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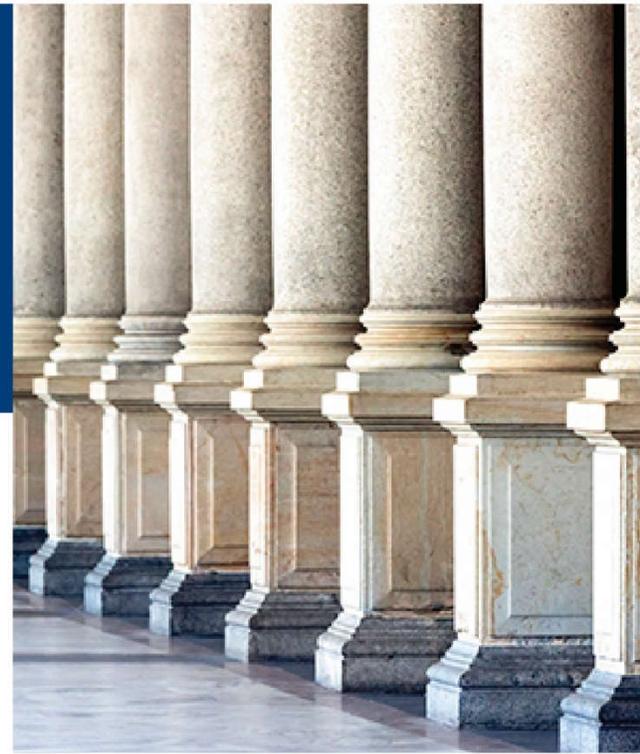
GSA Federal Supply Service Authorized Federal Supply Schedule Catalogue and Price List

Multiple Award Schedule (MAS)

FSC/PSC: R408 and 6350

Contract No. GS-07F-142AA

Contract Period: 2.6.2013 – 2.5.2023



Modification No: A812
Effective: April 30, 2020
Option Period: February 6, 2018 – February 5, 2023
Large Category: Security and Protection
Subcategory: Security Services
Large Category: Facilities
Subcategory: Facilities Solutions

3120 Fairview Park Drive, Ste. 600 Falls Church, VA 22042
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DUNS 95-697-5809
www.ctacorp.com

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 system. The INTERNET address for GSA *Advantage!* is: <http://www.gsa.gov>.





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Schedule Information

Title

Multiple Award Schedule (MAS); PSC 6350 and R408

Contract Number

GS-07F-142AA

Contract Period

February 6, 2013 – February 5, 2023

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

Contractor

Communications Training Analysis Corporation (CTAC)
3120 Fairview Park Drive, Suite 600
Falls Church, VA 22042
(703) 289-3820 (phone)
(703) 359-0952 (FAX)
www.ctacorp.com

Contract Administration

Donald S. Royal, President/CEO
3120 Fairview Park Drive, Suite 600
Falls Church, VA 22042
droyal@ctacorp.com
(703) 289-3812 (phone)
(703) 359-0952 (fax)

Business Size

Small

Socioeconomic Indicators

None

Customer Information

1a. Awarded Special Item Numbers (SINS)

334512, Total Solution Support Products for Facilities Management Systems (PSC 6350)
541330L, Security System Integration, Design, Management, and Life Cycle Support (PSC R408)

1b. Lowest Priced Model Number for each awarded SIN

See Approved Price List

2. Maximum Order Guideline

\$250,000 per SIN

3. Minimum Order Limitation

\$2,500

4. Geographic Coverage

Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities.

5. Point(s) of Production

Falls Church, VA 22042 (services only)

6. Discount from List Prices

GSA Net Prices are shown on the attached GSA Schedule 84 Price List. The negotiated discount has been applied and the IFF has been added.

7. Quantity Discount(s)

An additional 1% for orders over \$200,000.

8. Prompt Payment Terms

Prompt payment terms: 5% 5 days; Net 30 Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Cards Accepted

VISA, MasterCard accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards above the Micro-Purchase Threshold

Contact contractor.



10. Foreign Items

None

11a. Time of Delivery

Shipped 30-days after order.

11b. Expedited Delivery

Contact contractor's representative.

11c. Overnight and 2-day Delivery

Contact contractor's representative.

11d. Urgent Requirements

Contact contractor's representative.

12. FOB Point(s)

Not Applicable, services only.

