



# MLT SYSTEMS

## GENERAL SERVICES ADMINISTRATION

### MULTIPLE AWARD SCHEDULE

### 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 website for GSA *Advantage!* is <http://www.GSAAdvantage.gov>.

<b>SCHEDULE – MULTIPLE AWARD SCHEDULE</b>	
<b>FEDERAL SUPPLY GROUP – MAS</b>	<b>CLASS – R425</b>
<b>CONTRACT NUMBER – <u>GS-10F-0168W</u></b>	
<b>CONTRACT PERIOD – APRIL 23, 2020 THROUGH APRIL 22, 2025</b>	
<b>MOST RECENT MOD PS-0035– EFFECTIVE 31 MARCH 2020</b>	

For information on ordering from Multiple Award Schedules, go to <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers>.

**Contractor: MLT Systems LLC**  
**16 Center Street, Suite 103**  
**Stafford, VA 22556**

**Business Size: Service-Disabled Veteran-Owned Small Business (SDVOSB)**

**Contract Administration: Zoe Zerbe, Contracts Manager**  
**(540) 318-6383 ([zzerbe@mltsystems.com](mailto:zzerbe@mltsystems.com))**



# MLT SYSTEMS

## SPECIAL ITEM NUMBERS, LABOR CATEGORY DESCRIPTIONS, COMMERCIAL SALES PRACTICES, AND CATALOG PRICING LIST

Below are the labor descriptions for all currently awarded labor categories for this modification under the Professional Support Services Schedule, as applicable to the following Special Item Numbers (SINS):

### Currently Awarded Special Item Numbers

SIN	Recovery	SIN Description
541219	541219-RC	Budget and Financial Management Services
541330ENG	541330ENG-RC	Engineering Services
541420	541420-RC	Engineering System Design and Integration Services
541611	541611-RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	541614-RC	Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVC-RC	Supply and Value Chain Management
541715	541715-RC	Engineering Research and Development and Strategic Planning
561210FS	561210FS-RC	Facilities Support Services
611430	611430-RC	Professional and Management Development Training
611512	611512-RC	Flight Training
OLM	OLM-RC	Order Level Materials

541219 (Budget and Financial Management Services): Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

541330ENG (Engineering Services): Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services. NOTE: Services under this SIN



cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

541420 (Engineering System Design and Integration Services): Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance. Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis. NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2. An implementation guide for Space launch Integration Services (SLIS) can be found at [www.gsa.gov/psschedule](http://www.gsa.gov/psschedule) - click on "Professional Engineering Solutions".

541611 (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services): Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.

541614 (Deployment, Distribution and Transportation Logistics Services): Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.

541614SVC (Supply and Value Chain Management): Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.

541715 (Engineering Research and Development and Strategic Planning): Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture,



electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting. NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

561210FS (Facilities Support Services): Providing operating staff to perform a combination of support services within an agency's facilities that include planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs. Examples include providing a combination of services, such as complete turnkey operations, maintenance and support services, Base facilities operation support services (excluding computer operations), depot maintenance, preventative maintenance planning, fleet/property management and maintenance, mobile utility support equipment operation, maintenance and repair, strategic account/project management, integrated facility management and operations management support., janitorial, maintenance, trash disposal, guard and security, mail routing, reception, laundry, and related services to support operations within facilities.

611430 (Professional and Management Development Training): Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods. Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities. Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI). NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA



training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: <https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR <http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA

611512 (Flight Training): Includes aviation and flight training

OLM (Order-Level Materials): Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not-To-Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items." Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

## Currently Awarded Labor Categories

LABOR CATEGORY	EDUCATION	EXPERIENCE
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Administrative Assistant Lead	High School	6
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Experience: A High School diploma with six (6) years of progressive professional administrative experience is required. Have at least a minimum of two (2) years of specialized experience using commercial automated word processing (e.g., Microsoft Business Suite) Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Directly supports Senior Managers with executive secretarial support services. Position requires excellent written/oral communication skills; working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Advises, manages, and mentors personnel assigned to the administrative function. Interfaces with engineers and technical professionals in the writing, editing, and publication of various types of acquisition documents (e.g., test plans, test reports, survey reports). Tracks and monitors flow of all documents from inception to the distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables.

Administrative Assistant	High School	2
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Experience: A High School diploma with two (2) years of progressive professional administrative experience in performing related administrative functions. Including at least a minimum of two (2) year of specialized experience using commercial automated word processing (e.g., Microsoft Business Suite). Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Good written communication skills; working knowledge of word-processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Participates in the development and maintenance of acquisition documentation and business-related documentation. Edits reports, publications, proposals, and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.

Budget Analyst I	Bachelors	2
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Experience: Two (2) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area. Program experience in major systems RDT&E and Procurement programs. Professional knowledge of standard command and installation regulations and procedures used to advise program managers, on the preparation and submission of budget estimates, justifications for funds, and requests for allotments. knowledge of the organizational structure, work methods, customers, work processes and goals of the activity. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Identifies changes in work operations and inventories, recommending appropriated adjustments to the budget (i.e. overhead charges) and the installation's annual work plan. Identifies trends in the receipt of revenues (i.e. reimbursements from customers) and commitment of funds, which deviate from the annual work plan or budget forecasts.



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Budget Analyst II	Bachelors	6
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**Experience:** Six (6) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area. Program experience in major systems RDT&E and Procurement programs. Comprehensive and detailed knowledge and understanding of governing budgetary policies, precedent-setting decisions, procedures, and regulations issued by the department, the parent command, and the employing installation to assure that budget forecasts, estimates, and submissions conform to requirements, guidelines, and financial objectives. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Identifies, analyzes, and resolves a range of budgetary problems. Develops alternative methods of funding. Formulates budget estimates for programs in which objectives, work processes, staffing needs, and funding requirements have changed to the extent that substantial re-budgeting is required each year. Develops and administers the budget execution plans for industrially funded activities subject to fluctuating revenues and changing demand for services, which necessitate reprogramming actions throughout the fiscal year.

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Budget Analyst III	Bachelors	8
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**Experience:** Eight (8) years of related work experience in public or private sector business/financial management, technical analysis, or logistic support analysis directly related to task area. Program experience in major systems RDT&E and Procurement programs. Comprehensive and detailed knowledge and understanding of governing budgetary policies, precedent-setting decisions, procedures, and regulations issued by the department, the parent command, and the employing installation to assure that budget forecasts, estimates, and submissions conform to requirements, guidelines, and financial objectives. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Identifies, analyzes, and resolves a range of budgetary problems. Develops alternative methods of funding. Formulates budget estimates for programs in which objectives, work processes, staffing needs, and funding requirements have changed to the extent that substantial re-budgeting is required each year. Develops and administers the budget execution plans for industrially funded activities subject to fluctuating revenues and changing demand for services, which necessitate reprogramming actions throughout the fiscal year.

