



Multiple Award Schedule (MAS)

*General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List*

Contract No. GS-10F-0281P

Federal Supply Group: Professional Services
Federal Supply Class: R706
Period of Performance: 16 April 2014 to 15 April 2024

Price list current as of Modification # PS-A812 effective 2/19/2020.

Data Monitor Systems, Inc.

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Midwest City, OK 73110
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Service-Disabled Veteran Owned Small Business (SDVOSB)

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: GSAAvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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SIN	SIN Title
OLM	OLM Order-Level Materials (OLM)
541330ENG	541330ENG Engineering Services
541611	541611 Management and Financial Consulting, Acquisition and Grants Management
541614	541614 Deployment, Distribution and Transportation Logistics Services
541614SVC	541614SVC Supply and Value Chain Management
561210FS	561210FS Facilities Support Services
611430	611430 Professional and Management Development Training

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1.0 DMS SUMMARY OF BILLING RATES

<i>DATA MONITOR SYSTEMS, INC. SUMMARY OF BILLING RATES</i>					
Labor Category	4/16/19 - 4/15/20	4/16/20 - 4/15/21	4/16/21 - 4/15/22	4/16/22 - 4/15/23	4/16/23 - 4/15/24
	Year 16	Year 17	Year 18	Year 19	Year 20
Accounting Clerk I**	\$31.15	\$31.77	\$32.41	\$33.06	\$33.72
Accounting Clerk II**	\$35.03	\$35.73	\$36.44	\$37.17	\$37.91
Accounting Clerk III**	\$39.10	\$39.88	\$40.68	\$41.49	\$42.32
Administrative Assistant/Secretary I**	\$31.98	\$32.62	\$33.28	\$33.94	\$34.62
Administrative Assistant/Secretary II**	\$35.67	\$36.38	\$37.11	\$37.85	\$38.61
Administrative Assistant/Secretary III**	\$42.92	\$43.78	\$44.66	\$45.55	\$46.46
Administrative Specialist**	\$47.94	\$48.90	\$49.88	\$50.87	\$51.89
Automotive Body Repairer, Fiberglass**	\$48.31	\$49.28	\$50.26	\$51.27	\$52.29
Automotive Worker**	\$39.46	\$40.25	\$41.06	\$41.88	\$42.72
Budget Analyst	\$66.01	\$67.33	\$68.68	\$70.06	\$71.46
Bus Driver**	\$34.61	\$35.31	\$36.01	\$36.73	\$37.47
Carpenter, Maintenance**	\$39.53	\$40.32	\$41.13	\$41.95	\$42.79
Clerical Support**	\$30.02	\$30.62	\$31.23	\$31.86	\$32.49
Computer Operator/Specialist I**	\$32.87	\$33.53	\$34.20	\$34.89	\$35.58
Computer Operator/Specialist II**	\$36.71	\$37.44	\$38.19	\$38.95	\$39.73
Computer Operator/Specialist III**	\$40.84	\$41.65	\$42.49	\$43.34	\$44.20
Computer Operator/Specialist IV**	\$45.29	\$46.20	\$47.12	\$48.06	\$49.02
Computer Operator/Specialist V**	\$50.09	\$51.09	\$52.11	\$53.15	\$54.21
Computer Systems Analyst I**	\$50.11	\$51.11	\$52.13	\$53.18	\$54.24
Computer Systems Analyst II**	\$55.88	\$57.00	\$58.14	\$59.30	\$60.49
Computer Systems Analyst III**	\$62.30	\$63.55	\$64.82	\$66.11	\$67.44
Dispatcher, Motor Vehicle**	\$35.09	\$35.79	\$36.50	\$37.23	\$37.98
Drafter I**	\$35.53	\$36.24	\$36.97	\$37.71	\$38.46
Drafter II**	\$39.68	\$40.47	\$41.28	\$42.11	\$42.95
Drafter III**	\$44.15	\$45.03	\$45.93	\$46.85	\$47.79
Electrician, Automotive**	\$41.71	\$42.54	\$43.39	\$44.26	\$45.15
Electrician, Maintenance**	\$49.11	\$50.09	\$51.09	\$52.12	\$53.16
Electronics Technician, Maintenance I**	\$50.38	\$51.39	\$52.42	\$53.47	\$54.53
Electronics Technician, Maintenance II**	\$53.50	\$54.57	\$55.66	\$56.77	\$57.91
Electronics Technician, Maintenance III**	\$56.27	\$57.40	\$58.54	\$59.71	\$60.91
Engineer/Analyst/Programmer	\$82.69	\$84.35	\$86.03	\$87.75	\$89.51
Engineering Technician I**	\$38.34	\$39.10	\$39.89	\$40.68	\$41.50
Engineering Technician II**	\$42.92	\$43.78	\$44.66	\$45.55	\$46.46
Engineering Technician III**	\$47.95	\$48.91	\$49.89	\$50.88	\$51.90
Engineering Technician IV**	\$59.21	\$60.39	\$61.60	\$62.83	\$64.09
Engineering Technician V**	\$72.27	\$73.72	\$75.19	\$76.70	\$78.23
Engineering Technician VI**	\$87.28	\$89.03	\$90.81	\$92.63	\$94.48
Forklift Operator**	\$32.32	\$32.96	\$33.62	\$34.29	\$34.98
Fuel Distribution System Mechanic**	\$45.72	\$46.63	\$47.57	\$48.52	\$49.49
Fuel Distribution System Operator**	\$38.47	\$39.24	\$40.02	\$40.82	\$41.64
General Clerk I**	\$25.87	\$26.38	\$26.91	\$27.45	\$28.00
General Clerk II**	\$28.25	\$28.81	\$29.39	\$29.97	\$30.57

