional years’ relevant experience or Bachelor’s + 6 additional years’ relevant experience	

\* Multiple degrees at the same level are equivalent to two additional years of experience

† Equivalence of years of relevant experience depends on type, length, and scope of training  
 Engineering labor categories cannot be substituted lower than a Bachelor’s degree.

## 1. Senior Executive Staff

Provides leadership and direction for engineering, technical and financial management of programs and projects Oversees budget and accountability for program, projects, analysis and engineering of systems, system elements, interfacing systems, components, devices and/or processes. Directs Staff while possessing extensive managerial, technical and/or business knowledge. Provides leadership and in solving complex problems. Develops strategic and implementation plans. May manage, support or develop systems and design associated with all engineering and technical requirements, Leads in definition, trade-off and design activities. Prepares, reviews, and evaluates documentation, specifications, technical plans and procedures. Conducts analysis to define, analyze and allocate requirements. May lead, support or conduct analysis of requirements to ensure intended functionality, operation and performance requirements are achieved. May provide technical approaches and solutions for complex problems and expertise at the highest government and corporate levels.

### Minimum Education and Experience Requirements

Must possess a master's degree, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

Must have experience acting as lead, manager, and administrator for contract efforts. Has experience serving as the primary interface and point of contact with client program authorities and representatives on technical and program issues. Has experience supervising program and project operations by developing procedures, planning and directing execution of all aspects of the effort, and monitoring and reporting progress. Has experience interacting, communicating, and advising at the highest government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related government, military, and commercial applications. Demonstrates technical achievement at the highest government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Is recognized for superior high-level private- and/or public-sector achievement.

There are six skill/experience levels in this labor category (levels 301–306), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section).

The minimum experience required is 10 years plus a master's degree or equivalent (see the "Education/ Experience Equivalency" table at the beginning of this section). Twenty years' experience is required at the highest skill/experience level (306). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

Job Title & Level	Min Education	Minimum Years' Experience
Senior Executive Staff Level 6	Master's	20
Senior Executive Staff Level 5	Master's	18
Senior Executive Staff Level 4	Master's	16
Senior Executive Staff Level 3	Master's	14
Senior Executive Staff Level 2	Master's	12
Senior Executive Staff Level 1	Master's	10

## 2. Engineering Program Manager

Responsible for overall technical, business, and financial management of programs and projects. Oversees program budgets, schedules, and engineering and or technical performance. of requirements. Develops strategic and implementation plans. Manages and directs daily activities of the staff assigned to program. Responsible for allocating resources effectively to meet client goals and requirements. Serves as the contractor’s single point of contact for the client. Manages or leads all definition, trade-off and design activities. Prepares reports on and communicates status and outcomes of contract performance. Develops technical approaches for complex problems and provides expertise within appropriate government and corporate levels.

### Minimum Education and Experience Requirements

Has a master’s or doctoral degree in chemical, civil, electrical, and/or mechanical engineering from an accredited graduate engineering educational institution. Has a minimum of 10 years’ experience, with 6 years of specialized engineering and 5 years of engineering supervision.

Has experience acting as senior lead, manager, and administrator for professional engineering service efforts. Has experience serving as the primary interface and point of contact with client program authorities and representatives on technical and program issues. Has experience in translating program objectives into project requirements and specifications. Has experience in supervising professional engineering services program and project operations by developing procedures, planning and directing execution of all aspects of the effort, and monitoring, integrating, and reporting progress. Has experience in interacting, communicating, and advising at the highest government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related government, military, and commercial applications. Demonstrates technical achievement at the highest government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Is recognized for superior high-level private- and/or public-sector achievement. Supervises principal engineers and reports to corporate management. Has experience and expertise in systems design or test engineering.

There are four skill/experience levels in this labor category (levels 307–310), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is 5 years plus a master’s degree or equivalent (see the “Education/ Experience Equivalency” table at the beginning of this section). Fifteen years’ is required at the highest skill/experience level (310). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

Job Title & Level	Min Education	Minimum Years’ Experience
Engineering Program Manager Level 4	Master's	15
Engineering Program Manager Level 3	Master's	11
Engineering Program Manager Level 2	Master's	8
Engineering Program Manager Level 1	Master's	5

### 3. Principal Engineer—Chemical, Civil, Electrical, and Mechanical

Develops and applies advanced engineering design methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Applies engineering experience to design and performs such functions as system integration, Provides guidance and direction for engineering or engineering related requirements, system elements, interfacing systems, components, devices and/or processes. Possesses extensive engineering, technical and/or business knowledge. May work independently or on a team and solves engineering-related problems. Supports the entire system life cycle. Analyzes functional requirements of operational systems, support systems, or management information systems. Leads or conducts definition, trade-off and design activities. May provide daily supervision and direction to staff.