13a. Ordering Address

Communications Training Analysis Corporation (CTAC)
3120 Fairview Park Drive, Suite 600
Falls Church, VA 22042
Attn.: Donald S. Royal, President/CEO
droyal@ctacorp.com
(703) 289-3812 (phone)
(703) 359-0952 (FAX)

13b. Ordering Procedures

The ordering procedures for supplies and services and information on Blanket Purchase Agreements (BPAs) are found in FAR 8.405-3.

14. Payment Address

Communications Training Analysis Corporation (CTAC)
3120 Fairview Park Drive, Suite 600
Falls Church, VA 22042
Attn.: Donald S. Royal, President/CEO
droyal@ctacorp.com
(703) 289-3812 (phone)
(703) 359-0952 (FAX)

15. *Warranty Provision*

Not applicable.

16. *Export Packing Charges*

Not applicable.

17. *Terms and Conditions of Government Purchase Card Acceptance.*

Contact contractor's representative.

18. *-24b Not Applicable*

25. *Data Universal Number System (DUNS) Number*

95-6975809

26. *Notification Regarding Registration in the System for Award Management (SAM) Database*

Registered.



GSA Multiple Award Schedule Price List

Communications Training Analysis Corporation (CTAC) GSA Multiple Award Schedule Price List					
Labor Category for SINS 334512 and 541330L	Year 6	Year 7	Year 8	Year 9	Year 10
	02/06/18 - 02/05/19	02/06/19 - 02/05/20	02/06/20 - 02/05/21	02/06/21 - 02/05/22	02/06/22 - 02/05/23
Senior Manager	\$221.70	\$228.35	\$235.20	\$242.26	\$249.53
Program Manager	\$170.47	\$175.58	\$180.85	\$186.28	\$191.87
Project Manager	\$152.01	\$156.57	\$161.27	\$166.11	\$171.09
Task Manager/Leader	\$114.01	\$117.43	\$120.95	\$124.58	\$128.32
Functional Subject Matter Expert	\$285.03	\$293.58	\$302.39	\$311.46	\$320.80
Technical Subject Matter Expert	\$316.69	\$326.19	\$335.98	\$346.06	\$356.44
Implementation Specialist	\$126.68	\$130.48	\$134.39	\$138.42	\$142.57
Principal Security Specialist	\$153.45	\$158.05	\$162.79	\$167.67	\$172.70
Senior Security Specialist	\$127.85	\$131.69	\$135.64	\$139.71	\$143.90
Security Specialist	\$107.38	\$110.60	\$113.92	\$117.34	\$120.86
Principal Consultant	\$153.45	\$158.05	\$162.79	\$167.67	\$172.70
Senior Consultant	\$127.85	\$131.69	\$135.64	\$139.71	\$143.90
Consultant	\$107.38	\$110.60	\$113.92	\$117.34	\$120.86
Principal Analyst	\$101.38	\$104.42	\$107.55	\$110.78	\$114.10
Senior Analyst	\$93.64	\$96.45	\$99.34	\$102.32	\$105.39
Analyst	\$70.20	\$72.31	\$74.48	\$76.71	\$79.01
Principal Engineer	\$143.82	\$148.13	\$152.57	\$157.15	\$161.86
Senior Engineer	\$107.87	\$111.11	\$114.44	\$117.87	\$121.41
Engineer	\$71.90	\$74.06	\$76.28	\$78.57	\$80.93
Principal Consultant (IT)	\$174.22	\$179.45	\$184.83	\$190.37	\$196.08
Senior Consultant (IT)	\$146.30	\$150.69	\$155.21	\$159.87	\$164.67
Consultant (IT)	\$121.93	\$125.59	\$129.36	\$133.24	\$137.24
Technical Writer	\$95.01	\$97.86	\$100.80	\$103.82	\$106.93
Admin/Clerical Assistant	\$51.12	\$52.65	\$54.23	\$55.86	\$57.54

Position Descriptions

Senior Manager

Position Duties/Responsibilities

Senior executive responsible for providing strategic direction, vision, leadership, and overall program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization, establishes goals and business plans for area of responsibility and have broad latitude for decision-making. Interacts with executives in current and potential client and customer organizations on matters of substantial importance and sensitivity. Requires a highly developed sense of strategy and timing as well as exceptional negotiation and presentation skills. Ensures the most effective use of company's human resources within area of responsibility. Responsible for developing and sustaining client and customer base, ensuring high quality technical and scientific products and services are provided to clients and customers, and cultivating business contacts and leads. Responsible for identifying and targeting business opportunities and ensuring resources are committed to developing such targets. Continually evaluates strategy and plans to meet changing technical and competitive conditions. Has over responsibility for multiple programs providing a variety of services to a diverse customer base. Works with executive leadership in client organizations to plan and implement new programs and ensure quality products and services consistent with the terms of each agreement are provided in a timely manner. Works with clients to identify and resolve complex problems or contractual issues.

