



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

PAE PROFESSIONAL SERVICES LLC

7799 Leesburg Pike, Ste 300N

Falls Church, VA 22043

Telephone: 724-264-4473

Fax: 540-322-4511

www.pae.com

Multiple Award Schedule (MAS)

Contract Number: GS-07F-025GA

Contract Period: January 1, 2017 to December 31, 2021

System for Award Management: Valid Registration

Business Size: Large

Current as of Modification PS-A824 effective September 2, 2020

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.

Table of Contents

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)	1
2. MAXIMUM ORDER	1
3. MINIMUM ORDER	1
4. GEOGRAPHIC SCOPE OF CONTRACT	1
5. POINT OF PRODUCTION	1
6. DISCOUNT FROM LIST PRICES	1
7. QUANTITY DISCOUNTS	2
8. PROMPT PAYMENT TERMS	2
9. GOVERNMENT PURCHASE CARDS	2
10. FOREIGN ITEMS	2
11b. EXPEDITED DELIVERY	2
11c. OVERNIGHT AND 2-DAY DELIVERY	2
11d. URGENT REQUIREMENTS	2
12. F.O.B. POINTS	2
13. ORDERING ADDRESS	3
14. PAYMENT ADDRESS	3
15. WARRANTY PROVISION	3
16. EXPORT PACKING CHARGES	3
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE	3
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR	3
19. TERMS AND CONDITIONS OF INSTALLATION	4
20. TERMS AND CONDITIONS OF REPAIR PARTS	4
20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES	4
21. LIST OF SERVICE AND DISTRIBUTION POINTS	4
22. LIST OF PARTICIPATING DEALERS	4
23. PREVENTATIVE MAINTENANCE	4
24. ENVIRONMENTAL ATTRIBUTES	4
25. SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT)	4
26. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER	4
26. SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE	4
27. DESCRIPTION OF SECURITY CONSULTING SERVICES OFFERED	5
28. LABOR CATEGORY DESCRIPTIONS	6
29. EQUIVALENCY MATRIX	13
30. SCA LABOR CATEGORY MATRIX	14
31. LABOR RATES	14

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

Legacy SIN	PSC	New MAS SIN	NAICS	NAICS Title	SIN Title	Large Category	Subcategory
246 52	R425	334512	334512	Automatic Environmental Control Manufacturing for Residential, Commercial and Appliance Use	Total Solution Support Products for Facilities Management Systems	Facilities	Facilities Solutions
84 500	R699	OLM	OLM	None	None	Order Level Materials	Miscellaneous

2. MAXIMUM ORDER

The Contractor is not obligated to honor any order for a combination of items in excess of \$250,000.

3. MINIMUM ORDER

The minimum dollar value of orders is \$100.

4. GEOGRAPHIC SCOPE OF CONTRACT

This contract may be used as sources of supplies or services described herein for domestic and/or overseas delivery.

Definitions—

Domestic delivery is delivery within the 48 contiguous United States and Washington, DC; and to a CONUS port or consolidation point for orders received from overseas activities.

Overseas delivery is delivery to points outside of the United States, and Washington, DC.

This contract may be used on a non-mandatory basis by the following activities: Executive agencies; other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to the Contracting Officer.)

- (1) The Contractor is obligated to accept orders received from activities within the Executive Branch of the Federal Government.
- (2) The Contractor is not obligated to accept orders received from activities outside the Executive Branch of the Federal Government; however, the Contractor is encouraged to accept orders from such Federal activities.

5. POINT OF PRODUCTION

All services provided under this contract will be originated at the PAE headquarters facility in Falls Church, Virginia.

6. DISCOUNT FROM LIST PRICES

Prices shown are NET Prices; Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS

None

8. PROMPT PAYMENT TERMS

Prompt Payment: net - 30 days from receipt of invoice or date of acceptance, whichever is later.

9. GOVERNMENT PURCHASE CARDS

Purchase card orders below the micro-purchase threshold (currently \$3,000) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.

Purchase card orders above the micro-purchase threshold (currently (\$3,000) will not be accepted.

10. FOREIGN ITEMS

None

11a. TIME OF DELIVERY

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

DELIVERY TIME (Days ARO) 60

11b. EXPEDITED DELIVERY

Contact Contractor

11c. OVERNIGHT AND 2-DAY DELIVERY

Contact Contractor

11d. URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter deliverytime and in accordance with all other terms and conditions of thecontract.

