

**General Services Administration
Federal Supply Service**



Logistics Worldwide (Logworld)

Authorized Federal Supply Schedule Price List
Contract Number: GS-10F-0279S
Contract Period: May 30, 2006 through May 29, 2011

Allyn International Services Inc.

13391 McGregor Boulevard • Fort Myers, FL 33919-5944



♦ **Federal Supply Group: 874** ♦ **Class: R706** ♦ **Business Size: Large Business**

- SIN 874-501 Supply and Value Chain Management Services**
- SIN 874-502 Acquisition Logistics**
- SIN 874-503 Distribution and Transportation Logistics Services**
- SIN 875-504 Deployment Logistics**
- SIN 874-505 Logistics Training Services**

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The Internet address for GSA Advantage! is

<http://www.fss.gsa.gov>

For more information on ordering from Federal Supply Schedules click on the FUSS Schedules button at <http://www.fss.gsa.gov>

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Allyn International Services Inc.

Customs, Logistics & Tax Management

Overview of Allyn International Service Inc.

Allyn International Services, Inc. (AISI) is a logistics management and consulting firm with a professional staff with expertise in logistics, freight routing, supply chain management, transportation sourcing and management, benchmarking, warehouse contracting and management, import and export management, and package engineering services for transportability.

AISI services have enabled clients to better their bottom-line by reducing and controlling logistic operation costs, streamlining processes, and generating significant cost savings and service improvements. **AISI partners with other small business including veteran-owned disabled businesses, 8(a) businesses and women-owned businesses.** Our combined talents assemble and manage the resources, capabilities, and technology for warehousing, transportation, work order processing, management information systems, facility management, and other logistical services.

AISI management approach is to provide a single point of responsibility with the charter of delivering the right service at the best cost for (5) SIN's as specified for each task order. Our professional AISI staff located at Fort Myers has the expertise to provide:

- Strategic Transportation Sourcing, Procurement Services, Contract Management, Import/Export Management, and Project/Process Management with strong analytical and systems skills
- Warehousing Contracting and Distribution Management
- Freight Routing with comprehensive shipment visibility
- Logistics Quality with the integration of Lean Six Sigma methodology
- Supply Chain Management with powerful web-based tools and information systems
- Industry Trend and Market Analysis tailored to enhance technical requirements
- Packaging and Transport Engineering to skillfully implement custom designs and processes to minimize domestic and international cost while maximizing shipment protection.

Primary Point of Contact

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Customer Information

- 1a. **Awarded Special Item Numbers (SIN's)**
874-501 Supply and Value Chain Management Services
874-502 Acquisition Logistics
874-503 Distribution and Transportation Logistics Services
874-504 Deployment Logistics
874-505 Logistics Training Services
- 1b. **Pricelist:** Included
- 1c. **Labor category descriptions:** Included
2. **Maximum Order:** \$1,000,000. For orders in excess of \$1,000,000, which may be placed, please contact AISI for additional information.
3. **Minimum Order:** \$300.00
4. **Geographic Coverage:** Worldwide
5. **Points of Production: 5 U.S. offices** (California, Florida, New York, South Carolina, Texas) and **13 International offices** (Austria, Brazil, Canada, China, Czech Republic, France, Germany, Hungary, Mexico, Norway, South Korea, Spain, United Kingdom)
6. **Prices Shown:** Government Net Prices (discounts already deducted)
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** 0.5%-15 days, Net 30 days
- 9a. **Government Purchase Cards Accepted at or below the micro-purchase threshold:** Yes
- 9b. **Government Purchase Cards Accepted above the micro-purchase threshold:** Will accept over \$2,500
10. **Foreign Items:** None
- 11a. **Time of Delivery:** Specified in task order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day deliver:** **Contact Contractor**
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. Points:** Destination
- 13a. **Ordering Address:** Same as company address
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FUSS Schedule homepage (fss.gsa.gov/schedules)
14. **Payment Address:** P.O. Box 60577
Fort Myers, FL 33906-6577
15. **Warranty provision:** Contractor's standard commercial warranty
16. **Export Packing Charges:** N/A
17. **Terms and conditions of Government purchase card acceptance, any thresholds above the micro-purchase level:** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installations:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Special attributes:** N/A
- 24b. **Section 508:** The Electronic and Information Technology (EIT) standards can be found at: www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 79-7482239
CAGE Code: 3KXA3
26. **Central Contractor Registration:** Allyn International Services Inc. is registered in the CCR Database

Supply and Value Chain Management Services (SIN 874-501)

AISI has a long and distinguished record in supporting small to Fortune 100 companies providing support of multidimensional programs in the Supply and Value Chain Management Services SIN. AISI has a demonstrated track record in warehousing, transportation, work order processing, and management information systems.

