

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply 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 are available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: **GSAAdvantage.gov**.

### **Multiple Award Schedule (MAS)**

#### **Federal Supply Group: Professional Services**

**Contract Number:** GS-00F-279CA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

**Contract Period: September 01, 2015 - August 31, 2025**

**Effective as of PO-0010 dated 7/20/2020**

**Contractor:** Gemini Industries Inc.  
200 Summit Drive STE 110  
Burlington, MA 01803-5276

**Business Size:** Small

**Telephone:** 781-203-0100

**FAX Number:** 781-203-0098

**Web Site:** [www.gemini-ind.com](http://www.gemini-ind.com)

**E-mail:** [smalgari@gemini-ind.com](mailto:smalgari@gemini-ind.com)

**Contract Administration:** Sal Malgari

# CUSTOMER INFORMATION:

**1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s).**

SIN	Recovery	SIN Description
541330ENG	541330ENGRC	Engineering Services
541380	541380RC	Testing Laboratory Services
541420	541420RC	Engineering System Design and Integration Services
541614	541614RC	Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVCRC	Supply and Value Chain Management
541715	541715RC	Engineering Research and Development and Strategic Planning
OLM	OLMRC	Order-Level Materials

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4**

**1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Page 10**

**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).

**7. Quantity discounts:** 1% quantity discount for Task Orders over \$250,000

**8. Prompt payment terms:** 1% prompt payment discount for payments made within 15 days.  
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9. Foreign items (list items by country of origin):** None

**10a. Time of delivery. (Contractor insert number of days):** Specified on the Task Order

**10b. 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 lists that have expedited delivery:** Contact Contractor

- 10c. 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
- 10d. 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
- 11. F.O.B. point(s):** Destination
- 12a. Ordering address(es):** Same as Contractor
- 12b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address(es):** Same as company address
- 14. Warranty provision:** Contractor’s standard commercial warranty.
- 15. Export packing charges, if applicable:** N/A
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** N/A
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 22b. 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/](http://www.Section508.gov/).
- 23. Data Universal Number System (DUNS) number:** 197503212
- 24. Notification regarding registration in System for Award Management (SAM) database:**  
Registered

**Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Labor Category	Site	Year 6 9/1/2020- 8/31/2021	Year 7 9/1/2021- 8/31/2022	Year 8 9/1/2022- 8/31/2023	Year 9 9/1/2023- 8/31/2024	Year 10 9/1/2024- 8/31/2025
1	541330ENG, 541715, 541420, 541380	Operational Analyst I	Customer	\$96.71	\$98.94	\$101.21	\$103.54	\$105.92
2	541330ENG, 541715, 541420, 541380	Operational Analyst II	Customer	\$102.89	\$105.25	\$107.67	\$110.15	\$112.68
3	541330ENG, 541715, 541420, 541380	Operational Analyst III	Customer	\$127.74	\$130.68	\$133.68	\$136.76	\$139.90
4	541330ENG, 541715, 541420, 541380	Clerical I	Customer	\$35.69	\$36.51	\$37.35	\$38.20	\$39.08
5	541330ENG, 541715, 541420, 541380	Clerical II	Customer	\$61.43	\$62.85	\$64.29	\$65.77	\$67.28
6	541330ENG, 541715, 541420, 541380	Clerical III	Customer	\$64.96	\$66.46	\$67.98	\$69.55	\$71.15
7	541330ENG, 541715, 541420, 541380	Engineering Analyst I	Customer	\$85.52	\$87.49	\$89.50	\$91.56	\$93.66
8	541330ENG, 541715, 541420, 541380	Engineering Analyst II	Customer	\$108.02	\$110.50	\$113.05	\$115.65	\$118.30
9	541330ENG, 541715, 541420, 541380	Engineering Analyst III	Customer	\$151.23	\$154.71	\$158.27	\$161.91	\$165.63
10	541330ENG, 541715, 541420, 541380	Engineering Analyst IV	Customer	\$199.58	\$204.17	\$208.87	\$213.67	\$218.58
11	541330ENG, 541715, 541420, 541380	Engineer I	Customer	\$96.21	\$98.42	\$100.69	\$103.00	\$105.37
12	541330ENG, 541715, 541420, 541380	Engineer II	Customer	\$108.02	\$110.50	\$113.05	\$115.65	\$118.30
13	541330ENG, 541715, 541420, 541380	Engineer III	Customer	\$138.34	\$141.52	\$144.77	\$148.10	\$151.51
14	541330ENG, 541715, 541420, 541380	Engineer IV	Customer	\$177.80	\$181.89	\$186.07	\$190.35	\$194.73

15	541330ENG, 541715, 541420, 541380	Configuration/Data Manager I	Customer	\$71.59	\$73.24	\$74.93	\$76.65	\$78.41
16	541330ENG, 541715, 541420, 541380	Test Engineer I	Customer	\$96.21	\$98.42	\$100.69	\$103.00	\$105.37
17	541330ENG, 541715, 541420, 541380	Test Engineer II	Customer	\$108.03	\$110.51	\$113.06	\$115.66	\$118.32
18	541330ENG, 541715, 541420, 541380	Test Engineer III	Customer	\$118.25	\$120.97	\$123.75	\$126.60	\$129.51
19	541330ENG, 541715, 541420, 541380	Logistics Specialist I	Customer	\$66.94	\$68.48	\$70.06	\$71.67	\$73.32
20	541330ENG, 541715, 541420, 541380	Logistics Specialist II	Customer	\$81.16	\$83.03	\$84.94	\$86.89	\$88.89
21	541330ENG, 541715, 541420, 541380	Logistics Specialist III	Customer	\$113.13	\$115.73	\$118.39	\$121.11	\$123.90
22	541330ENG, 541715, 541420, 541380	Training Specialist I	Customer	\$80.64	\$82.49	\$84.39	\$86.33	\$88.31
23	541330ENG, 541715, 541420, 541380	Training Specialist II	Customer	\$92.79	\$94.93	\$97.11	\$99.34	\$101.63
24	541330ENG, 541715, 541420, 541380	Acquisition Specialist I	Customer	\$75.83	\$77.57	\$79.36	\$81.18	\$83.05
25	541330ENG, 541715, 541420, 541380	Acquisition Specialist II	Customer	\$91.65	\$93.76	\$95.91	\$98.12	\$100.38
26	541330ENG, 541715, 541420, 541380	Acquisition Specialist III	Customer	\$114.86	\$117.51	\$120.21	\$122.97	\$125.80
27	541330ENG, 541715, 541420, 541380	Financial Management Specialist I	Customer	\$75.83	\$77.57	\$79.36	\$81.18	\$83.05
28	541330ENG, 541715, 541420, 541380	Financial Management Specialist II	Customer	\$102.89	\$105.25	\$107.67	\$110.15	\$112.68
29	541330ENG, 541715, 541420, 541380	Financial Management Specialist III	Customer	\$112.68	\$115.27	\$117.92	\$120.64	\$123.41