12. F.O.B. POINTS

F.O.B. Destination

13. 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: rebecca.selker@pae.com

14. PAYMENT 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

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties and representations include:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. EXPORT PACKING CHARGES

Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Contact Contractor

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

Not applicable

19. TERMS AND CONDITIONS OF INSTALLATION

Not applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS

Not applicable

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES

Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable

22. LIST OF PARTICIPATING DEALERS

Not applicable.

23. PREVENTATIVE MAINTENANCE

Not applicable.

24. ENVIRONMENTAL ATTRIBUTES

Not applicable.

25. SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT)

Not applicable.

26. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

159836121

26. SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE

PAE Professional Services LLC is registered in the SAM Database.

27. DESCRIPTION OF SECURITY CONSULTING SERVICES OFFERED

Physical Security: Develop and implement programs to provide physical protection of people, information, facilities and other assets. Services may include security and safety system design, risk assessment, threat assessment, security survey, safety survey, independent validation and verification of system operations, installation and maintenance and/or providing staff to assist in development and implementation of facility management and protection processes.

Technical Security: Develop systems and processes for protecting information and perform countermeasures services to detect electronic or other surreptitious attacks and system anomalies, or weaknesses that create security vulnerabilities.

Information Security: Provide services to protect proprietary, sensitive or classified information and information processing systems. Services might include developing policy and procedure; investigating computer systems to determine vulnerabilities and recommend solutions; designing and testing automated information security systems and processes; staffing information security centers; and/or providing program security, information operations and technology protection support.

Personnel Security: Provide services to support programs designed to ensure the suitability of personnel engaged in sensitive, trust and/or classified positions. Conduct investigations, adjudicate investigations and assist in development and implementation of personnel security policy and procedure.

Counterintelligence: Assist in the development and implementation of programs, systems and investigative programs designed to detect and prevent compromise of sensitive, proprietary and classified information. Provide analysis of hostile intelligence and terrorist elements/threats.

Training: Develop training programs and provide training relative to processes and procedures for ensuring security and safety, for operating security and safety systems, and/or to promote understanding of security threats.

Management Support: Provide professional services to assist in facility management and operations and related activities such as budget and fiscal support, manpower resource management support, contracting and acquisition, logistics, and security and safety systems operation and maintenance.

28. LABOR CATEGORY DESCRIPTIONS

Security 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 research and technical support to projects. Producing solutions and documentation. Conducting analysis of data from multiple sources. 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. Relevant experience may include, but is not limited to: Experience within one or more of the standard security and/or intelligence fields e.g.; technical, physical, information, personnel, operational, or signal security, counterintelligence, antiterrorism, counterterrorism, counter drug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection; force protection, technology protection, information operations, industrial security and/or intelligence programs, law enforcement, government or military experience. 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 good writing and communication skills.

Security 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 research and technical support to projects. Producing solutions and documentation. Conducting analysis of data from multiple sources. Monitoring project tasks and schedules.

Minimum Experience & Education: With a Bachelor's Degree this position requires one year of relevant experience. With an Associate'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 no degree this position requires four years of relevant experience, two of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: Experience within one or more of the standard security and/or intelligence fields e.g.; technical, physical, information, personnel, operational, or signal security, counterintelligence, antiterrorism, counterterrorism, counter drug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection; force protection, technology protection, information operations, industrial security and/or intelligence programs, law enforcement, government or military experience. 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 good writing and communication skills.

Security 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 research and technical support to projects. Producing solutions and documentation. Conducting analysis of data from multiple sources. 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. Relevant experience may include, but is not limited to: Experience within one or more of the standard security and/or intelligence fields e.g.; technical, physical, information, personnel, operational, or signal security, counterintelligence, antiterrorism, counterterrorism, counter drug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection; force protection, technology protection, information operations, industrial security and/or intelligence programs, law enforcement, government or military experience. 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 good writing and communication skills.

Security Specialist IV

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 research and technical support to projects. Producing solutions and documentation. Conducting analysis of data from multiple sources. Monitoring project tasks and schedules.

Minimum Experience & Education: With a Bachelor'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 an Associate's Degree this position requires four years of relevant experience, three of which should be experience relevant to the nature of the contract work. With no degree this position requires six years of relevant experience, four of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: Experience within one or more of the standard security and/or intelligence fields e.g.; technical, physical, information, personnel, operational, or signal security, counterintelligence, antiterrorism, counterterrorism, counter drug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection; force protection, technology protection, information operations, industrial security and/or intelligence programs, law enforcement, government or military experience. 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.