#### Minimum Education and Experience Requirements

Has a master's degree from an accredited graduate engineering educational institution in chemical, civil, electrical, and/or mechanical engineering or a related field or equivalent, with a minimum of 11 years of general engineering experience, 8 years of specialized engineering experience, and 4 years of engineering supervision. Or has a doctoral degree in engineering or a related field or equivalent, with a minimum of 8 years of general engineering experience, 5 years of specialized engineering experience, and 4 years of engineering supervision. Reports to a senior executive or program manager.

Has experience as a senior engineer. Has experience in supervising and managing senior engineers and multiple projects. May be a program manager. Works closely with customers to anticipate problems, changes, and shifting requirements on program performance objectives. Has specialized experience and expertise in systems design and/or test engineering in specific system(s) under consideration or in specific engineering processes or disciplines such as development of systems performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specifications, coordination of systems design, fabrication, integration, test, and evaluation, and/or oversight and assessment of configuration management activities.

Has experience in devising novel, successful solutions to complex tasks or projects. Devises original designs, tests, engineering analyses, and/or evaluations. Originates design analyses that are accepted and used by the engineering community. Normally is widely recognized for achievements, technical expertise, and meritorious standing within the professional field.

There are four skill/experience levels in this labor category (levels 311–314), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is 8 years plus a master's degree or equivalent (see the "Education/ Experience Equivalency" table at the beginning of this section), with specialized experience as noted above. Fifteen years' experience is required at the highest skill/experience level (314). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

Job Title & Level	Min Education	Minimum Years' Experience
Principal Engineer Level 4	Master's	15
Principal Engineer Level 3	Master's	12
Principal Engineer Level 2	Master's	10
Principal Engineer Level 1	Master's	8

#### 4. Senior Engineer – Chemical, Civil, Electrical, and Mechanical

Provides discipline-specific or system-specific engineering support on systems, system elements, interfacing systems, components, devices and/or processes. Possesses in-depth technical and theoretical knowledge in specific discipline. Applies engineering experience to perform such functions as system integration, configuration management, quality assurance testing, and acquisition and resource management. Works independently or on a team and solves engineering-related problems. Supports entire system life cycle. Develops system architecture and design including software, hardware, communications and interface requirements. Support or develop technical definition, trade-off and design activities. Prepares, reviews, and evaluates system documentation, specifications, test plans, processes and procedures. Conducts analysis to define, analyze and allocate requirements. Supports engineering or technical programs and analyzes testing, technical data or other evaluation or performance criteria required for the program or project. Conducts analysis of requirements and components and performs audits to ensure functionality, operations and performance requirements are achieved. May provide daily supervision and direction to staff.

#### Minimum Education and Experience Requirements

Has a master's degree from an accredited graduate engineering educational institution in chemical, civil, electrical, and/or mechanical engineering or a related field or equivalent, with a minimum of 4 years' specialized engineering experience. Has a minimum of 2 years' engineering supervision required for Levels 3 and 4.

Has experience as an engineer. Has experience in supervising other engineers and managing projects, contracts, funds, and resources. Uses advanced methods of program management and software for planning and tracking. Has experience in understanding the project requirements and products. Has experience in conceptualizing and developing engineering designs and solutions that meet the requirements. Has experience in subdividing an engineering project into its component tasks (the work breakdown structure) and breaking down the overall specifications into subsystem and piece-parts specifications. Organizes other engineers into a working team and assigns them tasks. Reviews task engineers' plans, schedules, and required resources and consolidates them into an overall plan. Obtains and evaluates progress from the task engineers and consolidates technical progress, schedule, and resources expended. Works with little supervision but reports technical progress, schedule, and resources expended and required to higher management and the customer.

There are four skill/experience levels in this labor category (levels 315–318), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is 4 years plus a master's degree or equivalent (see the "Education/ Experience Equivalency" table at the beginning of this section), with specialized experience as noted above. Ten years' experience is required at the highest skill/experience level (318). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

Job Title & Level	Min Education	Minimum Years' Experience
Senior Engineer Level 4	Master's	10
Senior Engineer Level 3	Master's	8
Senior Engineer Level 2	Master's	6
Senior Engineer Level 1	Master's	4

## 5. Engineer—Chemical, Civil, Electrical, and Mechanical

Provides engineering support on systems, system elements, and/or interfacing systems, components, devices and/or processes. Possesses working knowledge of industry practices, standards and technology areas. Works under general supervision, follows established procedures, and solves routine problems in the engineering discipline. Applies engineering disciplines to support design, development, implementation and integration, and operation activities. Assists in definition, trade-off and design activity. Reviews, evaluates, and analyzes designs. Prepares, reviews, and evaluates documentation, specifications, technical data, documentation, test plans and data, procedures. Supports or participates in definition, analysis and allocation of requirements. Supports technical programs and analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems. Conducts analysis of requirements and components and supports audits conducted to ensure intended functionality and performance is achieved.