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CAD Specialist I	Bachelors	2
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**Experience:** Two (2) years of relevant experience with DoD standards. Experience may substitute for degree. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Develop design and layout of systems, units, and/or components to carry out design concepts and requirements

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CAD Specialist II	Bachelors	4
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**Experience:** Four (4) years of relevant experience including with DoD standards. Experience may substitute for degree. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Develop design and layout of systems, units, and/or components to carry out design concepts and requirements. Integrate renderings of other CAD Operators/Specialists and interface with



engineering on revisions. Coordinate revising effort with Associate CAD Operators/Specialists. Execute instructions of lead CAD Specialist.

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CAD Specialist III Bachelors 6

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Experience: Six (6) years of relevant experience including with DoD standards. Supervision of other CAD Operator(s)/Specialist(s). Experience may substitute for degree. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Develop design and layout of systems, units, and/or components to carry out design concepts and requirements. Integrate renderings of other CAD Operators/Specialists and interface with engineering on revisions. Coordinate revising tasks with Associate CAD Operators/Specialists. Critique products of other CAD Operators/Specialists.

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Contract Specialist II Bachelors 6

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Experience: Six (6) years of related work experience in the following fields: accounting, business, finance, law, contracts, purchasing, and economics, with two (2) years of federal acquisitions experience. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Responsible for all aspects of the contract negotiations dealing with new procurement acquisitions. Assisting the managers with the development of acquisition strategies and planning; familiarity with FAR, DFAR, and other applicable Federal regulations; experience advising clients on Federal best practices in acquisition strategy; experience in developing RFP or fixed price labor hour contracts; experience in developing solicitation packages; prior experience in: supporting the client in leading all phases of an acquisition lifecycle, including, Request for Quotes (RFQ), Statement of Work (SOW), Task Order, Contract Negotiations, and ongoing Change Control; and contract close-out or termination. Responsible for evaluating contractor compliance with contract clause-terms and conditions, price and delivery readjustments.

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Cost Analyst II Bachelors 6

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Experience: Six (6) years of related work experience in accounting, finance, or government contracting experience. Capable of conducting cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Navy Acquisition procedures, and internal policies and procedures. Capable of incorporating agency documents such as DCAA audits and DCAA technical evaluations. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs. Serve as a cost analyst, supporting the program business manager with cost estimating and the formulation of the program's budget and financial obligations, as well as providing advice in all areas of program cost analysis, schedule, and performance. The offeror shall provide financial support and guidance to senior leadership, including, but not limited to, the following:

- a. Developing requirements process cost estimates and projections
- b. Producing cost-benefit analyses
- c. Assisting in development cost models
- d. Serving as financial experts on IPTs



- e. Providing cost estimating support for requirements, acquisition, and contracting documentation as required (e.g., Capability Development Document (CDD), Capability Production Document (CPD), Key System Attributes (KSAs), Acquisition Program Baseline (APB), Program Office Estimate (POE), LCCE, Independent Government Cost Estimates (IGCE), Acquisition Strategy, Acquisition Plan, etc.)
- f. Performing analyses and assessments of Contractor cost estimates and change proposals
- g. Training other budget and cost analyst staff in acquisition cost and schedule Expertise

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Cost Analyst III	Bachelors	8
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**Experience:** Eight (8) years of related work experience in accounting, finance, or government contracting experience. Capable of conducting cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Navy Acquisition procedures, and internal policies and procedures. Capable of incorporating agency documents such as DCAA audits and DCAA technical evaluations. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs. Serve as a cost analyst, supporting the program business manager with cost estimating and the formulation of the program's budget and financial obligations, as well as providing advice in all areas of program cost analysis, schedule, and performance. The offeror shall provide financial support and guidance to senior leadership, including, but not limited to, the following:

- a. Developing requirements process cost estimates and projections
- b. Producing cost-benefit analyses
- c. Assisting in development cost models
- d. Serving as financial experts on IPTs
- e. Providing cost estimating support for requirements, acquisition, and contracting documentation as required (e.g., Capability Development Document (CDD), Capability Production Document (CPD), Key System Attributes (KSAs), Acquisition Program Baseline (APB), Program Office Estimate (POE), LCCE, Independent Government Cost Estimates (IGCE), Acquisition Strategy, Acquisition Plan, etc.)
- f. Performing analyses and assessments of Contractor cost estimates and change proposals
- g. Training other budget and cost analyst staff in acquisition cost and schedule Expertise

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Cost Analyst IV	Bachelors	10
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**Experience:** Ten (10) years of related work experience in accounting, finance, or government contracting experience. Capable of conducting cost/price analyses consistent with the standards and guidelines set forth in the FAR, DFAR, Navy Acquisition procedures, and internal policies and procedures. Capable of incorporating agency documents such as DCAA audits and DCAA technical evaluations. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Conducts cost/price and similar statistical analyses in support of an acquisition, e.g., contractor cost proposals and contractor incurred costs. Serve as a cost analyst, supporting the program business manager with cost estimating and the formulation of the program's budget and financial obligations, as well as providing advice in all areas of program cost analysis, schedule, and performance. The offeror shall provide financial support and guidance to senior leadership, including, but not limited to, the following:

- a. Developing requirements process cost estimates and projections



- b. Producing cost-benefit analyses
- c. Assisting in development cost models
- d. Serving as financial experts on IPTs
- e. Providing cost estimating support for requirements, acquisition, and contracting documentation as required (e.g., Capability Development Document (CDD), Capability Production Document (CPD), Key System Attributes (KSAs), Acquisition Program Baseline (APB), Program Office Estimate (POE), LCCE, Independent Government Cost Estimates (IGCE), Acquisition Strategy, Acquisition Plan, etc.)
- f. Performing analyses and assessments of Contractor cost estimates and change proposals
- g. Training other budget and cost analyst staff in acquisition cost and schedule Expertise

Data Analyst Bachelors 2

Experience: Two (2) years of professional experience, to include at least one (1) year of experience in a program office or similar organization. AA or AS Degree from an accredited college/university, preferably in Computer Science, Information Systems Management, Logistics, Business Administration, or a related discipline, a DAU Level II certification in IT, or LCL, and five (5) years of experience, to include three (3) years of experience in a program office or similar organization, may be substituted if the individual lacks a BA or BS Degree. Must be able to work independently with minimum supervision. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Provides analytical support, inventory, and database management. Develops data storage solutions for historical and working data, maintain an inventory of fielded systems and provide customer support as required. Performs other duties as assigned. Effectively implement and ensure that the Government's high standards of performance are met, to include, but not limited to contractual requirements and timely delivery of quality products.

Engineer I Bachelors 2

Experience: Must have a Bachelor’s Degree and a minimum of two (2) years of relevant experience in Engineering, Physical Sciences, Math, Management Information Systems, Computer Science, Business, or other relevant field. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Generates specifications or plans to support the development of acquisition documentation. Supports technical findings, opinions or recommendations. Performs customer liaison, makes presentations and attends customer meetings. Consults with stakeholders on technical applications to support program management decisions.