For example, AISI developed a universal Storage & Warehousing system designed to greatly improve accuracy of data, ease of use, and simplicity in the removal from and placement into storage. With over 75 contracted warehouse vendors located strategically across the United States, AISI provides versatility and control needed to maintain client warehouse inventory levels, and thereby reengineer and streamline the supply chain to minimize expenses. AISI's has conducted extensive research and analysis of alternatives for clients that have resulted in the implementation of creative improvements.

AISI employs web-based applications for optimal and secured electronic communication services that will provide the Government with solutions to ensure a robust, operationally effective, supportable supply chain management system. Web-based functionalities include:

- Continuous 24/7 coverage for real time managed vendor inventory and shipment tracking, and vendor delivery status
- Global interaction with all parties involved in the transportation, warehousing and inventory systems
- Easy data submittal for immediate sourcing request, inventory control and transportation scheduling
- Mistake proofing measures for maximum accuracy are built-in to all on-line routing, sourcing, inventory and freight payment processes
- Paperless data exchange for optimum efficiency with record retention that meet client requirements

AISI employs a Warehousing Team to coordinate inventory management for major key clients. The Warehousing Team maintains an extensive database that manages the inventory being stored in third party warehouses located throughout the United States. The managed inventory includes material that varies in size from small boxes, small loose pieces, to large boxes/pallets/pieces that weigh several tons. The Warehousing Team coordinates all items going into, or out of storage, and closely works with onsite facility personnel to maintain constant inventory control and updates of storage movements. The database provides an extensive description of the commodity, which includes individual routing center identification, quantity, dimensions, weight and various control identification codes.

AISI and its partner subcontractors provide packing and crating services. AISI is the single point contact, responsible to accomplish packaging, labeling, bar coding system consultation, design, implementation, operation, and maintenance requirements. With the AISI subcontractors, AISI develops and establishes design objectives, strategies, plans, and visibility schedules that help guide the installation of material systems.



Acquisition Logistics (SIN 874-502)

AISI links discrete logistics segments into comprehensive solutions that bring immediate benefits in specified components and ordered under individual task orders in the areas of system acquisition and development, project support for all phases of the acquisition cycle including, but not limited to: program monitoring; documentation generation; review and analysis; technical management support; and requirement documentation services.

AISI professional staff of technical and administration specialist have the experience in supporting major acquisition programs. Their expertise assists the Government in developing and establishing acquisition program objectives, strategies, plans, and schedules that will expedite and complete acquisition programs throughout the life-cycle. AISI services to the Government include:

- Acquisition and Life Cycle management
- Participation/consult on concept development
- Define and establish program objectives, strategies, plans and schedules
- Develop of milestone documentation
- Market research and acquisition planning
- Vendor management

AISI has excellent experience in working with clients in supply chain integration planning. Projects undertaken have improved overall management and execution throughout the logistics system resulting in improved productivity and cost-effective logistics support. AISI services to the Government include:

- Supply Chain integration planning
- Development and documentation of support maintenance procedures
- Development of technical manuals to support the acquisition end product
- Develop specifications or performance based work statements and task estimates
- Develop and monitor funding plans
- Inventory or asset management

AISI quickly assists the Government in identifying issues that negatively impact the supply chain and rapidly undertake appropriate communication streams following receipt of a task order. Where applicable and under strong project management support, AISI can implement solutions to drive operational efficiencies, increase inventory accuracy, reduce operation costs and increase workforce productivity. For example:

- Detailed Storage & Warehouse reports
- On-time deliveries (not searching for warehoused product)
- Greatly improved accuracy of data
- Easy removal of old or discontinued items
- Alerts for low inventory items
- Reduction in the inventory requirements (reliable data)
- Consolidation of inventory into regional locations – large volume – significant savings
- Smart inventory locations near transport lines air, rail, barge, ports, or major truck lines (depending on needs of client and product)

Distribution and Transportation Logistics Services (SIN 874-503)

AISI offers complete services for all requirements in distribution and transportation logistics. Freight routing shipping services span the globe.

- U.S. A. DOMESTIC
- NAFTA
- INTERNATIONAL

AISI has the global capabilities to arrange transport to/from anywhere with real-time tracking systems on the web for worldwide visibility. AISI provides world-class transportation management, operations, and technology services to U.S. and international clients across all transportation modes – maritime, aviation, freight, rail, highways, and public transit.