### Minimum Education and Experience Requirements

Has a bachelor's degree in chemical, civil, electrical, and/or mechanical engineering from an accredited undergraduate engineering educational institution. Has experience in obtaining design and engineering and techniques from engineering literature, including electronic and Internet sources. Applies engineering principles to perform engineering analyses and to plan and design systems, subsystems, and piece parts using state-of-the-art design and applications software and other engineering techniques. Develops performance criteria. Develops, integrates, and/or evaluates systems from simulations or tests. Tests systems, subsystems, and piece parts for performance. Specifies and/or selects commercial off-the-shelf components for the particular project or designs custom components. Requires minimal supervision from a project senior engineer. Reports progress and problems to the project senior engineer. May supervise other engineers.

There are four skill/experience levels in this labor category (levels 319–322), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is a bachelor's degree or equivalent (see the "Education/ Experience Equivalency" table at the beginning of this section), with engineering specialization as noted above. Four years' experience is required at the highest skill/experience level (322). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

Job Title & Level	Min Education	Minimum Years' Experience
Engineer Level 4	Bachelor's	4
Engineer Level 3	Bachelor's	3
Engineer Level 2	Bachelor's	2
Engineer Level 1	Bachelor's	6 months

## 6. Functional Area Specialist

Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work

problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, analysis methods, or disciplines.

**Minimum Education and Experience Requirements**

Must possess a master’s degree, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

Has experience in conducting analyses of systems, operations, and management problems. Has knowledge of techniques and tools of analysis—for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Has experience in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and developing analysis methods and approaches. Has experience in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Has experience in managing projects, contracts, funds, and resources. Has specialized experience in one or more functional or operational domains and expertise in related government, military, and commercial applications. Has specialized experience and expertise in analysis of specific systems under consideration or in specific analysis methods or disciplines. Has experience operating with management processes providing sophisticated planning, scheduling, performance tracking, and risk management. Has experience in management structures geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, wargaming, prototyping, and systems demonstrations.

There are four skill/experience levels in this labor category (levels 323–326), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is 8 years plus a master’s degree or equivalent (see the “Education/ Experience Equivalency” table at the beginning of this section). Fifteen years’ experience is required at the highest skill/experience level (326). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years’ Experience</b>
Functional Area Specialist Level 4	Master's	15
Functional Area Specialist Level 3	Master's	12
Functional Area Specialist Level 2	Master's	10
Functional Area Specialist Level 1	Master's	8

**7. Technical Advisor**

Applies knowledge in a technical field with proficiency in relevant technology or engineering principals and practices. Implements solutions to difficult problems. Generates concepts as evidenced by product or process improvement. Uses engineering/scientific tools to integrate requirements and solve technical

problems. Utilizes tools, techniques, processes and/or facilities such as state-of-the-art simulation environments, laboratories, and test facilities. Participates in engineering team activities in a specialized engineering or technology subject area. Contributes to the technical planning process and provides technical guidance.

**Minimum Education and Experience Requirements**

Must possess a bachelor’s degree, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Has experience in conducting analyses of systems, operations, and management problems. Has knowledge of techniques and tools of analysis—for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Has experience in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Has experience in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Has experience in managing projects, contracts, funds, and resources.

There are four skill/experience levels in this labor category (levels 327–330), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is 4 years plus a bachelor’s degree or equivalent (see the “Education/ Experience Equivalency” table at the beginning of this section). Ten years’ experience is required at the highest skill/experience level (330). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years’ Experience</b>
Technical Advisor Level 4	Bachelor's	10
Technical Advisor Level 3	Bachelor's	8
Technical Advisor Level 2	Bachelor's	6
Technical Advisor Level 1	Bachelor's	4

**8. Associate**

Provides engineering or technical support on systems, system elements, and/or interfacing systems, components, devices and/or processes. Possesses basic knowledge of industry practices, standards and technology areas. Works under close supervision and assists with solving routine problems in an engineering or engineering related discipline. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Prepares, reviews, and evaluates technical documentation, specifications, test plans and procedures. Assists in definition, analysis and allocation of requirements. Supports engineering or related technical programs and analyzes technical data or other requirements.

### **Minimum Education and Experience Requirements**

Must possess a bachelor’s degree, professional training, or equivalent experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences. Has experience in conducting analyses of systems, operations, and management problems. Has knowledge of techniques and tools of analysis—for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.

