Unified Business Technologies, Inc.

353 Indusco Ct. Suite C, Troy MI 48083 | www.ubtus.com
Phone: (248) 588-1781 | Fax: (248) 588-1834

Your Needs, Our Mission

UBT, Inc. is a Small Disadvantaged Woman and Minority Owned Small Business delivering total business and technical solutions to our customers: Your Needs, Our Mission

Multiple Award Schedule (MAS)

CONTRACT NUMBER: GS-10F-0230X
CONTRACT PERIOD: 05 May 2011 through 04 May 2026

Price list current as of Modification #PS-A812 effective 15 May 2020 and PO-0016 effective 13 April 2017

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
FSC GROUP: PROFESSIONAL SERVICES

Point of Contact: Michelle D'Souza (Authorized Negotiator)
Phone: (248) 588-1781 | Fax: (248) 588-1834
Email: michelle.dsouza@ubtus.com

Alternate POC: Sam Jose
Phone: (248) 588-1781 | Fax: (248) 588-1834
Email: sam.jose@ubtus.com

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 GSA Advantage!® is: GSAAdvantage.gov

For more information on ordering from Federal Supply Schedules, go to the GSA schedules page at: GSA.gov

CUSTOMER INFORMATION

1a. Awarded MAS SIN and Description:

541330ENG	ENGINEERING SERVICES
541380	TESTING AND LABORATARY SERVICES
541420	INDUSTRIAL DESIGN SERVICES
541620	ENVIRONMENTAL CONSULTING SERVICES
541715	RESEARCH AND DEVELOPMENT IN THE PHYSICAL, ENGINEERING, AND LIFE SCIENCES
562910REM	REMEDIATION SERVICES
ANCILLARY	ANCILLARY SUPPLIES AND/OR SERVICES
OLM	ORDER-LEVEL MATERIALS (OLM)

1b. Labor Rates**:** Please see **Appendix A** for Labor Rates**.**

1c. Labor Category Descriptions: Please see **Appendix B.**

2. Maximum Order: $1,000,000 (Clients may request discounts for orders above $1,000,000)
Max order for SIN 541380, ANCILLARY and OLM: $250,000

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic and Overseas

5. Points of Production: 353 Indusco Ct., Suite C, Troy, MI 48083

6. Discounts from List Prices: The prices reflected in this pricelist are discounted hourly rates.

7. Quantity Discount: Quantity discounts were not awarded.

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

9. Foreign items: Not Applicable

10a. Time of Delivery: Specified in each task order.

10b. Expedited Delivery: Contact the Contractor

10c. Overnight 2-day delivery: Contact the Contractor.

10d. Urgent Requirements: Contact the Contractor

11. FOB: Destination

12a. Ordering Address:

Unified Business Technologies, Inc.
353 Indusco Ct., Suite C
Troy, MI 48083
PH: (248) 588-1781 or (877) 614-3581
Fax: (248) 588-1834

12b. Ordering Procedures:

The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and sample BPA are found in Federal Acquisition Regulation (FAR) 8.405-3

13. Payment Address:

Unified Business Technologies, Inc.
353 Indusco Ct., Suite C
Troy, MI 48083

14. Warranty Provision: Not applicable

15. Export Packing Charges: Not applicable

16. Terms and conditions of rental, maintenance and repair: *Not Applicable*

17. Terms and conditions of Installation: *Not applicable*

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list-prices: *Not applicable*

18b. Terms and conditions for any other services: *Not Applicable*

19. List of service and distribution points: *Not Applicable*

20. List of participating dealers: *Not Applicable*

21. Preventive maintenance : *Not Applicable*

22a. Special attributes such as environmental attributes: *Not Applicable*

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found: N/A

23. Data Universal Number System (DUNS): 014082635

24. Notification regarding registration in System for Award Management (SAM) database:
UBT is registered in the System for Award Management.

THE UBT ADVANTAGE

WHY CHOOSE UBT?

EXPERIENCE: Founded in 1997, UBT is a proven support services contractor experienced in building relationships with our customers by improving the overall effectiveness of their operations. With each project we take the time to get to know the customer and what they are trying to accomplish. Good communication is essential throughout the process and helps us to provide high quality deliverables on time and on budget.

EXCELLENCE: Our main goal is our customer's complete and total satisfaction. Company excellence is not a subjective measure – the accolades we have received from our customers and peers for our services are an independent assessment of what we will provide repeatedly. We believe our customers are our greatest asset, and we are dedicated to serving their needs.

WHAT SETS UBT APART

- Your needs, our mission
- Delivery on time and on budget
- Our greatest resource - our highly trained and experienced personnel
- Small Disadvantaged, minority-owned / woman-owned business enterprise
- Top Secret level facility clearance
- DCAA compliant

THE UBT CORE VALUES

- An unwavering commitment to our customer's mission
- Use of our knowledge, imagination, advanced skills, diversity and teamwork to deliver success – for our customers and our employees.
- Honesty, integrity and ethical business practices, which guide every decision we make and every action we take.
- Dedication to excellence in everything we do

These values have led to UBT being selected:

- *Top 50 Business, Women Owned Business in Michigan by DiversityBusiness.com in 2015*
- *One of the 50 Michigan Companies to Watch presented by Michigan Celebrates Small Business for 2011*
- *The 2010 Best Small Business by the Michigan Small Business and Technology Development Center*
- *Top 10 Michigan Business Women by the National Association of Women Business Owners for 2010*
- *Minority Small Business of the Year by the Small Business Administration in 2009*
- *Enterprising Woman of the Year by Enterprising Women Magazine in 2008*
- *Top Diversity Owned Business in Michigan by DiversityBusiness.Com in 2005*

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. Typical associated tasks include, but are not limited to:

- Analysis of mission
- Program goals and objectives
- Requirements analysis
- Cost/cost performance trade-off analysis
- Feasibility analysis
- Regulatory compliance support
- Technology/system conceptual designs
- Policy Standards/Procedures Development
- Construction Management
- Organizational performance assessment
- Special studies and analysis
- Training and consulting

541420 – INDUSTRIAL DESIGN 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. Typical associated tasks include, but are not limited to:

- Computer-aided Design
- Design Studies and Analysis
- High Level Detailed Specification Preparation
- Configuration Management and Document Control
- Simulation and Modeling

541380 - TESTING LABORATORIES

Includes testing laboratory services, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services. Typical services provided by UBT include:

- Test Requirements Documentation
- Independent Verification and Validation
- Simulation and Modeling (to test the feasibility of a concept)
- Reverse Engineering-determining the source or function failure of a system or product by analyzing standard test results, examining product or system design, and/or conducting specialized tests.
- Development of Test and Evaluation Documentation
- Training and Consulting

541620 - ENVIRONMENTAL CONSULTING SERVICES

The services include, but are not limited to consultation in the areas of: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Climate change adaptation and resiliency planning and implementation support, including but not limited to, identifying climate risks and impacts; applying and interpreting climate and impact assessment model outputs; development and/or implementation of solutions to build climate resilience, reduce identified climate risks, and/or provide both climate change mitigation and adaptation benefits; climate decision support, risk management, and vulnerability assessments and analyses; and climate risk communications and training; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

Note: Services involving only the consulting portion of environmental remediation efforts are included under this SIN. Any actual remediation efforts are performed under SIN 562910REM.

