General Services Administration Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS) Contract
Number: GS-02F-004HA
Contract Period: November 1, 2017 to October 31, 2022

Contractor: PAE PROFESSIONAL SERVICES LLC
7799 Leesburg Pike, STE 300N
Falls Church, VA 22043

Business Size: Large Business

Telephone: 540-684-6455
FAX Number: 540-604-5495
Web Site: www.pae.com
E-mail: Joniece.Cranford@pae.com
Contract Administration: Joniece Cranford

Current as of Modification PA-0016 effective February 10, 2022

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: www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on FSS Schedules button at www.fss.gsa.gov.
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>PSC</th>
<th>SIN</th>
<th>NAICS</th>
<th>NAICS Title</th>
<th>SIN Title</th>
<th>Large Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>R799</td>
<td>561611</td>
<td>561611</td>
<td>Investigative Services</td>
<td>HR Support: Pre Employment Background Investigations</td>
<td>Human Capital</td>
<td>Background Investigations</td>
</tr>
<tr>
<td>R699</td>
<td>OLM</td>
<td>OLM</td>
<td>NONE</td>
<td>NONE</td>
<td>Order Level Materials</td>
<td>Miscellaneous</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Lowest Price Model</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>561611</td>
<td>Clerical Specialist I</td>
<td>$33.47/ per hour</td>
</tr>
</tbody>
</table>

1c. Labor Category Descriptions: Refer to Pages 8 through 12

2. Maximum order: $1,000,000 per order notwithstanding this limit, agencies may place and PAE may honor orders exceeding this limit in accordance with FAR 8.404. This maximum order value is a dollar amount at which it is suggested that the ordering agency request greater discounts from the contractor before issuing the order. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.

3. Minimum order: $100.00

4. Geographic coverage (delivery area): 50 United States and territories worldwide.

5. Point(s) of production: Falls Church, Fairfax County, VA

6. Discount: All prices shown herein are net. Discounts have been taken.

7. Quantity discounts: None

8. Prompt payment terms: Net 30 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): Not Applicable

10a. Time of delivery: To be negotiated with the Ordering Agency.

10b. Expedited Delivery: To be negotiated with the Ordering Agency.

10c. Overnight and 2-day delivery: To be negotiated with the Ordering Agency.

10d. Urgent Requirements: To be negotiated with the Ordering Agency.

11. F.O.B. point(s): Destination
12a. **Ordering Address:**
Orders should be directed to: PAE Professional Services LLC
7799 Leesburg Pike, Suite 300 North
Falls Church, VA 22043-2413
Telephone: 724-264-4473
Fax: Call for Fax No.
E-mail: Joniece.Cranford@pae.com

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

13. **Payment Remittance Address:**
Payment may be made by check, wire transfer, or Government purchase card.

Remittance Name: PAE Attn: Tara Rush
Remittance Address: 901 Lincoln Drive West, Suite 200
Marlton, NJ 08053

14. **Warranty provision:** Not Applicable

15. **Export packing charges, if applicable:** Not Applicable

16. **Terms and Conditions of Rental, Maintenance, and Repair (if applicable):** Not Applicable

17. **Terms and conditions of installation (if applicable):** Not Applicable

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable

18b. **Terms and conditions for any other services:** Not Applicable

19. **List of service and distribution points:** Not Applicable

20. **List of participating dealers:** Not Applicable

21. **Preventive maintenance:** Not Applicable

22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable.

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/: Not Applicable

23. **Unique Entity Identifier (UEI) number:** HHB2BNB4PNY3

24. **Notification regarding registration in System for Award Management (SAM) database:** Registered
Who We Are
PAE has diversified its professional services to include:

» Training
» Security Solutions
» Information Management & Support Services
» Data Analytics

Our Mission today is to deliver best-in-class people, processes and technology in partnership with our diverse customer base, creating value for shareholders, employees and the community.

PAE offers a wide range of adjudicative services to various federal agencies. PAE provides nearly 200 talented personnel security professionals nationwide in support of government agencies. These professionals provide direct adjudicative support throughout the entire spectrum of personnel security services. From position risk designations to final adjudications, PAE personnel have proven to be a valuable asset in promoting the safety and security of the federal government. Our commitment to our client’s success means that we work on all levels to provide the services that they need.

