



GENERAL SERVICES ADMINISTRATION
 FEDERAL SUPPLY SERVICE
 AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services (TAPS)
 FSC Group: 736

Contract No. GS-07F-0509U

CONTRACT PERIOD: September 1, 2008 through August 31, 2013

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempservices>.

CONTRACTOR: Concentric Methods, LLC
 1420 King Street, Suite 500
 Alexandria, VA 22314-2750
 Phone number: 571-323-1991
 Fax number: 703-739-8199
 E-Mail: ppaul@concentricmethods.com
 Web Site: <http://www.concentricmethods.com>

CONTRACTOR'S ADMINISTRATION SOURCE: Glenn Brown, Vice President Business Development
 E-Mail: gbrown@concentricmethods.com

CONTRACTOR'S SOURCE FOR ORDERS/RFP/RFQ: Patty Paul, Senior Account Executive
 E-Mail: ppaul@concentricmethods.com

BUSINESS SIZE: Small 8(a) Certified Alaskan Native Corporation (ANC)

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
736-1	Administrative Support and Clerical Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: Not Applicable

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY, AND EDUCATION: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.

2. MAXIMUM ORDER*: \$100,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE:

Statewide, DC* Wage Determination: 05-2103 Revision: 6 Dated: 05/29/2008

* Includes District of Columbia, Maryland and Virginia

5. **POINT(S) OF PRODUCTION:** Not Applicable
6. **DISCOUNT FROM LIST PRICES:** Not Applicable
7. **QUANTITY DISCOUNT(S):** None.
8. **PROMPT PAYMENT TERMS:** Net/30.
- 9a. **Government Purchase Cards are accepted at or below the micro-purchase threshold.**
- 9b. **Government Purchase Cards are not accepted above the micro-purchase threshold.**
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** Not Applicable
- 11b. **EXPEDITED DELIVERY:** Not Applicable
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Not Applicable
- 11d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Not Applicable
- 13a. **ORDERING ADDRESS:**
1420 King Street, Suite 500
Alexandria, VA 22314-2750
14. **PAYMENT ADDRESS:**
1420 King Street, Suite 500
Alexandria, VA 22314-2750
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** Not Applicable
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Not Applicable
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** Not Applicable
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not Applicable
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** Not Applicable
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** Not Applicable
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** Not Applicable
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** Not Applicable
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 24b. **Section 508 Compliance for EIT:** Not Applicable
25. **DUNS NUMBER:** 148069540
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

**CONCENTRIC METHODS, LLC
TOTAL NET GSA PRICE LIST**

SKILL CATEGORY	TOTAL NET GSA PRICE
SIN-736 1 - ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS	
Administrative Assistant I	\$43.75
Administrative Assistant II	\$45.52
Secretary I	\$29.10
Secretary II	\$32.72
Secretary III	\$40.17
Data Entry Clerk I	\$22.03
Data Entry Clerk II	\$24.04
SIN 736 5 - TECHNICAL AND PROFESSIONAL OCCUPATIONS	
Equipment, (And Medical And Biomedical) Technicians I	\$27.93
Equipment, (And Medical And Biomedical) Technicians II	\$35.25
Equipment, (And Medical And Biomedical) Technicians III	\$48.64
HR Assistant	\$36.30
Paralegal/Legal Assistant I	\$38.20
Paralegal/Legal Assistant II	\$46.60
Program Support Specialist	\$57.32
Contracting Specialist II	\$45.52
Contracting Specialist III	\$62.37
Contracting Specialist IV	\$77.55
Contracting Specialist V	\$92.38
Personnel Analyst/Occupational Analyst	\$41.30
Chemical Inventory Specialist	\$39.62
Technical Writer I	\$35.86
Technical Writer II	\$43.80
Technical Writer III	\$53.00
Management Analyst	\$50.54
Work Life And Agency Awards Coordinator	\$47.20
Histocompatibility Lab Manager (DAILY RATE)	\$2,524.30

SKILL CATEGORY JOB DESCRIPTIONS

SIN-736 1 - ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

ADMINISTRATIVE ASSISTANT (I and II)