562910REM - REMEDIATION AND RECLAMATION SERVICES

Remediation services include, but are not limited to: Excavation, removal and disposal of hazardous waste; Site preparation, characterization, field investigation, conservation and closures; Wetland restoration; Emergency response clean up (ERC); Underground storage tank/above-ground storage tank (UST/AST) removal; Air monitoring; Soil vapor extraction; Stabilization/solidification, bio-venting, carbon absorption, reactive walls, containment, monitoring and/or reduction of hazardous waste sites, as well as unexploded ordnance removal; Remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include, but are not limited to: Land (e.g., creating new land from sea or riverbeds and/or restoring areas to a more natural state, such as after pollution, desertification, or salination have made it unusable); and Water and refrigerant reclamation.

Note: Services offered under this SIN shall NOT include any remediation / transportation / disposal of radioactive waste, asbestos and/or paint abatement, radon mitigation, construction, and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). Disposal services performed under SIN must be ancillary to remediation services performed.

ANCILLARY SUPPLIES AND/OR SERVICES

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

APPENDIX A
LABOR RATES

Applicable SINS	Labor Categories	05/05/2016 TO 05/04/2017	05/05/2017 TO 05/04/2018	05/05/2018 TO 05/04/2019	05/05/2019 TO 05/04/2020	05/05/2020 TO 05/04/2021
541330ENG, 541420, 541715, 541380	Lead Program Manager	$127.05	$130.22	$133.48	$136.82	$140.24
541330ENG, 541420, 541715, 541380	Senior Program Manager	$116.75	$119.67	$122.66	$125.73	$128.87
541330ENG, 541420, 541715, 541380	Program Manager	$97.13	$99.56	$102.05	$104.60	$107.21
541330ENG, 541420, 541715, 541380	Lead Project Manager	$112.82	$115.64	$118.54	$121.50	$124.54
541330ENG, 541420, 541715, 541380	Senior Project Manager	$90.26	$92.52	$94.83	$97.20	$99.63
541330ENG, 541420, 541715, 541380	Project Manager	$83.39	$85.48	$87.62	$89.81	$92.05
541330ENG, 541420, 541715, 541380	Subject Matter Expert	$146.18	$149.83	$153.58	$157.42	$161.36
541330ENG, 541420, 541715, 541380	Technical Expert	$107.92	$110.61	$113.38	$116.21	$119.12
541330ENG, 541420, 541715, 541380	Lead Engineer	$107.92	$110.61	$113.38	$116.21	$119.12
541330ENG, 541420, 541715, 541380	Senior Engineer	$96.74	$99.16	$101.63	$104.18	$106.78
541330ENG, 541420, 541715, 541380	Engineer	$92.59	$94.90	$97.28	$99.71	$102.20
541330ENG, 541420, 541715, 541380	Lead Systems Engineer	$98.11	$100.56	$103.07	$105.65	$108.29
541330ENG, 541420, 541715, 541380	Senior Systems Engineer	$87.31	$89.50	$91.73	$94.03	$96.38

541330ENG, 541420, 541715, 541380	Systems Engineer	$73.58	$75.42	$77.30	$79.23	$81.21
541330ENG, 541420, 541715, 541380	Lead Requirements Engineer	$122.63	$125.70	$128.84	$132.06	$135.36
541330ENG, 541420, 541715, 541380	Senior Requirements Engineer	$89.55	$91.79	$94.09	$96.44	$98.85
541330ENG, 541420, 541715, 541380	Requirements Engineer	$73.58	$75.42	$77.30	$79.24	$81.22
541330ENG, 541420, 541715, 541380	Lead Design Engineer	$122.63	$125.70	$128.84	$132.06	$135.36
541330ENG, 541420, 541715, 541380	Senior Design Engineer	$88.75	$90.97	$93.25	$95.58	$97.97
541330ENG, 541420, 541715, 541380	Design Engineer	$73.58	$75.42	$77.30	$79.24	$81.22
541330ENG, 541420, 541715, 541380	Lead Test Engineer	$97.13	$99.56	$102.05	$104.60	$107.21
541330ENG, 541420, 541715, 541380	Senior Test Engineer	$88.76	$90.98	$93.25	$95.58	$97.97
541330ENG, 541420, 541715, 541380	Test Engineer	$73.57	$75.41	$77.29	$79.22	$81.20
541330ENG, 541420, 541715, 541380	Lead Logistics Engineer	$97.13	$99.56	$102.05	$104.60	$107.21
541330ENG, 541420, 541715, 541380	Senior Logistics Engineer	$88.76	$90.98	$93.25	$95.58	$97.97
541330ENG, 541420, 541715, 541380	Logistics Engineer	$72.40	$74.21	$76.06	$77.96	$79.91
541330ENG, 541420, 541715, 541380	Lead Acquisition Engineer	$94.18	$96.54	$98.95	$101.42	$103.96
541330ENG, 541420, 541715, 541380	Senior Acquisition Engineer	$81.43	$83.47	$85.55	$87.69	$89.88

541330ENG, 541420, 541715, 541380	Acquisition Engineer	$73.58	$75.42	$77.30	$79.24	$81.22
541330ENG, 541420, 541715, 541380	Lead Environmental Engineer	$122.63	$125.70	$128.84	$132.06	$135.36
541330ENG, 541420, 541715, 541380	Senior Environmental Engineer	$80.52	$82.53	$84.59	$86.71	$88.88
541330ENG, 541420, 541715, 541380	Environmental Engineer	$78.93	$80.90	$82.92	$85.00	$87.12
541330ENG, 541420, 541715, 541380	Fire Protection Engineer	$83.45	$85.53	$87.67	$89.86	$92.11
541330ENG, 541420, 541715, 541380	Senior Safety Engineer	$85.36	$87.49	$89.68	$91.92	$94.22
541330ENG, 541420, 541715, 541380	Safety Engineer	$76.69	$78.61	$80.57	$82.59	$84.65
541330ENG, 541420, 541715, 541380	Architect	$85.46	$87.60	$89.79	$92.03	$94.33
541330ENG, 541420, 541715, 541380	CADD Technician	$53.45	$54.79	$56.16	$57.57	$59.00
541330ENG, 541420, 541715, 541380	Lead Scientist	$113.56	$116.40	$119.31	$122.30	$125.35
541330ENG, 541420, 541715, 541380	Senior Scientist	$93.57	$95.91	$98.30	$100.76	$103.28
541330ENG, 541420, 541715, 541380	Scientist	$76.32	$78.22	$80.18	$82.18	$84.24
541330ENG, 541420, 541715, 541380	Senior Financial Analyst	$96.15	$98.55	$101.02	$103.54	$106.13
541330ENG, 541420, 541715, 541380	Financial Analyst	$74.06	$75.91	$77.81	$79.75	$81.75
541330ENG, 541420, 541715, 541380	Construction Manager	$88.29	$90.50	$92.76	$95.08	$97.46