With the advent of Homeland Security Presidential Directive 12 (HSPD-12) and the requirement that all federal employees and contractors undergo background investigations, personnel security services are highly demanded. As many agencies handle personnel security workload differently, we offer scalable solutions for all types of adjudications programs.

Using real data and processes from an actual federal client, here is how PAE supports their personnel security program through the adjudicative process (see Figure 1).

![Figure 1 Preliminary Adjudications](image)

PAE Clerical Specialist (PSAs), complete pre-employment queries to include: criminal history checks via fingerprint submission to the FBI-IAFIS database, availability of reciprocal investigations via PIPS, CVS, JPAS or other investigations repositories, and validation of work and/or citizenship status for foreign born individuals. Once all pre-employment queries are completed, the case file is handed to a PAE Technical Specialist (PSS) who will review the case for completeness and compliance with established federal regulations (see Figure 2). These PSSs review all the case materials and make an interim determination on duty (EOD) determination. Once this determination is made, a Subject will be allowed to report for duty. If necessary, the PSS will reach out to the Subject of the investigation and inquire about information that may be of a potentially disqualifying nature under established federal and/or agency guidelines. The PSS will then review the Subject’s response and make an appropriate recommendation. All of this can occur with little to no intervention from the federal client. They provide oversight and guidance for the program, but PAE adjudicators can act as a completely self-sufficient and independent unit in making these recommendations.

» Title 5, Code of Federal Regulations, Part 731, “Suitability”
» Executive Order 12968 “Access to Classified Information”
» Executive Order 10450 “Security Requirements for Government Employment”

Figure 2
Final Adjudications

Once the background investigation is complete, PAE PSSs review the report of investigation and associated materials and make a final recommendation to the federal client. PAE PSSs also complete the administrative work of informing the Subject of the final determination and reporting the final determination back to OPM. While federal employees retain the ultimate responsibility for making the final determination, the remainder of the case is almost completely handled by the PAE staff.

As different Federal agencies adjudicate to different standards and clearance levels, PAE is flexible in its offerings. Our PSSs are presently trained to make security and suitability determinations, security clearances, and access levels to meet the client’s requirements.

What We Can Do

At PAE we are personally invested in the outcome of our endeavors and we are committed to helping our customers make the best decisions. We offer highly-skilled Subject Matter Experts (SME) (Functional Analysts, Investigation, Consulting, Surveying, Project Director) that can assess a federal agency’s personnel security program and provide a wide array of alternatives to strengthen their efficiency. Ultimately, the success of an adjudicative program is dependent on more than just casework and our goal is to ensure that agencies clear employees and contractors in the most efficient way possible. Our SMEs are able to provide the following:

» Standard Operating Procedures and Work Flow Assessment
» Metrics Package Creation
» Adjudications Training
» Help Desk Assistance
» Compliance of HSPD-12 PIV Card Issuance
» Library and Archival Services

Standard Operating Procedures and Work Flow Assessment

Within any agency or institution, it is imperative to maintain an in-depth understanding of the strengths and weaknesses of your program and employees. Maintaining an up-to-date, all-inclusive Standard Operating Procedure (SOP) and written Work Flow process reduces risk to an agency’s productivity, ensures compliance with established directives and holds an agency to a higher standard of excellence.

Our SMEs can develop an agency specific handbook or formal policy guidelines that can be utilized by all members of your personnel security program. Handbooks and/or policy guidelines can serve separate purposes for the client. Policy guidelines are requirements on what needs to be completed during the adjudicative process and are typically mandated by a higher authority than the personnel security program (i.e. division, agency or governmental body). In contrast, handbooks can be used to detail how to execute the policy guidelines. The handbook may include, but is not limited to: step-by-step instructions for daily tasks, workflow procedures, FAQs, specify communication procedures, provide form templates and adjudicative samples.