Handles a wide variety of situations and conflicts involving the clerical or administrative functions of the office, which often cannot be brought to the attention of the executive. The executive sets the overall objectives of the work. Secretary may participate in developing the work deadlines. Duties include or are comparable to the following: Composes correspondence requiring some understanding of technical matters; may sign for executive when technical or policy content has been authorized. Notes commitments made by executive during meetings and arrange for staff implementation. On own initiative, arranges for staff member to represent organization at conferences and meetings, establishes appointment priorities, or reschedules or refuses appointments or invitations. Reads outgoing correspondence for executive's approval and alerts writers to any conflict with the file or departure from policies or executive's viewpoints; gives advice to resolve the problems. Summarizes the content of incoming materials, specially gathered information, or meetings to assist executive; coordinates the new information with background office sources; draws attention to important parts or conflicts. In the executive's absence, ensures that requests for action or information are relayed to the appropriate staff member; as needed, interprets request and helps implement action; makes sure that information is furnished in timely manner; decides whether executive should be notified of important or emergency matters. Works under an organizational structure that is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level. Executive's program(s) are usually inter-locked on a direct and continuing basis with other major organizational segments, requiring constant attention to extensive formal coordination, clearances, and procedural controls. Executive typically has: financial decision making authority for assigned program(s); considerable impact on the entire organization's financial position or public image; and responsibility for, or has staff specialists in, such areas as personnel and administration for assigned organization. Executive plays an important role in determining the policies and major programs of the entire organization, and spends considerable time dealing with outside parties actively interested in assigned program(s) and current or controversial issues.

SECRETARY I

Responds to routine telephone requests, which have standard answers; refers calls and visitors to appropriate staff. Controls and assures timely staff response; may send form letters. As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms. Reviews materials prepared for supervisor's approval for typographical accuracy and proper format. Manages recurring internal reports, such as: time and leave records, office equipment listings, correspondence controls, training plans. Requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Works under an organizational structure that is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

SECRETARY II

Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. Works under an organizational structure that is not complex and internal procedures and administrative controls are simple and informal; supervisor directs staff through face-to-face meetings.

SECRETARY III

Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following: Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices. May prepare and sign routine, non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance. Makes arrangements for conferences and meetings and assembles established background materials, as directed. May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed. Collects information from the files or staff for routine inquires on office program(s) or periodic reports. Refers other than normal requests to supervisor or staff. Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected. Works under an organizational structure that is complex and is divided into subordinate groups that usually differ from each other as to subject-matter, and or function; supervisor usually directs staff through intermediate supervisors; and internal procedures and administrative controls are formal. (Typically, secretaries performing at the higher levels of responsibility also perform duties described at the lower levels.)

DATA ENTRY CLERK I

Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Performs familiar, routine assignments following standard procedures. Seeks further instructions for assignments requiring deviations from established procedures.

DATA ENTRY CLERK II

Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

EQUIPMENT, (AND MEDICAL AND BIOMEDICAL) TECHNICIANS I II III

Performs skilled technical work in the maintenance, and repair of computer and computer-related hardware. Responsible for performing in the specialized maintenance operations on electronic and mechanical computer equipment, and for participating in the design of special purpose computer-related equipment.

Maintenance and repair of computer equipment , Installation of equipment

Biomedical equipment technicians specialize in the use, maintenance, and repair of medical equipment such as heart-lung machines, dialysis machines, medical imaging machines, and defibrillators. Unlike electrocardiograph and electroencephalograph technicians, who specialize in one type of equipment, biomedical equipment technicians are familiar with many different kinds of machines. Biomedical equipment technicians work in hospitals and research organizations. They also work for manufacturers' sales departments and for research and development departments. Most technicians work under the direction of biomedical engineers.

In hospitals, biomedical equipment technicians may become experts at using certain pieces of equipment. Some technicians work in several departments with many different kinds of equipment. Technicians teach nurses, therapists and other members of the hospital staff to operate the machines. They inspect new equipment to make sure that the machinery operates properly.

