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 GSA *Advantage is* http://www.gsaadvantage.gov

SCHEDULE TITLE: Federal Supply Schedule 736- Temporary, Administrative and Professional Staffing (TAPS)

CONTRACT NUMBER: GS-07F-5582R

CONTRACT PERIOD: 24 January 2015 - 23 January 2020

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:

PROCUREVIS, INC.
50 POST OFFICE ROAD, SUITE 304
WALDORF, MD 20602
Phone Number: (301) 396-9251
Fax Number: (301) 396-9255
E-mail: sdavis@procurevis.com
Web Site: www.procurevis.com

CONTRACTOR'S ADMINISTRATION SOURCE: Shanell S. Davis, CPCM, CFCM, MA

BUSINESS SIZE: Woman-Owed, Small Disadvantaged Business (SDB), Woman-Owned, Small Disadvantaged Business (WOSDB)

Contract Information

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

736-1, Administrative Support and Clerical Occupations
736-2, Automatic Data Processing Occupations
736-3, General Services and Support
736-4, Information and Arts Occupations, including Miscellaneous Occupations
736-5, Technical and Professional Occupations

1b. Lowest Price Model Number and Price for each SIN: N/A

1c. Hourly Rates and Descriptions of all corresponding commercial job titles, experience, functional responsibility and education: All hourly rates are firm-fixed price. See the following price list for hourly rates by location and labor category. See 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 unless the contractor agrees to accept a smaller order amount.

4. Geographic Coverage: Washington, DC, Wage Determination No. 2005-2103, Revision 10 dated 06/29/2013

5. Points of Production: N/A

6. Discount from List Prices: N/A

7. Quantity Discounts: N/A

8. Prompt Payment Terms: N/A

9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: None

11.a. Time of Delivery: N/A

11.b. Expedited Delivery: N/A

11.c. Overnight and 2-day Delivery: N/A

11.d. 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: N/A

13a. Ordering Address: Same as contractor address. Customer should contact contractor for additional addresses.

14. Payment Address: Same as contractor address.

15. Warranty Provision: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. Export Packing Charges: Not applicable

17. Terms & Conditions of Government Purchase Card Acceptance: Government Purchase Cards are Accepted. No terms and conditions apply to acceptance.

18. Terms & Conditions of Rental, Maintenance, and repair (IF APPLICABLE): N/A

19. Terms & Conditions of Installation (IF APPLICABLE): N/A

20. Terms & Conditions of repair parts indicating date of parts price list and any discounts from list prices (IF AVAILABLE): N/A

20.a. Terms & Conditions for any other services (IF APPLICABLE): N/A

21. List of service and distribution points (IF APPLICABLE): N/A

22. List of participating dealers (IF APPLICABLE): N/A

23. Preventative Maintenance (IF APPLICABLE): N/A

24.a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24.b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 13-1009751

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the CCR database.

The remainder of this page is intentionally left blank

Corporate Overview

Procurevis, Inc. is a recognized leader in professional services serving government agencies, corporate industry educational institutions, and non-profit organizations. Our vision is to be the Nation's premier Acquisitions Solutions provider, offering the Best Value and professional services to our clients, growth and development to our employees and superior returns to our shareholders. We are a woman-owned firm certified by the U.S. Small Business Administration as an 8(a), Hub-zone and Small Disadvantaged Business.

Past Performance

Procurevis has a sound past performance history and diverse experiences across many federal and defense agencies. Procurevis is committed to providing expert, results-driven, procurement, program, supply-chain and logistics support solutions to the federal government and commercial clients engaged in the acquisition and management of information technology, complex weaponry & systems, supplies, services, equipment, and solutions.