541330ENG, 541420, 541715, 541380	Assistant Construction Manager	$77.50	$79.44	$81.43	$83.46	$85.55
541330ENG, 541420, 541715, 541380	Construction Representative	$66.28	$67.93	$69.63	$71.37	$73.16
541330ENG, 541420, 541715, 541380	Contracts Administrative Specialist	$76.23	$78.14	$80.09	$82.09	$84.15
541330ENG, 541420, 541715, 541380	Administrative Specialist	$49.96	$51.21	$52.49	$53.80	$55.15
541330ENG, 541420, 541715, 541380	Lead Technical Writer	$79.33	$81.31	$83.34	$85.43	$87.56
541330ENG, 541420, 541715, 541380	Senior Technical Writer	$73.58	$75.42	$77.30	$79.24	$81.22
541330ENG, 541420, 541715, 541380	Graphics Specialist (Illustrator)	$64.75	$66.37	$68.03	$69.73	$71.48
541330ENG, 541420, 541715, 541380	Senior Training Specialist	$87.31	$89.50	$91.73	$94.03	$96.38
541330ENG, 541420, 541715, 541380	Training Specialist	$72.60	$74.41	$76.27	$78.18	$80.13
541330ENG, 541420, 541715, 541380	Cost Estimator	$74.42	$76.28	$78.19	$80.14	$82.15
541330ENG, 541420, 541715, 541380	Scheduler	$74.42	$76.28	$78.19	$80.14	$82.15
541330ENG, 541420, 541715, 541380	Interior Designer	$73.37	$75.21	$77.09	$79.01	$80.99
541330ENG, 541420, 541715, 541380	Contract Executive	$87.96	$87.96	$90.16	$92.41	$94.72
541330ENG, 541420, 541715, 541380	Planner/Scheduler	$87.96	$87.96	$90.16	$92.41	$94.72
541330ENG, 541420, 541715, 541380	Project Claim Analyst	$83.07	$83.07	$85.15	$87.28	$89.46

541330ENG, 541420, 541715, 541380	Senior Architect	$112.39	$112.39	$115.20	$118.08	$121.03
541330ENG, 541420, 541715, 541380	Lead Architect	$146.60	$146.60	$150.26	$154.02	$157.87
541330ENG, 541420, 541715, 541380	Senior Interior Designer	$87.96	$87.96	$90.16	$92.41	$94.72
541330ENG, 541420, 541715, 541380	Space Planner	$83.07	$83.07	$85.15	$87.28	$89.46
541330ENG, 541420, 541715, 541380	Senior Cost Estimator	$87.96	$87.96	$90.16	$92.41	$94.72
541330ENG, 541420, 541715, 541380	Inspector	$78.19	$78.19	$80.14	$82.14	$84.20
541330ENG, 541420, 541715, 541380	Senior Inspector	$92.85	$92.85	$95.17	$97.55	$99.99
541330ENG, 541420, 541715, 541380	Lead Inspector	$122.17	$122.17	$125.22	$128.35	$131.56
541620, 562910REM	Certified Industrial Hygienist	$122.17	$122.17	$125.22	$128.35	$131.56
541620, 562910REM	Hazardous Material Technician	$92.85	$92.85	$95.17	$97.55	$99.99

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

APPENDIX B LABOR CATEGORY DESCRIPTIONS

UBT Labor Category	Minimum Education	Minimum Experience
Lead Program Manager	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Ten (10) years**
Performs non-routine functional activities by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill, in solving non-routine technical, administrative, and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project level activities and personnel. Functional Responsibility: Under general supervision, assists in all aspects of project performance (i.e., technical, contractual, administrative, financial). Supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, establishes and maintains technical and financial reports to show progress to division management and customers, and maintains customer contacts to ensure conformity to all contractual obligations.		
Senior Program Manager	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Eight (8) years**
Provides management and technical direction to multiple complex projects to project personnel. Has exercised independent judgment and possesses a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Functional Responsibility: Under limited supervision, responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all assigned tasks, and assumes the initiative and provides support to marketing personnel in identifying and acquiring potential business. Provides overall direction of program activities.		
Program Manager	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Five(5) years**
Provides management and technical direction to project personnel. Has exercised independent judgment and possesses a high level of analytical skill in solving complex technical, administrative, and managerial problems. Functional Responsibility: Under limited supervision, responsible for all aspects of project performance (i.e., technical, contractual, administrative, financial). Manages and supervises personnel involved in all aspects of project activity, organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Provides overall direction for all project level activities.		
Lead Project Manager	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Eight (8) years**
Responsible for the coordination and completion of complex and/or multiple projects simultaneously. Develops understanding of project scope and objectives including role and function of each team member to effectively coordinate and ensure timely completion of project(s). Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project(s). Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project(s). Oversees project budget and schedule. Provides technical and management advice and assistance to management regarding project(s). Facilitates project and troubleshoots problems or issues associated with project(s). Continually monitors progress of individual team members to ensure specific		

deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others.		
Senior Project Manager	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Five (5) years**
Responsible for the coordination and completion of projects. Develops understanding of project scope and objectives including role and function of each team member in order to effectively coordinate project. Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project. Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project. Provides technical and management advice and assistance to management regarding project. Facilitates and troubleshoots problems or issues associated with project. Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others. Ensure project is brought to successful completion. Generally oversees a single project which may be non-complex to complex in nature.		
Project Manager	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Two (2) years**
Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects.		
Subject Matter Expert	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Fifteen (10) years**
Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult concept, planning, design, and/or implementation problems requiring the expert application of advanced knowledge. He or she is often the highest level of individual contributor and is normally widely recognized for achievements, technical expertise, and meritorious standing within his or her professional field.		
Technical Expert	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Fifteen (15) years**
The Technical Expert serves as the senior technical architect or advisor for strategies for designing and implementing large-scale, highly complex systems involving engineering, communications, and networking. Is knowledgeable of state-of-the-art or emerging technologies and methodologies.		
Lead Engineer	**BS/BA in Engineering**	**Eight (8) years**
Experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.		
Senior Engineer	**BS/BA in Engineering**	**Five (5) years**
Experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical,		

nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.		
Engineer	**BS/BA in Engineering**	**Two (2) years**
Experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.		
Lead Systems Engineer	**BS/BA in Engineering, Math, Physics, Business Administration or a related field**	**Eight (8) years**
Experience in independently assessing highly complex problems and in investigating, developing, appraising, selecting, and presenting solutions to them. Must have interdisciplinary knowledge in one of the following areas: economics, engineering, physical sciences, communications, computer science, life-cycle analyses, and human behavior. Must be sufficiently well versed in the discipline and in the business environment as to feel comfortable working with personnel at the highest levels of an organization's management. Functional Responsibility: Exercises independent judgment in the performance of all duties. Provides solutions to highly unusual and extremely difficult technical, administrative, and management problems requiring a high level of analytical ability. Consults extensively with customer representatives and employees. Directs the activities of large groups of lower-level personnel. Performs risk identification/analysis, mitigation and traceability studies. Typical tasks include, but are not limited to design studies and analysis, high level detailed specification preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.		
Senior Systems Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Five (5) years**
Requires experience conducting investigations of large and complex problems, and making sound recommendations relevant to the analysis and testing of systems. Functional Responsibility: Performs and/or directs advanced systems engineering assignments. Ensures the compatibility between equipment; analyzes operational requirements and system requirements; leads design reviews; performs advanced design of large-scale components or subsystems. Coordinates the efforts of the technical support staff. Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems; reviews and prepares system engineering and technical analyses, reports, change proposals, and other technical documentation; applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, communications, or acquisition and resource management; analyzes, designs, develops, implements, tests, or evaluates software related to engineering or functional requirements of systems and associated support systems. Reviews literature, patents, and current practices relevant to the solution of assigned projects. Collaborates with other technical personnel on feasibility studies and systems planning.		
Systems Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Two(2) years**

Requires knowledge of engineering and systems equipment. Is capable of working with a variety of engineering and/or scientific descriptions and formulas. Functional Responsibility: Supports the senior systems engineer and is responsible for the systems definition design of the facilities. Performs the detailed development, investigation and assessments related to the system analysis and requirements and testing. Performs analysis of hardware specifications of complex systems to develop detailed plans; performs feasibility studies and analysis of problems for development of laboratory systems; provides internal interface descriptions of the system; and participates in requirements planning. Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems; reviews and prepares system engineering and technical analyses, reports, change proposals, and other technical documentation; applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, communications, or acquisition and resource management; analyzes, designs, develops, implements, tests, or evaluates software related to engineering or functional requirements of systems and associated support systems.		
Lead Requirements Engineer	**BS/BA in Engineering**	**Eight (8) years**
The Lead Requirements Engineer has experience in technical work in the major area of full life-cycle system engineering. Supervises systems engineering, technical efforts and performs typical associated tasks that include, but are not limited to, requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analyses.		
Senior Requirements Engineer	**BS/BA in Engineering**	**Five (5) years**
The Senior Requirements Engineer has experience in technical work in the major area of full life-cycle system engineering. Supervises systems engineering, technical efforts and performs typical associated tasks that include, but are not limited to, requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analyses.		
Requirements Engineer	**BS/BA in Engineering**	**Two (2) years**
The Requirements Engineer has experience in technical work in the major area of full life-cycle system engineering. Supervises systems engineering, technical efforts and performs typical associated tasks that include, but are not limited to, requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, and special studies and analyses.		
Lead Design Engineer	**BS/BA in Engineering**	**Eight (8) years**
The Lead Design Engineer has experience in the areas of system design, engineering, and integration. Supervises systems design technical effort and performs typical tasks that include, but are not limited to, computer-aided design, design studies and analyses, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.		
Senior Design Engineer	**BS/BA in Engineering**	**Five (5) years**
The Senior Design Engineer has experience in the areas of system design, engineering, and integration. Supervises systems design technical effort and performs typical tasks that include, but are not limited to, computer-aided design, design studies and analyses, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.		
Design Engineer	**BS/BA in Engineering**	**Two (2) years**
The Design Engineer has experience in the areas of system design, engineering, and integration. Supervises systems design technical effort and performs typical tasks that include, but are not limited to, computer-aided design, design studies and analyses, research and development, specification preparation, configuration management and document control, fabrication, assembly, and simulation and modeling.		
Lead Test Engineer	**BS/BA in Engineering**	**Eight (8) years**
The Lead Test Engineer has experience in the area of test and evaluation. Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first		

article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.		
Senior Test Engineer	**BS/BA in Engineering**	**Five (5) years**
The Senior Test Engineer has experience in the area of test and evaluation. Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.		
Test Engineer	**BS/BA in Engineering**	**Two (2) years**
The Test Engineer has experience in the area of test and evaluation. Supervises test and evaluation technical effort. Performs typical tasks that include, but are not limited to, prototype development and first article testing, environmental testing, independent verification and validation, demonstration and validation, simulation and modeling, system safety, quality assurance, education and training, and physical testing of the product or system.		
Lead Logistics Engineer	**BS/BA in Engineering**	**Eight (8) years**
The Lead Logistics Engineer has experience providing logistic support for major systems. Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in the system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.		
Senior Logistics Engineer	**BS/BA in Engineering**	**Five (5) years**
The Senior Logistics Engineer has experience providing logistic support for major systems. Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in the system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.		
Logistics Engineer	**BS/BA in Engineering**	**Two (2) years**
The Logistics Engineer has experience providing logistic support for major systems. Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans and policy and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in the system development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops systems maintenance concepts and plans and life-cycle supply requirements and processes to meet supply requirements. Performs cost analyses associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are		

included. Performs technical training, configuration management, and quality assurance.		
Lead Acquisition Engineer	**BS/BA in Engineering**	**Eight (8) years**
The Lead Acquisition Engineer has experience in engineering, business analysis, systems functional analysis, quality management, database development, international program development and management or organizational strategic planning. Provides expertise in higher technical functional areas that pertain to the acquisition of equipment/weapons systems. Assists in planning directing, coordinating and performing specific duties that pertain to acquisition such as planning, budgetary, contract and systems and /or program management functions required to procure or render operational and provide life cycle support. Execute installation and commissioning of commercial, residential, industrial facility or fleet projects and their operation and maintenance through processes of initiating, planning, monitoring and controlling. The responsibilities may range from providing assistance in the areas of project initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle systems support management.		
Senior Acquisition Engineer	**BS/BA in Engineering**	**Five (5) years**
The Senior Acquisition Engineer provides expertise in higher technical functional areas that pertain to the acquisition of equipment/weapons systems. Assists in planning directing, coordinating and performing specific duties that pertain to acquisition such as planning, budgetary, contract and systems and /or program management functions. The responsibilities may range from providing assistance in the areas of project initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle systems support management.		
Acquisition Engineer	**BS/BA in Engineering**	**Two (2) years**
The Acquisition Specialist provides expertise in higher technical functional areas that pertain to the acquisition of equipment/weapons systems. Assists in planning directing, coordinating and performing specific duties that pertain to acquisition such as planning, budgetary, contract and systems and /or program management functions. The responsibilities may range from providing assistance in the areas of project initiation, systems development, systems engineering, test and evaluation management, integrated logistics support management, systems manpower and training requirements, life-cycle systems support management.		
Lead Environmental Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Eight (8) years**
Plans and conducts environmental research studies to develop methods or theories of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Will lead teams in the field. Determines data collection methods to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establishes standards, and develops approaches for control of pollution. May act as a technical project lead or provide work leadership for lower level employees.		
Senior Environmental Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Five (5) years**
Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Determines sources and methods of controlling pollutants in air, water, and soil, utilizing		

knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies to solve problems concerned with the environment. May design gas and fluid flow systems, chemical reaction systems, mechanical equipment, and/or other test instrumentation. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establishes standards, and develops approaches for control of pollution. Performs technical research and utilizes computers as aids in developing solutions to engineering problems. Formulates reports, plans, designs, cost estimates, and specifications.		
Environmental Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Two (2) years**
Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Under general supervision, may design gas and fluid flow systems, chemical reaction systems, mechanical equipment, and/or other test instrumentation. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and provide solutions. Performs technical research and utilizes computers as aids in developing solutions to engineering problems. Formulates reports, designs, and specifications.		
Fire Protection Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Five (5) years**
The Fire Protection Engineer has engineering and design experience handling complex matters related to piping and equipment with specialization in insulation, painting and fireproofing with significant experience in other mechanical functional disciplines. Knowledgeable of the International Fireproofing Standards including design, safety, health, environmental and construction standards and regulations (i.e. ASTM, ASME, NACE, SSPC, API, BS, ISO, ANSI, OSHA & EPA). Tasks include developing, documenting and implementing detailed Surveillance Program during the execution of Contractor's coating, painting, surface finish and insulation works to ensure its adherence to reference documentation. May include preparation of basic and detailed design on piping and equipment including rotary, furnace, reactors, exchangers, columns and other package equipment; preparation of thermal hot insulation, cold insulation, cryogenic insulation and acoustic insulation specifications, painting specifications, internal linings, buried pipes, tanks and vessels.		
Senior Safety Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Five (5) years**
Responsible for the in-depth safety analyses and tasks to ensure the identification, documentation, and mitigation of hazards within safety-critical systems or systems-of-systems, using various analysis tools and techniques. Implements the essential elements of system safety engineering to include hazard analyses, hazard categorization (in terms of severity and likelihood), end effects, causal analyses, mitigation requirements identification, documentation, tracking and implementing, and residual risk assessment. Establishes interfaces with hardware and software design engineering and test engineering to include Integrated Product Teams (IPT). Typical analyses performed include: functional analyses, hazard analyses, safety requirements analyses, hazard mitigation, safety risk assessments, reliability analyses, and system residual risk assessments. Reviews, evaluates, and provides technical input to systems and software for adherence to government or commercial directives, standards, guidelines, and criteria concerning software safety and systems safety. Ensures design mitigations are captured in the design and its documentation and verifies implementation as appropriate. Performs Administrative and management tasks to include		

progress reports and tracking schedules. May assign tasks to lower level employees, monitor performance, and provide performance appraisal input. Ancillary duties may defining and implementing tasks to support environmental health and safety (ESH), hazardous materials minimization, industrial hygiene, human factors, reliability engineering, explosive safety, nuclear safety, directed energy (laser) safety, and test range safety.		
Safety Engineer	**BS/BA in Engineering, Math, Physics or a related field**	**Two (2) years**
Under general direction, performs all tasks necessary to ensure the identification and documentation of hazards within systems or systems-of-systems using various analysis tools and techniques. Understands the basic elements of system safety engineering to include hazard analyses, hazard categorization (in terms of severity and likelihood), end effects, causal analyses, mitigation requirements identification, documentation, tracking and implementing, and residual risk assessment. Typically interfaces with hardware and software design engineering and test engineering to include Integrated Product Teams (IPT). Typical analyses performed include: functional analyses, hazard analyses, safety requirements analyses, hazard mitigation, safety risk assessments, reliability analyses, and system residual risk assessments. Reviews and evaluates systems and software for adherence to government or commercial directives, standards, guidelines, and criteria concerning software safety and systems safety. Confirms design mitigations are captured in the design and its documentation and verifies implementation as appropriate. Performs minimal safety program management tasks including progress reports and tracking schedules.		
Architect	**BS/BA in Engineering, Math, Physics or a related field**	**Three (3) years**
Provides professional architectural and construction management support by performing tasks such as: serves as a general project architect providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects. Serves as the organizational subject matter expert regarding standards and practices for architectural designs, building components, component installations, building construction, landscaping, and ergonomics, including but not limited to commercial, industrial, and residential buildings and landscaping applications. Participates in design reviews of and provides comments on contractor submittals; architectural designs and plans for a variety of applications; provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed architectural projects or project tasks. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed projects or project tasks; assists the customer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor architectural requirements and deliverables.		
CADD Technician	**BS/BA in design or a related field/AutoCAD Certification**	**Two (2) years**
CADD Technicians are responsible for creating and updating engineering drawings, organizing project timelines in conjugation with the Project Engineers and delivering complete, appropriate and accurate drawings with related documentation. They develop layouts and complete details for preliminary and final construction drawings covering all construction details. Create maps, designs, and drawings such as pump and piping plans, grading and drainage plans, site plans, and conceptual route drawings for construction projects.		
Lead Scientist	**MA/MS degree**	**Eight (8) years**
The Lead Scientist has experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas. Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the		