Install, modify, troubleshoot, maintain, test, calibrate, adjust, overhaul, and repair a wide variety of medical, laboratory, and dental equipment (electronic, electrical, and mechanical). Maintains and repairs chemical, mechanical, hydraulic, pneumatic, vacuum, suction and pressure systems which may include water, steam, air, gas under pressure, and piped oxygen lines associated with equipment serviced. Determines nature and extent of repairs required by checking equipment for malfunctions, requiring the tracing of wiring, broken or worn parts, leaks, feedback and interference.

Checks voltage tolerances, amperage, power supplies wave shape, frequency resonance, deflection time, decay curve, gain, balance, and signal sensitivity against prescribed tolerances and specifications. Plans and carries out work assignments using blueprints, schematic drawings, technical manuals, wiring diagrams, liquid and air flow sheets and other specifications. Tests equipment after repair and also new equipment to assure proper functioning.

Performs periodic checks to insure that using personnel are following proper preventative maintenance procedures. Makes standard computations using algebraic expressions and shop formulas relating to load requirements of wiring and equipment.

Applies practical knowledge of the principals of electronic circuits, functions of electronic tubes and transistors, including X-ray tubes, in order to diagnose malfunctions, repair and test such electronic equipment as electrocardiographs, defibrillators, heart oscilloscopes, electron microscopes, electroencephalographs and spectrophotometers. Uses a knowledge of the relationships between electrical and electronic circuitry as well as the interrelationship of chemical, radiation, hydraulic, pneumatic, vacuum, or gas components of a piece of equipment or a system. Uses knowledge of the principles and theories governing the maintenance and repair of electrical equipment in order to diagnose malfunctions, and repair and test such electrical equipment as sterilizers, film dryers, suction apparatus, and dental units. Applies knowledge of hydraulic systems including their grips, locks, stop and release mechanisms, and determines when properly adjusted with no leaks. Ability to repair mechanical equipment such as sterilizers, X-ray tables, operating tables, pressure breathing therapy units, respirators, and other mechanical assemblies using gears, shafts and pulleys. Ability to select proper replacement parts, modification kits, and identifies materials, mechanisms, and components from a knowledge of electrical or electronic symbols, color codes, descriptions, and manufacturer's numbers. Uses skill in working with small components, requiring good hand and eye coordination. Uses skill in the use of electronic test equipment such as vacuum tube voltmeters, multi-meters, oscilloscopes, signal generators, tube checkers. Uses electrical test equipment such as ohmmeters, test meters, uses such equipment as micrometers and calipers to detect wear and misalignment of gears, cams, valves, and other mechanical parts; and uses seat wrenches, and pressure gauges when working on hydraulic systems.

HR ASSISTANT

Administers personnel activities including classification, assignment, personnel affairs, reenlistment, career advisory program, promotion, separation, and personnel systems management. Prepares various personnel records and reports. Plans, organizes, directs, inspects and evaluates various personnel activities. Resolves technical problems and confers with supervisors and technician on any problems involving personnel management activities. Conducts studies covering subjects such as interviewing and counseling methods, personnel use, and units staffing. Enhances office quality of life and employee relations through internal company event planning and research. Participates in employee acknowledgements for positive work performance and special occasions. Encourages and markets company events to staff in order to create positive and cohesive working atmosphere. Integrates the work of the Life Quality program throughout all aspects of the organization. Sits on various inter-organizational learning teams, providing constructive feedback on other employees' related programs.

SIN 736 5 - TECHNICAL AND PROFESSIONAL OCCUPATIONS

PARALEGAL/LEGAL ASSISTANT I

The paralegal analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings. At level I, Work is performed under close supervision, with required assistance readily available. Work includes, typically, several of the following duties: Consults prescribed sources of information for facts relating to matters of interest to the program. Reviews documents to extract selected data and information relating to specific items. Reviews and summarizes information in prescribed format on case precedent and decisions. Searches and extracts legal references in libraries and computer-data banks; attends hearings or court appearances to become

informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information.