- U.S. Department of Labor
- U.S. Department of Homeland Security
- U.S. Department of Transportation
- U.S. Department of Justice
- U.S. General Services Administration
- U.S. Department of Health & Human Services
- U.S. Department of Agriculture
- U.S. Department of the Air Force
- U.S. Department of Interior
- U.S. Small Business Administration

Lines of Business

Our service offerings are designed to help our clients generate revenue, reduce costs, increase productivity and access the information necessary to operate their business on a timely basis. We serve a very distinct client base inclusive of Federal Agencies, Fortune 500 companies, progressive start-ups, small businesses and educational institutions from a diverse industry base. We are known for our professional and high quality standards in dealing with clients and government officials. We look forward to the opportunity to help you leverage your agency's products and/or services. We offer services in the following areas:

- Procurement Operations Support
- Acquisition Support- Source
- Program Management
- Integrated Logistics Support
- Grants Management
- Mission Support
- Consulting

Nationwide Access to TAPS

Procurevis is available and qualified to provide TAPS services nation-wide (50 states) in all of the fifty (50) U.S. states. To order services please call us on 301-396-9251 or e-mail us at: sdavis@procurevis.com for additional information.

Temporary & Professional Services Pricing:

Labor Categories	TAPS Hourly Rates
736-1 Administrative Support and Clerical Occupations	
Accounting Clerk I	$24.52
Accounting Clerk II	$27.13
Accounting Clerk III	$33.90
Administrative Assistant	$46.37
General Clerk I	$24.33
General Clerk II	$26.44
General Clerk III	$31.59
Personnel Assistant I	$29.44
Personnel Assistant II	$32.53
Personnel Assistant III	$35.99
Receptionist	$24.63
Secretary I	$29.71
Secretary II	$33.04
Secretary III	$41.46
Supply Technician	$46.37
Technical Writer	$36.26
Technical Writer II	$43.59
Technical Writer III	$52.04
Procurement Clerk/Asst. I	$33.04
Procurement Clerk/Asst. II	$41.46
736-2 Automatic Data Processing Occupations	
Computer Operator I	$31.29
Computer Operator II	$34.61
Computer Operator III	$38.19
Computer IV	$42.06
Computer V	$46.22
Peripheral Equipment Operator	$31.29
736-3 General Services & Support Occupations	
Janitor	$20.30
Laborer	$22.14
736-4 Information & Arts Occupations	
Librarian	$49.77
Library Technician	$33.32

Graphic Artist	$43.74
736-5 Technical & Professional Occupations	
Contract Specialist/Admin. I	$47.58
Contract Specialist/Admin. II	$62.32
Contract Specialist/Admin. III	$68.50
Sr. Contract Specialist/Admin. I	$77.06
Sr. Contract Specialist/Admin. II	$83.94
Sr. Contract Specialist/Admin. III	$91.15
Sr. Contract Specialist/Admin. IV	$130.96
Sr. Contract Specialist/Admin. V	$176.56
Grants Specialist	$78.70
Project Manager	$90.76

Labor Categories & Descriptions

Accounting Clerk I:

Functional Responsibility

Performs very simple and routine accounting clerical operations, for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to the supervisor's attention. Supervisor gives clear and detailed instructions for specific assignments. Employee refers to supervisor all matters not covered by instructions. Work is closely controlled and reviewed in detail for accuracy, adequacy, and adherence to instructions.

Experience and Education

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area.

Accounting Clerk II:

Functional Responsibility

Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data and proper identification of accounts, and checking that expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets where employee identifies proper accounts and items to be posted; and coding documentation accordance with a chart (listing) of accounts. Employee follows specific and detailed accounting procedures. Corrects errors or lists discrepancies for adjustment. Completed work is reviewed for accuracy and compliance with procedures.

Experience and Education
Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area or six (6) months of related college coursework and one (1) year of experience.

Accounting Clerk III:

Functional Responsibility
Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected and debit and credit entries to be made and assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, employee selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

Experience and Education
Requires a high school diploma or its equivalent with at least 5-7 years of experience in the field or in a related area or 1 year of related college coursework and two (2) years of experience.

Administrative Assistant:

Functional Responsibility
Provides administrative support to executives and senior management principal and staff. Duties include but are not limited to calendar/schedule keeping, making travel arrangements, preparing correspondence, preparing and disseminating reports, spreadsheet analysis, file organization, record keeping, meeting and event planning, , expense reporting, courier and mail shipments, and photocopying,. May oversee and assist in supervision of subordinates.

