



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**PROFESSIONAL SERVICES SCHEDULE (PSS)
Industrial Group: 00CORP**

**CONTRACT NUMBER:
GS-10F-0092N**

**PERIOD COVERED BY CONTRACT:
November 15, 2002 – November 14, 2017**

**DLH Solutions, Inc.
3565 Piedmont Rd NE, Building 3, Suite 700
Atlanta, GA 30305-8202
Phone: (770) 554-3545
FAX: (770) 554-3603
www.dlhcorp.com
Contract Administration: Kevin Wilson
kevin.wilson@dlhcorp.com**

**Business Size:
Large Business**

General Services Administration
Management Services Center Acquisition Division
Authorized Federal Supply Schedule Price List

Pricelist current through PA-0026, dated April 18, 2016

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*™, a menu-driven database system. The Internet address for GSA *Advantage!*™ is <http://www.fss.gsa.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Numbers
- | | |
|--------------------------|---|
| <i>874-501/874-501RC</i> | <i>Supply and Value Chain Management Services</i> |
| <i>874-503/874-503RC</i> | <i>Distribution and Transportation Logistics</i> |
| <i>874-504/874-504RC</i> | <i>Deployment Logistics Services</i> |
| <i>874-507/874-507RC</i> | <i>Operations & Maintenance Logistics Management and Support Services</i> |
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.
- | | | |
|--------------------------|---------------------|------------------------|
| <i>874-501/874-501RC</i> | <i>Order Filler</i> | <i>See Price Sheet</i> |
| <i>874-503/874-503RC</i> | <i>Order Filler</i> | <i>See Price Sheet</i> |
| <i>874-504/874-504RC</i> | <i>Order Filler</i> | <i>See Price Sheet</i> |
| <i>874-507/874-507RC</i> | <i>Order Filler</i> | <i>See Price Sheet</i> |
- 1c. If the Contractor is proposing hourly rates, corresponding job titles, experience, functional responsibility, and education for those employees or subcontractors who will perform these services. *Skill category descriptions begin on page 5.*
2. Maximum order: *\$1,000,000*
3. Minimum order: *\$100*
4. Geographic coverage (delivery area): *Domestic and overseas.*
5. Points of production (city, county, and state or foreign country): *Same as company address.*
6. Discount from list prices or statement of net price: *Government prices are net.*
7. Quantity discounts: *None offered.*
8. Prompt payment terms: *0%--Net 30 days.*
- 9a. Government purchase cards are accepted below the micropurchase threshold.
- 9b. Government purchase cards are not accepted above the micropurchase threshold.
10. Foreign items (list items by country of origin): *None*
- 11a. Time of delivery: *Specified on the task order.*
- 11b. Items available for expedited delivery: *Contact Contractor.*

- 11c. Overnight and 2-day delivery: *Contact Contractor.*
- 11d. Urgent Requirements: *Contact Contractor.*
- 12. F.O.B. Point: *Destination*
- 13a. Ordering address: *Same as company address.*
- 13b. Ordering Procedures: *For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.*
- 14. Payment address: *Same as company address.*
- 15. Warranty provision: *Contractor's standard commercial warranty.*
- 16. Export packing charges: *Not Applicable*
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *Contact contractor.*
- 18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*
- 19. Terms and conditions of installation: *Not Applicable*
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: *Not Applicable*
- 20a. Terms and conditions for any other services: *Not Applicable*
- 21. List of service and distribution points: *Not Applicable*
- 22. List of participating dealers: *Not Applicable*
- 23. Preventive maintenance: *Not Applicable*
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): *Not Applicable*
- 24b. Section 508 compliance information: *Not applicable*
The EIT standards can be found at www.Section508.gov.
- 25. Data Universal Number System (DUNS) number: *95-966-0036*
- 26. DLH Solutions, Inc. is registered in the System for Award Management (SAM) database.

Labor Categories

Wage Determination Position Descriptions

01020 ADMINISTRATIVE ASSISTANT

Compiles and maintains records of business transactions and office activities of establishment, performing variety of the following or similar administrative duties and utilizing knowledge of system or procedures. Compiles data and maintains records and reports. Operates office equipment such as but not limited to: computer, calculator and duplicating machine/fax. May take dictation. May greet and assist visitors. Keep official records and execute administrative policies determined by or in conjunction with other officials. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers. Plan meetings. Directs preparation of records, such as notices, and minutes. Records resolutions of directors meeting. Acts as custodian of documents and records. Depending on organization, works in line, or staff capacity.