30	541330ENG, 541715, 541420, 541380	Special Program Specialist I	Customer	\$148.14	\$151.55	\$155.03	\$158.60	\$162.25
31	541330ENG, 541715, 541420, 541380	Special Program Specialist II	Customer	\$166.19	\$170.01	\$173.92	\$177.92	\$182.02
32	541330ENG, 541715, 541420, 541380	Special Program Specialist III	Customer	\$175.84	\$179.88	\$184.02	\$188.25	\$192.58
33	541330ENG, 541715, 541420, 541380	Subject Matter Expert	Customer	\$177.80	\$181.89	\$186.07	\$190.35	\$194.73
34	541330ENG, 541715, 541420, 541380	Program Manager	Customer	\$143.12	\$146.41	\$149.78	\$153.23	\$156.75
35	541330ENG, 541715, 541420, 541380	Project Manager	Customer	\$130.09	\$133.08	\$136.14	\$139.28	\$142.48
36	541330ENG, 541715, 541420, 541380	Task Leader	Customer	\$121.31	\$124.10	\$126.95	\$129.87	\$132.86
37	541330ENG, 541715, 541420, 541380	Operational Analyst I	Contractor	\$104.04	\$106.43	\$108.88	\$111.39	\$113.95
38	541330ENG, 541715, 541420, 541380	Operational Analyst II	Contractor	\$110.69	\$113.23	\$115.84	\$118.50	\$121.23
39	541330ENG, 541715, 541420, 541380	Operational Analyst III	Contractor	\$137.43	\$140.59	\$143.82	\$147.13	\$150.52
40	541330ENG, 541715, 541420, 541380	Clerical I	Contractor	\$38.39	\$39.27	\$40.17	\$41.10	\$42.04
41	541330ENG, 541715, 541420, 541380	Clerical II	Contractor	\$66.09	\$67.61	\$69.17	\$70.76	\$72.39
42	541330ENG, 541715, 541420, 541380	Clerical III	Contractor	\$69.90	\$71.51	\$73.16	\$74.84	\$76.56
43	541330ENG, 541715, 541420, 541380	Engineering Analyst I	Contractor	\$92.02	\$94.14	\$96.30	\$98.52	\$100.78
44	541330ENG, 541715, 541420,	Engineering Analyst II	Contractor	\$116.23	\$118.90	\$121.64	\$124.44	\$127.30

	541380							
45	541330ENG, 541715, 541420, 541380	Engineering Analyst III	Contractor	\$162.73	\$166.47	\$170.30	\$174.22	\$178.22
46	541330ENG, 541715, 541420, 541380	Engineering Analyst IV	Contractor	\$214.73	\$219.67	\$224.72	\$229.89	\$235.17
47	541330ENG, 541715, 541420, 541380	Engineer I	Contractor	\$103.50	\$105.88	\$108.32	\$110.81	\$113.36
48	541330ENG, 541715, 541420, 541380	Engineer II	Contractor	\$116.23	\$118.90	\$121.64	\$124.44	\$127.30
49	541330ENG, 541715, 541420, 541380	Engineer III	Contractor	\$148.84	\$152.26	\$155.76	\$159.34	\$163.01
50	541330ENG, 541715, 541420, 541380	Engineer IV	Contractor	\$191.30	\$195.70	\$200.20	\$204.80	\$209.52
51	541330ENG, 541715, 541420, 541380	Configuration/Data Manager I	Contractor	\$77.03	\$78.80	\$80.61	\$82.47	\$84.36
52	541330ENG, 541715, 541420, 541380	Test Engineer I	Contractor	\$103.50	\$105.88	\$108.32	\$110.81	\$113.36
53	541330ENG, 541715, 541420, 541380	Test Engineer II	Contractor	\$116.22	\$118.89	\$121.63	\$124.43	\$127.29
54	541330ENG, 541715, 541420, 541380	Test Engineer III	Contractor	\$127.23	\$130.16	\$133.15	\$136.22	\$139.35
55	541330ENG, 541715, 541420, 541380	Logistics Specialist I	Contractor	\$72.03	\$73.69	\$75.38	\$77.12	\$78.89
56	541330ENG, 541715, 541420, 541380	Logistics Specialist II	Contractor	\$87.35	\$89.36	\$91.41	\$93.51	\$95.66
57	541330ENG, 541715, 541420, 541380	Logistics Specialist III	Contractor	\$121.70	\$124.50	\$127.36	\$130.29	\$133.29
58	541330ENG, 541715, 541420, 541380	Training Specialist I	Contractor	\$86.64	\$88.63	\$90.67	\$92.76	\$94.89
59	541330ENG, 541715, 541420,	Training Specialist II	Contractor	\$99.84	\$102.14	\$104.49	\$106.89	\$109.35

	541380							
60	541330ENG, 541715, 541420, 541380	Acquisition Specialist I	Contractor	\$81.59	\$83.47	\$85.38	\$87.35	\$89.36
61	541330ENG, 541715, 541420, 541380	Acquisition Specialist II	Contractor	\$98.61	\$100.88	\$103.20	\$105.57	\$108.00
62	541330ENG, 541715, 541420, 541380	Acquisition Specialist III	Contractor	\$123.59	\$126.44	\$129.34	\$132.32	\$135.36
63	541330ENG, 541715, 541420, 541380	Financial Management Specialist I	Contractor	\$81.59	\$83.47	\$85.38	\$87.35	\$89.36
64	541330ENG, 541715, 541420, 541380	Financial Management Specialist II	Contractor	\$110.69	\$113.23	\$115.84	\$118.50	\$121.23
65	541330ENG, 541715, 541420, 541380	Financial Management Specialist III	Contractor	\$121.24	\$124.03	\$126.88	\$129.80	\$132.78
66	541330ENG, 541715, 541420, 541380	Special Program Specialist I	Contractor	\$159.38	\$163.04	\$166.79	\$170.63	\$174.56
67	541330ENG, 541715, 541420, 541380	Special Program Specialist II	Contractor	\$178.82	\$182.93	\$187.14	\$191.44	\$195.85
68	541330ENG, 541715, 541420, 541380	Special Program Specialist III	Contractor	\$189.18	\$193.53	\$197.98	\$202.54	\$207.20
69	541330ENG, 541715, 541420, 541380	Subject Matter Expert	Contractor	\$191.30	\$195.70	\$200.20	\$204.80	\$209.52
70	541330ENG, 541715, 541420, 541380	Program Manager	Contractor	\$153.99	\$157.53	\$161.15	\$164.86	\$168.65
71	541330ENG, 541715, 541420, 541380	Project Manager	Contractor	\$139.96	\$143.18	\$146.47	\$149.84	\$153.29
72	541330ENG, 541715, 541420, 541380	Task Leader	Contractor	\$130.51	\$133.51	\$136.58	\$139.72	\$142.93
73	541614SVC, 541614	Supply Support Specialist II	Customer	\$86.13	\$88.11	\$90.13	\$92.21	\$94.33
74	541614SVC, 541614	Supply Support Specialist III	Customer	\$111.02	\$113.58	\$116.19	\$118.86	\$121.59
75	541614SVC, 541614	Logistics Specialist I/L	Customer	\$51.62	\$52.80	\$54.02	\$55.26	\$56.53
76	541614SVC,	Logistics Specialist II/L	Customer	\$88.58	\$90.62	\$92.70	\$94.83	\$97.01