In coordination with the SOP or as a separate function our SMEs can make an educated assessment of your current Work Flow processes and determine if there are any roadblocks leading to deficiencies or difficulties in your program. After the initial assessment, our experts will work with your organization to redesign your Work Flow processes to create an agile and transparent operation by removing the identified roadblocks and inefficiencies. We achieve these goals by executing the following:

» Identification of agency goals and concerns
» Evaluation of departmental and governmental requirements
» Addition of personnel security support
» Creation of agency specific templates and forms
» Formation of streamlined communication and notification procedures
» Continuous tracking of Metrics Package (including quality, production, cycle times and case difficulty)
Metrics Package

Developing a comprehensive metrics package can assist an organization by assessing the efficiency and flexibility of its personnel and processes. Metrics can aid an agency by identifying trends and/or roadblocks in the work flow process. These packages can include:

- Case scheduling tendencies
- Quality errors
- Issue code distribution
- Individual employee performance
d- End-to-End cycle times
- Performance overtime

Metrics Packages can be tailored in conjunction with an agency’s case management system or can be developed with existing infrastructures. For example, End-to-End cycle times can be calculated by using an agency’s case management system and OPM e-QIP case status reports.

In addition, metrics can be utilized to assist an agency or division in adhering to departmental or governmental reporting requirements. For example, a comprehensive report that shows an agency’s productivity over a given time frame or details the reduction of case cycle times from initiation to adjudication. Supplying these types of documents can assist an agency in securing additional funding, mobilizing additional personnel or supporting action plans.

Adjudications Training

PAE prides itself on maintaining a workforce of qualified individuals for our clients. To support this, we offer basic adjudications courses to all employees who work on personnel security contracts and to those that are looking for professional development. PAE began offering a basic adjudications course in 2007 to our personnel security professionals. This diversified approach further supports PAE’s goal of leveraging of resources and the development of experienced personnel. At PAE, the practice of inclusion means that we embrace our diverse pool of SMEs and utilize them to the fullest extent. PSPs that attend the adjudications course come away with a greater understanding of the personnel security process, and a better idea of how their part works in security and suitability determinations. PAE personnel security professionals are consistently praised for their professionalism and ability to adapt to customer priorities. This is owed to the training and supervisory support they receive.

The PAE adjudications course covers both suitability adjudications made under 5CFR731 and security determinations made under EO10450 and EO12968. It also features progressively difficult testing which is made up of both practical exercises as well as multiple choice questions. The final for the course includes a multiple choice test focused on the theory aspects as well as a practical examination which takes the student through the full adjudications process using a simulated set of case papers, ROI and requires them to make a final recommendation.

So that our staff meets operational requirements, PAE developed a tailored training plan to ensure our PSP understand and can complete the required mission. To support adjudications, PAE developed an extensive, 27-hour, classroom-based training program called PAE Center of Excellence – Suitability and Security Adjudications.

We base the core curriculum presented on Federal guidelines, but PAE modifies it to meet program’s specific needs and processes. This training program conveys the concepts provided in OPM’s “Essentials of Suitability Program” and covers the following areas:

- A discussion of the differences between suitability concerns, security concerns, and qualification concerns, and offers a test case at the moderate-risk levels of seriousness
- A discussion of fitness factors that may result in a negative suitability determination
Help Desk Assistance
PAE also offers e-QIP help desk services to further support adjudications program. Our Clerical Specialists are capable of providing direct support of the OPM e-QIP online application. Our personnel field calls directly from Subjects and assist them in navigating e-QIP.

Hours of operation for the e-QIP helpdesk can be tailored to agency specific needs. For example, agencies with a nationwide footprint may need support from 7:00am EST to 5:00pm PST. We also have the ability to offer bi-lingual services for Spanish speaking Subjects. The e-QIP help desk can also be used to support the agency through metric tracking and quality control of e-QIP activities.

Compliance of HSPD-12 PIV Card Issuance

PAE also offers physical security services that directly support the personnel security mission. PAE provides trained Clerical Specialists who work directly to ensure compliance with HSPD-12. From required background investigations, through card issuance, to physical and information security, PAE personnel work to support HSPD-12 initiatives.

PAE provides individuals who are experienced with the use of agency specific personnel security programs and their HSPD-12 Card Management System (CMS). These individuals ensured that all Subjects had HSPD-12 compliant background investigations and that they were completely and accurately entered into these systems prior to being issued a HSPD-12 PIV card. These same individuals then provide onsite assistance in the issuing and activation of these PIV cards at various locations across the continental US.