Education Required: High school diploma.

Minimum/Maximum Experience: Minimum of one year experience required.

Training Required: Business related level equivalent experience.

01070 DOCUMENT PREPARATION CLERK

Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder, and files folder for processing according to index code and copying priority schedule.

Education Required: High school diploma.

Minimum/Maximum Experience: Minimum of one year experience required.

01050 DISPATCHER, MOTOR VEHICLE

Minimum General Experience and Education: Requires a High School education plus three years experience.

Functional Responsibility:

Assigns motor vehicles and drivers for conveyance of freight or passengers. Compiles list of available vehicles. Assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers. Records time of departure, destination, cargo, and expected time of return. Investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed or damaged merchandise. May maintain record of mileage, fuel used, repairs made and other expenses. May establish service or delivery routes. May supervise loading and unloading. May issue equipment to drivers, such as handtrucks, dollies, and blankets. May direct activities of drivers, using two-way radio. May assign helpers to drivers. May work at vehicle distribution center and assign vehicles to customer agencies.

01270 PRODUCTION CONTROL CLERK

Minimum General Experience and Education: Requires a High School education plus one year experience.

Functional Responsibility:

Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

01300 SCHEDULER, MAINTENANCE

Minimum General Experience and Education: Requires a High School education plus three years experience.

Functional Responsibility:

Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

01400 SUPPLY TECHNICIAN

Minimum General Experience and Education: Requires a High School education plus three years experience.

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.

01611 WORD PROCESSOR I

Minimum General Experience and Education: Requires a High School education plus three years experience.

Functional Responsibility:

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

01612 WORD PROCESSOR II

Minimum General Experience and Education: Requires a High School education plus five years experience.

Functional Responsibility:

Uses a knowledge of varied and advanced functions of one software type, a knowledge of varied functions of different types of software, or a knowledge of specialized or technical terminology to perform such typical duties as:

- ❑ Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations.
- ❑ Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.

Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions. Supervisor sets priorities and deadlines on continuing assignments, furnishes general instructions for recurring work, and provides specific instructions for new or unique projects. May lead lower level word processors.

01613 WORD PROCESSOR III

Minimum General Experience and Education: Requires a High School education plus eight years experience.

Functional Responsibility:

Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

03041 COMPUTER OPERATOR I

Minimum General Experience and Education: Requires a High School education plus one year relevant experience.

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.

03042 COMPUTER OPERATOR II

Minimum General Experience and Education: Requires a High School education, six months of specialized education in related area is preferred and three years of relevant experience. In addition, one year educational experience may be substituted for each year of relevant experience shortfall.

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.

03043 COMPUTER OPERATOR III

Minimum General Experience and Education: Requires a High School education, and six months of specialized technical education in related area is required and five years of relevant experience. In addition, one year educational experience may be substituted for each year of relevant experience shortfall.

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.

03044 COMPUTER OPERATOR IV

Minimum General Experience and Education: Requires a High School education, and one year of specialized technical education in related area is required and eight years of relevant experience. In addition, one year educational experience may be substituted for each year of relevant experience shortfall.

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.

03045 COMPUTER OPERATOR V

Minimum General Experience and Education: Requires a High School education, and one year of specialized technical education, and ten years of relevant experience. In addition, certification in at least one current computer networking field may substitute up to four years of relevant experience shortfall.

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.

21071 FORKLIFT OPERATOR

Minimum General Experience and Education: Requires a High School education plus applicable forklift certification.

Functional Responsibility:

Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

21020 MATERIAL COORDINATOR

Minimum General Experience and Education: Requires a High School education plus five years experience.

Functional Responsibility:

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

21040 MATERIAL HANDLING LABORER

Minimum General Experience and Education: Requires a High School education plus one year experience.

Functional Responsibility:

Performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Excluded from this definition are workers whose primary function involves:

1. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process);
2. Stocking merchandise for sale;
3. Counting or routing merchandise;
4. Operating a crane or heavy-duty motorized vehicle such as forklift or truck;
5. Loading and unloading ships (longshore workers);
6. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

21050 ORDER FILLER

Minimum General Experience and Education: Requires a High School education plus one year experience.

Functional Responsibility:

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

21100 SHIPPING/RECEIVING CLERK

Minimum General Experience and Education: Requires a High School education plus one year experience.