Experience and Education
Requires a high school diploma, college coursework (preferred) and at least five (5) years of experience in administrative management supporting a senior manager or division.

General Clerk I

Functional Responsibility
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Has knowledge of commonly-used concepts, practices, and procedures within

a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Experience and Education
Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area or successful completion at a trade school.

General Clerk II

Functional Responsibility
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Experience and Education
Requires a high school diploma or its equivalent with 2-4 years of experience in the field or in a related area or successful completion at a trade school.

General Clerk III:

Functional Responsibility
Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. 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.

Experience and Education
Requires a high school diploma or its equivalent with at least 4-6 years of experience in the field or in a related area.

Personnel Assistant I:

Functional Responsibility

Performs routine tasks which require a knowledge of personnel procedures and rules, such as: providing simple employment information and appropriate lists and forms to applicants or employees on types of jobs being filled, procedures to follow, and where to obtain additional information; ensuring that the proper forms are completed for name changes, locator information, applications, etc. and reviewing completed forms for signatures and proper entries; or maintaining personnel records, contacting appropriate sources to secure any missing items, and posting items such as dates of promotions, transfer, and hire, or rates of pay or personal data. If this information is computerized, outside inquiries for simple factual information, such as verification of dates of employment in response to telephone credit checks of employees. Some receptionist or other clerical duties may be performed. May be assigned work to provide training for a higher level position. Detailed rules and procedures are available for all assignments. Guidance and assistance on unusual questions are available at all times. Work is spot checked, often on a daily basis.

Experience and Education
Requires a high school diploma or its equivalent, relevant training and/or college coursework, one (1) year administrative experience or in a related area may be substituted for education.

Personnel Assistant II:

Functional Responsibility
Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures that information is complete and consistent and determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Selects appropriate precedents, rules, or procedures from a number of alternatives. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. May provide information to managers on availability of applicants and status of hiring actions; may verify employment dates and places supplied on job applications; may maintain personnel records; and may administer typing and stenography test. Completes routine assignments independently. Detailed guidance is available for situations which deviate from established precedents. Clerks/assistants are relied upon to alert higher level clerks/assistants or supervisor to such situations. Work may be spot checked periodically.

Experience and Education
Requires a high school diploma or its equivalent, relevant training and/or college coursework, 2-3 years administrative experience or in a related area may be substituted for education.

Personnel Assistant III:

Functional Responsibility

Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Screens applications for obvious rejections. Resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources. May check references of applicants when information in addition to dates and places of past work is needed, and judgment is required to ask appropriate routine follow-up questions. May provide guidance to lower level clerks. Supervisory review is similar to level II. AND/OR Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office employees; other work may be checked occasionally.

Experience and Education

Requires a high school diploma or its equivalent, relevant training and/or college coursework, 3-4 years administrative experience or in a related area may be substituted for education.

Receptionist:

Functional Responsibility

Operates a single-position telephone switchboard or console, used with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors, determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

Experience and Education

Requires a high school diploma or its equivalent, 0-2 years of experience in the field or in a related area may be substituted for education.

Secretary I:

Functional Responsibility

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.

Experience and Education

Requires a high school diploma with 0-2 years of experience in the field or in a related area, or six (6) months of secretarial training at a trade school and six (6) months of experience.

Secretary II:

Functional Responsibility

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.

Experience and Education

Requires a high school diploma with 3-5 years of experience in the field or in a related area, or six (6) months of secretarial training at a trade school and one (1) year of experience.

Secretary III:

Functional Responsibility

Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of 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.

Experience and Education

Requires a high school diploma with 5-8 years of experience in the field or in a related area.

Supply Technician:

Functional Responsibility

Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

Experience and Education

Requires a high school diploma or its equivalent, relevant training and/or college coursework in supply chain management, 2-3 years administrative experience or in a related area may be substituted for education.

Janitor:

Functional Responsibility

Cleans and maintains buildings/facilities. May be expected to make basic repairs.

Experience and Education

May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor/manager.

Laborer:

Functional Responsibility

Grounds Maintenance: Performs general manual labor tasks including loading, unloading, lifting, and moving materials.