Engineer II Bachelors 4

Experience: Must have a Bachelor’s Degree and a minimum of four (4) years of relevant experience in Engineering, Physical Sciences, Math, Management Information Systems, Computer Science, Business, or other relevant field. Position may require the ability to pass and maintain a Security Clearance.



**Responsibility:** Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Generates specifications or plans to support the development of acquisition documentation. Supports technical findings, opinions or recommendations. Performs customer liaison, makes presentations and attends customer meetings. Consults with stakeholders on technical applications to support program management decisions.

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Engineer III Bachelors 6

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**Experience:** Must have a Bachelor’s Degree and a minimum of six (6) years of relevant experience in Engineering, Physical Sciences, Math, Management Information Systems, Computer Science, Business, or other relevant field. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials. Generates specifications or plans to support the development of acquisition documentation. Supports technical findings, opinions or recommendations. Performs customer liaison, makes presentations and attends customer meetings. Consults with stakeholders on technical applications to support program management decisions.

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Equipment Specialist I Bachelors 2

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**Experience:** Two (2) years of progressive experience or any equivalent combination of relevant education and experience in life cycle logistics planning and sustainment management. Good oral and written communication skills and analytical capabilities required. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Provides sustainment logistics management support to the Program Management Office and Logistics Management Specialist; this includes all phases of supportability analysis, supportability planning, and sustainment management. Support is required throughout the period of performance for each of the principal systems.

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Equipment Specialist II Bachelors 6

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**Experience:** Four (6) years of progressive experience or any equivalent combination of relevant education and experience in life cycle logistics planning and sustainment management. Good oral and written communication skills and analytical capabilities required. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Provides sustainment logistics management support to the Program Management Office and Logistics Management Specialist; this includes all phases of supportability analysis, supportability planning, and sustainment management. Support is required throughout the period of performance for each of the principal systems.



- d. Maintain a complete inventory of all tools, exhibits, and equipment
- e. Communicate with purchasing staff in obtaining quotes and/or bids for materials and services needed to complete assigned projects
- g. Develop marketing and publication plans, and disseminate all promotional materials for exhibitions and related events
- h. Coordinate and schedule all project tasks that must be performed by subcontractors
- i. Organize and manage diverse activities while meeting strict deadlines
- j. Utilize excellent customer service skills to establish and maintain effective working relationships with other employees, customers, officials, and vendors
- k. Perform other related duties as assigned

Exhibit Coordinator III

Bachelors

6

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Experience: Six (6) years of professional experience in supporting exhibit operations and sales, including five (4) years of experience in a program office or similar organization, are required. The candidate must have excellent written/oral communication skills, be creative and innovative, and possess the ability to effectively resolve anticipated and immediate challenges while working on a variety of projects simultaneously under strict deadlines. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Design and develop print, electronic, and web-based media products targeting a variety of audiences (e.g., senior leadership, bioengineers and related scientific disciplines, pharmaceutical and biotechnology 21 companies, acquisition professionals, regulatory agencies, etc.) to support Enterprise-wide graphics requirements, including, but not limited to, the following:

- a. Assist in planning for future business, including the identification and analysis of new projects, estimation of resource requirements, and subsequent proposal efforts
- b. Oversee the maintenance and operations of exhibits/displays at special events, openings, programs, and receptions, etc. to determine effectiveness and to identify potential areas for improvement to ensure display objectives are met
- c. Ensure that projects/exhibits remain within allotted time frames and projected budget schedules, and report any deviation from these constraints
- d. Maintain a complete inventory of all tools, exhibits, and equipment
- e. Communicate with purchasing staff in obtaining quotes and/or bids for materials and services needed to complete assigned projects
- g. Develop marketing and publication plans, and disseminate all promotional materials for exhibitions and related events
- h. Coordinate and schedule all project tasks that must be performed by subcontractors
- i. Organize and manage diverse activities while meeting strict deadlines
- j. Utilize excellent customer service skills to establish and maintain effective working relationships with other employees, customers, officials, and vendors
- k. Perform other related duties as assigned

Liaison Officer III

Bachelors

8

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Experience: Eight (8) years of professional experience, including six (6) years of experience in a program office or similar organization, are required. Position may require the ability to pass and maintain a Security Clearance.



**Responsibility:** Serve as a liaison between /Customer and its external agencies in order to monitor and communicate strategic objectives, and provide consultation and insight on areas of interest that are considered beneficial to the success of programs within the customer's portfolio. Responsibilities may include, but are not limited to, the following:

- a. Coordinating activities and communications between customer and its external agencies
- b. Establishing and coordinating favorable contacts for programs within the customer's portfolio
- c. Providing technical or subject matter expertise when requested
- d. Realizing the most beneficial utilization of resources and or application of services within the customer's enterprise
- e. Being the initial point of contact for planning and execution between the customer and its external agencies
- f. Providing high-quality customer service through all mediums, including face-to-face, by responding to inquiries and customer issues in a timely manner
- g. Gathering and providing relevant information to the customer to ensure they are informed continuously on the progress of their query
- h. Keeping up to date with legislative affairs and relevant policies and procedures
- i. Promoting a positive image of the customer
- j. Performing other related duties as assigned

Liaison Officer IV

Bachelors

10

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**Experience:** Ten (10) years of professional experience, including eight (8) years of experience in a program office or similar organization, and four (4) years of experience in a program management position with cost, schedule and performance responsibilities, are required. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Serve as a liaison between /Customer and its external agencies in order to monitor and communicate strategic objectives, and provide consultation and insight on areas of interest that are considered beneficial to the success of programs within the customer's portfolio. Responsibilities may include, but are not limited to, the following:

- a. Coordinating activities and communications between customer and its external agencies
- b. Establishing and coordinating favorable contacts for programs within the customer's portfolio
- c. Providing technical or subject matter expertise when requested
- d. Realizing the most beneficial utilization of resources and or application of services within the customer's enterprise
- e. Being the initial point of contact for planning and execution between the customer and its external agencies
- f. Providing high-quality customer service through all mediums, including face-to-face, by responding to inquiries and customer issues in a timely manner
- g. Gathering and providing relevant information to the customer to ensure they are informed continuously on the progress of their query
- h. Keeping up to date with legislative affairs and relevant policies and procedures
- i. Promoting a positive image of the customer
- j. Performing other related duties as assigned



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Logistics Analyst I Bachelors 4

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**Experience:** Four (4) years of related progressive professional work experience in Life-Cycle Logistics planning and management with a minimum of one (1) year of experience in at least two directly related technological areas, including experience in all phases of logistics acquisition and logistics planning. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Under direct supervision, assists in providing integrated logistics support (ILS) activities designed to provide effective and efficient life cycle support of systems and equipment. Assists in providing expert ILS technology to assist customers in the management of system acquisition programs. Reviews customer requirements, equipment design, and other data to plan and develop program activities from conceptual stage through the full life cycle of the system.