Functional Responsibility:

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual nonroutine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

21130 SHIPPING PACKER

Minimum General Experience and Education: Requires a GED or High School education plus one year experience.

Functional Responsibility: Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. Exclude packers who also make wooden boxes or crates.

21150 STOCK CLERK (Shelf Stocker; Store Worker II)

Minimum General Experience and Education: Requires a High School education plus three years experience.

Functional Responsibility:

Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. May mark identifying codes, figures, or letters on articles. May distribute stock among production workers, keeping records of material issued. May make adjustments or repairs to articles carried in stock. May cut stock to site to fill order.

21400 WAREHOUSE SPECIALIST (Warehouse Worker)

Minimum General Experience and Education: Requires a High School education plus three years experience.

Functional Responsibility:

As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

31030 BUS DRIVER

Minimum General Experience and Education: Requires a High School education plus applicable state drivers license.

Functional Responsibility:

Drives bus to transport passengers over specified routes to local or distant points according to time schedule. Assists passengers with baggage and collects tickets or cash fares. Regulations heating, lighting, and ventilating systems for passenger comfort. Complies with local traffic regulations. Reports delays or accidents. Records cash receipts and ticket fares. May make repairs and change tires. May inspect bus and check gas, oil, and water before departure. May load or unload baggage or express checked by passengers in baggage compartment. May transport pupils between pickup points and school. May drive diesel or electric powered transit bus to transport passengers over established city route.

All SCA Positions determined according to WD 2005-2255 Rev 13		
SCA Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020-Administrative Assistant	05-2255
Document Preparation Clerk	01070-Document Preparation Clerk	05-2255
Motor Vehicle Dispatcher	01060-Motor Vehicle Dispatcher	05-2255
Production Control Clerk	01270-Production Control Clerk	05-2255
Scheduler, Maintenance	01300-Scheduler, Maintenance	05-2255
Supply Technician	01410-Supply Technician	05-2255
Word Processor I	01611-Word Processor I	05-2255
Word Processor II	01612-Word Processor II	05-2255
Word Processor III	01613-Word Processor III	05-2255
Computer Operator I	14041-Computer Operator I	05-2255
Computer Operator II	14042-Computer Operator II	05-2255
Computer Operator III	14043-Computer Operator III	05-2255
Computer Operator IV	14044-Computer Operator IV	05-2255
Computer Operator V	14045-Computer Operator V	05-2255
Forklift Operator	21020-Forklift Operator	05-2255
Material Coordinator	21030-Material Coordinator	05-2255
Material Handling Labor	21050-Material Handling Labor	05-2255
Order Filler	21071-Order Filler	05-2255
Shipping/Receiving Clerk	21130-Shipping/Receiving Clerk	05-2255
Shipping Packer	21110-Shipping Packer	05-2255
Stock Clerk	21150-Stock Clerk	05-2255
Warehouse Specialist	21410-Warehouse Specialist	05-2255
Bus Driver	31030-Bus Driver	05-2255

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the SCA labor categories are based on the U.S. Department of Labor Wage Determination Number 2005-2255 for the state of Massachusetts. The prices are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

NON-Wage Determination Position Descriptions

PROGRAM ANALYST

Provides support services in the area of Program Integration. Develops financial metrics incorporating Earned Value (EV) data and financial execution data to present an overall status of the system. Analyze and assess cost, schedule, and technical performance of program elements which comprise the system. Coordinate the submission of status reports. Participates in a myriad of financial and technical activities in support of the Program Integration Assessment (PIA) division.

Education Required: Any combination of education, training and/or experience equivalent to the completion of two years of college including coursework and training in technical writing, basic statistics, and computer usage.

Minimum /Maximum Experience: Minimum Two Years experience required.

Training Required: Various database, spreadsheet, word processing, and desktop publishing applications such as Microsoft Office.

Job Requirements: Knowledge, skills, and experience in DOD systems acquisition, program management and the program control function. Familiarity with systems acquisition processes and key program documentation as well as the ability to analyze and assess cost, schedule, and technical performance aspects of programs. Ideal candidates will have an in-depth knowledge of the DOD Planning, Programming, and Budgeting System (PPBS) to include experience in budget formulation, execution, and congressional enactment. Knowledge and experience in cost analysis, scheduling and contract cost controls including the application of Earned Value Management techniques.

LOGISTICS MANAGEMENT SPECIALIST

This non-supervisory position directs and coordinates program activities designed to provide subcontractors, management, and customers with logistics technology, effective and economical support concerned for manufacturing or servicing of products, systems, or equipment.