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<i>DATA MONITOR SYSTEMS, INC. SUMMARY OF BILLING RATES</i>					
Labor Category	4/16/19 - 4/15/20	4/16/20 - 4/15/21	4/16/21 - 4/15/22	4/16/22 - 4/15/23	4/16/23 - 4/15/24
	Year 16	Year 17	Year 18	Year 19	Year 20
General Clerk III**	\$33.87	\$34.54	\$35.23	\$35.94	\$36.66
General Maintenance Worker**	\$37.52	\$38.27	\$39.04	\$39.82	\$40.62
Graphic Artist**	\$51.81	\$52.84	\$53.90	\$54.98	\$56.08
Guard I**	\$26.57	\$27.10	\$27.64	\$28.20	\$28.76
Guard II**	\$33.55	\$34.22	\$34.90	\$35.60	\$36.31
Heating, Refrigeration and Air Conditioning Mechanic**	\$47.87	\$48.82	\$49.80	\$50.79	\$51.81
Heavy Equipment Mechanic**	\$44.43	\$45.32	\$46.23	\$47.15	\$48.10
Heavy Equipment Operator**	\$40.50	\$41.31	\$42.14	\$42.98	\$43.84
Laborer**	\$26.22	\$26.75	\$27.28	\$27.83	\$28.39
Laborer, Grounds Maintenance**	\$24.15	\$24.63	\$25.13	\$25.63	\$26.14
Locksmith**	\$42.65	\$43.51	\$44.38	\$45.26	\$46.17
Logistician I	\$82.15	\$83.79	\$85.47	\$87.18	\$88.92
Logistician II	\$98.48	\$100.45	\$102.46	\$104.51	\$106.60
Logistician III	\$117.14	\$119.48	\$121.87	\$124.31	\$126.79
Logistician IV	\$135.58	\$138.29	\$141.06	\$143.88	\$146.75
Logistician V	\$140.05	\$142.85	\$145.70	\$148.62	\$151.59
Logistics Consultant I	\$66.01	\$67.33	\$68.68	\$70.06	\$71.46
Logistics Consultant II	\$79.83	\$81.42	\$83.05	\$84.71	\$86.41
Logistics Consultant III	\$95.68	\$97.59	\$99.54	\$101.53	\$103.56
Logistics Operations Manager	\$92.89	\$94.75	\$96.64	\$98.58	\$100.55
Logistics Planner I	\$53.93	\$55.01	\$56.11	\$57.23	\$58.37
Logistics Planner II	\$66.01	\$67.33	\$68.68	\$70.06	\$71.46
Logistics Planner III	\$79.83	\$81.42	\$83.05	\$84.71	\$86.41
Logistics Technician Intermediate	\$66.01	\$67.33	\$68.68	\$70.06	\$71.46
Logistics Technician Senior	\$79.83	\$81.42	\$83.05	\$84.71	\$86.41
Machinery Maintenance Mechanic**	\$50.37	\$51.38	\$52.41	\$53.45	\$54.52
Machine-Tool Operator (Tool room)**	\$42.16	\$43.00	\$43.87	\$44.74	\$45.64
Machinist, Maintenance**	\$44.40	\$45.29	\$46.19	\$47.12	\$48.06
Maintenance Manager	\$113.77	\$116.05	\$118.37	\$120.73	\$123.15
Maintenance Trades Helper**	\$33.02	\$33.68	\$34.35	\$35.04	\$35.74
Material Coordinator**	\$44.22	\$45.10	\$46.00	\$46.92	\$47.86
Material Expediter**	\$44.22	\$45.10	\$46.00	\$46.92	\$47.86
Material Handling Laborer**	\$25.79	\$26.30	\$26.83	\$27.37	\$27.91
Mobile Equipment Servicer**	\$34.54	\$35.23	\$35.94	\$36.65	\$37.39
Motor Equipment Metal Mechanic**	\$43.83	\$44.71	\$45.60	\$46.51	\$47.44
Motor Equipment Metal Worker**	\$39.46	\$40.25	\$41.06	\$41.88	\$42.72
Motor Vehicle Mechanic**	\$44.43	\$45.32	\$46.22	\$47.15	\$48.09
Motor Vehicle Mechanic Helper**	\$33.26	\$33.92	\$34.60	\$35.29	\$36.00
Painter, Automotive**	\$41.71	\$42.54	\$43.39	\$44.26	\$45.15
Painter, Maintenance**	\$38.72	\$39.49	\$40.28	\$41.09	\$41.91
Plumber, Maintenance**	\$42.89	\$43.74	\$44.62	\$45.51	\$46.42
Procurement Specialist I	\$43.56	\$44.44	\$45.32	\$46.23	\$47.16
Procurement Specialist II	\$53.93	\$55.01	\$56.11	\$57.23	\$58.37