PARALEGAL/LEGAL ASSISTANT II

At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent: Reviews case materials to become familiar with questions under consideration. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents. Prepares digests of selected decisions or opinions that incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law. Interviews potential witnesses and prepares summary interview reports for the attorney's review. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits. Verifies citations and legal references on prepared legal documents. Prepares summaries of testimony and depositions. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

PROGRAM SUPPORT SPECIALIST

Handles a variety of detailed and complex tasks; work independently and/or in coordination with a project manager or team leader. May organize and prioritize tasks using sophisticated software. Keeps track of project progress and development. May establish and maintain databases related to project implementation. Prepares reports and handles various administrative tasks. Requires 0-2 years of related experience.

CONTRACTING SPECIALIST I

Purchases "off-the-shelf" types of readily available commonly used materials, supplies, tools, furniture, services, etc.

Transactions usually involve local retailers, wholesalers, jobbers, and manufacturers' sales representatives.

Quantities purchased are generally small amounts, e.g., those available from local sources.

Examples of items purchased include: common stationery and office supplies; standard types of office furniture and fixtures; standard nuts, bolts, screws; janitorial and common building maintenance supplies; or common utility services or office machine repair services.

OR

As a trainee, performs various clearly defined procurement tasks designed to increase the employee's knowledge and understanding of procurement and contracting concepts, principles, practices, and procedures. Examples of duties include: assisting in the preparation of solicitation documents; analyzing prices, discounts, and delivery dates; making procurement recommendations; and drafting simple contract provisions and supporting documentation. Work is performed under close supervision. Possess limited knowledge of FAR (Federal Acquisition Regulations) and have 1-2 years of experience.

CONTRACTING SPECIALIST II

Purchases "off-the-shelf" types of standard, generally available technical items, materials, and services. Transactions may involve occasional modification of standard and common usage items, materials, and services, and include a few stipulations about unusual packing, marking, shipping, etc. Transactions usually involve dealing directly with manufacturers, distributors, jobbers, etc. Limited contract negotiation techniques may be used, primarily for developmental purposes to increase employee's skill and knowledge.

Quantities of items and materials purchased may be relatively large, particularly in the case of contracts for continuing supply over a period of time. May be responsible for locating or promoting possible new sources of supply. Usually is expected to keep abreast of market trends, changes in business practices in the assigned markets, new or altered types of materials entering the market, etc. Examples of items purchased or under contract include: standard industrial types of hand tools, gloves, and safety equipment; standard electronic parts, components, and component test instruments; electric motors; gasoline service station equipment; PBX or other specialized telephone services; special purpose printing

services; custodial services for a large building; and routine purchases of common raw materials such as standard grades and sizes of steel bars, rods, and angles. Also included at this level are buyers of materials of the types described for Buyer 1 when the quantities purchased are large, so that local sources of supply are generally inadequate and the buyer must deal directly with manufacturers on a broader than local scale.

OR

In a developmental position, assists higher level buyers or contracting specialists in purchasing, and/or negotiating contracts for items, materials, or services of a technical and specialized nature. Assigned work is designed to provide diversified experience, as a background for future higher level work. Examples of duties include: reviewing requisitions and drafting solicitations; evaluating bids and the dependability of suppliers; meeting with commercial representatives; and monitoring the progress of contractors. Supervisor provides general instructions, monitors work, and reviews recommendations. Standard or routine aspects of work are performed with greater independence. Possess limited knowledge of FAR (Federal Acquisition Regulations) and have 2-3 years of experience.