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Logistics Analyst II Bachelors 6

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**Experience:** Six (6) years of related progressive professional work experience in Life-Cycle Logistics planning and management with a minimum of four (4) years of experience in at least two directly related technological areas, including experience in all phases of logistics acquisition and logistics planning. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Under limited supervision, leads and directs integrated logistics support (ILS) activities designed to provide effective and efficient life cycle support of systems and equipment. Recommends ILS element planning and progress to ensure compliance with program requirements, specifications, and standards, analyzes models and optimized distribution networks using advanced logistics software for location of sites, allocation of resources, inventory placement, and size, selection of transportation mode, freight consolidation, closed loop tours, and continuous moves. Provides supervision to Junior Logistics Analyst.

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Logistics Analyst III Bachelors 8

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**Experience:** Eight (8) years of related progressive professional work experience in Life-Cycle Logistics planning and management with a minimum of six (6) years of experience in at least two directly related technological areas, including experience in all phases of logistics acquisition and logistics planning. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Experienced Logistics Analyst leads and directs integrated logistics support (ILS) activities designed to provide effective and efficient life cycle support of systems and equipment. Recommends ILS element planning and progress to ensure compliance with program requirements, specifications, and standards analyzes models and optimized distribution networks using advanced logistics software for location of sites, allocation of resources, inventory placement and size, selection of transportation mode, freight consolidation, closed loop tours, continuous moves, shipment to foreign customers, etc. Determines proper logistics support sequences and time phasing, problems arising from location of operation area and other factors such as environmental and human factors. Provides mentorship and guidance to less experienced logistics analysts.

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Logistics Analyst IV Bachelors 10

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**Experience:** Ten (10) years of related progressive professional work experience in Life-Cycle Logistics planning and management with a minimum of eight (8) years of experience in at least two directly related



technological areas, including experience in all phases of logistics acquisition and logistics planning. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Highly skilled Logistics Analyst leads and directs integrated logistics support (ILS) activities designed to provide effective and efficient life cycle support of systems and equipment. Recommends ILS element planning and progress to ensure compliance with program requirements, specifications, and standards. Analyzes models and optimized distribution networks using advanced logistics software for location of sites, allocation of resources, inventory placement, and size, selection of transportation mode, freight consolidation, and closed loop tours. Determines proper logistics support sequences and time phasing, problems arising from location of operation area and other factors such as environmental and human factors. Directs the activities of more junior Logistics Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrates managerial and supervisory skills.

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**Product Manager II** **Bachelors** **6**

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**Experience:** Six (6) years of professional experience, including four (4) years in a program office or similar organization, experience in a program management position with cost, schedule and performance responsibilities, are required. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Provide management, coordination, operational and technical support to programs within the customer’s portfolio. The candidate shall manage and coordinate daily staff operations, support the customer lead on Integrated Product Teams (IPTs) and provide guidance to senior leadership on agency programs. Additionally, the candidate shall perform all tasks associated with acquisition program management in order to lead the overall program acquisition strategy, including, but not limited to, the following:

- a. Developing and implementing technical and programmatic plans, measures, and progress reports
- b. Monitoring program schedules to ensure proper resources have been allocated and risks are recognized and mitigated
- c. Gaining concurrence, approval, and consensus from stakeholders on various issues
- d. Developing, providing, and presenting program information
- e. Responding to external requests for information
- f. Preparing and reviewing all policy, acquisition and technical documentation
- g. Communicating issues regarding product development, storage, and sustainment
- h. Overseeing fielding
- i. Performing other related duties as assigned

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**Product Manager III** **Bachelors** **8**

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**Experience:** Eight (8) years of professional experience, including six (6) years in a program office or similar organization, experience in a program management position with cost, schedule and performance responsibilities, are required. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Provide management, coordination, operational and technical support to programs within the customer’s portfolio. The candidate shall manage and coordinate daily staff operations, support the customer lead on Integrated Product Teams (IPTs) and provide guidance to senior leadership on agency programs. Additionally, the candidate shall perform all tasks associated with acquisition program management in order to lead the overall program acquisition strategy, including, but not limited to, the following:



- a. Developing and implementing technical and programmatic plans, measures, and progress reports
- b. Monitoring program schedules to ensure proper resources have been allocated and risks are recognized and mitigated
- c. Gaining concurrence, approval, and consensus from stakeholders on various issues
- d. Developing, providing, and presenting program information
- e. Responding to external requests for information
- f. Preparing and reviewing all policy, acquisition and technical documentation
- g. Communicating issues regarding product development, storage, and sustainment
- h. Overseeing fielding
- i. Performing other related duties as assigned

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Product Manager IV Bachelors 10

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Experience: Ten (10) years of professional experience, including eight (8) years in a program office or similar organization, experience in a program management position with cost, schedule and performance responsibilities, are required. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Provide management, coordination, operational and technical support to programs within the customer’s portfolio. The candidate shall manage and coordinate daily staff operations, support the customer lead on Integrated Product Teams (IPTs) and provide guidance to senior leadership on agency programs. Additionally, the candidate shall perform all tasks associated with acquisition program management in order to lead the overall program acquisition strategy, including, but not limited to, the following:

- a. Developing and implementing technical and programmatic plans, measures, and progress reports
- b. Monitoring program schedules to ensure proper resources have been allocated and risks are recognized and mitigated
- c. Gaining concurrence, approval, and consensus from stakeholders on various issues
- d. Developing, providing, and presenting program information
- e. Responding to external requests for information
- f. Preparing and reviewing all policy, acquisition and technical documentation
- g. Communicating issues regarding product development, storage, and sustainment
- h. Overseeing fielding
- i. Performing other related duties as assigned

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Program Analyst I Bachelors 2

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Experience: Two (2) years of related progressive professional work experience in program analytics. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Provides analytical support in any of the following disciplines: engineering, science, business, financial, cost, or program management. Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Develops and/or reviews acquisition documentation, program reports, papers, drawings, specifications, procedures.

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Program Analyst II Bachelors 4

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Experience: Four (4) years of related progressive professional work experience in program analytics. Position may require the ability to pass and maintain a Security Clearance.



**Responsibility:** Provides analytical support in any of the following disciplines: engineering, science, business, financial, cost, or program management. Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Develops and/or reviews acquisition documentation, program reports, papers, drawings, specifications, procedures.

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**Program Analyst III** **Bachelors** **6**

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**Experience:** Six (6) years of related progressive professional work experience in program analytics. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Provides analytical support in any of the following disciplines: engineering, science, business, financial, cost, or program management. Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Develops and/or reviews acquisition documentation, program reports, papers, drawings, specifications, procedures.