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	Year 16	Year 17	Year 18	Year 19	Year 20
Procurement Specialist III	\$66.01	\$67.33	\$68.68	\$70.06	\$71.46
Procurement Specialist IV	\$79.83	\$81.42	\$83.05	\$84.71	\$86.41
Production Control Clerk**	\$43.88	\$44.76	\$45.65	\$46.57	\$47.50
Program/ Project Manager	\$99.90	\$101.90	\$103.93	\$106.01	\$108.13
Project Manager Level I	\$79.83	\$81.42	\$83.05	\$84.71	\$86.41
Project Manager Level II	\$95.68	\$97.59	\$99.54	\$101.53	\$103.56
Project Manager Level III	\$113.77	\$116.05	\$118.37	\$120.73	\$123.15
Project Manager Level IV	\$134.46	\$137.15	\$139.89	\$142.69	\$145.54
Quality Assurance Analyst	\$53.93	\$55.01	\$56.11	\$57.23	\$58.37
Quality Assurance Manager	\$66.01	\$67.33	\$68.68	\$70.06	\$71.46
Quality Assurance Specialist	\$65.97	\$67.29	\$68.64	\$70.01	\$71.41
Scheduler, Maintenance**	\$31.98	\$32.62	\$33.28	\$33.94	\$34.62
Senior Analyst	\$99.94	\$101.94	\$103.98	\$106.06	\$108.18
Senior Computer Specialist	\$82.16	\$83.80	\$85.48	\$87.19	\$88.93
Senior Editor/Writer	\$59.65	\$60.84	\$62.06	\$63.30	\$64.57
Senior Engineer Analyst	\$98.45	\$100.42	\$102.43	\$104.48	\$106.57
Senior Functional Analyst Engineer	\$61.53	\$62.76	\$64.01	\$65.29	\$66.60
Senior Subject Matter Expert	\$87.99	\$89.74	\$91.54	\$93.37	\$95.24
Service Order Dispatcher**	\$31.39	\$32.02	\$32.66	\$33.31	\$33.98
Shipping Packer**	\$31.13	\$31.75	\$32.39	\$33.04	\$33.70
Shipping/Receiving Clerk**	\$31.13	\$31.75	\$32.39	\$33.04	\$33.70
Shuttle Bus Driver**	\$29.00	\$29.58	\$30.17	\$30.77	\$31.39
Small Engine Mechanic**	\$36.22	\$36.95	\$37.69	\$38.44	\$39.21
Stock Clerk (Shelf Stocker; Store Worker II) **	\$32.28	\$32.93	\$33.59	\$34.26	\$34.94
Store Worker I**	\$22.88	\$23.33	\$23.80	\$24.28	\$24.76
Subject Matter Expert II	\$71.53	\$72.96	\$74.42	\$75.91	\$77.43
Supply Management Specialist	\$82.15	\$83.79	\$85.47	\$87.18	\$88.92
Supply Technician**	\$51.86	\$52.89	\$53.95	\$55.03	\$56.13
System Administrator	\$101.31	\$103.33	\$105.40	\$107.51	\$109.66
Systems Planner	\$81.36	\$82.98	\$84.64	\$86.33	\$88.06
Technical Writer**	\$57.44	\$58.59	\$59.76	\$60.96	\$62.17
Test & Evaluation Specialist	\$88.56	\$90.33	\$92.13	\$93.98	\$95.86
Tire Repairer**	\$26.39	\$26.92	\$27.46	\$28.01	\$28.57
Tools and Parts Attendant**	\$32.32	\$32.96	\$33.62	\$34.29	\$34.98
Tractor Operator**	\$28.84	\$29.41	\$30.00	\$30.60	\$31.21
Training Specialist	\$65.97	\$67.29	\$68.64	\$70.01	\$71.41
Transmission Repair Specialist**	\$43.83	\$44.71	\$45.60	\$46.51	\$47.44
Travel Clerk I**	\$26.29	\$26.82	\$27.36	\$27.90	\$28.46
Travel Clerk II**	\$28.10	\$28.67	\$29.24	\$29.82	\$30.42
Travel Clerk III**	\$30.04	\$30.64	\$31.26	\$31.88	\$32.52
Truck Driver, Heavy Truck**	\$36.62	\$37.35	\$38.10	\$38.86	\$39.63
Truck Driver, Light Truck**	\$29.55	\$30.14	\$30.74	\$31.36	\$31.99
Truck Driver, Medium Truck**	\$33.61	\$34.29	\$34.97	\$35.67	\$36.39