AISI has an in-depth understanding of all modes of transportation operations, competitive issues, benchmarking development, and overall industry trends. For example:

- AISI supply chain specialists take full partnering control of warehouse facilities -- the sourcing, the transportation operations, the material flow, the way people work, and the information.
- AISI's staff of Logistics Specialists has developed the best-in-class internet based warehouse and inventory management systems, E-RFQ and E-Auction tools, powerful freight cost benchmarking tools, and state-of-art freight routing systems.
- AISI has helped clients drive down supply chain costs, improve internal logistics operations and to deal with the evolving nature of the economy and business environment. These initiatives have achieved significant results, with total savings hitting \$100 million for the past three years.
- AISI has routed over 500,000 shipments via truck, rail, ocean and air with over 96% on-time pickup within a 2-hour window and 99.5% on-time delivery performance.
- ALA (Allyn Logistics Application) software incorporates the latest technology in web based functionalities and is accessible from anywhere there is Internet service. The benefits of ALA include:
 - Single application tool to reduce and simplify user training
 - Administration tools that can be done by operational users
 - Ability to use multiple browsers to achieve greater productivity
 - Most advanced security in the network environment
 - Standard interface for all internal and external users and accessible to all users
 - Expandable to meet the needs of multiple clients
 - Ease of maintenance by AISI Network Administrators

AISI has Licensed Brokers on staff that works closely with numerous Freight Forwarders on a daily basis. AISI assists the Government in handling daily import/export management, compliance assurance, management of entries and audits, Focused Assessment representation, ITAR requirements and C-TPAT.



Deployment Logistics (SIN 874-504)

AISI has direct and partnering experience in managing direct and indirect services to move property and boxes, including disassembling, reassembling, controlling, reporting, tracking, preparing, transporting, packing, unpacking, placing, and processing work orders. In combining logistic principles with other work disciplines, AISI can provide comprehensive solutions to ensure robust, operationally effective, and supportable systems at a reasonable cost using internal and external resources.

AISI personnel work the necessary hours, days, and shifts, including weekends and holidays, to meet all performance requirements including peak workload volume periods. AISI assist the Government during emergency situations as requested.

AISI dedicated teams are focused on strategies to manage peak workload volumes and avoid delays, interruptions and problems. Out-of-the box thinking by AISI Supply Chain Specialists have contributed to several projects and solutions in shaving cycle time, for example:

- Two (2) days were taken out of the transit time and generated significant cost savings by designing a packaging cradle that reclassified shipments of heavyweight equipment from over-dimensional, requiring permits, to a legal load, requiring no permits.
- Six (6) months were taken out of the International Heavyweight Air RFQ cycle time from the previous year timeframe by using electronic bid and auction events to facilitate the pricing negotiation process.
- Two (2) days were taken out of the U.S. Custom clearance cycle by instituting a new procedural program that provided advanced information to the Broker for freight from Asia and other non-NAFTA origins.
- Ten (10) days were taken out of the cycle time of a critical piece by moving it from a horizontally shipping position to a vertical position and transporting it using a specific roadmap route.
- Two (2) weeks were taken out in the transit and customs clearance cycle time by implementing new management of TIB process for goods that came from China and delivered to subcontractor's facilities in UK, Italy, and German for machining before final delivery in Belfort.
- Twelve (12) days were taken out of the transit time for delivery of products that included over-dimensional and heavy lifts packages to China by using container vessels instead of break bulk.

AISI has offices and staff strategically located around the world. AISI serves companies throughout North and South America, Europe, Asia, and the Middle East and Africa. Because AISI is an international service provider, flexible hour staffing and 24-hour on-call service are always available to accommodate the government agencies needs.

AISI's IT professionals and partners can assist the Government in the provisions of communications and telecommunications services to meet the agencies programs.

AISI's financial professionals have the expertise in providing financial analysis to a wide range of logistics organizations.



AISI has more than 15 years of experience in developing training for internal personnel and commercial clients. Our logistics professional are highly trained in their field and provide train-the-trainer programs. AISI will provide training services in systems operations, warehousing, material planning and handling, transportation management, inventory management, and the tools utilized in supply and value chain management.

All new hires complete a two week personalized training program with AISI's corporate training team and key employees. On-going professional development is a 40 hour year per year requirement for each employee. Opportunities to fulfill this requirement are provided through in-house seminars, on-line instruction, professional certifications and continuing education.

AISI has designed and developed training courses that are offered to employees and our clients. Training courses include, but are not limited to:

- International Trade
- Automated Export
- U.S. Export Regulations
- Export Documentation
- On-site Cargo & Carrier Tours
- Claims & Warehousing
- Freight Payment & Invoicing
- Hazardous Material Training & Certification
- Customs Compliance
- Maritime Transport
- Shipment Visibility & Issue Resolution
- Sourcing 101 (Vendor Contracts)
- Six Sigma Certification
- U.S. Customs Brokerage Licensing
- Export and INCO terms
- Weight and Dimension Specifications
- Modes of Transportation
- Over Dimension Specifications
- Rail Transport
- Logistics Systems
- Leadership & Management Training
- Conflict Resolution
- Quality Awareness/Customer Service
- Emotional Intelligence
- Foreign Language Instructions

AISI has a certified Master Black Belt on-staff with expertise in Six Sigma Lean Supply Chain Management and has trained and certified over 35 Green Belts and 10 Black Belts. Six Sigma methodologies are integrated with AISI's Logistics Quality and scorecards are recorded and distributed to ensure responsible program monitoring. Volume and productivity trends are recorded monthly via the Internet to all AISI employees for controlling business management and operation processes.