	541614							
77	541614SVC, 541614	Logistics Specialist III/L	Customer	\$123.44	\$126.27	\$129.18	\$132.15	\$135.19
78	541614SVC, 541614	Transportation Specialist I	Customer	\$58.45	\$59.80	\$61.17	\$62.58	\$64.02
79	541614SVC, 541614	Transportation Specialist II	Customer	\$86.13	\$88.11	\$90.13	\$92.21	\$94.33
80	541614SVC, 541614	Transportation Specialist III	Customer	\$117.09	\$119.79	\$122.54	\$125.36	\$128.24
81	541614SVC, 541614	Program Manager/L	Customer	\$132.98	\$136.04	\$139.17	\$142.37	\$145.64
82	541614SVC, 541614	Dispatcher, Motor Vehicle**	Customer	\$41.21	\$42.16	\$43.13	\$44.12	\$45.13
83	541614SVC, 541614	Scheduler, Maintenance**	Customer	\$39.39	\$40.30	\$41.23	\$42.17	\$43.14
84	541614SVC, 541614	Secretary I**	Customer	\$39.39	\$40.30	\$41.23	\$42.17	\$43.14
85	541614SVC, 541614	Secretary II**	Customer	\$41.21	\$42.16	\$43.13	\$44.12	\$45.13
86	541614SVC, 541614	Motor Vehicle Mechanic**	Customer	\$48.45	\$49.56	\$50.70	\$51.87	\$53.06
87	541614SVC, 541614	Computer Systems Analyst I**	Customer	\$70.46	\$72.08	\$73.74	\$75.44	\$77.17
88	541614SVC, 541614	Computer Systems Analyst II**	Customer	\$77.31	\$79.09	\$80.91	\$82.77	\$84.67
89	541614SVC, 541614	Computer Systems Analyst III**	Customer	\$77.33	\$79.11	\$80.93	\$82.79	\$84.69
90	541614SVC, 541614	Graphic Artist**	Customer	\$61.56	\$62.97	\$64.42	\$65.90	\$67.42
91	541614SVC, 541614	Forklift Operator**	Customer	\$37.84	\$38.71	\$39.60	\$40.51	\$41.44
92	541614SVC, 541614	Material Expediter**	Customer	\$42.93	\$43.92	\$44.93	\$45.97	\$47.02
93	541614SVC, 541614	Material Handling Laborer**	Customer	\$32.60	\$33.35	\$34.12	\$34.91	\$35.71
94	541614SVC, 541614	Order Filler**	Customer	\$34.92	\$35.73	\$36.55	\$37.39	\$38.25
95	541614SVC, 541614	Shipping Packer**	Customer	\$38.90	\$39.80	\$40.71	\$41.65	\$42.60
96	541614SVC, 541614	Shipping/Receiving Clerk**	Customer	\$38.90	\$39.80	\$40.71	\$41.65	\$42.60
97	541614SVC, 541614	Warehouse Specialist**	Customer	\$36.77	\$37.62	\$38.48	\$39.37	\$40.27
98	541614SVC, 541614	Fuel Distribution Operator**	Customer	\$41.21	\$42.16	\$43.13	\$44.12	\$45.13
99	541614SVC, 541614	Heavy Equipment Mechanic**	Customer	\$52.42	\$53.63	\$54.86	\$56.13	\$57.42
100	541614SVC, 541614	Heavy Equipment Operator**	Customer	\$58.28	\$59.62	\$61.00	\$62.40	\$63.83
101	541614SVC, 541614	Machinery Maintenance Mechanic**	Customer	\$56.14	\$57.44	\$58.76	\$60.11	\$61.49
102	541614SVC, 541614	Drafter IV**	Customer	\$67.90	\$69.46	\$71.06	\$72.69	\$74.36
103	541614SVC, 541614	Bus Driver**	Customer	\$44.48	\$45.50	\$46.55	\$47.62	\$48.72
104	541614SVC, 541614	Shuttle Bus Driver**	Customer	\$38.70	\$39.59	\$40.50	\$41.43	\$42.38
105	541614SVC, 541614	Truckdriver, Light Truck**	Customer	\$38.70	\$39.59	\$40.50	\$41.43	\$42.38

106	541614SVC, 541614	Truckdriver, Medium Truck**	Customer	\$48.09	\$49.19	\$50.33	\$51.48	\$52.67
107	541614SVC, 541614	Truckdriver, Heavy Truck**	Customer	\$51.06	\$52.23	\$53.43	\$54.66	\$55.92
108	541614SVC, 541614	Truckdriver, Tractor-Trailer**	Customer	\$53.28	\$54.50	\$55.75	\$57.04	\$58.35

Gemini Industries Inc. offers engineering services associated with all aspects of system design, development, integration, installation, test, acquisition and operation. Gemini provides electrical engineering, mechanical engineering and civil engineering services.

For individual Task Orders, this experience will usually be required in the appropriate area of expertise and in direct relation to the specific products, project characteristics, and other specifications of each unique requirement.

Personnel in any of the Labor Categories may be required to have Specialized and/or Specific experience. In some instances, unique requirements for individual Task Orders may require personnel with a mix of both engineering and business backgrounds.

Since such services are normally defined by the customer and each task order is tailored to meet the requirements of the customer, Gemini Industries provides such services at an hourly rate based on the qualifications of the personnel performing the tasks.