CONTRACTING SPECIALIST III

Purchases items, materials, or services of a technical and specialized nature, usually by negotiating a standard contract based on reimbursement of costs and expenses or a fixed price ceiling. May be responsible for overseeing the post award (contract administration) functions (e.g., monitoring contract compliance, recommending action on problem situations, and negotiating extensions of delivery schedules) of such contracts. The items, while of a common general type, are usually made, altered, or customized to meet the user's specific needs and specifications. The number of potential vendors is likely to be small and price differentials often reflect important factors (quality, delivery dates and places, etc.) that are difficult to evaluate. The quantities purchased of any item or service may be large. Many of the purchases involve one or more such complications as: specifications that detail, in technical terms, the required physical, chemical, electrical, or other comparable properties; special testing prior to acceptance; grouping of items for lot bidding and awards; specialized processing, packing, or packaging requirements; export packs; overseas port differentials; etc. Is expected to keep abreast of market and product developments. May be required to locate new sources of supply. Some positions may involve *assisting* in the training or supervision of lower level buyers or clerks. Examples of items purchased include: castings; special extruded shapes of normal size and material; special formula paints; electric motors of special shape or speeds; production equipment; special packaging of items; raw materials in substantial quantities or with special characteristics; and protective services where security presents an especially significant problem. Must have general understanding of FAR (Federal Acquisition Regulations) and have 3-4 years of experience.

CONTRACTING SPECIALIST IV

Negotiates and/or administers purchase contracts for complex and highly technical items, materials, or services, frequently specially designed and manufactured exclusively for the purchaser. Transactions require dealing with manufacturers and often involve persuading potential vendors to undertake the manufacture of custom designed items according to complex and rigid specifications. Negotiation techniques are also frequently involved with convincing the vendor to reduce costs. Quantities of items and materials purchased are often large in order to satisfy the requirements for an entire large organization for an extended period of time. Complex schedules of delivery are often involved. Contracting specialists determine appropriate quantities to be contracted for at any given period of time and negotiate with vendors to establish or adjust delivery schedules. The following often complicates negotiations and contract administration: requirements for spare parts, pre-production samples and testing or technical literature; patent and royalty provisions; or renegotiations of contract terms. In reviewing contract proposals, extensive cost analysis is required to evaluate the cost of such factors as 1) numerous technical specifications, and 2) potential changes in manufacturing processes that might affect projected cost figures. These complications result in the incorporation of numerous special provisions and incentives in renegotiated contracts. In addition to the work described above, a few positions may also require supervision of a few lower level buyers, contracting specialists or clerks. (No position is included in this level solely because supervisory duties are performed.) Examples of items purchased include: special purpose high-cost machine tools and production facilities; specialized condensers, boilers, and turbines; raw materials of critically important characteristics or quality; and parts, subassemblies, components, etc., specially designed and made to order (e.g., communications equipment for installation in aircraft being manufactured; component assemblies for missiles and rockets; and motor vehicle frames). Must have general understanding of FAR (Federal Acquisition Regulations) and 4-5 years of experience.

CONTRACTING SPECIALIST V

This is a senior level position for a contracting specialist with extensive government experience. Negotiates and/or administers purchase contracts for complex and highly technical items, materials, or services, frequently specially designed and manufactured exclusively for the purchaser. Transactions require dealing with manufacturers and often involve persuading potential vendors to undertake the manufacture of custom designed items according to complex and rigid specifications. Negotiation techniques are also frequently involved with convincing the vendor to reduce costs. Quantities of items and materials purchased are often large in order to satisfy the requirements for an entire large organization for an extended period of time. Complex schedules of delivery are often involved. Contracting specialists determine appropriate quantities to be contracted for at any given period of time and negotiate with vendors to establish or adjust delivery schedules. The following often complicates negotiations and contract administration: requirements for spare parts, pre-production samples and testing or technical literature; patent and royalty provisions; or renegotiations of contract terms. In reviewing contract proposals, extensive cost analysis is required to evaluate the cost of such factors as 1) numerous technical specifications, and 2) potential changes in manufacturing processes that might affect projected cost figures. These complications result in the incorporation of numerous special provisions and incentives in renegotiated contracts. In addition to the work described above, a few positions may also require supervision of a few lower level buyers, contracting specialists or clerks. (No position is included in this level solely because supervisory duties are performed.) Examples of items purchased include: special purpose high-cost machine tools and production facilities; specialized condensers, boilers, and turbines; raw materials of critically important characteristics or quality; and parts, subassemblies, components, etc., specially designed and made to order (e.g., communications equipment for installation in aircraft being manufactured; component assemblies for missiles and rockets; and motor vehicle frames). Must have general understanding of FAR (Federal Acquisition Regulations) and 5-10 years of experience.