Minimum Experience/Education

Must have at least fifteen years of relevant work experience and an undergraduate degree in a related discipline. A graduate degree is preferred.

Program Manager

Position Duties/Responsibilities

The Program Manager (PM) is a senior manager responsible for coordinating the management of all work performed under this contract. The PM acts as the central point of contact and is ultimately responsible for coordinating the efforts of subcontractors, team members, vendors, etc. in the performance of the required work and services under all task orders. The PM works independently on all phases of performance, including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management, and has direct accountability for the technical correctness, timeliness and quality of deliverables. The PM shall have broad and deep knowledge of business administration, and human resource management and shall have excellent oral and written communications skills. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic

vision, this may include subject matter and unique technical knowledge, provides technical expertise, and participates in briefings and meetings.

Minimum Experience/Education

Requires a Bachelor's degree and ten years management experience. One additional year of relevant experience can be substituted for each year of education shortfall.

Project Manager

Position Duties/Responsibilities

Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work. The Project Manager maintains and manages the client interface at the COTR levels of the client organization and management personnel to provide technical advice, resolve problems, and anticipate future requirements; assists the Program Manager as required in managing contract performance. Manages a team of professionals in providing a wide range of services and managing assigned projects within scope and budget. Prepares or reviews project or task proposal or plan to determine time frame, schedules, funding requirements and limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project or task. Directs and coordinates activities of project personnel to ensure timeliness of products and services, maintenance of project schedule, cost control to ensure conformance with prescribed budget, responsiveness to customer requirements, and that the quality of product and services is maintained.

Minimum Experience/Education

Requires a Bachelor's degree and seven years related experience or equivalent combination of education and experience in related field. PMP certification preferred.

Task Manager/Leader

Position Duties/Responsibilities

Typically require the innovative application of specialized knowledge (e.g., technical expertise in a specific discipline) or the resolution of complex management problems, which require innovative solutions, based on broad functional knowledge. Prepares complex data analysis plans or engineering plans. Delegates data collection and analysis work and provides technical oversight of assigned projects. Assists the Program and Project Managers serving as the working level focal point between contractor, government technical and government contracting staffs. Provides technical direction for the complete task effort and keeps the Project and Program Manager(s) abreast of all problems and accomplishments. For assigned task orders, allocates resources, provides technical and management oversight, provides technical expertise, and participates in briefings and meetings. Anticipates problems and works to mitigate the anticipated problems. Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Reviews task requirements, prepares project synopses, compares alternatives, prepares specifications, coordinates work with others, and

orients clients. Reviews and evaluates work of subordinate staff and prepares performance reports in writing and orally to company and client representatives.

Minimum Experience/Education

Advanced technical training more than 10 years of experience OR a Bachelor's degree and 6-10 years of experience OR an Advanced degree and 4-6 years of experience.

Functional Subject Matter Expert

Position Duties/Responsibilities

Senior expert with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, safeguards and security, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills.

Minimum Experience/Education

Recognized industry competence at the highest level in specialty area; a bona fide expert, is well read and likely published in subject field. Requires a master's degree in field relative to area of expertise, PhD preferred plus fifteen years professional expertise of which at least ten years experience is directly relative to subject matter.

Technical Subject Matter Expert

Position Duties/Responsibilities

Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated technical and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high-level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Technical Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Provides highest-level functional expertise to prepare, advise and/or review the most technically demanding and sophisticated work being performed within assigned area of responsibility. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and government management.

Minimum Experience/Education

The Technical Subject Matter Expert is typically a former high-ranking military or civilian official and recognized by industry as an expert in their specific field. Requires Bachelor's degree in field relative to area of expertise, masters preferred plus fifteen years professional expertise of which at least ten years experience is directly relative to subject matter. One additional year of relevant experience can be substituted for each year of education shortfall.