Analyzes contractual commitments, customer specifications, design changes, and other data to plan and develop logistic program activities from concept through life-cycle of product. The work requires a broad knowledge of integrated logistics management to plan, implement, and manage broad scale logistics support for systems and equipment. The work of the position requires a practical knowledge of engineering to the extent the employee understands the functions of the system or equipment. A brief description of various duties and responsibilities is listed below.

- ❑ Develops and implements program activities, coordinates efforts of subcontractors, production departments, and field service personnel and resolves problems in area of logistics to ensure meeting of contractual commitments.
- ❑ Develops and initiates preparation of handbooks, bulletins, and information systems to provide and supply logistics support.
- ❑ Compiles data on standardization and interchangeability of parts to expedite logistics activities.

- ❑ Determines logistic support sequences and time phasing, problems arising from location of operational area, and other factors such as environmental factors affecting personnel.
- ❑ Performs special research or technical studies critical to logistic support functions.
- ❑ Utilizes computer techniques for analysis, simulation or information systems and documentation.

Education Requirement: 4-year course of study leading to a bachelor's degree in an accredited college or university.

Minimum/Maximum Experience: 3 years in area of logistics management, planning, forecasting, and coordination.

Training Required: College level course work in the area of logistics management or 3 years work related experience in this area.

QA/QC INSPECTOR

Inspects products manufactured or processed by private companies for government use to ensure compliance with contract specifications. Performs the following duties:

- ❑ Examines the company's records to secure such information as size and weight of product and results of quality tests.
- ❑ Inspects product to determine compliance with order specifications, company's quality control system for compliance with legal requirements, and packing facilities for conformity to specified standards.
- ❑ Submits samples of product to government laboratory for testing as indicated by department procedures.
- ❑ Ensures products meet high quality standards of compliance, reliability, and safety.
- ❑ Documents all non-compliance and safety issues in order to avoid any future problems and show trend analysis of such.
- ❑ Stamps mark of approval or rejection on product and writes report of examinations.
- ❑ Follows up on non-compliance issues to ensure future problems are avoided.

Qualifications - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education Requirements: High School Diploma or equivalent.

Minimum/Maximum Experience: Must have served at least two years as a quality assurance/control inspector and provide documentation as proof of such.

Training Required: Formal documented QA/QC training is a must.

FACILITY MANAGEMENT SPECIALIST

In support of a single facility or multiple facilities throughout a large geographical area, this individual is responsible for coordinating facility functions such as building maintenance and repair, physical security, safety, hazardous materials control, environmental compliance and contractor oversight. Coordinates supply and service requirements and determines best method of procurement. Serves as the central point of contact for contracts from initiation advertisement, negotiation, award, and progress reports through to completion. The employee is expected to plan and independently accomplish assignments and to resolve problems encountered within the scope of established policies and precedents. The employee discusses with and makes recommendations to the supervisor on matters that are controversial or involve new or unusual precept setting situations. Meets with commanders, facility managers, directors, and or military boards to determine collective requirements and feasibility of requests. Recommends solutions which may be modifications of original planning, compromises, or accommodations to meet varying unit demands. Frequently travels to the facilities to provide technical assistance and staff direction on construction, maintenance, repair, improvements, expansion, and renovation on facilities within the scope of contractual area. Interprets regulations, directives, and policies pertaining to facilities engineering, prepares directives to implement policies; and insures compliance with regulatory, procedural and technical considerations in the remodeling and expansion of various types of facilities to include land areas, construction, security alarms, intrusion alarm systems, painting, structural repairs, changes to buildings, electrical installations, removal or correction of safety faults, plumbing, heating and air conditioning, kitchen and dining facilities, roof maintenance, buildings and ground maintenance, leasing actions, landscaping, parking facilities, rifle ranges and storage areas, etc. Meets with Project Review Boards, client personnel and contractors to present and classify projects and discuss related problems and priorities. Inspects facilities to determine state of repair and requirements for immediate or long-range projects, ensures data is formulated for incorporation into management plans, incorporates unfounded requirements into the budget process. Initiates request for minor, new construction or major repairs such as improving parking areas, modifying facilities storage areas, remodeling administrative areas, making structural or roof repairs. Forwards requests to engineering personnel for approval. Reviews operational issues, determines appropriate use, costs incurred, identifies impact of other uses of facilities and documents requests for use by non-tenants. Determines needs, initiates, and monitors local purchase contracts for facility support services such as utilities, grounds maintenance, intrusion detection systems, maintenance, custodial services and equipment maintenance. Initiates corrective actions as required.