Library and Archival Services

Storing sensitive personnel security files and documents in an overwhelmingly paper-based environment has become gradually more costly and time consuming. Given the importance of sensitive, confidential records to national security, it is essential that they be easily accessed by authorized personnel and maintained in accordance to departmental and governmental directives. Many agencies and institutions face challenges when developing or maintaining their records retention programs. These include:

- Cost and Storage Space limitation
- Controlled Accessibility
- Preservation of documents over time
- Disorganization of files

PAE is a leader in providing strategic solutions to assist agencies in implementing an Electronic Content Management (ECM) system. We excel in providing customized solutions that can meet our clients short and/or long term needs, take into consideration departmental or governmental directives, and solve operational and financial difficulties.
Labor Category Descriptions

Project Director I

Functional Responsibility: In conjunction with the provision of professional security and/or intelligence services serves as the Contractor’s single contract manager, and shall be the Contractor’s authorized interface with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. The Project Director shall be responsible for overall contract management and quality assurance. In addition, the Project Director shall be responsible for:

- Formulating and enforcing work standards;
- Assigning Contractor schedules;
- Reviewing work discrepancies;
- Recruiting, selecting, hiring and training staff;
- Supervising Contractor personnel;
- Assisting in task performance;
- Preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates;
- Providing high quality, efficient and cost effective management of projects within customer specific contract requirements and timelines;
- Monitors daily operations and provides direction to subordinate staff;
- Managing client relationships and resolving client issues.

Minimum Experience & Education: With a Bachelor’s Degree this position requires a minimum of three years of experience. With an Associate’s Degree this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, four years of relevant experience is required two of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: project development, management and control of funds and resources, demonstrated capability in managing contract tasks and/or subcontracts. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires excellent writing and communication skills.

Project Director II

Functional Responsibility: In conjunction with the provision of professional security and/or intelligence services serves as the Contractor’s single contract manager, and shall be the Contractor’s authorized interface with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. The Project Director shall be responsible for overall contract management and quality assurance. In addition, the Project Director shall be responsible for:

- Formulating and enforcing work standards;
- Assigning Contractor schedules;
- Reviewing work discrepancies;
- Recruiting, selecting, hiring and training staff;
- Supervising Contractor personnel;
- Assisting in task performance;
- Preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates;
- Providing high quality, efficient and cost effective management of projects within customer specific contract requirements and timelines;
- Monitors daily operations and provides direction to subordinate staff;
- Managing client relationships and resolving client issues.

Minimum Experience & Education: With a Bachelor’s Degree this position requires a minimum of three years of relevant
experience, one of which should be experience relevant to the nature of the contract work. With an Associate’s Degree this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, six years of relevant experience is required, three of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: project development, management and control of funds and resources, demonstrated capability in managing contract tasks and/or subcontracts. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires excellent writing and communication skills.

**Project Director III**

**Functional Responsibility:** In conjunction with the provision of professional security and/or intelligence services serves as the Contractor’s single contract manager, and shall be the Contractor’s authorized interface with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), government management personnel and customer agency representatives. The Project Director shall be responsible for overall contract management and quality assurance. In addition, the Project Director shall be responsible for:

- Formulating and enforcing work standards;
- Assigning Contractor schedules;
- Reviewing work discrepancies;
- Recruiting, selecting, hiring and training staff;
- Supervising Contractor personnel;
- Assisting in task performance;
- Preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates;
- Providing high quality, efficient and cost effective management of projects within customer specific contract requirements and timelines;
- Monitors daily operations and provides direction to subordinate staff;
- Managing client relationships and resolving client issues.

**Minimum Experience & Education:** With a Master’s Degree this position requires a minimum of five years of experience, two of which should be experience relevant to the nature of the contract work. With a Bachelor’s Degree this position requires a minimum of seven years of relevant experience, three of which should be experience relevant to the nature of the contract work. With an Associate’s Degree this position requires a minimum of eight years of experience, four of which should be experience relevant to the nature of the contract work. With no degree, ten years of relevant experience is required, five of which should experience relevant to the nature of the contract. Relevant experience may include, but is not limited to: project development, management and control of funds and resources, demonstrated capability in managing contract tasks and/or subcontracts. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires outstanding writing and communication skills.