There are four skill/experience levels in this labor category (levels 331–334), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is a bachelor’s degree or equivalent (see the “Education/ Experience Equivalency” table at the beginning of this section). Four years’ experience is required at the highest skill/experience level (334). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years’ Experience</b>
Associate Level 4	Bachelor's	4
Associate Level 3	Bachelor's	2
Associate Level 2	Bachelor's	1
Associate Level 1	Bachelor's	6 months

### **9. Editorial and Graphics Specialist\***

Researches, organizes, writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications requiring knowledge and understanding of the subject matter and allied fields. Recommends overall organization and layout, editorial standards, publication methods, and the like. Coordinates publications with outside sources as needed. Ensures that technical documentation is accurate, is complete, meets editorial guidelines and government specifications, and adheres to standards for quality, graphics, coverage, format, and style. Designs and develops graphics and illustrations for use in technical materials, manuals, and other publications and for inclusion in software and applications development. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc.; operates equipment such as still and video cameras for the design and production of photos and videotapes. Formulates concepts and renders illustrations and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines the style, technique, and medium best suited to produce the desired effect and conforms to reproduction requirements.

### **Minimum Education and Experience Requirements**

Must possess academic education, professional training, or equivalent experience in areas appropriate for the work undertaken, including communications, English, journalism, liberal arts, applicable technical fields, graphics design, art, or other related fields. Has experience in documentation disciplines including technical writing, editing, layout, document development and production, and desktop publishing. Has experience in visual arts disciplines, including graphics design, illustration, photography, and video. Has a background in the design and presentation

of multimedia environments, including incorporation of audio, video, text, and graphics into multimedia and single-medium presentations. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.

There are six skill/experience levels in this labor category (levels 335–340), with separate pricing for either an Analytic Services Inc. site or a client site (see the pricing section). The minimum experience required is 3 years plus a high school diploma or equivalent (see the “Education/ Experience Equivalency” table at the beginning of this section). A bachelor’s degree plus 8 years’ experience is required at the highest skill/experience level (340). ANSER determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years’ Experience</b>
Editorial and Graphics Specialist Level 6	Bachelor's	8
Editorial and Graphics Specialist Level 5	Associate’s	7
Editorial and Graphics Specialist Level 4	HS	6
Editorial and Graphics Specialist Level 3	HS	5
Editorial and Graphics Specialist Level 2	HS	4
Editorial and Graphics Specialist Level 1	HS	3

**10. Technical and Administrative Specialist\***

Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

**Minimum Education and Experience Requirements**

Must possess education, professional training, or equivalent experience in areas appropriate for the work undertaken.

Has experience in all aspects of providing technical and administrative support to the research staff. Has experience in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.

There are six skill/experience levels in this labor category (levels 341–346), with separate pricing for either an ANSER site or a client site (see the pricing section). The minimum experience required is 1 year plus a high school diploma or equivalent (see the “Education/ Experience Equivalency” table at the beginning of this section). An associate’s degree plus 10 years’ experience is required at the highest skill/experience level (346). Analytic Services Inc. determines the level by identifying the special skills and qualifications required and matching those to the specific task(s).

<b>Job Title &amp; Level</b>	<b>Min Education</b>	<b>Minimum Years’ Experience</b>
Technical and Administrative Specialist Level 6	Associate's	10
Technical and Administrative Specialist Level 5	Associate’s	8
Technical and Administrative Specialist Level 4	HS	6

Technical and Administrative Specialist Level 3	HS	4
Technical and Administrative Specialist Level 2	HS	2
Technical and Administrative Specialist Level 1	HS	1

**\*Services Contract Act Matrix**

<b>GSA Labor Category</b>	<b>SCA Title</b>	<b>SCA Code</b>	<b>WD Number</b>
Editorial and Graphics Specialist Level 6	Graphic Artist	15080	05-2103
Editorial and Graphics Specialist Level 5	Graphic Artist	15080	05-2103
Editorial and Graphics Specialist Level 4	Graphic Artist	15080	05-2103
Editorial and Graphics Specialist Level 3	Graphic Artist	15080	05-2103
Editorial and Graphics Specialist Level 2	Graphic Artist	15080	05-2103
Editorial and Graphics Specialist Level 1	Graphic Artist	15080	05-2103
Technical and Admin Specialist Level 6	Secretary III	01313	05-2103
Technical and Admin Specialist Level 5	Secretary III	01313	05-2103
Technical and Admin Specialist Level 4	Secretary II	01312	05-2103
Technical and Admin Specialist Level 3	Secretary II	01312	05-2103
Technical and Admin Specialist Level 2	Secretary I	01311	05-2103
Technical and Admin Specialist Level 1	Secretary I	01311	05-2103

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