Security Specialist V

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 research and technical support to projects. Producing solutions and documentation. Conducting analysis of data from multiple sources. 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. Relevant experience may include, but is not limited to: Experience within one or more of the standard security and/or intelligence fields e.g.; technical, physical, information, personnel, operational, or signal security, counterintelligence, antiterrorism, counterterrorism, counter drug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection; force protection, technology protection, information operations, industrial security and/or intelligence programs, law enforcement, government or military experience. 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.

Security Specialist VI

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 research and technical support to projects. Producing solutions and documentation. Conducting analysis of data from multiple sources. Monitoring project tasks and schedules.

Minimum Experience & Education: With a Master'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 a Bachelor's Degree this position requires seven years of relevant experience, four of which should be experience relevant to the nature of the contract work. With an Associate's Degree this position requires eight years of relevant experience, four of which should be experience relevant to the contract work. With no degree this position requires twelve years of relevant experience, six of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: Experience within one or more of the standard security and/or intelligence fields e.g.; technical, physical, information, personnel, operational, or signal security, counterintelligence, antiterrorism, counterterrorism, counter drug, computer security, surveillance, counter surveillance or surveillance detection, infrastructure protection; force protection, technology protection, information operations, industrial security and/or intelligence programs, law enforcement, government or military experience. 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 exceptional writing and communication skills.

Functional Analyst I

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. Relevant experience may include, but is not limited to, knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires good writing and communications skills.

Functional Analyst II

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. Relevant experience may include, but is not limited to, knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires good writing and communication skills.

Functional Analyst III

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 five years of experience, two of which should be experience relevant to the nature of the contract work. With an Associate's 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. Without a 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. Relevant experience may include, but is not limited to, knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires exceptional writing and communication skills.

Functional Analyst IV

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' 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. Relevant experience may include, but is not limited to, knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires outstanding writing and communication skills.

Program Manager 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. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Experience & Education: With a Bachelor's Degree this position requires a minimum of one year of experience. With an Associate's Degree this position requires a minimum of two years' 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 good writing and communication skills.

Program Manager 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. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

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' 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 good writing and communication skills.

Program Manager 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. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Experience & Education: With a Master's Degree this position requires a minimum of three years' experience, one of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree this position requires a minimum of five years of relevant experience, two of which should be experience relevant to the nature of the contract work. With an Associate's 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. With no degree, eight years of relevant experience is required, four 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 exceptional writing and communication skills.

Program Manager IV

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. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in task performance; preparing,

reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Experience & Education: With a Master's Degree this position requires a minimum of five years' 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' 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 be 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.

Administrative 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 final correspondence, reports and other published material; preparing briefing material; maintaining program files; creating and filing reports, supporting budget and finance functions; and 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.

Administrative SpecialistII

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 final correspondence, reports and other published material; preparing briefing material; maintaining program files; creating and filing reports, supporting budget and finance functions; and executing administrative operating processes and procedures.

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.

Administrative 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 final correspondence, reports and other published material; preparing briefing material; maintaining program

files; creating and filing reports, supporting budget and finance functions; and 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.

29. EQUIVALENCY MATRIX

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

Degree Required	Acceptable Equivalent Education	AND Additional Required Experience
Associates Degree	High School Diploma / GED and	2 additional years related experience
Bachelor’s Degree	Associates Degree and	2 additional years related experience
	No Degree and	4 additional years related experience
Master’s Degree	Bachelor’s Degree and	2 additional years related experience
	Associates Degree and	4 additional years related experience
	No Degree and	6 additional years related experience

30. SCA LABOR CATEGORY MATRIX

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Specialist I	01311 - Secretary I	2015-4281
Administrative Specialist 2	01312 - Secretary II	2015-4281
Administrative Specialist 3	01313 - Secretary III	2015-4281

31. LABOR RATES

GSA Labor Category	Hourly Rate
Program Manager 4	\$95.45
Program Manager 3	\$87.98
Program Manager 2	\$83.36
Program Manager 1	\$78.69
Security Specialist 6	\$100.09
Security Specialist 5	\$91.80
Security Specialist 4	\$89.53
Security Specialist 3	\$84.13
Security Specialist 2	\$79.73
Security Specialist 1	\$76.71
Functional Analyst 4	\$91.90
Functional Analyst 3	\$87.01
Functional Analyst 2	\$84.03
Functional Analyst 1	\$78.61
Administrative Specialist 3**	\$43.88
Administrative Specialist 2**	\$41.51
Administrative Specialist 1**	\$39.55

**This is an SCA labor category.