The following is a listing of the job titles (labor categories) and price for support at customer facility offered as well as their required experience, functional responsibilities and minimum education requirements. Registration as a Professional Engineer, within the state where the work is performed, in the particular specialty will be considered equivalent to a Bachelor's degree.

Any equivalent to Bachelor and Master's degrees is included in the individual labor categories or the following equivalency will be used.

- When a specific labor category defines a number of years of experience as a substitute for an educational degree, only one degree may be substituted for each defined experience period.
- If the number of years experience is not provided as a substitute for an educational degree in a labor category, then a minimum of five (5) additional years of specialized experience is required.
- For substitution of two degrees, ten (10) additional years of specialized experience (five for each degree) must be provided.
- Additional degrees in the appropriate technical discipline/field can be substituted for two years of experience per degree.

**All Labor Categories are applicable to all SINS: 541330ENG, 541715, 541420, 541380**

### Operational Analyst I

Minimum/General Experience: Three (3) years experience in the analysis of missions and/or requirements analysis. Experience must include the evaluation and definition of program goals and objectives.

Functional Responsibilities: Assist in defining program goals, objectives and requirements. Assist with special studies (as required) to determine program goals and objectives based on mission and requirements analyses. Assist with mission-based training plans.

Minimum Education: Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

### Operational Analyst II

Minimum/General Experience: Six (6) years experience in the analysis of missions and/or requirements analysis. Experience must include the evaluation and definition of program goals and objectives.

Functional Responsibilities: Define program goals, objectives and requirements. Perform special studies (as required) to determine program goals and objectives based on mission and requirements analyses. Develop mission-based training plans.

Minimum Education: Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

### **Operational Analyst III**

Minimum/General Experience: Nine (9) years experience in the analysis of missions and/or requirements analysis. Experience must include the evaluation and definition of program goals and objectives.

Functional Responsibilities: Define program goals, objectives and requirements. Perform special studies (as required) to determine program goals and objectives based on mission and requirements analyses. Develop mission-based training plans.

Minimum Education: Bachelor's degree required, Masters degree desired in an engineering field or other technical or scientific field related to the task order or Statement of Work.

### **Engineering Analyst I**

Minimum/General Experience: Three (3) years experience with requirements definition. Experience must include assisting with the creation of performance specifications.

Functional Responsibilities: Assist with the creation of performance specifications. Assist with cost/cost-performance trade-off analysis and feasibility analysis. Evaluate technology conceptual designs and regulatory compliance support.

Minimum Education: Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

### **Engineering Analyst II**

Minimum/General Experience: Six (6) years experience with requirements definition. Experience must include assisting with the creation of high-level performance specifications.

Functional Responsibilities: Assist with the creation of performance specifications. Assist with cost/cost-performance trade-off analysis and feasibility analysis. Evaluate technology conceptual designs and regulatory compliance support.

Minimum Education: Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

### **Engineering Analyst III**

Minimum/General Experience: Nine (9) years experience with requirements definition. Experience must include the creation of high-level performance specifications.

Functional Responsibilities: Create performance specifications. Perform cost/cost-performance trade-off analysis and feasibility analysis. Evaluate technology conceptual designs and regulatory compliance support. Assist with

concept studies and analysis. Evaluate alternative technical approaches and their associated costs.

Minimum Education: Bachelor's degree in an engineering field or other technical or scientific field related to the task order Statement of Work.

#### **Engineering Analyst IV**

Minimum/General Experience: Twelve (12) years experience with requirements definition. Experience must include the creation of high-level performance specifications.

Functional Responsibilities: Create performance specifications. Perform cost/cost-performance trade-off analysis and feasibility analysis. Evaluate technology conceptual designs and regulatory compliance support. Perform concept studies and analysis. Evaluate alternative technical approaches and their associated costs. Provide Risk Assessment inputs and possible alternative contracting strategies to provide Better, Faster, Cheaper products.

Minimum Education: Bachelor's degree with a Master's degree desirable in an engineering field or other technical or scientific field related to the task order Statement of Work.

#### **Engineer I**

Minimum/General Experience: Three (3) years experience assisting with detailed design (engineering plans and specifications). Experience should include assisting with the translation of designs into a working prototype or model.

Functional Responsibilities: Assist with design studies and analysis. Assist with the preparation of high-level specifications. Assist with the production of detailed drawings using computer-aided design.

Minimum Education: Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

#### **Engineer II**

Minimum/General Experience: Six (6) years experience assisting with detailed design (engineering plans and specifications). Experience should include assisting with the translation of designs into a working prototype or model.

Functional Responsibilities: Assist with design studies and analysis. Assist with the preparation of high-level specifications. Assist with the production of detailed drawings using computer-aided design. Assist with the fabrication and assembly or the modeling and simulation of the final design.

Minimum Education: Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

#### **Engineer III**

Minimum/General Experience: Nine (9) years experience with detailed design (engineering plans and specifications). Experience should include translating designs into a working prototype or model.

Functional Responsibilities: Perform design studies and analysis. Prepare high-level specifications. Use computer-aided design to produce detailed drawings. Ability to fabricate and assemble or model and simulate the final design.

Minimum Education: Bachelor's degree with Master's degree desirable in an engineering field or other technical or

scientific field related to the task order or Statement of Work.

#### **Engineer IV**

**Minimum/General Experience:** Twelve (12) years experience with detailed design (engineering plans and specifications). Experience should include translating designs into a working prototype or model.

**Functional Responsibilities:** Perform design studies and analysis. Prepare high-level specifications. Use computer-aided design to produce detailed drawings. Ability to fabricate and assemble or model and simulate the final design.

**Minimum Education:** Bachelor's degree with Master's degree desirable in an engineering field or other technical or scientific field related to the task order or Statement of Work.

#### **Configuration/Data Manager I**

**Minimum/General Experience:** Three (3) years of experience providing administrative support and/or document control in an office or computer operations environment. Experience must include distribution of written materials, products or electronic data in accordance with a predefined procedure and distribution list.

**Functional Responsibilities:** Maintains databases and project files. Collects and organizes data from users and operations personnel in accordance with established standards and specified parameters. Distributes information such as status updates to user community as directed.

**Minimum Education:** High School Diploma and specialized training

#### **Test Engineer I**

**Minimum/General Experience:** Three (3) years experience assisting with the creation of test plans and assisting with testing of first articles and prototypes.

**Functional Responsibilities:** Assist with the physical testing of a prototype and/or first article(s) testing, environmental testing, independent verification and validation, reverse engineering and simulation and modeling. Assist with system safety testing and quality assurance.

**Minimum Education:** Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

#### **Test Engineer II**

**Minimum/General Experience:** Six (6) years experience assisting with the creation of test plans and assisting with testing of first articles and prototypes.