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	Year 16	Year 17	Year 18	Year 19	Year 20
Truck Driver, Tractor-Trailer**	\$36.62	\$37.35	\$38.10	\$38.86	\$39.63
Warehouse Specialist**	\$32.32	\$32.96	\$33.62	\$34.29	\$34.98
Welder, Combination, Maintenance**	\$41.92	\$42.76	\$43.62	\$44.49	\$45.38
**SCA Contract Act Labor Category					

2.0 SCA LABOR CATEGORIES MATRIX AND NARRATIVE

“The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).”

<i>DMS Labor Category</i>	<i>SCA Occupational Code and Title</i>	<i>WD District of Columbia, Maryland, and Virginia</i>
Accounting Clerk I**	01011 - Accounting Clerk I	2015-4281
Accounting Clerk II**	01012 - Accounting Clerk II	2015-4281
Accounting Clerk III**	01013 - Accounting Clerk III	2015-4281
Administrative Assistant/Secretary I**	01311 - Secretary I	2015-4281
Administrative Assistant/Secretary II**	01312 - Secretary II	2015-4281
Administrative Assistant/Secretary III**	01313 - Secretary III	2015-4281
Administrative Specialist**	01020 - Administrative Assistant	2015-4281
Automotive Body Repairer, Fiberglass**	05005 - Automobile Body Repairer, Fiberglass	2015-4281
Automotive Worker**	05070 - Automotive Worker	2015-4281
Bus Driver**	31030 - Bus Driver	2015-4281
Carpenter, Maintenance**	23130 - Carpenter, Maintenance	2015-4281
Clerical Support**	01613 - Word Processor III	2015-4281
Computer Operator/Specialist I**	14041 - Computer Operator I	2015-4281
Computer Operator/Specialist II**	14042 - Computer Operator II	2015-4281
Computer Operator/Specialist III**	14043 - Computer Operator III	2015-4281
Computer Operator/Specialist IV**	14044 - Computer Operator IV	2015-4281
Computer Operator/Specialist V**	14045 - Computer Operator V	2015-4281
Computer Systems Analyst I**	14101 - Computer Systems Analyst I	2015-4281
Computer Systems Analyst II**	14102 - Computer Systems Analyst II	2015-4281
Computer Systems Analyst III**	14103 - Computer Systems Analyst III	2015-4281
Dispatcher, Motor Vehicle**	01060 - Dispatcher, Motor Vehicle	2015-4281
Drafter I**	30061 - Drafter/CAD Operator I	2015-4281
Drafter II**	30062 - Drafter/CAD Operator II	2015-4281
Drafter III**	30063 - Drafter/CAD Operator III	2015-4281
Electrician, Automotive**	05010 - Automotive Electrician	2015-4281

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<i>DMS Labor Category</i>	<i>SCA Occupational Code and Title</i>	<i>WD District of Columbia, Maryland, and Virginia</i>
Electrician, Maintenance**	23160 - Electrician, Maintenance	2015-4281
Electronics Technician, Maintenance I**	23181 - Electronics Technician Maintenance I	2015-4281
Electronics Technician, Maintenance II**	23182 - Electronics Technician Maintenance II	2015-4281