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**Program Analyst IV** **Bachelors** **8**

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**Experience:** Eight (8) years of related progressive professional work experience in program analytics. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Leads a team of analyst in technological, programmatic, and logistics fields to support acquisition management activities. Provides analytical support in any of the following disciplines: engineering, science, business, financial, cost, or program management. Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products. Develops and/or reviews acquisition documentation, program reports, papers, drawings, specifications, procedures.

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**Program Manager** **Bachelors** **10**

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**Experience:** Related progressive professional work experience in program management with a Bachelor's Degree in Business, Engineering, Management, Sciences, Information Systems, or other related analytical scientific or technical disciplines and a minimum of ten (10) years of progressive experience. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Provides program management and strategic support to the overall business operations often involving multiple projects/tasks and groups of personnel. Organizes, directs and coordinates acquisition programs with authority over the management, formulation, design, test, and evaluation of complex systems. Develops and monitors program objectives, budgets, and schedules and is responsible for all contractual, administrative, and financial aspects of the program. The Program Manager oversees acquisition planning, development of acquisition documentation, and recommending procurement strategies. Evaluates proposed solutions to determine technical feasibility, implementation and operation costs, and functional adequacy. Thorough knowledge of budgeting and acquisition processes. Demonstrates written and oral communication skills.



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Requirements Analyst I	Bachelors	4
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**Experience:** Four (4) years of relevant experience including with DoD standards. Researching, analyzing of documents business requirements and processes and constructs Information technology (IT) definitions based on identified needs of the organization. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Assists in planning and designing business processes; assists in formulating recommendations to improve and support business activities. Analyzes and documents client's business requirements and processes; communicates these requirements to technical personnel by constructing basic conceptual data and process models, including data dictionaries and volume estimates. Assists in creating basic test scenarios to be used in testing the business applications in order to verify that client requirements are incorporated into the system design. Assists in developing and modifying systems requirements documentation to meet client needs. Participates in meetings with clients to gather and document requirements and explore potential solutions. Executes systems tests from existing test plans. Assists in analyzing test results in various phases. Participates in technical reviews and inspections to verify 'intent of change' is carried through phase of project.

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Requirements Analyst II	Bachelors	6
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**Experience:** Six (6) years of relevant experience including with DoD standards. Researching, analyzing of documents business requirements and processes and constructs Information technology (IT) definitions based on identified needs of the organization. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Assists in planning and designing business processes; assists in formulating recommendations to improve and support business activities. Analyzes and documents client's business requirements and processes; communicates these requirements to technical personnel by constructing basic conceptual data and process models, including data dictionaries and volume estimates. Assists in creating basic test scenarios to be used in testing the business applications in order to verify that client requirements are incorporated into the system design. Assists in developing and modifying systems requirements documentation to meet client needs. Participates in meetings with clients to gather and document requirements and explore potential solutions. Executes systems tests from existing test plans. Assists in analyzing test results in various phases. Participates in technical reviews and inspections to verify 'intent of change' is carried through phase of project.

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Requirements Analyst III	Bachelors	8
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**Experience:** Eight (8) years of relevant experience including with DoD standards. Researching, analyzing of documents business requirements and processes and constructs Information technology (IT) definitions based on identified needs of the organization. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Assists in planning and designing business processes; assists in formulating recommendations to improve and support business activities. Analyzes and documents client's business requirements and processes; communicates these requirements to technical personnel by constructing basic conceptual data and process models, including data dictionaries and volume estimates. Assists in creating basic test scenarios to be used in testing the business applications in order to verify that client requirements are incorporated into the system design. Assists in developing and modifying systems requirements documentation to meet client needs. Participates in meetings with clients to gather and document requirements and explore potential solutions. Executes systems tests from existing test plans.



Assists in analyzing test results in various phases. Participates in technical reviews and inspections to verify 'intent of change' is carried through phase of project.

Requirements Analyst IV Bachelors 10

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Experience: Ten (10) years of relevant experience including with DoD standards. Researching, analyzing of documents business requirements and processes and constructs Information technology (IT) definitions based on identified needs of the organization. Position may require the ability to pass and maintain a Security Clearance.

Responsibility: Assists in planning and designing business processes; assists in formulating recommendations to improve and support business activities. Analyzes and documents client's business requirements and processes; communicates these requirements to technical personnel by constructing basic conceptual data and process models, including data dictionaries and volume estimates. Assists in creating basic test scenarios to be used in testing the business applications in order to verify that client requirements are incorporated into the system design. Assists in developing and modifying systems requirements documentation to meet client needs. Participates in meetings with clients to gather and document requirements and explore potential solutions. Executes systems tests from existing test plans. Assists in analyzing test results in various phases. Participates in technical reviews and inspections to verify 'intent of change' is carried through phase of project.

Strategic Planner IV Bachelors 10

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Experience: Ten (10) years of professional experience, including six (6) years of experience in a program office or similar organization, are required

Responsibility: Perform strategic planning analysis of department and command-wide policy, assisting in generating and managing measurements of performance and evaluating the effectiveness of management policies and organization, programs and operations, missions and functions, and staffing and workload. The candidate's duties and responsibilities include, but are not limited to the following:

- a. Supporting the development, monitoring, and reporting of strategic and operational plans
- b. Supporting the maintenance and implementation of risk management polices
- c. Developing, implementing, and maintaining a cost allocation model and system of data collection
- d. Developing, implementing, and maintaining a budget planning process, and, in consultation with budget analysts/managers, preparing a budget to support strategic objectives
- e. Developing, implementing, and maintaining a process for monitoring the organization's performance in terms of achieving its strategic objectives
- f. Identifying strategic and operational opportunities and risks to advise and consult program/project leads on an appropriate course of action
- g. Advising, sourcing, implementing, and maintaining interface between strategic planning, budgeting, and financial management tools
- h. Analyzing active planning, monitoring, and reporting processes, and suggesting modifications to improve cost and/or efficiency
- i. Performing other related duties as assigned

Subject Matter Expert See Table See Table

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Experience: Recognized authority and demonstrated ingenuity, creativity and resourcefulness in the areas of: R&D, business management, logistics, integrated data environment, supply chain management,



procurement law, distance learning, multimedia training, document conversion/management, virtual prototyping/testing, engineering, information technology, modeling/simulation, structural design, materials science, imaging technology, industrial management, operations research and systems analysis, production engineering, systems acquisition and planning, quality assurance, and technology transfer. Proven project related experience is required plus recognized expertise in technical area or field through the publishing of papers, advanced degrees or technically unique project work. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Applies best industry practices and standards, leading-edge technology, and innovative solutions to intractable problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Develops and applies highly advanced technologies, scientific principles, theories and concepts. Employs methodologies for guiding others in problem resolution. Develops and/or reviews study plans and monitors/reports project status. Functions independently to resolve problems; manages, leads and advises staff members in order to meet established objectives; plans R&D programs and recommends technological application programs to accomplish long range program objectives. Develops insightful solutions to meet fiscal, technological and schedule constraints. Possesses unique experience, skills, and expert knowledge in highly specialized technical, functional, and/or process areas within the related discipline.