**Functional Responsibilities:** Assist with the physical testing of a prototype and/or first article(s) testing, environmental testing, independent verification and validation, reverse engineering and simulation and modeling. Assist with system safety testing and quality assurance.

**Minimum Education:** Bachelor's degree in an engineering field or other technical field related to the task order or Statement of Work.

#### **Test Engineer III**

**Minimum/General Experience:** Nine (9) years experience with creation of test plans and testing of first articles and

prototypes.

**Functional Responsibilities:** Perform the physical testing of a prototype and/or first article(s) testing, environmental testing, independent verification and validation, reverse engineering and simulation and modeling. Perform system safety testing and quality assurance. Create the Test and Evaluation Master Plan (TEMP).

**Minimum Education:** Bachelor's degree in an engineering field or other technical or scientific field related to the task order or Statement of Work.

### **Logistics Specialist I**

**Minimum/General Experience:** Three (3) years experience assisting with logistics planning over the system life-cycle.

**Functional Responsibilities:** Assist with the development of a Integrated Logistics Support Plan. Assist with definition of maintainability and reliability figures such as Mission Reliability Rate (MRR) and MTBF (Mean Time Between Failures) Threshold and Objective figures, etc.

**Minimum Education:** Bachelor's degree in a field related to the task order or Statement of Work. A specialty in engineering or logistics engineering is desirable.

### **Logistics Specialist II**

**Minimum/General Experience:** Six (6) years experience assisting with logistics planning/supportability over the system life-cycle.

**Functional Responsibilities:** Assist with the development of an Integrated Logistics Support Plan. Assist with definition of maintainability and reliability figures such as Mission Reliability Rate (MRR) and MTBF (Mean Time Between Failures) Threshold and Objective figures, etc.

**Minimum Education:** Bachelor's degree in a field related to the task order or Statement of Work. A specialty in engineering or logistics engineering is desirable.

### **Logistics Specialist III**

**Minimum/General Experience:** Nine (9) years experience with logistics planning/supportability over the system life-cycle.

**Functional Responsibilities:** Develop an Integrated Logistics Support Plan. Define maintainability and reliability figures such as Mission Reliability Rate (MRR) and MTBF (Mean Time Between Failures) Threshold and Objective figures, etc. in conjunction with Release for Proposals. Evaluate figures obtained during Developmental Test and Evaluation and Operational Test and Evaluation for maintainability and reliability. Handle logistics issues throughout the system life-cycle such as: sustainment, safety and operational readiness.

**Minimum Education:** Bachelor's degree in a field related to the task order or Statement of Work. A specialty in engineering or logistics engineering is desirable.

### **Training Specialist I**

**Minimum/General Experience:** Three (3) years specific experience with supply support, training and/or maintenance.

**Functional Responsibilities:** Assist with development of logistics documents including determining which levels of maintenance can most efficiently perform maintenance on the system. Provide assistance with development of maintenance training plans. Assist with the determination of places to acquire items such as GFE and assist with

definition of a spares schedule.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. An additional three years specific experience may be substituted for the degree requirement.

### **Training Specialist II**

Minimum/General Experience: Six (6) years specific experience with supply support, training and/or maintenance.

Functional Responsibilities: Assist with development of logistics documents including determining which levels of maintenance (i.e. Depot or Organic) can most efficiently perform maintenance on the system. Provide assistance with development of maintenance training plans. Assist with the determination of places to acquire items such as GFE and assist with definition of a spares schedule.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. An additional three years specific experience may be substituted for the degree requirement.

### **Acquisition Specialist I**

Minimum/General Experience: Three (3) years specific experience with programs/program management and/or acquisition.

Functional Responsibilities: Assist with development of acquisition documentation to include: Acquisition Program Baseline Agreements (APBA), and Single Acquisition Management Plans (SAMP). Assist with day-to-day program management including briefing support, program schedule development and meeting support.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work.

### **Acquisition Specialist II**

Minimum/General Experience: Six (6) years specific experience with programs/program management and/or acquisition.

Functional Responsibilities: Assist with the development of acquisition documentation to include: Acquisition Program Baseline Agreements (APBA), and Single Acquisition Management Plans (SAMP). Provide day-to-day program management including briefing support, program schedule development and meeting support. Assist with preparation of Statement of Objectives/Statement of Work, Contract Data Requirements List, Specifications, and any other acquisition documents required in the acquisition of the program. Ability to perform data management functions for contractor-related documents.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work.

### **Acquisition Specialist III**

Minimum/General Experience: Nine (9) years specific experience with programs/program management and/or acquisition.

Functional Responsibilities: Ability to work with little direction to produce acquisition documentation to include: Acquisition Program Baseline Agreements (APBA), and Single Acquisition Management Plans (SAMP). Provide day-to-day program management including briefing support, program schedule development and meeting support. Assist with preparation of Statement of Objectives/Statement of Work, Contract Data Requirements List, Specifications, and any other acquisition documents required in the acquisition of the program. Ability to perform data management functions for contractor-related documents. Familiarity with Military Specifications and ability to suggest Commercial Off-The-Shelf equipment when applicable. Program Management experience to understand implications of Critical Paths and Risk Mitigation techniques. Specific knowledge of Acquisition Reform Initiatives

and innovative contract strategies to deliver the best product to the user in the most cost effective manner in a way to reduce the risk and the timeline until the user achieves Full Operational Capability (FOC).

Minimum Education: Bachelor's degree with Masters degree desirable in a field related to the task order or Statement of Work.

### **Financial Management Specialist I**

Minimum/General Experience: Three (3) years specific experience assisting with the financial management of a program.

Functional Responsibilities: Ability to assist with cost estimating models.

Assist with the preparation of POM, APOM and BES submittals. Support cost estimating what-if drills and quick reaction program impact statements based on budget changes. Assist with the preparation of MIPRs, Form 9's, Purchase Orders and Delivery Orders. Assist with the tracking of financial resources of the program.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A finance specialty is desirable.

### **Financial Management Specialist II**

Minimum/General Experience: Six (6) years specific experience assisting with the financial management of a program.

Functional Responsibilities: Ability to assist with cost estimating models.

Assist with the preparation of POM, APOM and BES submittals. Support cost estimating what-if drills and quick reaction program impact statements based on budget changes. Assist with the preparation of MIPRs, Form 9's, Purchase Orders and Delivery Orders. Assist with the tracking of financial resources of the program.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A finance specialty is desirable.

### **Financial Management Specialist III**

Minimum/General Experience: Nine (9) years specific experience assisting with the financial management of a program.

Functional Responsibilities: Ability to create cost estimating models.