Electronics Technician, Maintenance III**	23183 - Electronics Technician Maintenance III	2015-4281
Engineering Technician I**	30081 - Engineering Technician I	2015-4281
Engineering Technician II**	30082 - Engineering Technician II	2015-4281
Engineering Technician III**	30083 - Engineering Technician III	2015-4281
Engineering Technician IV**	30084 - Engineering Technician IV	2015-4281
Engineering Technician V**	30085 - Engineering Technician V	2015-4281
Engineering Technician VI**	30086 - Engineering Technician VI	2015-4281
Forklift Operator**	21020 - Forklift Operator	2015-4281
Fuel Distribution System Mechanic**	23311 - Fuel Distribution System Mechanic	2015-4281
Fuel Distribution System Operator**	23312 - Fuel Distribution System Operator	2015-4281
General Clerk I**	01111 - General Clerk I	2015-4281
General Clerk II**	01112 - General Clerk II	2015-4281
General Clerk III**	01113 - General Clerk III	2015-4281
General Maintenance Worker**	23370 - General Maintenance Worker	2015-4281
Graphic Artist**	15080 - Graphic Artist	2015-4281
Guard I**	27101 - Guard I	2015-4281
Guard II**	27102 - Guard II	2015-4281
Heating, Refrigeration and Air Conditioning Mechanic**	23410 - Heating, Ventilation and Air-Conditioning Mechanic	2015-4281
Heavy Equipment Mechanic**	23430 - Heavy Equipment Mechanic	2015-4281
Heavy Equipment Operator**	23440 - Heavy Equipment Operator	2015-4281
Laborer**	23470 - Laborer	2015-4281
Laborer, Grounds Maintenance**	11210 - Laborer, Grounds Maintenance	2015-4281
Locksmith**	23510 - Locksmith	2015-4281
Machinery Maintenance Mechanic**	23530 - Machinery Maintenance Mechanic	2015-4281
Machine-Tool Operator (Tool room)**	19010 - Machine-Tool Operator (Tool Room)	2015-4281
Machinist, Maintenance**	23550 - Machinist, Maintenance	2015-4281
Maintenance Trades Helper**	23580 - Maintenance Trades Helper	2015-4281
Material Coordinator**	21030 - Material Coordinator	2015-4281
Material Expediter**	21040 - Material Expediter	2015-4281
Material Handling Laborer**	21050 - Material Handling Laborer	2015-4281
Mobile Equipment Servicer**	05110 - Mobile Equipment Servicer	2015-4281
Motor Equipment Metal Mechanic**	05130 - Motor Equipment Metal Mechanic	2015-4281
Motor Equipment Metal Worker**	05160 - Motor Equipment Metal Worker	2015-4281
Motor Vehicle Mechanic**	05190 - Motor Vehicle Mechanic	2015-4281
Motor Vehicle Mechanic Helper**	05220 - Motor Vehicle Mechanic Helper	2015-4281
Painter, Automotive**	05310 - Painter, Automotive	2015-4281
Painter, Maintenance**	23760 - Painter, Maintenance	2015-4281
Plumber, Maintenance**	23810 - Plumber, Maintenance	2015-4281
Production Control Clerk**	01270 - Production Control Clerk	2015-4281