Subject Matter Expert (Logistics)					
Labor Category	BS/BA Plus Specific Experience	MS/MA Plus Specific Experience	High School Plus Specific Experience	AS Plus Specific Experience	PhD Plus Specific Experience
Subject Matter Expert II	12 Years	8 Years	>20 Years	16 Years	4 Years
Subject Matter Expert III	16 Years	12 Years	>24 Years	20 Years	8 Years
Subject Matter Expert IV	18 Years	14 Years	>30 Years	30 Years	12 Years

Technical Writer III Bachelors 8

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**Experience:** Eight (8) years of progressive professional, including two (6) years of experience in preparing technical documentation in a program office or similar organization are required. This position requires excellent written/oral communication skills; proficiency in Microsoft Office Suite; strong organizational skills, and the ability to perform detail-oriented work under strict deadlines. Along with strong written and oral communication skills, the individual must be proficient in online publishing software and programs, such as Ventura, Word, and Extensible Markup Language, as well as information management. Expertise with customer related regulations, and experience in preparing and editing regulatory documentation submissions. Working knowledge of the customer Requirements and associated Technical Manuals (TMs), the Modification Work Orders (MWOs), defense acquisition process experience is preferred. Position may require the ability to pass and maintain a Security Clearance.

**Responsibility:** Serve as a technical writer, reviewing, proofreading, and modifying technical, documentation; including, but not limited to, system specifications, user manuals, software products, and special reports. Assignments will require current knowledge of and compliance with Military Standards, DA, or DoD technical writing style manuals, format guides, GSA printing regulations, and/or special instructions given by the customer or program offices. The candidate will work with developers, systems

engineers, and program managers to drive the scope and direction of product end-user documentation, providing editorial and quality assurance support for documents, functional descriptions, system specifications, user manuals, reports, training materials, and other customer deliverables to support and/or participate in formal and informal reviews throughout the development cycle. Performs other related duties as assigned.

### ***Substitution Guidelines***

**DEGREE:** Additional years of experience may be substituted for college degrees. Acceptable degree substitutions are as follows:

- High school diploma/GED plus 2 years additional experience equals an Associate's degree.
- High school diploma/GED plus 4 years additional experience equals a Bachelor's degree.
- High school diploma/GED plus 6 years additional experience equals a Master's degree.
- High school diploma/GED plus 9 years additional experience equals a Doctorate degree.
- Associates degree plus 2 years additional experience equals a Bachelor's degree.
- Associates degree plus 4 years additional experience equals a Master's degree.
- Associates degree plus 7 years additional experience equals a Doctorate degree.
- Bachelor's degree plus 2 years additional experience equals a Master's degree.
- Bachelor's degree plus 5 years additional experience equals a Doctorate degree.
- Master's degree plus 3 years additional experience equals a Doctorate degree.

**Experience:** Higher level degrees may be substituted for additional years of experience as follows:

- Associates degree equals 2 years additional experience for high school/GED requirement.
- Bachelor's degree equals 4 years additional experience for high school/GED requirement.
- Master's degree equals 6 years additional experience for high school/GED requirement.
- Doctorate degree equals 9 years additional experience for high school/GED requirement.
- Bachelor's degree equals 2 years additional experience for Associates requirement.
- Master's degree equals 4 years additional experience for Associates requirement.
- Doctorate degree equals 7 years additional experience for Associates requirement.
- Master's degree equals 2 years additional experience for Bachelors requirement.
- Doctorate degree equals 5 years additional experience for Bachelors requirement.
- Doctorate degree equals 3 years additional experience for Masters requirement.

**Note:** Experience must be professional and job related, additional experience being substituted for education must be in the area of responsibility. Experience will only be used in lieu of education when permitted by task order requirements.



**CUSTOMER INFORMATION**

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	Recovery	SIN Description
541219	541219-RC	Budget and Financial Management Services
541330ENG	541330ENG-RC	Engineering Services
541420	541420-RC	Engineering System Design and Integration Services
541611	541611-RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541614	541614-RC	Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVC-RC	Supply and Value Chain Management
541715	541715-RC	Engineering Research and Development and Strategic Planning
561210FS	561210FS-RC	Facilities Support Services
611430	611430-RC	Professional and Management Development Training
611512	611512-RC	Flight Training
OLM	OLM-RC	Order Level Materials

- 1b. Identification of Lowest Price Model: See rate table
- 1c. Hourly Rates: See Hourly Rate Table and Labor Category Descriptions.
- 2. Maximum Order: \$1,000,000.00.
- 3. Minimum Order: \$100.00.
- 4. Geographic Coverage: Domestic only.
- 5. Point of Production: Same as Company Address.
- 6. Discount from list prices: Government net prices (discount already applied) see attached price list.
- 7. Quantity discounts: None offered.
- 8. Prompt payment terms: Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 Days.
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold: YES



- 9b. Government purchase cards are accepted above the micro-purchase threshold: Will accept
10. Foreign Items: Not Applicable.
- 11a. Time of Delivery: Specified on the task order level.
- 11b. Expedited Delivery: Contact Contractor.
- 11c. Overnight and 2-Day Delivery: Contact Contractor.
- 11d. Urgent Requirements: Contact Contractor.
12. F.O.B. Points: Destination.
- 13a. Ordering Address: MLT Systems  
16 Center St., Suite 103  
Stafford, Virginia 22556
- 13b. Ordering Procedures - For supplies and services, ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: MLT Systems  
16 Center St., Suite 103  
Stafford, VA 22556
15. Warranty Provisions: Standard Commercial Warranty.
16. Export Packing Charges: Not Applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level) – MLT Systems will accept the Government Commercial Credit Card for purchases above the micro purchase threshold.
18. Terms and conditions of rental maintenance and repair - Not Applicable.
19. Terms and conditions of installation - Not Applicable.
- 20a. Terms and conditions of repair parts - Not Applicable.
- 20b. 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.
- 24 a. Special attributes - Not Applicable.
- 24b. Section 508 Compliant - Not Applicable.



25. Data Universal Number System (DUNS) number - 809576379
26. MLT Systems is registered in the System for Award Management (SAM) database.