Prepare POM, APOM and BES submittals. Support cost estimating what-if drills and quick reaction program impact statements based on budget changes. Prepare MIPRs, Form 9's, Purchase Orders and Delivery Orders. Track the obligations, commitments and expenditures.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A finance specialty or related Master's degree is desirable.

### **Special Programs Specialist I**

Minimum/General Experience: Three (3) years specific experience performing technical, program or financial management tasks supporting program execution. Direct experience supporting Special Access Programs

Functional Responsibilities: Provide resource management, program analysis, and/or technical support for Special Access Programs. Develop, prepare and submit analyses and reports for approval. Identify issues, critical

shortfalls, programmatic disconnects or unnecessary duplication of effort. Analyze information and provide well-thought out written and oral plans, advice and recommended courses of actions and solutions. Provide support to execution, tracking, and reconciliation.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A related Master's degree is desirable.

### **Special Programs Specialist II**

Minimum/General Experience: Six (6) years specific experience performing technical, program or financial management tasks in support of program execution. Direct experience supporting Special Access Programs

Functional Responsibilities: Provide resource management, program analysis, and/or technical support for Special Access Programs. Develop, prepare and submit analyses and reports for approval. Identify issues, critical shortfalls, programmatic disconnects or unnecessary duplication of effort. Analyze information and provide well-thought out written and oral plans, advice and recommended courses of actions and solutions. Provide support to execution, tracking, and reconciliation.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A related Master's degree is desirable.

### **Special Programs Specialist III**

Minimum/General Experience: Nine (9) years specific experience performing technical, program or financial management tasks in support of program execution. Direct experience supporting Special Access Programs

Functional Responsibilities: Provide resource management, program analysis, and/or technical support for Special Access Programs. Develop, prepare and submit analyses and reports for approval. Identify issues, critical shortfalls, programmatic disconnects or unnecessary duplication of effort. Analyze information and provide well-thought out written and oral plans, advice and recommended courses of actions and solutions. Provide support to execution, tracking, and reconciliation.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A related Master's degree is desirable.

### **Subject Matter Expert**

Minimum/General Experience: Ten (10) years specific experience with an area specific to the task order. Personnel should be considered an expert in this field, due to unique experiences, training or other unusual qualifications.

Functional Responsibilities: Ability to handle task specific questions. Support may include physical testing, analyzing data, interpreting information. Prepare recommendations and solutions for specific areas in question. Provide leadership and direction to team members working on the same project.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. Some form of unique training, experience or qualification is necessary.

### **Program Manager**

Minimum/General Experience: Ten (10) years specific experience assisting with all aspects of program management, to include, cost and schedule.

Functional Responsibilities: Understanding/interpreting technical feedback for detecting potential issues or setbacks. Provide oversight for cost issues which may include using Earned Value criteria or similar methods for foreseeing cost impacts or overruns. Also monitor cost savings for providing additional value, product or

deobligation. Monitor schedule and schedule changes for slippages or potential streamlining areas.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A related Master's degree is desirable.

### **Project Manager**

Minimum/General Experience: Five (5) years specific experience assisting with the program management of a program.

Functional Responsibilities: Ability to monitor cost and schedule for projects and provide information to the program manager. Ability to set budgets and monitor costs. Create schedules and timelines for completing work.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A related Master's degree is desirable.

### **Task Leader**

Minimum/General Experience: Five (5) years specific experience assisting with technical management of a program.

Functional Responsibilities: Ability to create functional teams for completing specific tasks. Provide recommendations for project direction and staffing. Oversee technical efforts and utilize new techniques, best commercial practices, etc. Review requirements, specifications and other technical documents.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A technical specialty or related Master's degree is desirable.

## **8.0 INCIDENTAL LABOR CATEGORIES**

### **Clerical I**

Minimum/General Experience: Two (2) years experience in the day-to-day administration support required in an office environment. Experience must include handling multiple phone lines and filing and the ability to handle multiple tasking.

Functional Responsibilities: Must be able to use a computer and various office products for word processing (such as Word), spreadsheets (Excel). Knowledge of e-mail and calendar tools such as those available through MS Outlook desirable.

Minimum Education: High School Diploma (or equivalent).

### **Clerical II**

Minimum/General Experience: Four (4) years experience in the day-to-day administration support required in an office environment. Experience must include handling multiple phone lines and filing and the ability to handle multiple tasking.

Functional Responsibilities: Must be able to use a computer and various office products for word processing (such as Word), spreadsheets (Excel). Knowledge of e-mail and calendar tools such as those available through MS Outlook desirable. Ability to create briefings using Powerpoint or equivalent product necessary.

Minimum Education: High School Diploma (or equivalent).

### **Clerical III**

Minimum/General Experience: Six (6) years experience in the day-to-day administration support required in an office environment. Experience must include handling multiple phone lines and filing and the ability to handle multiple tasking. Four (4) years experience required with an Associates degree.

Functional Responsibilities: Must be able to use a computer and various office products for word processing (such as Word), spreadsheets (Excel). Knowledge of e-mail and calendar tools such as those available through MS Outlook necessary. Ability to create briefings using Powerpoint or equivalent product necessary. Some database experience desirable.

Minimum Education: High School Diploma (or equivalent).

**Description of job duties and qualifications:**

As a substitute for an educational degree in a labor category, there must be a minimum of five (5) additional years of specialized experience.

Additional degrees in the appropriate technical discipline/field can be substituted for two years of experience per degree.

**All Labor Categories are applicable to all SINS: 541614SVC, 541614**

**SUPPLY SUPPORT SPECIALIST II**

Minimum/General Experience: Four (4) years of similar or related experience in the operation of warehouses, stockrooms or other storage facilities.

Functional Responsibilities: Assist with the operation of Government warehouses. Manage the shipping and receiving as well as packing and crating functions. Use inventory management systems. Assist with the design of material handling systems. Provide operations and maintenance functions for the material handling systems. Suggest improvements to the material handling system and assist with the redesign/reengineering of the system.

Minimum Education: High School Degree. Bachelor's Degree in Operations Management or degree related to the task order is desirable.

**SUPPLY SUPPORT SPECIALIST III**

Minimum/General Experience: Seven (7) years of similar or related experience in the operation of warehouses, stockrooms or other storage facilities. Experience must include familiarity with all aspects of warehouse management.

Functional Responsibilities: Manage/Operate Government warehouses. Manage the shipping and receiving as well as packing and crating functions. Use inventory management systems. Assist with the design of material handling systems. Provide operations and maintenance functions for the material handling systems. Suggest improvements to the material handling system and assist with the redesign/reengineering of the system.