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<i>DMS Labor Category</i>	<i>SCA Occupational Code and Title</i>	<i>WD District of Columbia, Maryland, and Virginia</i>
Scheduler, Maintenance**	01300 - Scheduler, Maintenance	2015-4281
Service Order Dispatcher**	01320 - Service Order Dispatcher	2015-4281
Shipping Packer**	21110 - Shipping Packer	2015-4281
Shipping/Receiving Clerk**	21130 - Shipping/Receiving Clerk	2015-4281
Shuttle Bus Driver**	31290 - Shuttle Bus Driver	2015-4281
Small Engine Mechanic**	23910 - Small Engine Mechanic	2015-4281
Stock Clerk (Shelf Stocker; Store Worker II) **	21150 - Stock Clerk	2015-4281
Store Worker I**	21140 - Store Worker I	2015-4281
Supply Technician**	01410 - Supply Technician	2015-4281
Technical Writer**	30462 - Technical Writer II	2015-4281
Tire Repairer**	05370 - Tire Repairer	2015-4281
Tools and Parts Attendant**	21210 - Tools and Parts Attendant	2015-4281
Tractor Operator**	11270 - Tractor Operator	2015-4281
Transmission Repair Specialist**	05400 - Transmission Repair Specialist	2015-4281
Travel Clerk I**	01531 - Travel Clerk I	2015-4281
Travel Clerk II**	01532 - Travel Clerk II	2015-4281
Travel Clerk III**	01533 - Travel Clerk III	2015-4281
Truck Driver, Heavy Truck**	31363 – Truck Driver, Heavy	2015-4281
Truck Driver, Light Truck**	31361 – Truck Driver, Light	2015-4281
Truck Driver, Medium Truck**	31362 – Truck Driver, Medium	2015-4281
Truck Driver, Tractor-Trailer**	31364 – Truck Driver, Tractor-Trailer	2015-4281
Warehouse Specialist**	21410 - Warehouse Specialist	2015-4281
Welder, Combination, Maintenance**	23960 - Welder, Combination, Maintenance	2015-4281



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3.0 DMS LABOR CATEGORY DESCRIPTION FOR PROFESSIONAL SERVICES SCHEDULE

The awarded substitution methodology and labor category descriptions are stated below and should be included in the Contractor’s price catalog on GSA Advantage.