Hourly Rates for Services

	Labor Category - Exempt (applicable to SIN's 874-501, 874-502, 874-503, 874-504, 874-505) [Hourly Prices are for Contractor Site (Fort Myers, FL)]	2006 to 2007 (Year 1)	2007 to 2008 (Year 2)	2008 to 2009 (Year 3)	2009 To 2010 (Year 4)	2010 To 2011 (Year 5)
1	Executive Manager	\$175.00	\$181.65	\$188.55	\$195.72	\$203.15
2	Implementation Program Team Manager	\$52.00	\$53.98	\$56.03	\$58.16	\$60.37
3	Implementation Program Specialist	\$52.00	\$53.98	\$56.03	\$58.16	\$60.37
4	Transportation Logistics Team Manager	\$52.00	\$53.98	\$56.03	\$58.16	\$60.37
5	Transportation Logistics Sourcing Specialist	\$52.00	\$53.98	\$56.03	\$58.16	\$60.37
6	Transportation Routing Specialist	\$44.00	\$45.67	\$47.41	\$49.21	\$51.08
7	Import/Export Compliance Team Manager	\$54.00	\$56.05	\$58.18	\$60.39	\$62.69
8	Import/Export Specialist	\$54.00	\$56.05	\$58.18	\$60.39	\$62.69
9	Packaging, Transportation Engineering, Storage Project Team Manager	\$80.00	\$83.04	\$86.20	\$89.47	\$92.87
10	Senior Packaging, Handling, Engineer	\$61.00	\$63.32	\$65.72	\$68.22	\$70.81
11	Warehouse Management/Inventory Control Specialist	\$61.00	\$63.32	\$65.72	\$68.22	\$70.81
12	Training & Development Specialist/Instructor	\$69.00	\$71.62	\$74.34	\$77.17	\$80.10
13	Information Technology Architect	\$149.00	\$154.66	\$160.54	\$166.64	\$172.97
14	Information Technology Engineer	\$87.00	\$90.31	\$93.74	\$97.30	\$101.00
15	Information Technology Software Engineer	\$97.00	\$100.69	\$104.51	\$108.48	\$112.61
16	Information Technology Hardware Engineer	\$93.00	\$96.53	\$100.20	\$104.01	\$107.96
17	Finance Manager	\$99.00	\$102.76	\$106.67	\$110.72	\$114.93
18	Financial Analyst	\$73.00	\$75.77	\$78.65	\$81.64	\$84.74
19	Budget Administrator	\$59.00	\$61.24	\$63.57	\$65.98	\$68.49
20	Cost Accounting Specialist	\$68.00	\$70.58	\$73.27	\$76.05	\$78.94
21	Accounts Payable Clerk	\$34.00	\$35.29	\$36.63	\$38.03	\$39.47
22	Accounts Receivable Clerk	\$36.00	\$37.37	\$38.79	\$40.26	\$41.79
23	Payroll Clerk	\$37.00	\$38.41	\$39.87	\$41.38	\$42.95
24	Administrative Specialist	\$34.00	\$35.29	\$36.63	\$38.03	\$39.47
25	Business Development / Marketing / Government Program Manager	\$56.00	\$58.13	\$60.34	\$62.63	\$65.01
26	Human Resources Manager	\$90.00	\$93.42	\$96.97	\$100.65	\$104.48
27	Contract Administrator	\$58.00	\$60.20	\$62.49	\$64.87	\$67.33



Each labor category specified below is defined with title, job description, job specifications in regards to education, minimum and maximum experience, and specific training requirements. The duties normally performed by a person filling a government labor category position are defined.

AISI recognizes that successful performance depends on having the right skills and experience to meeting the client needs. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. Increasingly, AISI finds that the skills needed to support advanced technology efforts and to meet today's problems and tomorrow's challenges, are not always supported by a "traditional" combination of education and work experience. Therefore, AISI may substitute equivalent experience and education to provide the quality of services required by the client.

1. Title: **Executive Manager**

Job Description: Performs senior level leadership and oversight of large, complex, and sensitive logistics efforts. The Executive Manager would work with the most senior members of the client organization to ensure that overall project direction and expectations are being met. May perform data collection and interviews with client's senior personnel and facilitate strategy meetings. Directs activities for those logistics engagement for which they are responsible. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Where appropriate, the Executive Manager oversees the activities of all contract personnel.