## Currently Awarded Pricing List

<b>LABOR CATEGORY RATE TABLE</b>			
<b>Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Years of Experience</b>	<b>Hourly Rate</b>
<b>April 23, 2020 – April 22, 2021</b>			
Administrative Assistant Lead*	High School	6	\$57.35
Administrative Assistant*	High School	2	\$42.09
Budget Analyst I	Bachelors	2	\$52.76
Budget Analyst II	Bachelors	6	\$70.19
Budget Analyst III	Bachelors	8	\$85.19
CAD Specialist I*	Bachelors	2	\$50.73
CAD Specialist II*	Bachelors	4	\$64.01
CAD Specialist III*	Bachelors	6	\$66.71
Contract Specialist II	Bachelors	6	\$70.86
Cost Analyst II	Bachelors	6	\$72.00
Cost Analyst III	Bachelors	8	\$74.80
Cost Analyst IV	Bachelors	10	\$123.34
Data Analyst	Bachelors	2	\$60.57
Engineer I	Bachelors	2	\$67.54
Engineer II	Bachelors	4	\$74.09
Engineer III	Bachelors	6	\$95.81
Equipment Specialist I	Bachelors	2	\$43.08
Equipment Specialist II	Bachelors	6	\$63.23
Equipment Specialist III	Bachelors	8	\$93.50
Executive Administrative Assistant	High School	6	\$67.60
Exhibit Coordinator II	Bachelors	4	\$77.29
Exhibit Coordinator III	Bachelors	6	\$111.52
Liaison Officer III	Bachelors	8	\$133.27
Liaison Officer IV	Bachelors	10	\$148.80
Logistics Analyst I	Bachelors	4	\$78.05
Logistics Analyst II	Bachelors	6	\$88.68
Logistics Analyst III	Bachelors	8	\$103.84
Logistics Analyst IV	Bachelors	10	\$120.83
Product Manager II	Bachelors	6	\$108.08
Product Manager III	Bachelors	8	\$127.22
Product Manager IV	Bachelors	10	\$148.80
Program Analyst I	Bachelors	2	\$65.85
Program Analyst II	Bachelors	4	\$74.84
Program Analyst III	Bachelors	6	\$92.58
Program Analyst IV	Bachelors	8	\$101.80
Program Manager	Bachelors	10	\$132.22
Requirements Analyst I	Bachelors	4	\$95.77
Requirements Analyst II	Bachelors	6	\$93.85
Requirements Analyst III	Bachelors	8	\$117.38

Requirements Analyst IV	Bachelors	10	\$119.35
Strategic Planner IV	Bachelors	10	\$150.34
Subject Matter Expert II	See Table	See Table	\$118.99
Subject Matter Expert III	See Table	See Table	\$122.71
Subject Matter Expert IV	See Table	See Table	\$151.07
Technical Writer III	Bachelors	8	\$94.46
<b>April 23, 2021 – April 22, 2022</b>			
Administrative Assistant Lead*	High School	6	\$58.50
Administrative Assistant*	High School	2	\$42.93
Budget Analyst I	Bachelors	2	\$53.82
Budget Analyst II	Bachelors	6	\$71.59
Budget Analyst III	Bachelors	8	\$86.89
CAD Specialist I*	Bachelors	2	\$51.75
CAD Specialist II*	Bachelors	4	\$65.29
CAD Specialist III*	Bachelors	6	\$68.04
Contract Specialist II	Bachelors	6	\$72.28
Cost Analyst II	Bachelors	6	\$73.44
Cost Analyst III	Bachelors	8	\$76.29
Cost Analyst IV	Bachelors	10	\$125.81
Data Analyst	Bachelors	2	\$61.78
Engineer I	Bachelors	2	\$68.90
Engineer II	Bachelors	4	\$75.57
Engineer III	Bachelors	6	\$97.72
Equipment Specialist I	Bachelors	2	\$43.95
Equipment Specialist II	Bachelors	6	\$64.49
Equipment Specialist III	Bachelors	8	\$95.37
Executive Administrative Assistant	High School	6	\$68.95
Exhibit Coordinator II	Bachelors	4	\$78.83
Exhibit Coordinator III	Bachelors	6	\$113.75
Liaison Officer III	Bachelors	8	\$135.94
Liaison Officer IV	Bachelors	10	\$151.77
Logistics Analyst I	Bachelors	4	\$79.61
Logistics Analyst II	Bachelors	6	\$90.45
Logistics Analyst III	Bachelors	8	\$105.91
Logistics Analyst IV	Bachelors	10	\$123.25
Product Manager II	Bachelors	6	\$110.24
Product Manager III	Bachelors	8	\$129.77
Product Manager IV	Bachelors	10	\$151.77
Program Analyst I	Bachelors	2	\$67.17
Program Analyst II	Bachelors	4	\$76.33
Program Analyst III	Bachelors	6	\$94.43
Program Analyst IV	Bachelors	8	\$103.83
Program Manager	Bachelors	10	\$134.87
Requirements Analyst I	Bachelors	4	\$97.68
Requirements Analyst II	Bachelors	6	\$95.73
Requirements Analyst III	Bachelors	8	\$119.73
Requirements Analyst IV	Bachelors	10	\$121.74
Strategic Planner IV	Bachelors	10	\$153.34

Subject Matter Expert II	See Table	See Table	\$121.37
Subject Matter Expert III	See Table	See Table	\$125.16
Subject Matter Expert IV	See Table	See Table	\$154.09
Technical Writer III	Bachelors	8	\$96.35
<b>April 23, 2022 – April 22, 2023</b>			
Administrative Assistant Lead*	High School	6	\$59.67
Administrative Assistant*	High School	2	\$43.79
Budget Analyst I	Bachelors	2	\$54.90
Budget Analyst II	Bachelors	6	\$73.02
Budget Analyst III	Bachelors	8	\$88.63
CAD Specialist I*	Bachelors	2	\$52.78
CAD Specialist II*	Bachelors	4	\$66.59
CAD Specialist III*	Bachelors	6	\$69.40
Contract Specialist II	Bachelors	6	\$73.72
Cost Analyst II	Bachelors	6	\$74.91
Cost Analyst III	Bachelors	8	\$77.82
Cost Analyst IV	Bachelors	10	\$128.32
Data Analyst	Bachelors	2	\$63.01
Engineer I	Bachelors	2	\$70.27
Engineer II	Bachelors	4	\$77.09
Engineer III	Bachelors	6	\$99.68
Equipment Specialist I	Bachelors	2	\$44.83
Equipment Specialist II	Bachelors	6	\$65.78
Equipment Specialist III	Bachelors	8	\$97.28
Executive Administrative Assistant	High School	6	\$70.33
Exhibit Coordinator II	Bachelors	4	\$80.41
Exhibit Coordinator III	Bachelors	6	\$116.02
Liaison Officer III	Bachelors	8	\$138.66
Liaison Officer IV	Bachelors	10	\$154.81
Logistics Analyst I	Bachelors	4	\$81.20
Logistics Analyst II	Bachelors	6	\$92.26
Logistics Analyst III	Bachelors	8	\$108.03
Logistics Analyst IV	Bachelors	10	\$125.71
Product Manager II	Bachelors	6	\$112.45
Product Manager III	Bachelors	8	\$132.36
Product Manager IV	Bachelors	10	\$154.81
Program Analyst I	Bachelors	2	\$68.51
Program Analyst II	Bachelors	4	\$77.86
Program Analyst III	Bachelors	6	\$96.32
Program Analyst IV	Bachelors	8	\$105.91
Program Manager	Bachelors	10	\$137.56
Requirements Analyst I	Bachelors	4	\$99.64
Requirements Analyst II	Bachelors	6	\$97.64
Requirements Analyst III	Bachelors	8	\$122.12
Requirements Analyst IV	Bachelors	10	\$124.17
Strategic Planner IV	Bachelors	10	\$156.41
Subject Matter Expert II	See Table	See Table	\$123.80
Subject Matter Expert III	See Table	See Table	\$127.66