Implementation Specialist

Position Duties/Responsibilities

Work requires the independent development of comprehensive and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Must have broad latitude for decision-making at the operations center level and are reviewed on the basis of results achieved. Prepares intricate and/or complex engineering or data analysis plans, which require a very high level of specialized knowledge or the resolution of complex management problems that require extensive cross-functional knowledge. Leads the design and implementation of a variety of interventions that will foster the implementation of organizational change in such areas as business processes, policy, culture, environment or workplace. Works with senior executives to develop strategies to lead and manage major change. Assist in the design, development and implementation of communication plans. Possesses knowledge in designated field or discipline. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems. Independently leads proof of concept tasks. Facilitates the implementation of major interventions related to an organization's redesign of existing business processes or design new processes to support the attainment of mission critical business goals. Frequently provide subject matter expertise and may lead inter-disciplinary work teams. Conducts data collection, analysis, research in support of identifying individual and organizational performance barriers, and recommend courses of action to minimize or eliminate obstacles preventing the achievement of optimal performance. Participates in major business process reengineering assignments to support organizational improvement through implementation of new technology solutions or major restructuring initiatives. Conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications. Experienced in the evaluation of commercial off the shelf software to assess their value as potential technology solutions for new or redesigned business processes. Is well versed in the systems development lifecycle and is capable of developing testing plans and conducting acceptance testing for new systems.

Minimum Experience/Education

Requires a Bachelor's degree and eight years related experience, four years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/ improvement methods, enterprise applications, etc.); or equivalent combination of education and experience. A master's or doctorate degree is desired. One additional year of relevant experience can be substituted for each year of education shortfall.

Principal Security Specialist

Position Duties/Responsibilities

Senior expert with extensive knowledge and experience in national security programs, and in developing and applying analytic methodologies and safeguards and security principles, and is recognized as a leader within functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Acts independently under general direction. Advises technical personnel on the conceptualization, feasibility, development, and implementation of a broad range of project issues. Designs and develops proposed solutions to business problems and client requirements. Performs high-level analysis and directs technical strategy for accomplishing objectives and new and existing projects. Maintains knowledge of current projects, actions and analyzes for redundancies and project/program overlap. Responsible for task completion. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Security Specialists or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent plus eight years experience in related field. One additional year of relevant experience can be substituted for each year of education shortfall.

Senior Security Specialist

Position Duties/Responsibilities

Must have knowledge of terrorism, CBRN, explosive threats, security force operations, electronic security systems, integrated security systems, and security force communications. Develops and modifies complex systems and develops subsystems to enhance the overall project. Exercises analytical techniques when gathering information from clients, defining problems, and prepares a variety of reports, assessments, or evaluations and procedures to resolve the problems. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Conducts activities in support of project team's objectives. Works closely with other Security Specialists, Analysts, Task Leads, or Project Manager. Directs the activities of junior staff as necessary.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent and Has at least six years of related experience in a related field. One additional year of relevant experience can be substituted for each year of education shortfall.

Security Specialist

Position Duties/Responsibilities

Must have knowledge of government and industrial security requirements, with the ability to effectively interact with technical staff, customer community and other security staff members. Must also have in-depth knowledge of NISPOM, Sensitive Compartmented Information (SCI) security requirements and various manuals. Possess knowledge of applying analytic

methodologies and principles to address client's needs. Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as, but not limited to technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property management, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. With limited direction, carries out procedures to ensure that all products and services meet company and client standards and end-user requirements. Performs workflow analysis and recommends quality improvements, works closely with senior Security Specialists, Analysts or Team Leads. Researches, writes, edits, and proofreads technical data for use in documents or sections of documents.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent plus two years experience. Excellent verbal and written communication skills are required. One additional year of relevant experience can be substituted for each year of education shortfall.

Principal Consultant

Position Duties/Responsibilities

Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary. Oversees various tasks of a highly complex nature. Must be familiar with the scope and project objectives, as well as the role and function of each team member, in order to effectively coordinate the activities of the team. May serve as a technical authority for a particular task area. Interacts with client management personnel. Leads a team of analysts and/or consultants in accomplishing specific tasks in support of management, organizational and business integration services.

Minimum Experience/Education

Advanced technical training 14 years of experience OR Bachelor's degree, advanced academic work, 12 years of experience OR Advanced degree, and 10 years of experience.

Senior Consultant

Position Duties/Responsibilities

Establishes project requirements using analysis in the development of enterprise-wide or large-scale projects. Designs plans to support the total project requirements as well as provide for present and future cross-functional requirements. As appropriate, ensures these plans/requirements are compatible and in compliance with standards. Analytically and systematically evaluates problems develops appropriate corrective action. Provides daily direction to staff assigned to task. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as

conducting interviews, gathering data, and developing recommendations in support of project objectives (e.g., original research in a specific discipline or function). Directs the activities of junior staff as necessary.