subject-matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.		
Senior Scientist	**BA BS/BA degree**	**Five (5) years**
The Senior Scientist has experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas. Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.		
Scientist	**BS/BA degree**	**Two (2) years**
The Scientist has experience in a scientific field such as biology, chemistry, nuclear, environmental, physics, mathematics, geology, or other scientific areas. Performs the functions of a technical expert in the relevant scientific field in support of major programs or system development. Applies scientific expertise in defining and resolving system issues, performing analysis, and developing plans and requirements in the subject-matter area for complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.		
Senior Financial Analyst	**BS/BA degree**	**Eight (8) years**
Serves as a group leader ensuring a group of analysts are working in concert to automate complex business practices within the time frame specified by the client and that all the requirements are met. Assesses products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Performs should- cost analysis and trade studies related to cost trade-off options for major systems development or procurement. Prepares milestone status reports and presentations, and coordinates all aspects of complex financial application automation. Completes objectives independently within the negotiated budget.		
Financial Analyst	**BS/BA degree**	**Five (5) years**
Provides the full range of financial functions for major system development including should-cost and projected cost analysis and trade studies related to cost trade-off options. Defines established financial business practices for integration into the client's financial business system. Identifies potential problems and recommended solutions through analysis. Works with functional specialists, automation specialists, contractors, vendors, and clients to effectively translate the client's requirements into an automated application. Acts as a focal point for coordinating all disciplines in the recommended solution. Applies state-of-the-art tools and processes to effectively automate financial applications in the most effective manner while adhering to the established accounting principles and practices.		
Construction Manager	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Fifteen (15) years**
Responsible for the planning of the construction program and overall management of all construction phases of assigned projects from inception to completion of the project. Supervises the preparation of construction schedules. Approves all construction input to project schedules. Determines the extent of work to be done by own staff or on a contract basis. Determines required onsite dates for drawings, equipment and material, as well as engineering requirements to fit the needs for construction proposals and contracts. Plans and approves the construction plan layout and the acquisition of the necessary construction equipment. Maintains familiarity with engineering design concepts being used on projects. Monitors and reviews these concepts for compatibility with current construction techniques and practices, and analyzing any potential impact they may have on quality, schedule and cost. Ensures implementation of the project plans and all other applicable guides and procedures. Assumes responsibility for all matters relating to local labor conditions. Establishes the labor relations programs in conjunction with the management. Integrates the labor relations programs in conjunction with the Labor Relations Manager and		

the Assistant Construction Manager. Renders advice and supervises the preparation of proposals for subcontracts and participates in the analyses, selection and recommendation of obtained bids. Renders advice, direction and assistance to field construction staff concerning all construction problems. Anticipates construction needs and shortages by maintaining familiarity with construction progress through progress reports, personal contact, inspector's reports, and other departmental reports. Provides liaison between project and regional office in engineering requirements, equipment and material deliveries and other project requirements. Ensures that subordinates monitor all work progress for occurrences of changed conditions and makes appropriate written client notifications. Monitors subcontractor work progress, effectiveness, and capability. Ensures proper purchasing procedures are utilized on the project. Exercises normal supervisory responsibility with respect to subordinates, including those associated with performance appraisal, selection, training and development, delegation of authority, work assignment, and definition of area of responsibility. Responsible for the training and development of employees under his/her direction.		
Assistant Construction Manager	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Eight (8) years**
Under the general supervision of Construction Manager, has responsibility for planning of the construction program, and overall management of all construction phases of assigned projects from inception to completion of the project. Makes presentations by assembling construction inputs, schedules, etc. and explaining same to prospect clients. Selects or recommends the selection of staff for assigned projects. Organizes and maintains staff. Supervises the preparation of construction schedules. Determines the extent of work to be done by own staff or on a contract basis. Determines required on-site dates for drawings, equipment and material, as well as engineering requirements to fit the needs for construction proposals and contracts, and the construction program. Plans and approves the construction plan layout and the acquisition of the necessary construction equipment. Maintains familiarity with engineering design concepts being used on the project and monitors and reviews these concepts for compatibility with current construction techniques and practices, and analyzing any potential impact they may have on quality, schedule and cost. Ensures implementation of the project plans and all other applicable guides and procedures. Renders advice and supports the preparation of proposals and contracts for work to be subcontracted. Participates in the analyses, selection and recommendation of obtained bids. Renders advice, direction and assistance to field construction staff concerning all construction problems. Anticipates construction needs and shortages by maintaining familiarity with construction progress through progress reports, personal contact, inspector's reports, and other departmental reports. Provides liaison between project and Home Office in engineering requirements, equipment and material deliveries and other project requirements. Participates in budget input for department and construction projects, including monitoring and investigating deviations. Assists Construction Manager, as required, and keeps him/her advised of outstanding events and unusual occurrences at job sites. Ensures that subordinates monitor all work progress for occurrences of changed conditions and makes appropriate written client notifications. Monitors subcontractor work progress, effectiveness, and capability. Exercises normal supervisory responsibility with respect to subordinates, including those associated with performance appraisal, selection, training and development, delegation of authority, work assignment, and definition of area of responsibility.		
Construction Representative	**High School Diploma**	**Five (5) years**
Serves as the Construction Representative responsible for inspection construction projects. Inspects all phases of construction for compliance with plans and specifications in respect to workmanship, materials, installation and construction methods. Interprets contract plans and specifications relative to all phases of construction and make recommendations of the necessary changes to the project engineer. Inspects construction sites and progress, conferring with contractors' superintendents to resolve apparent		

differences, administers quality assurance programs related to projects, discusses changed conditions, administers quality assurance programs related to projects, discusses change conditions that occur during progress work to obtain the specific results intended, and discusses safety methods, working conditions and also changes, which would be beneficial to the customer. Consults with contractors relative to investigating the need for, and preparing data for, change orders. Contacts suppliers to expedite delivery of supplies. Initiates action to withhold payments to contractor for faulty work. Establishes detailed inspection requirements and control methods. Drafts change orders and modifications and recommends changes to aid conditions at the construction site or to expedite construction, and participates in all phases of contract administration including maintaining a good working relationship with contractor's personnel and local interests. Acts as a representative of management serving as a liaison between the agency and the contractor in assuring that the construction complies with contract plans and specifications.		
Contracts Administrative Specialist	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
The Contract Administrative Assistant provides general support to the contract team and to the contractor support team in the following areas; preparation of purchase requests and entry of financial data, maintains contract documentation, assists in data collection and reporting for market surveys, research and editing of materials for newsletters, WEB sites, and other publications and documentation, analysis of invoices and maintenance of spreadsheets relating to budget and resource use and allocation.		
Administrative Specialist	**High School Diploma**	**Two (2) years**
Performs specialized non-routine and non-repetitive administrative support tasks to assist principal, administrative, or construction managers. Performs professional-level tasks requiring independent judgment and initiative. Determines method of collection and analysis for assigned projects. Makes proficient use of automation equipment and software (word processing, spreadsheet, including Microsoft Office Suite, Excel, Power Point, Access, Outlook, Microsoft Project), to produce a variety of narrative and tabular material, e.g., correspondence, reports, memoranda, calendars, charts, statistical tables and various standard forms and documents. Prepares material from rough draft of clean copy; utilizes basic knowledge and skill of software to make insertions, deletions or move material about into proper format, and incorporate changes made by originator.		
Lead Technical Writer	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Eight (8) years**
The Lead Technical Writer provides research and writes professional documents, including program reports and procedures, documentation, training materials, including analysis and compilation of diverse policy, technical, statistical, demographic, and financial information. Leads documentation production team. Prepares, in clear and concise language, technical documents such as procedure manuals, service manuals, operational specifications, bulletins, and related technical publications concerned with the installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in making improvements, observing methods of production, referring to blueprints, schematics, engineering drawings, trade and engineering journals, manuals, or similar publications.		
Senior Technical Writer	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
Prepares, in clear and concise language, technical documents such as procedure manuals, service manuals, operational specifications, bulletins, and related technical publications concerned with the installation, operation, and maintenance of electronic, electrical, mechanical, and other equipment. Acquires or verifies knowledge of subject by interviewing workers engaged in developing new products and services or in		