Job Specifications: M.S., M.A., or MBA degree

Minimum/Maximum Experience: Typically has more than 12 years of experience in managing large, complex multi-disciplinary projects in a task order environment.

Training Requirements: Training specifically in the areas of logistics, sales, marketing, project management, customer service, business process refinement, cost control, quality initiatives and employee development. Required to complete 40-hours of training per year related to the field and working experience.

2. Title: **Implementation Program Team Manager**

Job Description: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Provides management of assigned projects that involve teams of technical, administrative, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, or maintaining complex programs/systems. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. The Implementation Program Manager maintains and manages the client interface at the senior levels of the client organization.

Job Specifications: M.S., M.A., or MBA degree

Minimum/Maximum Experience: Typically has more than 10 years of experience in managing large, complex multi-disciplinary projects in a task order environment.

Training Requirements: Completion of training course or seminars in managing multiple-projects simultaneously, budget management, communication skills, and conducting business research or competitive intelligence coupled with marketing and sales skills development. Required to complete 40-hours of training per year related to the field and working experience.

3. Title: **Implementation Program Specialist**

Job Description: Provides high-level consultation support to client's staff personnel, including task personnel, involved in performing analyzing, designing, integrating, training, testing, documenting, implementing, or maintaining complex programs/systems. Provides guidance on the preparation of integrated logistic plans and policies and procedures for logistic support for major projects/systems. Ensures that proper logistics considerations are included in system development processes at each major milestone. Provides guidance on the government contracting process, to include development of the solicitation material, the solicitation review process, and the contract award process. Performs analysis to determine system maintainability, reliability, and supportability requirements. Additional responsibilities may include supporting marketing analyses, supporting customer needs assessment, benchmarking, assisting in development/management of standard operating procedures/technical manuals, and vendor/supplier management. Also provides assistance in developing and monitoring program funding plans.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: Typically has 5 or more years of experience providing logistics support for major systems or conducting logistics analysis.

Training Requirements: Completion of training course or seminars in managing multiple-projects simultaneously, budget management, communication skills, and conducting business research or competitive intelligence coupled with marketing and sales skills development. Required to complete 40-hours of training per year related to the field and working experience.

4. Title: **Transportation Logistics Team Manager**

Job Description: Provides high-level consultation to transportation analyses. Provides technical and industry trend assistance in carrier management and/or routing, transportation RFI's and RFQ's, transportation contracts, and freight management (forwarding, consolidation). Provides consultation on transportation technology, including tracking system analysis, design, operations, and management. Capable of managing separate task orders related to transportation modes and provides overall management and guidance to transportation specialist personnel.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: 10 or more years of experience in the field of transportation logistics

Training Requirements: Training in process management in logistics, domestic and international transportation, and should acquire a good knowledge in safety and DOT regulations. Should have completed skills training in customer satisfaction, customer service, hiring staff, scheduling work, monitoring performance, and addressing personnel issues. Required to complete 40-hours of training per year related to the field and working experience.

5. Title: **Transportation Logistics Sourcing Specialist**

Job Description: Provides a full range of transportation analyses in support of client programs including sourcing, RFI's, RFQ's, contract negotiations, rate implementation, contract management, transportation technology, including tracking system analysis, design, operations, and management. Performs day-to-day management of assigned task order projects in the transportation area.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: Typically has 4 to 6 years of experience in managing complex engineering or technical efforts

Training Requirements: Training in process management in logistics, domestics and international transportation, and should acquire a good knowledge in safety and DOT regulations. Should have completed skills training in customer satisfaction, customer service, hiring staff, scheduling work, monitoring performance, and addressing personnel issues. Required to complete 40-hours of training per year related to the field and working experience.

6. Title: **Transportation Routing Specialist**

Job Description: Provides the analysis of shipping requirements on case by case task order, lane specific or project bases. Determines best route, mode and service level based on purchasing and shipping terms as well as need dates. Identifies carrier options and selects carriers based on service capabilities and cost. Supervises appropriate documentation for shipping and customs compliance to ensure the availability for specific tollgates. Monitors and tracks shipment development and transportation process to secure fulfillment of service and cost needs. Trained on INCO terms, six-sigma, hazardous materials (MSD), warehousing and all types of transportation cargo.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: Typically has 2 or more years of experience in the transportation logistics field.

Training Requirements: Advanced training in presentation, math and writing skills. Advanced computer skills. Required to complete 40-hours of training per year related to the field and working experience.