**Technical Specialist I**

**Functional Responsibility:** Performs security and/or intelligence services in one or more of the specialized security and/or intelligence areas. Duties may include, but are not limited to:

- Applying incident management, problem solving, and task performance;
- Producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments;
- Providing analytical/research and technical support services;
- Analysis of complex cases;
- Updating of database material as appropriate;
- Reviewing and comparison of records for accuracy against database material;
- Conducting background investigations;
- Producing solutions and documentation;
- Monitoring project tasks and schedules.
Minimum Experience & Education: With an Associate’s Degree this position requires one year of relevant experience. With no degree this position requires three years of relevant experience, two of which should be experience relevant to the nature of the contract work. Subject matter expertise and hands-on experience in one or more security and/or intelligence discipline and experience implementing complex government security and/or intelligence programs and policies is preferable. Requires excellent writing and communication skills.

Technical Specialist II

Functional Responsibility: Performs security and/or intelligence services in one or more of the specialized security and/or intelligence areas. Duties may include, but are not limited to:
- Applying incident management, problem solving, and task performance;
- Producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments;
- Providing analytical/research and technical support services;
- Analysis of complex cases;
- Updating of database material as appropriate;
- Reviewing and comparison of records for accuracy against database material;
- Conducting background investigations;
- Producing solutions and documentation;
- Providing guidance to junior analysts;
- Monitoring project tasks and schedules.

Minimum Experience & Education: With a Bachelor’s Degree this position requires two years of relevant experience, one of which should be experience relevant to the nature of the contract work. With an Associate’s Degree this position requires three years of relevant experience, two of which should be experience relevant to the nature of the contract work. With no degree this position requires five years of relevant experience, three of which should be relevant to the nature of the contract work. Subject matter expertise and hands-on experience in one or more security and/or intelligence discipline and experience implementing complex government security and/or intelligence programs and policies is preferable. Requires excellent writing and communication skills.

Technical Specialist III

Functional Responsibility: Performs security and/or intelligence services in one or more of the specialized security and/or intelligence areas. Duties may include, but are not limited to:
- Applying incident management, problem solving, and task performance;
- Producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments;
- Providing analytical/research and technical support services;
- Analysis of complex cases;
- Updating of database material as appropriate;
- Reviewing and comparison of records for accuracy against database material;
- Conducting background investigations;
- Producing solutions and documentation;
- Providing guidance to junior analysts;
- Monitoring project tasks and schedules.

Minimum Experience & Education: With a Master’s Degree this position requires four years of relevant experience, two of which should be experience relevant to the nature of the contract work. Bachelor’s Degree this position requires five years of relevant experience, three of which should be experience relevant to the nature of the contract work. With an Associate’s Degree this position requires six years of relevant experience, three of which should be experience relevant to the nature of the contract work. With no degree this position requires ten years of relevant experience, five of which should be experience relevant to the nature of the contract work. Subject matter expertise and hands-on experience in one or more security and/or intelligence discipline and experience implementing complex government security and/or intelligence programs and policies is preferable. Requires excellent writing and communication skills.
Clerical Specialist I

**Functional Responsibility:** In conjunction with the provision of professional security and/or intelligence services, functions as administrative assistant for an office or program. Provides administrative support functions such as:
- Preparing draft and final correspondence;
- Preparing reports and other published material;
- Preparing briefing material;
- Maintaining program files;
- Supporting budget and finance functions;
- Executing administrative operating processes and procedures.

**Minimum Experience & Education:** With a Bachelor’s or Associate’s Degree this position requires no experience. With a High School Diploma this position requires one year of relevant experience performing administrative support functions. With no degree, two years of relevant experience performing administrative support functions is required. Must be organized and have good oral and written communication skills. Experience using word processing and desktop publishing application software and hardware is preferable.

Clerical Specialist II

**Functional Responsibility:** In conjunction with the provision of professional security and/or intelligence services, functions as administrative assistant for an office or program. Provides administrative support functions such as:
- Preparing draft and final correspondence;
- Preparing reports and other published material;
- Preparing briefing material;
- Maintaining program files;
- Supporting budget and finance functions;
- Executing administrative operating processes and procedures.