making improvements, observing methods of production, referring to blueprints, schematics, engineering drawings, trade and engineering journals, manuals, or similar publications.		
Senior Training Specialist	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Eight (8) years**
The Senior Training Specialist has experience in development and delivery of structured training courses. Must possess a thorough knowledge of course content, which may require technical understanding and ability. Delivers standard and custom course curriculum based upon customer needs. Acts as instructor in the delivery of courses and course work. Courses may include hands-on work. Applies specialized knowledge and skill to develop meaningful course content with real work applicability. Works with customers in the development of effective user's manuals and provides post training follow-up. Specific certification may be required based upon the training desired, and customer requirements.		
Training Specialist	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
The Training Specialist has experience in development and delivery of structured training courses. Must possess a thorough knowledge of course content, which may require technical understanding and ability. Supports training and technical staff in the development of course material, including training manuals, handouts, presentation slides, syllabi, and other related material. Will assist in grading examinations and coordinating and setting up training classrooms.		
Cost Estimator	**Associate's degree or Relevant Experience (two years of relevant experience can substitute education)**	**Two (2) years**
Performs a variety of work relative to planning and evaluating construction methods and procedures for various technical engineering alternatives relative to project work, reviewing and/or preparing a wide variety of engineering estimates, coordinating with and advising others, and participating in bid opening and negotiation meetings as technical advisor or for informational purposes; plans, evaluates, reviews, and/or prepares a wide variety of engineering estimates; develops cost estimates for projects from feasibility to construction; recommends consideration of changes in plans which may result in greater economy through substitution of materials or simplification of construction; routinely takes necessary action to insure security of government estimates; advises supervisor or project managers of extremely difficult and/or controversial problems and matters of policy resulting from assigned estimating responsibilities and work assignments; suggests methods or procedures or additional studies required to resolve problems encountered		
Scheduler	**Associate's degree or Relevant Experience (two years of relevant experience can substitute education)**	**Two (2) years**
Creating and implementing Critical Path Method (CPM) Baseline Schedule with Primavera, Project Planner or Microsoft (MS) Project; updates monthly construction schedule with narratives and progress analysis; coordinates the various subprojects into a master schedule; maintains and monitors program and project level CPM; monitors program milestones and interdependencies between subprojects, identifying the critical path and suggesting alternatives.		
Interior Designer	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Three (3) years**
The interior designer must be certified by the National Council of Interior Design Qualifications (NCIDQ), be a registered interior designer, or registered architect with at least five years of experience and training in interior design. The interior designer will assist in the administration of furniture		

installation and inspection during the construction project.		
Graphics Specialist	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
Conceives designs, lays out, and coordinates editorial illustrations and creative artwork for publications such as magazines, brochures, handbooks, and posters, translating facts and features of subject material into graphic terms that best convey intended meaning. May organize, develop, and coordinate art and graphics within guidelines consistent with RFPs for proposal submission. Develops interpretive themes that convey ideas and information. Creates graphic presentations that communicate mood, emphasis, insight, viewpoint, and similar visual impressions. Provides guidance on graphic technology. May apply technical, commercial, and fine art technique to the conception, planning, and creation of pictorial work for software and hardware systems.		
Contract Executive	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
Provides oversight of the contract management process, as well as development of specific standards for bidding and submission, contract negotiations and document management. The contract executive's role in contract development requires close collaboration with various departments including operations, project management, account management and finance. Other responsibilities include developing standards for contracts, presentation of budget, payment terms, general language and provisions. Conduct strategy meetings to identify issues and client requirements and facilitate pricing discussions. Assure accuracy and appropriateness of contract text and attachments. Review contractual performance of all parties to ensure compliance with terms and identify conflicts or changes requiring solution at contract renewal.		
Planner/Scheduler	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Two (2) years**
Plans and prepares production schedules for fabrication, installation, construction or repair systems. Draws up master/discipline schedule to establish sequence and lead time of each operation to meet client forecasted master schedule. Updates client through client accepted/sponsored software, if required. Analyzes production specifications and construction data and performs mathematical calculations to determine material, tools, and human resource requirements for the schedule. Plans and schedules workflow for each craft and operation according to previously established client sequences and lead times. Plans sequence of fabrication, assembly, installation and construction and other operations for guidance of construction workers. Planner/Scheduler confers with Client and Company management to determine status of projects. Expedites operations that delay schedules and alters schedules to meet unforeseen conditions. Prepares production report. May prepare lists of required materials, tools and equipment. May prepare purchase orders to obtain materials, tools and equipment.		
Project Claim Analyst	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**One (1) years**
Investigates, evaluates, reserves, negotiates and resolves Engineering and Construction Project Claims. This process includes verification of the nature and extent of injury or damage by obtaining and reviewing appropriate records and damage documentation. Maintains claim files and documents claim file activities in accordance with established procedures. Utilizes a diary management system to ensure that all claims are handled timely. Attends or presents at roundtable discussions for collaboration of technical expertise. Develops litigation plans with staff and counsel, including discovery and legal expenses. Tracks and Controls legal expenses to assure cost effective resolution.		

Senior Architect	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
Provides professional architectural and construction management support by performing tasks such as: serves as a general project architect providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects. Serves as the organizational subject matter expert regarding standards and practices for architectural designs, building components, component installations, building construction, landscaping, and ergonomics, including but not limited to commercial, industrial, and residential buildings and landscaping applications. Participates in design reviews of and provides comments on contractor submittals; architectural designs and plans for a variety of applications; provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed architectural projects or project tasks. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed projects or project tasks; assists the customer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor architectural requirements and deliverables.		
Lead Architect	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Eight (8) years**
Provides professional architectural and construction management support by performing tasks such as: serves as a general project architect providing professional and technical leadership, guidance, and expertise in managing contractor executed construction projects. Serves as the organizational subject matter expert regarding standards and practices for architectural designs, building components, component installations, building construction, landscaping, and ergonomics, including but not limited to commercial, industrial, and residential buildings and landscaping applications. Participates in design reviews of and provides comments on contractor submittals; architectural designs and plans for a variety of applications; provides quality assurance oversight, documentation of such oversight, and recommends corrective actions as required to ensure high quality performance on contractor executed architectural projects or project tasks. Provides safety oversight, documentation of such oversight, and directs corrective actions as required to ensure worker safety during the performance of contractor executed projects or project tasks; assists the customer's representative and/or resident engineer in interpreting and enforcing contractual provisions regarding contractor architectural requirements and deliverables.		
Senior Interior Designer	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
The interior designer must be certified by the National Council of Interior Design Qualifications (NCIDQ), be a registered interior designer, or registered architect with at least five years of experience and training in interior design. The interior designer will assist in the administration of furniture installation and inspection during the construction project.		
Space Planner	**Associates or Relevant Experience (four years of relevant experience can substitute education)**	**Three (3) years**
Maintains space utilization data and facilities inventory on an automated or computerized system. Analyzes and reports on space utilization data. Job duties include; Obtains current information for the facilities inventory and enters new and revised information into automated system. Assigns or classifies space according to pertinent standards and procedures. Provides information or reports on current room utilization and dimensions. Maintains information or data on new construction, renovations and remodeling. Conducts space feasibility and utilization studies and prepares reports on findings. Maintains detailed space utilization and inventory. Recommends changes in space assignment and facilities inventory.		