Educational Requirement: Associates Degree.

Minimum/Maximum Experience: Minimum Five years work related experience in the area of facilities management.

FACILITY MANAGER

Manages and controls substantial computer operations and support. Functions may consist of user support, computer/network operations, network maintenance, data entry, specialized workstations, production control, operating systems software analysis and programming, and support functions. Plans, directs, controls, schedules, coordinates, and organizes facilities utilization and management projects. This may also include security, both physical and hardware/software; establishing charge back rates; monitoring hardware CPU usage, and recommending methodology for more efficient utilization. Evaluates alternatives for more efficient and effective accomplishment of work, establishes procedures, and develops required documentation. Interfaces through written and oral communications with GSA technical and contract personnel and customer agency representatives. Other duties may include planning for the augmentation of existing systems, evaluation or and operation of automatic data processing equipment, data communication equipment and data communications networks.

Education Requirement: College Degree or Ten years work related experience.

Minimum/Maximum Experience: Minimum Ten years work related experience in facility management.

PRODUCTION CONTROL SPECIALIST

Provides support necessary to manage a medium to large scale computer system in the area of execution toward delivery of final product utilizing a predefined and documented set of procedures and directions. Analyzes system input data to determine applicability to client requirements. Develops procedures to determine validity of reports produced during system execution. Analyzes error transactions to determine corrective action. Develops simple ad hoc programs using a state-of-the-art retrieval system when input is provided through predefined parameters. Operations scheduling and/or computer data library functions.

Education Requirement: Associates Degree or equivalent.

Minimum/Maximum Experience: 2 Years Related Experience

Note: Experience operating computer equipment for the purpose of data entry, word processing or maintaining information or performing clerical work involving reconciliation of data may be substituted on a year-for-year basis for the required education.

Training Requirement: Basic computer skills requirement.

PRODUCTION CONTROL SUPERVISOR

Responsible for all production activities which may include, but are not limited to scheduling, JCL setup, data entry, data control, computer data library and operations documentation. Monitors and improves production procedures. Receives and reviews input and output data (grid sheets, scanner documents, paper tapes, electronic media). Maintains and revises lists. Controls records and source data used in the preparation of recurring reports and records. Codes source data and lists according to prescribed code designations. Investigates and corrects problems causing incorrect input or output. Assigns personnel to the various support operations and directs their activities. Reviews and evaluates their work and prepares performance reports. Prepares activity and progress reports regarding the production support activities.

Education Requirement: Two year college degree or five years work related experience.

Minimum/Maximum Experience: Minimum of five years.

Training Requirement: Must have served in the capacity as a Production Control Coordinator or equivalent position and have the ability to understand, and decipher trends and make corrective actions based on data.

PROGRAM OPERATIONS ASSISTANT MANAGER

Responsible for overall technical, business and financial management of programs and projects. Oversees program budgets, schedules and performance. Directs staff. Has primary responsibility for program health. Responsible for ensuring that corporate resources are available and are effectively used to meet client goals and requirements. Serves as contractor's single point of contact for the client. Prepares and communicates status and outcomes of contract performance.

Education Requirement: Must possess technical academic degrees, professional training, certifications or equivalent experience in areas of program management. Two year college degree and five years work related experience in the field of program management.

Minimum/Maximum Experience: Minimum of five years work related experience in program management.

PROGRAM OPERATIONS MANAGER

Serves as the contractor counterpart to the Government program/technical manager. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Qualifications must be commensurate to the level of education and expertise necessary to manage and oversee program requirements of a magnitude proportional to the contract. Manages substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program technical support activities. Has demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Simultaneously plans and manages to transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of specific contractor program/technical activities and problems, issues or conflicts regarding resolution.

Education Requirement: A BS degree in Business, Purchasing, or Management is preferred is required.

Minimum/Maximum Experience: Minimum requirement in lieu of formal educational requirement the individual must possess 5-8 years private sector or military experience directly related to contract performance.