7. Title: **Import/Export Compliance Team Manager**

Job Description: Manages business process in ensuring regulatory compliance within applicable US and International government rules and regulations as required for imported and exported items. Interfaces with government agencies, internal and external customers, and suppliers/vendors on matters pertaining clients products for import or export. Provides research and evaluation of HTS, Schedule B, and ECCN. Ensures US export licensing and export requirements are met. Maintain and update the corporate Export Compliance Manual. Minimizes duty impact through NAFTA and develop improvements to the process. Ensure import/export compliance with US Customs, BIS, OFAC, FDA, ATF, USDA, and DOT. Perform internal audits of export and import procedures and record keeping processes. Perform internal training as it relates to responsibilities. Provides oversight and management of import/export specialist personnel.

Education: Bachelor's degree

Minimum/Maximum Experience: Typically has 8 or more years of experience in customs clearance/broker processes and coordinating shipments in and out of the United States with various freight forwarders. Has a high degree of knowledge in the areas of US Customs Tariff and Regulations, Export Regulations, and other government agencies such as FDA, ATF, USDA, and DOT.

Training Requirements: Training in U.S. Import and Export Control Laws and Regulations, HTS, ECCN, and export license determination. Training in problem solving and decision making and advanced training in Excel, Microsoft Word, PowerPoint and Access. Required to complete 40-hours of training per year related to the field and working experience.

8. Title: Import/Export Specialist

Job Description: Assist in providing a full range of support in ensuring regulatory compliance within applicable US and International government rules and regulations as required for imported and exported items. Interfaces with government agencies, internal and external customers, and suppliers/vendors on matters pertaining clients products for import or export. Provides research and evaluation of HTS, Schedule B, and ECCN. Ensures US export licensing and export requirements are met.

Education: Bachelor's degree

Minimum/Maximum Experience: Typically has 5 to 7 years of experience in customs clearance/broker processes and coordinating shipments in and out of the United States with various freight forwarders. Very knowledgeable in the areas of US Customs Tariff and Regulations, Export Regulations, and other government agencies such as FDA, ATF, USDA, and DOT.

Training Requirements: Training in HTS, Export Administration and US Customs Regulations. Training in Excel, Microsoft Word, PowerPoint and Access. Required to complete 40-hours of training per year related to the field and working experience.

9. Title: Packaging, Transport Engineering, Storage Project Team Manager

Job Description: Provides high-level expertise for logistics analyses and other projects in the areas of packaging, storage, and transportation to meet domestic and international transport requirements. Provides consultation on packaging issues such as packaging, crating, labeling, bar-coding technology analysis, design, and implementation. Provides consultation in the area of material handling, to include analyses to support the design, operations, and maintenance of material handling systems; hazardous material handling procedures; recycling; and shipping/receiving. Provides consultation to logistics analyses in the areas of storage, to include preservation, packaging and crating, and/or storage of hazardous materials. Provides oversight and management of packaging, storage, and other related personnel.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: 12 or more years of experience in the field of packaging, transport engineering, handling, and storage

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

10. Title: Senior Packaging, Handling, Engineer

Job Description: Directly supports the Packaging, Transport Engineering, Storage Project Manager. Performs day-to-day management of assigned task order projects in the subject-matter area. Provides technical assistance and analytical support for logistic s analyses and other projects in the areas of packaging, storage, and/or transportation. Provides technical/analytical/engineering support on packaging issues such as packaging, labeling, bar-coding technology analysis, design, and/or implementation. Provides technical/analytical/engineering support in the area of material handling, to include analyses to support the design, operations, and maintenance of material handling systems; hazardous material handling procedures; recycling; and shipping/receiving.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: Typically has 5 to 7 years in the field of packaging, transport, handling, and storage.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

11. Title: Warehouse Management/Inventory Control Specialist

Job Description: Directly supports the project manager in the execution of task order activities in the area of warehousing contract management and inventory control. Has working knowledge of all processes and procedures in the Warehouse in order to effectively manage the efficient operation of all aspects of distribution. Provides technical/analytical/engineering to logistics analyses in the areas of storage, picking, shipping, receiving, returns, preservation, packing and crating, storage of hazardous materials, inventory control and all areas associated with the basic functions of warehousing and distribution. Coordinates all transportation needs of outgoing shipments including packaging materials and supplies necessary for the safe delivery to destination. Monitors and controls all warehouse transfers. Publishes weekly/monthly Inventory Adjustment Reports with data detail and graphs. Reviews monthly reports for items needing action and follow through with appropriate action. Provides analyses of entire inventory to assure all products and warehouses have correct data for review and replenishment. Runs daily reports for adjustments.

Job Specifications: B.A. or B.S. degree

Minimum/Maximum Experience: Typically has 3 to 5 years of experience providing logistics support for major warehousing and inventory control systems.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

12. Title: Training & Development Specialist/Instructor

Job Description: Supervises logistics training and instructional personnel and conducts research to design, develop and revise logistics training courses and prepare appropriate training materials. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials) course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classrooms courses, workshops, and seminars. Provides daily supervision of and directions to training staff.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: Typically has 3 to 5 years of experience in training design, development, and delivery.