Minimum Education: High School Degree. Bachelor's Degree in Operations Management or degree related to the task order is highly desirable.

**LOGISTICS SPECIALIST I/L**

Minimum/General Experience: One (1) year of similar or related experience assisting with logistics planning over the system life-cycle.

Functional Responsibilities: Assist with the development of a Integrated Logistics Support Plan to include all phases of the system life-cycle including phase-out and disposal issues. Assist with definition of maintainability and reliability figures such as Mission Reliability Rate (MRR) and MTBF (Mean Time Between Failures) Threshold and Objective figures, etc.

Minimum Education: Bachelor's degree in a field related to the task order or Statement of Work. A specialty in engineering or logistics engineering is desirable.

**LOGISTICS SPECIALIST III/L**

Minimum/General Experience: Four (4) years of similar or related experience with logistics planning/supportability

over the system life-cycle.

**Functional Responsibilities:** Develop an Integrated Logistics Support Plan to include all phases of the system life-cycle including phase-out and disposal issues. Define maintainability and reliability figures such as Mission Reliability Rate (MRR) and MTBF (Mean Time Between Failures) Threshold and Objective figures, etc. in conjunction with Release for Proposals. Evaluate figures obtained during Developmental Test and Evaluation and Operational Test and Evaluation for maintainability and reliability. Handle logistics issues throughout the system life-cycle such as: sustainment, safety and operational readiness.

**Minimum Education:** Bachelor's degree in a field related to the task order or Statement of Work. A specialty in engineering or logistics engineering is desirable.

### **LOGISTICS SPECIALIST III/L**

**Minimum/General Experience:** Ten (10) years of similar or related experience with logistics planning/supportability over the system life-cycle.

**Functional Responsibilities:** Develop an Integrated Logistics Support Plan to include all phases of the system life-cycle including phase-out and disposal issues. Define maintainability and reliability figures such as Mission Reliability Rate (MRR) and MTBF (Mean Time Between Failures) Threshold and Objective figures, etc. in conjunction with Release for Proposals. Evaluate figures obtained during Developmental Test and Evaluation and Operational Test and Evaluation for maintainability and reliability. Handle logistics issues throughout the system life-cycle such as: sustainment, spares, safety and operational readiness. Ability to oversee a logistics team.

**Minimum Education:** Bachelor's degree in a field related to the task order or Statement of Work. A specialty in engineering or logistics engineering is desirable.

### **TRANSPORTATION SPECIALIST I**

**Minimum/General Experience:** One (1) year of similar or related experience assisting with transportation planning.

**Functional Responsibilities:** Assist with moving and storage and freight forwarding. Assist with freight/cargo load planning as well as route planning. Assist with the selection of cargo carrier based on cost/time constraints and special care/handling instructions. Assist with development of standards/procedures to create transportation processes which can be used for air, water, rail or pipeline and encompass various types of freight. May require ability to handle some types of heavy loading equipment or other machinery.

**Minimum Education:** High school degree or GED

### **TRANSPORTATION SPECIALIST II**

**Minimum/General Experience:** Four (4) years of similar or related experience with transportation planning.

**Functional Responsibilities:** Create moving and storage plans and handle freight forwarding. Create freight/cargo load plans and develop route plans. Select cargo carrier type based on cost/time constraints and special care/handling instructions. Develop standards/procedures to create transportation processes which can be used for air, water, rail or pipeline and encompass various types of freight. May require ability to handle some types of heavy loading equipment or other machinery.

**Minimum Education:** High school degree. Bachelor's degree in transportation management or other field related to the task order is highly desirable.

### **TRANSPORTATION SPECIALIST III**

Minimum/General Experience: Ten (10) years of similar or related experience with transportation planning.

Functional Responsibilities: Create moving and storage plans and handle freight forwarding. Create freight/cargo load plans and develop route plans. Select cargo carrier type based on cost/time constraints and special care/handling instructions. Develop standards/procedures to create transportation processes which can be used for air, water, rail or pipeline and encompass various types of freight. May require ability to handle some types of heavy loading equipment or other machinery.

Minimum Education: Bachelor's degree in transportation management or other field related to the task order is highly desirable.

#### **PROGRAM MANAGER/L**

Minimum/General Experience: Ten (10) years experience managing warehousing personnel and operations.

Functional Responsibility: Plans, organizes and controls the overall activities of the project. Schedules and allocates work. Provides advice and guidance to subordinates and ensures adequacy of work. Responsible for project planning and execution.

Minimum Education: Bachelor's Degree in Computer Science, Business, Engineering or other field related to the Statement of Work.

#### **Description of job duties and qualifications (SCA labor categories):**

As a substitute for an educational degree in a labor category, there must be a minimum of five (5) additional years of specialized experience.

Additional degrees in the appropriate technical discipline/field can be substituted for two years of experience per degree.

#### **DISPATCHER, MOTOR VEHICLE**

Minimum/General Experience: Two (2) years of similar or related experience in dispatching.

Functional Responsibilities: This position is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.

Minimum Education: High School Degree or GED.

#### **SCHEDULER, MAINTENANCE**

Minimum/General Experience: Two (2) years of similar or related experience in scheduling.

Functional Responsibilities: This position schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of

repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.

Minimum Education: High School Degree or GED.

### **SECRETARY I**

Minimum/General Experience: One (1) year of similar or related experience.

Functional Responsibilities: This position provides administrative support to the project. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the project. This position will receive a minimum of detailed supervision, and performs various clerical and administrative (TDY planning, meeting planning, etc.) duties requiring knowledge of office routine and an understanding of the project's needs and goals. Computers may exist in the environment, requiring working knowledge of certain office or project software programs.

Minimum Education: High School Degree or GED.

### **SECRETARY II**

Minimum/General Experience: Two (2) years of similar or related experience.

Functional Responsibilities: This position provides administrative support to the project. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the project. This position will receive a minimum of detailed supervision, and performs various clerical and administrative (TDY planning, meeting planning, etc.) duties requiring knowledge of office routine and an understanding of the project's needs and goals. Computers may exist in the environment, requiring working knowledge of certain office or project software programs.

Minimum Education: High School Degree or GED.

### **MOTOR VEHICLE MECHANIC**

Minimum/General Experience: One (1) year of similar or related experience.

Functional Responsibilities: The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent..

Minimum Education: High School Degree or GED.

### **COMPUTER SYSTEMS ANALYST I**

Minimum/General Experience: Entry level position. See Minimum Education

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.

This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may

research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.

Minimum Education: Associates Degree in related field required.