Senior Cost Estimator	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
Performs a variety of work relative to planning and evaluating construction methods and procedures for various technical engineering alternatives relative to project work, reviewing and/or preparing a wide variety of engineering estimates, coordinating with and advising others, and participating in bid opening and negotiation meetings as technical advisor or for informational purposes; plans, evaluates, reviews, and/or prepares a wide variety of engineering estimates; develops cost estimates for projects from feasibility to construction; recommends consideration of changes in plans which may result in greater economy through substitution of materials or simplification of construction; routinely takes necessary action to insure security of government estimates; advises supervisor or project managers of extremely difficult and/or controversial problems and matters of policy resulting from assigned estimating responsibilities and work assignments; suggests methods or procedures or additional studies required to resolve problems encountered		
Inspector	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Three (3) years**
Inspects and Reports on virtually every phase of the project process. This may include Engineering, Civil Site Work, Structural, Building, Electrical, Mechanical, Indoor air quality, safety and hazardous material abatement. Ensures all contract documents represented by working drawings and specifications are properly executed by the contractors. Reviews and Proofreads plans, specifications, codes, shop drawings, submittals, procedures, reports, memos, status reports, contractors minimum days, delay days, change order days and all correspondence between the architect, engineer, testing agencies and contractor. Establishes and maintains all files for submittals, daily reports and contractor daily reports. Compose and submit weekly status reports. Establish and maintain all Engineers reports and correspondence Check and verify all materials stored on and off site as well as materials used in site construction against submittals and verify the installation of materials and equipment. Responsible for establishing and maintaining a professional working relationship with architects, engineers, testing labs, general contractors, subcontractors, clients and the public.		
Senior Inspector	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Five (5) years**
Inspects and Reports on virtually every phase of the project process. This may include Engineering, Civil Site Work, Structural, Building, Electrical, Mechanical, Indoor air quality, safety and hazardous material abatement. Ensures all contract documents represented by working drawings and specifications are properly executed by the contractors. Reviews and Proofreads plans, specifications, codes, shop drawings, submittals, procedures, reports, memos, status reports, contractors minimum days, delay days, change order days and all correspondence between the architect, engineer, testing agencies and contractor. Establishes and maintains all files for submittals, daily reports and contractor daily reports. Compose and submit weekly status reports. Establish and maintain all Engineers reports and correspondence Check and verify all materials stored on and off site as well as materials used in site construction against submittals and verify the installation of materials and equipment. Responsible for establishing and maintaining a professional working relationship with architects, engineers, testing labs, general contractors, subcontractors, clients and the public.		
Lead Inspector	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Eight (8) years**
Inspects and Reports on virtually every phase of the project process. This may include Engineering, Civil		

Site Work, Structural, Building, Electrical, Mechanical, Indoor air quality, safety and hazardous material abatement. Ensures all contract documents represented by working drawings and specifications are properly executed by the contractors. Reviews and Proofreads plans, specifications, codes, shop drawings, submittals, procedures, reports, memos, status reports, contractors minimum days, delay days, change order days and all correspondence between the architect, engineer, testing agencies and contractor. Establishes and maintains all files for submittals, daily reports and contractor daily reports. Compose and submit weekly status reports. Establish and maintain all Engineers reports and correspondence Check and verify all materials stored on and off site as well as materials used in site construction against submittals and verify the installation of materials and equipment. Responsible for establishing and maintaining a professional working relationship with architects, engineers, testing labs, general contractors, subcontractors, clients and the public.		
Certified Industrial Hygienist	**BS/BA degree or Relevant Experience (four years of relevant experience can substitute education)**	**Three (3) years**
CIH has met the minimum requirements, knowledge and skills: Anticipates, Recognizes, Evaluates, Communicates and Controls environmental stressors in or arising from the work place which may result in injury, illness, impairment or affect the well being of workers. This includes; Air Sampling and Instrumentation, Analytical Chemistry, Basic Science, Biohazards, Biostatistics and Epidemiology, Community Exposure, Engineering Controls/Ventilation, Ergonomics, Health Risk Analysis & Hazard Communications, IH Program Management, Noise, Non-Engineering Controls, Radiation – Ionizing and Non-Ionizing, Thermal Stressors, Toxicology, Work Environments & Industrial Processes.		
Hazardous Material Technician	**AS degree or Relevant Experience (two years of relevant experience can substitute education)**	**One (1) year**
Identifies, removes, packs, transports and/or disposes of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials or contaminated soil. Job duties may include; Identification of hazardous materials through the use of monitoring devices and inspection of the work site for environmental hazards. This may include the building of containment areas prior to beginning abatement or decontamination work. Removal of asbestos or lead from surfaces using hand or power tools such as scrapers, vacuums and high pressure sprayers. Prepare hazardous materials for removal or storage. Record operational or environmental data. May include operation of cranes, hoists or other moving or lifting equipment.		

SUPPORT PRODUCT DESCRIPTIONS

UBT Support Category	Photo Simulations	Full Set
A photo simulation is a visual aid used to help depict what a "site" will look like to the human eye upon completion of a project. Photo simulations are becoming increasingly common in construction and especially cell tower construction projects where municipalities and jurisdictions are requiring photo simulations to be submitted before building permits are granted. Photo simulations are also used as a design tool in the world of telecommunications to help provide design solutions for Municipalities, Landowners and the Cellular Carrier. A full set of photo simulations will provide the viewer a 360-degree view of the proposed project both before and after completion.		

Support Item	Brand Name	Time of Delivery ARO	Contractor or Customer Facility or Both	Domestic or Overseas	Unit of Issue (e.g. Hour, Task, Sq.Ft)	Price Offered to GSA (including IFF)
Photo Simulations – Full Set	N/A	15 Days	Contractor Facility	Worldwide	Each	$2,443.32