Training Requirements: Training in platform teaching skills. Required to complete 40-hours of training per year related to the field and working experience.

13. Title: Information Technology Architect

Job Description: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for logistics and related information systems. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for logistics and related information systems in the following specialties: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, and modeling and simulation. Supervise information engineers assigned to support system development or analysis efforts.

Education: Bachelor's degree

Minimum/Maximum Experience: Typically has at least 8 or more years of experience in the information technology (IT) field).

Training Requirements: Security certifications (CISSP, SCNA, SCNP) and advanced training in Microsoft's Active Directory and Group Policy and scripting. Required to complete 40-hours of training per year related to the field and working experience.

14. Title: Information Technology Engineer

Job Description: Applies an enterprise-wide of disciplines and processes for planning analyzing, designing, constructing, and implementing information engineering for logistics systems. Develops analytical and computational techniques and methodology for problem solutions. Performs process and data modeling in support of the systems planning and analysis efforts, using manual and automated tools.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: Typically has 5 to 7 years of experience in managing implementation of information engineering projects and experience in systems analysis, design, and programming.

Training Requirements: Security certifications (CISSP, SCNA, SCNP) and advanced training in Microsoft's Active Directory and Group Policy and scripting. Required to complete 40-hours of training per year related to the field and working experience.

15. Title: Information Technology Software Engineer

Job Description: Responsible for designing, developing, managing and implementing systems. Broadly focused across multiple Microsoft technologies. Plans and estimate tasks in application, database, and infrastructure. Translates business requirements into technical requirements and oversees and assist other team members in implementing solutions. Committed to continual learning and professional development with Microsoft products and solutions.

Job Specifications: B.S. degree in Computer Science or related field

Minimum/Maximum Experience: Typically has 5 to 8 years of applicable industry experience.

Training Requirements: Training in multiple development languages (such as C#, VB.NET). Required to complete 40-hours of training per year related to the field and working experience.

16. Title: Information Technology Hardware Engineer

Job Description: Responsible in leading the design team and design hardware. Develop designs to customer specifications with an eye towards design reuse and design commonality. Responsible for the product lifecycle from proposal generation, cost estimation, preliminary design development, detailed design and qualification, to production support. Debugs new hardware platforms. Transfers engineering designs and test methodologies to client companies. Assist with low level design activities such as CPLD development and schematic entry.

Job Specifications: B.S. in Engineering (Mechanical or Electrical) or related technical discipline with experience in managing the implementation of hardware projects

Minimum/Maximum Experience: Typically has 5 to 8 years of applicable industry experience.

Training Requirements: Classroom training in networking concepts and technology. Required to complete 40-hours of training per year related to the field and working experience.

17. Title: Finance Manager

Job Description: Provides support to technical logistics projects and analysis. Provides cost estimating, life-cycle costing, and cost benefit analyses in support of staffing, accounting, cost-saving programs, and other logistics task/projects. Supports logistics business process engineering studies through the development of baseline cost models. Develops capital plans for major logistics acquisitions. Prepares budget submissions in support of major logistics programs. Monitors program funding and expenditures. Performs day-to-day management of assigned task order projects. Organizes, directs, and supervises other financial personnel in the execution of task order activities.

Job Specifications: Bachelor's degree and/or Accounting or Finance Degree

Minimum/Maximum Experience: Typically has 7 to 9 years of financial analysis management experience.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

18. Title: Financial Analyst

Job Description: Provides support to technical logistics projects and analysis. Provides cost estimating, life-cycle costing, and cost benefit analyses in support of staffing, accounting, cost-saving programs, and other logistics task/projects. Assists in the development capital plans for major logistics acquisitions. Monitors program funding and expenditures. Organizes, directs, and supervises other financial personnel in the execution of task order activities.

Job Specifications: Bachelor's degree and/or Accounting or Finance Degree

Minimum/Maximum Experience: Typically has 5 to 7 years of financial analysis management experience.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

19. Title: Budget Administrator

Job Description: Responsible for developing, analyzing, and reconciling program budgets, completing monthly financial projections, and assisting in processing accounts payable and accounts receivables.

Job Specifications: Bachelor's degree and/or Accounting or Finance Degree

Minimum/Maximum Experience: Typically has 3 to 5 years of actual work experience in the financial field, with good knowledgeable and analytical skills in the areas of costing, budget cycles, profit and variance reporting.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

20. Title: Cost Accounting Specialist

Job Description: Responsible for reviewing and calculating unit cost of components based on a task order cost system, reviewing timecards and calculate hours for payroll purposes on an automated system. Coordinate all period closing activities to ensure the integrity and timeliness of the financial statements. Responsibilities include (but are not limited to), creating journal vouchers, analyzing general ledger accounts and cost reports, coordinating inter/intra company cross charge transactions, arranging and monitoring the timing, schedule of close activities across functions. Participates in the monthly closing of the cost ledger and preparing journal entries. Prepares, analyzes and presents operational and financial data for the assessment, control and reporting of company performance to division groups and governmental/external agencies as necessary, in accordance with policies and procedures and applicable governmental regulatory agencies. Complete special projects as identified each year to meet annual objectives.