CLERICAL WAREHOUSE SUPERVISOR

Supervises and coordinates the activities of production and operating workers such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Clerical warehouse supervisors also evaluate each worker's performance. If a worker has done a good job, the supervisor records it in the employee's personnel file and may recommend a promotion or other award. Alternatively, if a worker is performing poorly, the supervisor discusses the problem with the employee to determine the cause and helps the worker improve his or her performance. This may require sending the employee to a training course or arranging personal counseling. If the situation does not improve, the supervisor may recommend a transfer, demotion, or dismissal. Clerical warehouse supervisors usually interview and evaluate prospective warehouse employees. When new workers arrive on the job, supervisors greet them and provide orientation to acquaint them with the organization and its operating routines. They may also serve as the primary liaisons between their offices and the general public through direct contact and by preparing promotional information.

Education Requirement: Two year college degree or equivalent five years work related experience.

Minimum/Maximum Experience: Minimum five years work related experience.

SITE MANAGER

The Site Manager plans, directs, controls, schedules, coordinates and organizes the facility's utilization and management projects. This may include security, both physical and software/hardware; establishing charge back rates; monitoring hardware CPU usage, and recommending methodology for more specific utilization. Evaluates alternatives for more efficient accomplishment of work, establishes procedures, and develops documentation. Interfaces through oral and written instruction with contract personnel and customer agency representatives. Initiates corrective actions as required.

Education Requirements: Two year college equivalent or five years experience.

Minimum/Maximum Experience: Five Years in lieu of college requirement.

CHIEF OF LOGISTICS

Directs and coordinates program activities designed to provide contractor, managers and customers with logistics technology. Analyzes contractual commitments, customer specifications, design changes and other data to plan and develop logistic program activities. Develops and implements program activities, coordinates efforts of contractors, production departments and field service personnel and resolve in area of logistics to ensure meeting of contractual commitments. Develops and initiates preparation of handbooks, bulletins, and information systems to provide and supply logistics support. Compiles data on standardization and interchangeability of parts to expedite logistics activities. Performs special research or technical studies critical to logistic support functions. Utilizes computer techniques for analysis, simulation or information systems and documentation.

Education Requirements: Bachelors degree in Science specializing in logistics, logistics management, business related field.

Minimum/Maximum Experience: Ten or more years experience in logistics management or business related equivalent considered in lieu of educational requirement.

SYSTEMS ANALYST

Carries out fact-finding and analysis as assigned, usually of a single activity or a routine problem. Applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already be decided. May assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst. May research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required results receive closer review. The supervisor defines objectives, priorities and deadlines. Incumbents work independently, adapt guides to specific situations and resolve problems according to established practices. May supervise technicians and others who assist in specific assignments.

Education Required: Bachelor's degree in a computer-related major or 5 years business related experience in the field.

Minimum/Maximum Experience: Minimum of one year experience required.

CONTRACT SUPPORT SPECIALIST

Works closely with the Contracting Officer (CO) of the project, designated ordering official, and/or Contracting Officers Representative (COR). Performs all required services in accordance with the FAR, GSAM, and other agency regulations and policies. Develops and coordinates acquisition plans. Assures proper preparation of Invitations for Bids and Requests for Proposals for large variety of services including construction, repair and alterations to building and building systems, asbestos abatement, equipment maintenance and alterations, installations or replacement, professional services including architect, engineers, security specialist, operation and maintenance of buildings, and management and inspection services. Originates contract clause and format, etc. particular to each acquisition. Identifies contract clauses and specification problems which may discourage competition or other problems, and seeks assistance from subject matter specialists for corrections. Contacts in person, by telephone and e-mail, prepares detailed letters, reports, communications. Performs contract administration functions including review of payroll data submission, negotiating and recommending issuance of Task Orders under IDIQ and other contracts, makes progress, final, and other payments in accordance with contract terms. Researches files and records to verify information and resolve discrepancies as requested.

Education Requirement: Four year college degree specializing in contract management or eight years experience in the field of contracting serving as COTR or Contracting Officer.

Minimum/Maximum Experience: Minimum of eight years contracting experience is required.

Training Required: Must have proof of Level 1, 2, and 3 contracting certifications.