Subject Matter Expert IV	See Table	See Table	\$157.18
Technical Writer III	Bachelors	8	\$98.28
<b>April 23, 2023 – April 22, 2024</b>			
Administrative Assistant Lead*	High School	6	\$60.87
Administrative Assistant*	High School	2	\$44.66
Budget Analyst I	Bachelors	2	\$55.99
Budget Analyst II	Bachelors	6	\$74.48
Budget Analyst III	Bachelors	8	\$90.40
CAD Specialist I*	Bachelors	2	\$53.84
CAD Specialist II*	Bachelors	4	\$67.92
CAD Specialist III*	Bachelors	6	\$70.79
Contract Specialist II	Bachelors	6	\$75.20
Cost Analyst II	Bachelors	6	\$76.41
Cost Analyst III	Bachelors	8	\$79.37
Cost Analyst IV	Bachelors	10	\$130.89
Data Analyst	Bachelors	2	\$64.27
Engineer I	Bachelors	2	\$71.68
Engineer II	Bachelors	4	\$78.63
Engineer III	Bachelors	6	\$101.67
Equipment Specialist I	Bachelors	2	\$45.72
Equipment Specialist II	Bachelors	6	\$67.10
Equipment Specialist III	Bachelors	8	\$99.23
Executive Administrative Assistant	High School	6	\$71.73
Exhibit Coordinator II	Bachelors	4	\$82.02
Exhibit Coordinator III	Bachelors	6	\$118.34
Liaison Officer III	Bachelors	8	\$141.43
Liaison Officer IV	Bachelors	10	\$157.91
Logistics Analyst I	Bachelors	4	\$82.83
Logistics Analyst II	Bachelors	6	\$94.11
Logistics Analyst III	Bachelors	8	\$110.19
Logistics Analyst IV	Bachelors	10	\$128.22
Product Manager II	Bachelors	6	\$114.69
Product Manager III	Bachelors	8	\$135.01
Product Manager IV	Bachelors	10	\$157.91
Program Analyst I	Bachelors	2	\$69.88
Program Analyst II	Bachelors	4	\$79.42
Program Analyst III	Bachelors	6	\$98.24
Program Analyst IV	Bachelors	8	\$108.03
Program Manager	Bachelors	10	\$140.32
Requirements Analyst I	Bachelors	4	\$101.63
Requirements Analyst II	Bachelors	6	\$99.59
Requirements Analyst III	Bachelors	8	\$124.57
Requirements Analyst IV	Bachelors	10	\$126.66
Strategic Planner IV	Bachelors	10	\$159.54
Subject Matter Expert II	See Table	See Table	\$126.28
Subject Matter Expert III	See Table	See Table	\$130.22
Subject Matter Expert IV	See Table	See Table	\$160.32
Technical Writer III	Bachelors	8	\$100.24



April 23, 2024 – April 22, 2025			
Administrative Assistant Lead*	High School	6	\$62.08
Administrative Assistant*	High School	2	\$45.55
Budget Analyst I	Bachelors	2	\$57.11
Budget Analyst II	Bachelors	6	\$75.97
Budget Analyst III	Bachelors	8	\$92.21
CAD Specialist I*	Bachelors	2	\$54.92
CAD Specialist II*	Bachelors	4	\$69.28
CAD Specialist III*	Bachelors	6	\$72.21
Contract Specialist II	Bachelors	6	\$76.70
Cost Analyst II	Bachelors	6	\$77.94
Cost Analyst III	Bachelors	8	\$80.96
Cost Analyst IV	Bachelors	10	\$133.51
Data Analyst	Bachelors	2	\$65.56
Engineer I	Bachelors	2	\$73.11
Engineer II	Bachelors	4	\$80.20
Engineer III	Bachelors	6	\$103.71
Equipment Specialist I	Bachelors	2	\$46.64
Equipment Specialist II	Bachelors	6	\$68.44
Equipment Specialist III	Bachelors	8	\$101.21
Executive Administrative Assistant	High School	6	\$73.17
Exhibit Coordinator II	Bachelors	4	\$83.66
Exhibit Coordinator III	Bachelors	6	\$120.71
Liaison Officer III	Bachelors	8	\$144.26
Liaison Officer IV	Bachelors	10	\$161.06
Logistics Analyst I	Bachelors	4	\$84.48
Logistics Analyst II	Bachelors	6	\$95.99
Logistics Analyst III	Bachelors	8	\$112.40
Logistics Analyst IV	Bachelors	10	\$130.79
Product Manager II	Bachelors	6	\$116.99
Product Manager III	Bachelors	8	\$137.71
Product Manager IV	Bachelors	10	\$161.06
Program Analyst I	Bachelors	2	\$71.28
Program Analyst II	Bachelors	4	\$81.01
Program Analyst III	Bachelors	6	\$100.21
Program Analyst IV	Bachelors	8	\$110.19
Program Manager	Bachelors	10	\$143.12
Requirements Analyst I	Bachelors	4	\$103.66
Requirements Analyst II	Bachelors	6	\$101.59
Requirements Analyst III	Bachelors	8	\$127.06
Requirements Analyst IV	Bachelors	10	\$129.19
Strategic Planner IV	Bachelors	10	\$162.73
Subject Matter Expert II	See Table	See Table	\$128.80
Subject Matter Expert III	See Table	See Table	\$132.82
Subject Matter Expert IV	See Table	See Table	\$163.53
Technical Writer III	Bachelors	8	\$102.25



"The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (\*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide)."

<b>SCLS Matrix</b>		
<b>SCLS Eligible Contract Labor Category</b>	<b>SCLS Equivalent Code - Title</b>	<b>WD Number</b>
Administrative Assistant Lead	01313 - Secretary III	2015-4281
Administrative Assistant	01113 - General Clerk III	2015-4281
CAD Specialist I	01051 – Data Entry Operator I	2015-4281
CAD Specialist II	30061 – Drafter/CAD Operator I	2015-4281
CAD Specialist III	30062 – Drafter/CAD Operator II	2015-4281