SUBSTITUTION METHODOLOGY	
Years of Experience	Equals the Following Degree
2 Years	AA Degree
2 Years + AA Degree	Bachelor’s Degree
4 Years	Bachelor’s Degree
2 Years + Bachelor’s Degree	Master’s Degree
6 Years	Master’s Degree
4 Years + Master’s Degree	Ph.D.
10 Years of Subject Matter Expertise in the field of interest with a reputation that is international scope within the profession of interest	Ph.D.



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Accounting Clerk I**	The Accounting Clerk I is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.	<p>Experience: 0-2 years of experience in the field or in a related area.</p> <p>Education: High school diploma or its equivalent.</p>
Accounting Clerk II**	The Accounting Clerk II uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.	<p>Experience: 2-5 years of experience in the field or in a related area.</p> <p>Education: High school diploma or its equivalent.</p>
Accounting Clerk III**	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.	<p>Experience: At least 5 years of experience in the field or in a related area.</p> <p>Education: High school diploma or its equivalent.</p>



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DATA MONITOR SYSTEMS, INC. LABOR CATEGORY FOR PROFESSIONAL SERVICES SCHEDULE

Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Administrative Assistant/Secretary I**	<p>The Administrative Assistant/Secretary I provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.</p> <p>Carries out recurring office procedures independently, and selects the guideline or reference that fits the specific case. The supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:</p> <ul style="list-style-type: none"> a. Respond to routine telephone requests that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters; b. As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms; c. Review materials prepared for supervisor's approval for typographical accuracy and proper format; d. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; e. Requisition supplies, printing, maintenance or other services, type, take and transcribe dictation, create and maintain office files. 	<p>Experience: 0-2 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
Administrative Assistant/Secretary II**	<p>The Administrative Assistant/Secretary II provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of</p>	<p>Experience: 2-3 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>



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	<p>the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.</p> <p>Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:</p> <ul style="list-style-type: none"> a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical correspondence in own or supervisor's name; b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings; c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed; d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports, and refer non-routine requests to supervisor or staff; e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing. 	
Administrative Assistant/Secretary III**	<p>The Administrative Assistant/Secretary III provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.</p>	<p>Experience: 3-4 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
	<p>Uses greater judgment and initiative to determine the approach or action to take in non-routine situations, interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Duties include or are comparable to the following:</p> <ul style="list-style-type: none"> a. Based on knowledge of the supervisor's views, compose correspondence on own initiative about administrative matters and general office policies for supervisor's approval; b. Anticipate and prepare materials needed by the supervisor for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters to be considered; c. Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff; d. Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc., under general directions; e. Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, etc., and shifts clerical staff to accommodate workload needs. 	
Administrative Specialist**	<p>Supports documentation preparation and administrative support efforts. Prepares technical documentation in accordance with applicable Government and industry standards. Supports Program or Project Manager administration efforts. Gathers, analyzes, edits, and prepares technical information. Conducts research and ensures the use of proper technical terminology and documentation standards. Translates technical information into readable documents. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Supports administrative contract documentation preparation including resource files, correspondence, schedules and travel documentation.</p>	<p>Experience: Two (2) years of administrative tasks related experience of personnel management, payroll processing, travel arrangements, mail and distribution, and other administrative duties as assigned. Must possess experience using commercial automated word processing, accounting, graphics systems, and desktop publishing system</p> <p>Education: Associates degree in English, Journalism, or an associated discipline. Six (6) years of relevant experience may be substituted for education and/or work-related experience requirements.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Automotive Body Repairer, Fiberglass**	The Automotive Body Repairer, Fiberglass repairs damaged fiberglass automobile bodies using pneumatic tools and knowledge of fiberglass repair techniques, cuts away damaged fiberglass, using air grinder, smooths edges of painted surface using sandpaper or air-powered sander, masks surrounding undamaged surface, using masking tape, cuts plastic separating film using shears, and tapes film to outside repair area. The Automobile Body Repairer mixes polyester resin and hardener according to specifications and applies mixture to repair area, soaks matting in resin mixture and layers matting over repair area to specified thickness, peels separating film from repair area and washes surface with water, occasionally secures new panel to repair area using C-clamp. The Repairer applies and spreads body filler manually to reestablish surface. The Repairer also manually files away excess filler to match original contour, smooths filler, using air sander, and cleans repair area with air gun.	Experience: 3 years of experience in the field or in a related area. Education: High school diploma or its equivalent.
Automotive Worker**	The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas.	Experience: 2 years of experience in the field or in a related area. Education: High school diploma or its equivalent.
Budget Analyst	The Budget Analyst analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Performs a variety of complicated tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.	Experience: 4-6 years of experience in the field or in a related area. Education: Bachelor's Degree or equivalent experience.
Bus Driver**	Bus Drivers supports transportation requests to/from and on/off post locations. The Bus Drivers provides a bus shuttle service providing a minimum of five round trips per day IAW the PWS. The Bus Driver transports passengers over specified routes to local or distant points according to time schedule, assists passengers with	Experience: 0-2 years of experience. Good driving record and valid driver's license.