PERSONNEL ANALYST/OCCUPATIONAL ANALYST

Works administering human resources tasks on own initiative with minimum supervision. Reviews existing and proposed organization structures. Works on reorganizations, realignment of functions and analyzes problems related to grade decisions and position. Designs/writes job descriptions. Assists with career planning and job accommodations. Recommends alternative solutions for organizational structures. May have a minimum of 4 years of experience as a personnel office classifier.

CHEMICAL INVENTORY SPECIALIST

Chemical Inventory Specialist conducts inventory for all Chemical in R&D Labs, Record Data through manual keyboard and shall be qualified with at least a high school diploma and computer skills (Word, Excel) to perform the following tasks:

Perform barcoding of chemical containers and storage areas. Enter data into chemical inventory system application (chemical name, manufacturer's name, amount, unit of measure, CAS#, container type, storage location area in the lab, container barcode#, and owner and/or user names). Assist with chemical inventory setup for specified laboratories. Support chemical inventory system training activities. Provide feedback on the chemical inventory process. Provide other assistance as requested by the Project Officer to support the Chemical Inventory Pilot Project.

TECHNICAL WRITER (I, II and III)

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations

releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

MANAGEMENT ANALYST

Manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives: Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned, such as social or public welfare, education, economics, or public relations. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Controls expenditures in accordance with budget allocations. May specialize in managing governmental programs set up by legislative body or directive and be designated Manager, Governmental Program (government ser.).

WORK LIFE AND AGENCY AWARDS COORDINATOR

The Work Life and Agency Awards Coordinator position includes a wide array of program and services included but not limited to the following: employee activities, health and wellness services, fitness services, childcare and other Work Life program amenities. The Agency Awards Program includes services in support of the clients Awards Program to include but not limited to: processing award requests, advertising and promoting Agencies various award programs and planning and administering Agency's animal award recognition ceremony.

HISTOCOMPATIBILITY LAB MANAGER

Maintain outpatient and inpatient medical records in accordance with [IAW] AR 40-60. The contractor shall place their own stamp on all forms and documents having his/her signature. Medical records will be subject to review by the Medical Care Evaluation Committee, Quality Assurance Committee, and designated representatives of the Commander, U.S. Army Medical Department Activity 1.2.5.1.1.1. Use only those abbreviations as listed in Walter Reed Army Medical Center official abbreviation book.

CHCS/AHLTA. Mandatory use of medical database for keeping records, ordering of ancillary procedures, ordering of medications, writing doctor's orders, schedule follow-up visits and performing other required patient functions. The government will provide training to contract employees (see Para. 1.4.1.3.).

The contracted personnel must have one of the following degrees: MD (Medical Doctorate) or DO (Doctor of Osteopathy) or PhD (Doctor of Philosophy in a chemical, physical, or biological science. The contracted personnel must also have training or experience that meets one of the following requirements: 4 years of laboratory training or experience, or both, within the specialty of histocompatibility, OR 2 years of laboratory training or experience, or both in the specialty of general immunology AND 2 years of laboratory training or experience, or both in the specialty of histocompatibility.

Provides scientific and technical direction of the histocompatibility laboratory by developing protocols, introducing and updating specific procedures and establishing laboratory standards with appropriate controls as necessary for improved patient care.

Utilizes laboratory databases to enter information, search for information, produce reports and drive automated laboratory processes. Interprets test results and consult with physicians regarding further recommended testing or follow-up studies. evaluates the potential for hyper acute rejection or early graft loss; assesses the biological relevancy of any pre-existing anti-HLA or tissue specific antibodies prior to transplant. Review, interprets, produces and signs all test reports. Supervises the development and performance of all test procedures. Supervises the training and evaluation of all technical staff. Establishes all laboratory procedures and reviews SOP at least annually. Trains and evaluates Allergy/Immunology fellows, and performs other training requests as time and schedule allows.