Job Specifications: Bachelor's degree and/or Accounting or Finance Degree

Minimum/Maximum Experience: Typically has 3 to 5 years of experience in either a direct cost accounting role, or general accounting position.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

21. Title: Accounts Payable Clerk

Job Description: Responsible for inputting and processing high volume payables cycled weekly, in addition to managing and completing various administrative duties revolving around the accounts payable process. Services vendors and internal customers as required under short time constraints and working with lots of exceptions to the A/P process.

Job Specifications: Associates degree or H.S. diploma

Minimum/Maximum Experience: Typically has at least 1 year of Accounts Payable experience in either a direct payables role, or general accounting position.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

22. Title: Accounts Receivable Clerk

Job Description: The duties will consist of, but are not limited to: Review of assigned accounts on a weekly basis for cash forecasting; Collections via phone, email, fax, and mail; Maintenance (offsets and write off) of assigned accounts by month end; Interact with appropriate personnel on collection issues; Monthly reporting of all accounts over 60 days old to management; Participation in month-end closing pull BOL's and request POD's as required; Filing; Assist with year-end audit; Assist with USA collections as deemed necessary by management.

Job Specifications: Associates degree or H.S. diploma

Minimum/Maximum Experience: Typically has at least 1 year of Accounts Receivable experience in either a direct receivable role, or general accounting position.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

23. Title: Payroll Clerk

Job Description: Major responsibilities include; computing wages into payroll records, computing and recording earnings from time sheets, subtracting deductions - such as income-tax withholdings, social security payments, insurance, credit union payments and bond purchases. Also responsible for the reconciliation of errors to maintain payroll records. Other duties include keeping records of sick leave pay, nontaxable wages, computing wages for employees working on bonus, commission or piece work, preparing and issuing checks as well as preparing periodic reports of earning and income tax deductions.

Job Specifications: Associates degree or H.S. diploma

Minimum/Maximum Experience: Typically has at least 1 year of Payroll experience in either a direct payables role, or general accounting position.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

24. Title: Administrative Specialist

Job Description: Provides general administrative support to program management staff. May supervise other administrative staff.

Job Specifications: Associates degree or H.S. diploma

Minimum/Maximum Experience: At least 1 year of relevant work experience performing tasks such as typing, administration, word processing, or reception. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

25. Title: Business Development/Marketing/Government Program Manager

Job Description: Responsible for conducting & utilizing market research to ensure that services and product line meet the needs of and provides value to the customer, product line strategies, programs, promotion, pricing, planning and forecasting. Responsible for leading the marketing communications function and all areas of sales support in the marketing and sale of the principal services, products and technical services offered by the firm. Provides project leadership in transportation benchmarking, sourcing, RFP's, RFI's, contract negotiations, web based system development, contract management, and other special client projects/programs. Coordinates government program/project planning and integration, program/project financial reviews, technology assessments, earned value analyses, data analyses, conference and seminar activities, and government program-specific financial management and accounting. Manages GSA contract administration and compliance.

Job Specifications: Bachelor's degree in Engineering with equivalent technical competence

Minimum/Maximum Experience: Typically has a minimum of 1 year experience in marketing, sales, and/or engineering. Has experience with GSA schedules program and/or background in marketing/selling to federal government or military strongly preferred.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

26. Title: Human Resources Manager

Job Description: Provides a range of Human Resources support to the business in the areas of employee relations, staffing, performance management, compensation and management development. Identifies opportunities and initiatives that will support the growth of the business. Consults with management in the rollout and implementation of personnel initiatives.

Job Specifications: Bachelor's degree with a sound knowledge of HR disciplines in the areas of Staffing, EEO and Compliance, Employee Relations and Performance Management, and strong project management skills.

Minimum/Maximum Experience: Typically has 5-7 years of generalist experience with 2 years management experience.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.

27. Title: Contract Administrator

Job Description: Responsible for the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. A Bachelors degree is preferred with are desired and candidate must be proficient in Microsoft Office.

Job Specifications: Bachelor's degree

Minimum/Maximum Experience: Typically has 2 years experience in basic accounting skills and a good understanding of standard concepts, practices, and procedures in contract administration matters.

Training Requirements: Microsoft Office software programs- Excel, Word, Outlook and Power Point. Required to complete 40-hours of training per year related to the field and working experience.