Minimum Experience/Education

Advanced technical training 12 years of experience OR a Bachelor's degree, advanced academic work, 10 years of experience OR Advanced degree, and 8 years of experience.

Consultant

Position Duties/Responsibilities

Responsible for the effective development and implementation of programs to ensure that all products and services meet minimum company standards and end-user requirements. Administers problem management process including monitoring and reporting on problem resolution. Works under the supervision of a more experienced business consultant to assist with a variety of data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvements. Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment. Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Consultants or Task Leads. May supervise lower level personnel. Must have demonstrated capability for oral and written communications.

Minimum Experience/Education

Advanced technical training 10 years of experience OR Bachelor's degree, advanced academic work, 8 years of experience OR Advanced degree, and 6 years of experience.

Principal Analyst

Position Duties/Responsibilities

Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Acts independently under general direction. Advises technical personnel on the conceptualization, feasibility, development, and implementation of a broad range of project issues. Designs and develops proposed solutions to business problems and client requirements. Performs high-level analysis and directs technical strategy for accomplishing objectives and new and existing projects. Maintains knowledge of current projects, actions and analyzes for redundancies and project/program overlap. Responsible for task completion. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles.

Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent plus eight years experience in related field. One additional year of relevant experience can be substituted for each year of education shortfall.

Senior Analyst

Position Duties/Responsibilities

Develops and modifies complex systems and develops subsystems to enhance the overall project. Exercises analytical techniques when gathering information from clients, defining problems, and prepares a variety of reports, assessments, or evaluations and procedures to resolve the problems. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Conducts activities in support of project team's objectives. Works closely with Analysts, Task Leads, or Project Manager. Directs the activities of junior staff as necessary.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent and Has at least six years of related experience in a related field. One additional year of relevant experience can be substituted for each year of education shortfall.

Analyst

Position Duties/Responsibilities

Possess knowledge of applying analytic methodologies and principles to address client's needs. Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as, but not limited to technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property management, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. With limited direction, carries out procedures to ensure that all products and services meet company and client standards and end-user requirements. Performs workflow analysis and recommends quality improvements, works closely with senior Analysts or Team Leads. Researches, writes, edits, and proofreads technical data for use in documents or sections of documents.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent plus two years experience. Excellent verbal and written communication skills are required. One additional year of relevant experience can be substituted for each year of education shortfall.

Principal Engineer

Position Duties/Responsibilities

Senior expert with extensive knowledge and experience developing and applying engineering and analytic methodologies and principles, and is recognized as a leader within functions. Leads the application of engineering and analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Acts independently under general direction. Advises technical personnel on the conceptualization, feasibility, development, and implementation of a broad range of project issues. Designs and develops proposed solutions to engineering and business problems and client requirements. Performs high-level analysis and directs technical strategy for accomplishing objectives and new and existing projects. Maintains knowledge of current projects, actions and analyzes for redundancies and project/program overlap. Responsible for task completion. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior engineers or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent plus ten years experience in related field. One additional year of relevant experience can be substituted for each year of education shortfall.

Senior Engineer

Position Duties/Responsibilities

Develops and modifies complex systems and develops subsystems to enhance the overall project. Exercises engineering and analytical techniques when gathering information from clients, defining problems, and prepares a variety of reports, assessments, or evaluations and procedures to resolve the problems. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Conducts activities in support of project team's objectives. Works closely with Engineers, Analysts, Task Leads, or Project Manager. Directs the activities of junior staff as necessary.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent and has at least eight years of related experience in a related field. One additional year of relevant experience can be substituted for each year of education shortfall.

Engineer

Position Duties/Responsibilities

Possess knowledge of, and applying engineering and analytic methodologies and principles to address client's needs. Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as, but not limited to technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property management, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. With limited direction, carries out procedures to ensure that all products and services meet company and client standards and end-user requirements. Performs analysis and recommends quality improvements, works closely with

senior Engineers, Analysts or Team Leads. Researches, writes, edits, and proofreads technical data for use in documents or sections of documents.

Minimum Experience/Education

Requires a Bachelor's degree or equivalent plus four years experience. Excellent verbal and written communication skills are required. One additional year of relevant experience can be substituted for each year of education shortfall.