Experience and Education
May require a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Librarian:

Functional Responsibility
Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials.

Experience and Education
Education: Requires a high school diploma or its equivalent, college degree or relevant training in Library Science, 1 year of experience in the field or in a related area may be substituted for education.

Librarian Technician:

Functional Responsibility
Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

Experience and Education

Education: Requires a high school diploma or its equivalent, college degree or relevant training in Library Science, 0-2 years of experience in the field or in a related area may be substituted for education.

Computer Operator I:

Functional Responsibility

Works under close personal supervision and is provided detailed written or oral guidance before and during assignments. As instructed, resolves common operating problems. May serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work.

Experience and Education

Requires a high school diploma or its equivalent, college degree or relevant certification, 6 (six) months of experience in the field or in a related area may be substituted for education.

Computer Operator II:

Functional Responsibility

Processes scheduled routines which present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedure. Refers problems which do not respond to preplanned procedure. May serve as an assistant operator, working under general supervision.

Experience and Education

Requires a high school diploma or its equivalent, college degree or relevant certification, 1-2 years of experience in the field or in a related area may be substituted for education.

Computer Operator III:

Functional Responsibility

Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution. Refers problems which do not respond to corrective procedures.

Experience and Education
Requires a high school diploma or its equivalent, college degree or relevant certification, 2-3 years of experience in the field or in a related area may be substituted for education.

Computer Operator IV:

Functional Responsibility
Adapts to a variety of nonstandard problems which require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

Experience and Education
Requires a high school diploma or its equivalent, college degree or relevant certification, 3-4 years of experience in the field or in a related area may be substituted for education.

Computer Operator V:

Functional Responsibility
Resolves a variety of difficult operating problems (e.g., making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. May spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists in resolving problems.

Experience and Education
Requires a high school diploma or its equivalent, college degree or relevant certification, 4-5 years of experience in the field or in a related area may be substituted for education.

Peripheral Equipment Operator

Functional Responsibility
Operates computer peripheral equipment, for example printer, plotter, computer output microfiche machine, and document reader-sorter to transfer data to and from computer and to convert data from

one format to another: Reads instructions and schedule, for example schedule of documents to be printed, or receives instructions from supervisor orally, to determine work for shift. Mounts reels and cartridges of magnetic tape in tape drives, loads paper in printer, loads checks or other documents in magnetic ink reader-sorter or optical character reader, sets guides, keys, and switches, enters commands into computer, using computer terminal, and performs other tasks, to start and operate peripheral machines. Observes machine operation and error lights on machines to detect malfunction. Observes materials printed for defects, for example creases and tears. Removes faulty materials and notifies supervisor of error or machine stoppage. Unloads and labels magnetic tape for delivery to other worker or tape library. May also separate, sort, and distribute output. May also clean and supply equipment operated with paper, ink, film, developing solution, and other materials.

Experience and Education
Requires a high school diploma or its equivalent, college degree or relevant certification, 6 (six) months of experience in the field or in a related area may be substituted for education.

Graphic Artist:

Functional Responsibility
Designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, and packaging: Studies illustrations and photographs to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts. Draws sample of finished layout and presents sample of Art Director for approval. Prepares notes for workers who assemble and prepare final layouts for printing. Reviews final layout and suggest improvements as needed. May prepare illustrations or rough sketches of material according to instructions of client or supervisor. May prepare series of drawings to illustrate sequence and timing of store development for television production. May mark up, paste, and assemble final layout to prepare layouts for printer. May produce still and animated graphic formats for on-air and taped portions of television news broadcasts, using electronic video equipment. May photograph layouts, using camera, to make layout prints for supervisor or client. May develop negatives and prints, using negative and print information into computer equipment to create layouts for clients.

Experience and Education
May require an associate's degree in a related area and 2-5 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions

of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Procurement Clerk/Asst. I:

Functional Responsibility

Under supervision of a Contract Administrator/Specialist performs or assists in the performance of some contract administration duties at an entry or clerical type level.

Experience and Education

H.S. Diploma plus administrative experience in an office environment.