Labor Category	Yr. 11 11/15/2012- 11/14/2013	Yr. 12 11/15/2013- 11/14/2014	Yr. 13 11/15/2014- 11/14/2015	Yr. 14 11/15/2015- 11/14/2016	Yr. 15 11/15/2016- 11/14/2017
Administrative Assistant	\$ 48.89	\$ 50.06	\$ 51.26	\$ 52.49	\$ 53.75
Bus Driver	\$ 36.20	\$ 37.07	\$ 37.96	\$ 38.87	\$ 39.80
Chief of Logistics	\$ 110.83	\$ 113.49	\$ 116.21	\$ 119.00	\$ 121.86
Clerical Warehouse Supervisor	\$ 46.99	\$ 48.12	\$ 49.27	\$ 50.46	\$ 51.67
Computer Operator I	\$ 38.14	\$ 39.06	\$ 40.00	\$ 40.96	\$ 41.94
Computer Operator II	\$ 42.10	\$ 43.11	\$ 44.14	\$ 45.20	\$ 46.29
Computer Operator III	\$ 46.38	\$ 47.49	\$ 48.63	\$ 49.80	\$ 50.99
Computer Operator IV	\$ 50.97	\$ 52.20	\$ 53.45	\$ 54.73	\$ 56.05
Computer Operator V	\$ 55.93	\$ 57.27	\$ 58.65	\$ 60.06	\$ 61.50
Contract Support Specialist	\$ 64.92	\$ 66.48	\$ 68.08	\$ 69.71	\$ 71.38
Document Preparation Clerk	\$ 31.73	\$ 32.50	\$ 33.28	\$ 34.07	\$ 34.89
Facility Management Specialist	\$ 50.93	\$ 52.16	\$ 53.41	\$ 54.69	\$ 56.00
Facility Manager	\$ 69.29	\$ 70.96	\$ 72.66	\$ 74.40	\$ 76.19
Forklift Operator	\$ 35.52	\$ 36.38	\$ 37.25	\$ 38.14	\$ 39.06
Logistics Management Specialist	\$ 63.65	\$ 65.18	\$ 66.74	\$ 68.35	\$ 69.99
Material Coordinator	\$ 44.50	\$ 45.57	\$ 46.66	\$ 47.78	\$ 48.93
Material Handling Labor	\$ 30.64	\$ 31.37	\$ 32.13	\$ 32.90	\$ 33.69
Motor Vehicle Dispatcher	\$ 36.65	\$ 37.53	\$ 38.43	\$ 39.35	\$ 40.30
Order Filler	\$ 30.34	\$ 31.07	\$ 31.81	\$ 32.58	\$ 33.36
Production Control Clerk	\$ 41.20	\$ 42.18	\$ 43.20	\$ 44.23	\$ 45.29
Production Control Specialist	\$ 43.70	\$ 44.75	\$ 45.83	\$ 46.93	\$ 48.05
Production Control Supervisor	\$ 56.26	\$ 57.61	\$ 58.99	\$ 60.41	\$ 61.86
Program Analyst	\$ 61.58	\$ 63.06	\$ 64.57	\$ 66.12	\$ 67.71
Program Operations Assistant Manager	\$ 57.45	\$ 58.83	\$ 60.24	\$ 61.68	\$ 63.16
Program Operations Manager	\$ 68.88	\$ 70.54	\$ 72.23	\$ 73.96	\$ 75.74
QA/QC Inspector	\$ 52.73	\$ 53.99	\$ 55.29	\$ 56.61	\$ 57.97
Scheduler, Maintenance	\$ 36.65	\$ 37.53	\$ 38.43	\$ 39.35	\$ 40.30
Shipping Packer	\$ 33.95	\$ 34.76	\$ 35.59	\$ 36.45	\$ 37.32
Shipping/Receiving Clerk	\$ 33.95	\$ 34.76	\$ 35.59	\$ 36.45	\$ 37.32
Site Manager	\$ 56.83	\$ 58.20	\$ 59.59	\$ 61.02	\$ 62.49
Stock Clerk	\$ 33.89	\$ 34.71	\$ 35.54	\$ 36.39	\$ 37.27
Supply Technician	\$ 48.89	\$ 50.06	\$ 51.26	\$ 52.49	\$ 53.75
System Analyst	\$ 86.13	\$ 88.20	\$ 90.31	\$ 92.48	\$ 94.70
Warehouse Specialist	\$ 35.52	\$ 36.38	\$ 37.25	\$ 38.14	\$ 39.06
Word Processor I	\$ 32.35	\$ 33.12	\$ 33.92	\$ 34.73	\$ 35.57
Word Processor II	\$ 35.71	\$ 36.56	\$ 37.44	\$ 38.34	\$ 39.26
Word Processor III	\$ 39.37	\$ 40.32	\$ 41.29	\$ 42.28	\$ 43.29