**Minimum Experience & Education:** Minimum Experience & Education: With a Bachelor’s or Associate’s Degree this position requires one year of experience. With a High School Diploma this position requires two years of relevant experience performing administrative support functions. With no degree, three years of relevant experience performing administrative support functions is required. Must be highly organized and have excellent oral and written communication skills. Experience using word processing and desktop publishing application software and hardware is preferable.

Clerical Specialist III

**Functional Responsibility:** In conjunction with the provision of professional security and/or intelligence services, functions as administrative assistant for an office or program. Provides administrative support functions such as:
- Preparing draft and final correspondence;
- Preparing reports and other published material;
- Preparing briefing material;
- Maintaining program files;
- Supporting budget and finance functions;
- Executing administrative operating processes and procedures.

**Minimum Experience & Education:** With a Bachelor’s or Associate’s Degree this position requires two years of relevant experience performing administrative support functions. With a High School Diploma this position requires four years of relevant experience performing administrative support functions, one of which should include supervisory or executive-level office management/administrative support functions. With no degree, five years of relevant experience performing administrative support functions is required, two years of which should include supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Experience using word processing and desktop publishing application software and hardware is preferable.
**Functional Analyst I (Investigation, Consulting, Surveying)**

**Functional Responsibility:** In conjunction with the provision of professional security and/or intelligence services, duties may include, but are not limited to, analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Providing high level management support, supervision, research and technical support to projects and programs. Developing and monitoring project tasks and schedules. Managing work of task or project teams.

**Minimum Experience & Education:** With a Bachelor’s Degree this position requires a minimum of one year of experience relevant to the nature of the contract work. With an Associate’s Degree this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. Without a degree this position requires a minimum of three years of experience, one of which should be experience relevant to the nature of the contract work. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires excellent writing and communication skills.

**Functional Analyst II (Investigation, Consulting, Surveying)**

**Functional Responsibility:** In conjunction with the provision of professional security and/or intelligence services, duties may include, but are not limited to, analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Providing high level management support, supervision, research and technical support to projects and programs. Developing and monitoring project tasks and schedules. Managing work of task or project teams.

**Minimum Experience & Education:** With a Bachelor’s Degree this position requires a minimum of three years of experience, one of which should be experience relevant to the nature of the contract work. With an Associate’s Degree this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. Without a degree this position requires a minimum of six years of experience, three of which should be experience relevant to the nature of the contract work. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires excellent writing and communication skills.

**Functional Analyst III (Investigation, Consulting, Surveying)**

**Functional Responsibility:** In conjunction with the provision of professional security and/or intelligence services, duties may include, but are not limited to, analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Providing high level management support, supervision, research and technical support to projects and programs. Developing and monitoring project tasks and schedules. Managing work of task or project teams.

**Minimum Experience & Education:** With a Bachelor’s Degree this position requires a minimum of seven years of experience, three of which should be experience relevant to the nature of the contract work. With an Associate’s Degree this position requires a minimum of eight years of experience, four of which should be experience relevant to the nature of the contract work. Without a degree this position requires a minimum of ten years of experience, five of which should be experience relevant to the nature of the contract work. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires excellent writing and communication skills.
**EQUIVALENT EXPERIENCE MATRIX**

Hiring managers have the flexibility to substitute degree requirements as needed using the following matrix:

<table>
<thead>
<tr>
<th>Degree Required</th>
<th>Acceptable Equivalent Education</th>
<th>AND Additional Required Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates Degree</td>
<td>High School Diploma / GED and</td>
<td>2 additional years related experience</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Associates Degree and No Degree and</td>
<td>2 additional years related experience 4 additional years related experience</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Bachelor’s Degree and Associates Degree and No Degree and</td>
<td>2 additional years related experience 4 additional years related experience 6 additional years related experience</td>
</tr>
</tbody>
</table>

**SCA MATRIX**

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code - Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical Specialist I</td>
<td>01112 - General Clerk II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical Specialist II</td>
<td>01113 - General Clerk III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical Specialist III</td>
<td>01113 - General Clerk III</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>
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).