Procurement Clerk II:

Functional Responsibility

Under supervision of a Contract Administrator/Specialist performs or assists in the performance of some contract administration duties at the technician level. H.S. Diploma plus administrative experience in an office environment and at least one (1) year experience at the Procurement Clerk I level.

Experience and Education

H.S. Diploma plus administrative experience in an office environment and at least one (1) year experience at the Procurement Clerk I level.

Technical Writer I:

Functional Responsibility

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 recommends 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.

Experience & Education
May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.

Technical Writer II:

Functional Responsibility
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 recommends 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.

Experience & Education
May require a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular

field. Relies on limited 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.

Technical Writer III:

Functional Responsibility

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 recommends 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.

Experience & Education

Requires a bachelor's degree in a related area and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Contract Specialist/Admin. I:

Functional Responsibility

Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity resulting in low to moderate risk to business unit. Typically expertise includes the review and

processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education

Possess between 0 - 2 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting. Bachelor's degree in Business or a related discipline. Four (4) years of experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Contract Specialist/Admin. II:

Functional Responsibility

Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity resulting in low to moderate risk to business unit. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education

Possess between 2 - 3 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting. Bachelor's degree in Business or a related discipline. Four (4) years of experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Contract Specialist/Admin. III:

Functional Responsibility

Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity

resulting in low to moderate risk to business unit. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education
Possess between 3 - 4 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting. Bachelor's degree in Business or a related discipline. Four (4) years of experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Sr. Contract Specialist/Admin. I:

Functional Responsibility
Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity resulting in low to moderate risk to business unit. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education
Possess between 4 - 6 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting. Bachelor's degree in Business or a related discipline. Four (4) years of experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Sr. Contract Specialist/Admin. II:

Functional Responsibility

Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity resulting in low to moderate risk to business unit. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education
Possess between 6 - 8 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting. Bachelor's degree in Business or a related discipline. Six (6) years of experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Sr. Contract Specialist/Admin. III:

Functional Responsibility
Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity resulting in low to moderate risk to business unit. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education
Possess between 8 - 10 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting performing in a Senior-level capacity. Bachelor's degree in Business or a related discipline. Eight (8) years of experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Sr. Contract Specialist/Admin. IV:

Functional Responsibility

Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity resulting in low to moderate risk to business unit. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education

Possess between 8 - 10 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting performing in a Senior-level capacity. Bachelor's degree in Business or a related discipline. At least Ten (10) years of experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Sr. Contract Specialist/Admin. V:

Functional Responsibility

Performs various contract management/administration responsibilities, which may include all functions from cradle to grave. Provides acquisition knowledge related to contract activity resulting in low to moderate risk to business unit. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of requests for quotes/proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Individuals as required will have experience and understanding of various contract types.

Experience & Education

Possess between 8 - 10 years of experience performing cradle to grave contracts management and administration in a Government or Corporate setting performing in a Senior-level capacity. Bachelor's degree in Business or a related discipline. At least Twelve (12) years or more years of

experience and twenty-four (24) credit hours in business courses or previous Government exp. as a Contract Specialist may be substituted for a Bachelor's degree.

Grants Specialist:

Functional Responsibility

Performs some of the same functions as a Contract Specialist with a specialized expertise in Grants Policy, Administration and Management.

Experience & Education

Possess a minimum of three years in grant policy, administration or contracts, a Bachelors degree that included or was supplemented by at least 24 credit hours in: business, law, acquisition management, marketing, or organizational management. Experience may be substituted for a college degree.

Project Manager:

Functional Responsibility

Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides interface to customers and project staff. Identifies, acquires and utilizes company resources to achieve project objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all specified deliverables, and compliance with government regulations, codes and Procurevis policy and procedures. Resolves client issues, and participates in contract negotiations.

Experience & Education

A minimum of 3 years of progressive leadership experience is required. Bachelor's degree that included or was supplemented by at least 24 credit hours in: business, law, acquisition management, marketing, or organizational management. Experience and/or certification may be substituted for a college degree.