## **COMPUTER SYSTEMS ANALYST II**

Minimum/General Experience: Two (2) years of similar or related experience.

This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.

The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

In this position, the incumbent works independently under overall project objectives and requirements, and appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.

Minimum Education: Associates Degree in related field required.

## **COMPUTER SYSTEMS ANALYST III**

Minimum/General Experience: One (1) year of similar in Computer Systems Analyst II role.

The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

Minimum Education: Associates Degree in related field required.

### **GRAPHIC ARTIST**

Minimum/General Experience: See Minimum Education.

The Graphic Artist works with the courseware production team to design and develop graphic/visual effects used in courseware material. This position requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.

Minimum Education: Associates Degree in related field required.

### **FORKLIFT OPERATOR**

Minimum/General Experience: Six (6) months of similar or related experience.

The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

Minimum Education: High School Degree or GED.

### **MATERIAL EXPEDITER**

Minimum/General Experience: One (1) year of similar or related experience.

The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

Minimum Education: High School Degree or GED.

### **MATERIAL HANDLING LABORER**

Minimum/General Experience: Two (2) years of similar or related experience OR Minimum Education.

This person will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Minimum Education: High School Degree or GED.

### **ORDER FILLER**

Minimum/General Experience: Two (2) years of similar or related experience OR Minimum Education.

The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. This worker may, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

Minimum Education: High School Degree or GED.

### **SHIPPING PACKER**

Minimum/General Experience: One (1) year of similar or related experience.

Someone in this position prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.

Exclude packers who also make wooden boxes or crates.

Minimum Education: High School Degree or GED.

### **SHIPPING/RECEIVING CLERK**

Minimum/General Experience: One (1) year of similar or related experience.

The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

Minimum Education: High School Degree or GED.

### **WAREHOUSE SPECIALIST**

Minimum/General Experience: One (1) year of similar or related experience.

As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.

Minimum Education: High School Degree or GED.

### **FUEL DISTRIBUTION OPERATOR**

Minimum/General Experience: One (1) year of similar or related experience.

The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and off loading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

Minimum Education: High School Degree or GED.

### **HEAVY EQUIPMENT MECHANIC**

Minimum/General Experience: Two (2) years of similar or related experience.

The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

Minimum Education: High School Degree or GED.

### **HEAVY EQUIPMENT OPERATOR**

Minimum/General Experience: Two (2) years of similar or related experience.

The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

Minimum Education: High School Degree or GED.

### **MACHINERY MAINTENANCE MECHANIC**

Minimum/General Experience: Two (2) years of similar or related experience.

The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Minimum Education: High School Degree or GED.

#### **DRAFTER IV**

Minimum/General Experience: Two (2) years of similar or related experience with Bachelor's OR Four (4) years of similar or related experience with High school degree or GED.

This operator works closely with design originators, preparing drawings or computer models of unusual, complex, or original designs that require a high degree of precision, performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. This incumbent assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced, exercises independent judgment in selecting and interpreting data based on knowledge of the design intent. Although working primarily as a drafter, this worker may occasionally interpret general designs prepared by others to complete minor details, may provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

Minimum Education: Bachelor's in relevant field OR High school degree or GED (see Minimum Experience).

#### **BUS DRIVER**

Minimum/General Experience: One (1) year of similar or related experience.

The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

Minimum Education: High School Degree or GED.

#### **SHUTTLE BUS DRIVER**

Minimum/General Experience: One (1) year of similar or related experience.

The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

Minimum Education: High School Degree or GED.

### **TRUCK DRIVER, LIGHT TRUCK**

Minimum/General Experience: Two (2) years of similar or related experience OR Minimum Education.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:

Straight truck, less than 1 1/2 tons, usually 4 wheels.

Minimum Education: High School Degree or GED.

### **TRUCK DRIVER, MEDIUM TRUCK**

Minimum/General Experience: Two (2) years of similar or related experience OR Minimum Education.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:

Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.

Minimum Education: High School Degree or GED.

### **TRUCK DRIVER, HEAVY TRUCK**

Minimum/General Experience: Two (2) years of similar or related experience OR Minimum Education.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:

Straight truck, over 4 tons, usually 10 wheels.

Minimum Education: High School Degree or GED.

### **TRUCK DRIVER, TRACTOR-TRAILER**

Minimum/General Experience: Two (2) years of similar or related experience OR Minimum Education.

An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle:

A trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle.

Minimum Education: High School Degree or GED

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

<b>SCLS Eligible Labor Category</b>	<b>SCLS Equivalent Code Title</b>	<b>Wage Determination No</b>
Dispatcher, Motor Vehicle	01060 Dispatcher, Motor Vehicle	2015-4047
Scheduler, Maintenance	01300 Scheduler, Maintenance	2015-4047
Secretary I	01311 Secretary I	2015-4047
Secretary II	01312 Secretary II	2015-4047
Motor Vehicle Mechanic	05190 Motor Vehicle Mechanic	2015-4047
Computer Systems Analyst I	14101 Computer Systems Analyst I	2015-4047
Computer Systems Analyst II	14102 Computer Systems Analyst II	2015-4047
Computer Systems Analyst III	14103 Computer Systems Analyst III	2015-4047
Graphic Artist	15080 Graphic Artist	2015-4047
Forklift Operator	21020 Forklift Operator	2015-4047
Material Expediter	21040 Material Expediter	2015-4047
Material Handling Laborer	21050 Material Handling Laborer	2015-4047
Order Filler	21071 Order Filler	2015-4047
Shipping Packer	21110 Shipping Packer	2015-4047
Shipping/Receiving Clerk	21130 Shipping/Receiving Clerk	2015-4047
Warehouse Specialist	21410 Warehouse Specialist	2015-4047
Fuel Distribution Operator	23312 Fuel Distribution System Operator	2015-4047
Heavy Equipment Mechanic	23430 Heavy Equipment Mechanic	2015-4047
Heavy Equipment Operator	23440 Heavy Equipment Operator	2015-4047
Machinery Maintenance Mechanic	23530 Machinery Maintenance Mechanic	2015-4047
Drafter IV	30064 Drafter/CAD Operator IV	2015-4047
Bus Driver	31030 Bus Driver	2015-4047
Shuttle Bus Driver	31290 Shuttle Bus Driver	2015-4047
Truckdriver, Light Truck	31361 Truckdriver Light	2015-4047
Truckdriver, Medium Truck	31362 Truckdriver Medium	2015-4047
Truckdriver, Heavy Truck	31363 Truckdriver Heavy	2015-4047
Truckdriver, Tractor-Trailer	31364 Truckdriver Tractor-Trailer	2015-4047

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).