Principal Consultant (IT)

Position Duties/Responsibilities

Oversees various tasks of a highly complex nature. Responsible for assembling the task team, assigning individual responsibilities, identifying appropriate resources needed, and developing the schedule to ensure the timely completion of the task's milestones and final acceptance. Must be familiar with the systems scope and project objectives, as well as the role and function of each team member, in order to effectively coordinate the activities of the team. Monitors each assigned task, implements and assures adherence to task level quality and methodology standards, and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate the anticipated problems. As a task leader, provides technical direction for the complete task effort. Reviews and evaluates work of subordinate staff and prepares performance reports. May serve as a technical authority for a particular task area. Interacts with client management personnel. Prepares activity and progress reports regarding all assigned tasks. Reports in writing and orally to company and client representatives.

Minimum Experience/Education

Requires a Bachelor's degree in a Computer Science, Engineering, or Mathematics, or related field. Four years additional experience may be substituted for Bachelor's Degree. A minimum of eight years experience in programs with direct experience with information management and information technology programs, and a minimum of two years experience at a supervisory level.

Senior Consultant (IT)

Position Duties/Responsibilities

Establishes system information requirements using analysis in the development of enterprise-wide or large scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. As appropriate, ensures these systems are compatible and in compliance with the standards for open systems architectures - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Analytically and systematically evaluates problems in work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Experience/Education

Requires a Bachelor's degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree. A minimum of six years direct experience with information management and information technology programs.

Consultant (IT)

Position Duties/Responsibilities

Responsible for the effective development and implementation of programs to ensure that all information systems products and services meet minimum company standards and end-user requirements. Administers the change control process for zero defects software development. Responsible for configuration management of requirements, design, and code. Administers problem management process including monitoring and reporting on problem resolution. Ensures adequate product testing prior to implementation. Coordinates with users and systems development personnel on releases of software. May supervise lower level personnel. Must have demonstrated capability for oral and written communications.

Minimum Experience/Education

Requires a Bachelor's degree in a Computer Science, Engineering, or Mathematics, or related field. Two years additional experience may be substituted for Bachelor's Degree. A minimum of three years direct experience with information management and information technology programs.

Technical Writer

Position Duties/Responsibilities

Writes technical information in easily understandable language. Works with program/project managers, analysts, engineers, scientists, and others to research, write, edit, and proofread technical data for use in documents or sections of documents such as manuals, procedures, specifications, special reports, and any other customer deliverables and documents. Capable of original drafting of management operations and business documentation requiring an understanding of the basic concepts, practices and vocabulary relevant to the subject matter. Ensures technical documentation is accurate, complete, meets editorial and client specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations.

Minimum Experience/Education

Requires a Bachelor's degree and at least four years experience as a technical writer of specifications, standards, and technical manuals. One additional year of relevant experience can be substituted for each year of education shortfall. Knowledge of client style guidelines, protocols, and procedures a plus.

Admin/Clerical Assistant

Position Duties/Responsibilities

Ability to perform a variety of administrative tasks as well as assist the Program Manager and contract technical staff in ad hoc administrative tasks and project efforts as required. Provides



program/project management support services such as: secretarial/administrative services; scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receive callers; assists with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. Must be able to work independently and follow through to completion all duties assigned.

Minimum Experience/Education

Minimum of a High School Diploma (or equivalent), and a minimum of two years of related work experience. Must be proficient in the MS Office Suite and be quick learners on varied computer software.



Company Profile



CTAC is a privately owned small business specializing in security management, management and program review support, regulatory support, human capital management support, professional development, training, IT, information management, and communications technologies. CTAC currently supports the Department of Energy (DOE), the National Nuclear Security Administration (NNSA), the Department of Health and Human Services, the General Services Administration (GSA), the Department of Transportation, the Department of Education, and the Federal Reserve System. In addition to this schedule, CTAC holds two additional Federal Supply Schedules:

- GSA Professional Services Schedule (PSS) Federal Supply Class 871 and 874 (Contract GS-10F-0159J), and
- GSA Information Technology (IT) Professional Services Schedule 70 (Contract GS-35F-256CA).

CTAC’s current and historical support to DOE/NNSA includes work supporting the Office of Defense Nuclear Security (DNS). Our work included: developing the DNS processes to independently verify the results of Vulnerability Assessments; developing and implementing the first DNS strategic planning process; developing the NNSA/DNS Safeguards and Security (S&S) Management Plan and the S&S Technical Qualifications Program; designing the human capital management and human reliability and personnel security programs; designing and implementing a workflow and business management processes, and developing the Evaluation and Performance Assurance Program.

The following table identifies the specific services being proposed by SIN.

SIN	Services Proposed
334512	Security consulting, training, and facility management.
541330L	Studies and analyses to support life cycle and operational activities such as risk assessment, threat assessment/ evaluation, and vulnerability assessment.