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	baggage, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver makes repairs and change tires if required and inspect bus to include: check gas, oil, and water before departure.	Education: High school diploma or its equivalent. Pass written tests and demonstrate their proficiency to operate the specialized equipment. Commercial Driver's License (CDL).
Carpenter, Maintenance**	The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	Experience: 1-2 years of experience within specialized field is required. Education: High School diploma or equivalent.
Clerical Support**	Performs personnel management duties to include in/out processing of personnel, issue and turn-in of security badges, processes requests for security clearances. Secures, issues, and collects employee time sheets, processes for errors prior to invoicing. Updates company personnel roster. Assist company personnel by handling travel arrangements to include processing of orders, request for visas, passports, and international driver's licenses (if applicable). Scrutinizes travel vouchers for correctness prior to submission for invoicing and payment. Receives and distributes incoming mail, logs outgoing mail, performs distribution runs (when applicable) and sends and receives information via facsimile machine. Operates copier equipment for administrative tasks, monitors copier performance, and initiates service calls for maintenance problems, requisitions copier supplies. Performs other duties as required.	Experience: One (1) year of experience in the performance of office and administrative support work; must be proficient in the use of personal computers, printers, and common office software applications such as word processing, spreadsheet, and database programs. All experience must have been gained in the last three years. Education: Associates degree in English, Journalism, or an associated discipline. Six (6) years of relevant experience may be substituted for education and/or work-related experience requirements
Computer Operator/Specialist I **	The Computer Operator/Specialist I resolves common operating problems and may serve as an assistant operator working under close supervision or performing a portion of a more senior operator's work. They work under close personal supervision and is provided detailed written or oral guidance before and during assignments.	Experience: 2 Years of experience in Information Systems. Education: High School Diploma or its equivalent.
Computer Operator/Specialist II**	The Computer Operator/Specialist II processes scheduled routines that present few difficult operating problems (e.g., infrequent or easily resolved error conditions). In	Experience: 3 Years of experience in Information Systems.



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
	<p>response to computer output instructions or error conditions, this worker applies standard operating or corrective procedure, refers problems that do not respond to preplanned procedure, and may serve as an assistant operator, working under general supervision.</p>	<p>Education: High School Diploma or its equivalent.</p>
<p>Computer Operator/Specialist III**</p>	<p>The Computer Operator/Specialist III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.</p>	<p>Experience: 4 Years of experience in Information Systems.</p> <p>Education: Associates Degree in Computer Science or equivalent experience.</p>
<p>Computer Operator/Specialist IV**</p>	<p>The Computer Operator/Specialist IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.</p>	<p>Experience: 5 Years of experience in Information Systems.</p> <p>Education: Associates Degree in Computer Science or equivalent experience.</p>
<p>Computer Operator/Specialist V **</p>	<p>The Computer Operator/Specialist V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to</p>	<p>Experience: 5-10 Years of experience in Information Systems.</p> <p>Education: Associates Degree in Computer Science or equivalent experience.</p>



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	<p>lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.</p>	
<p>Computer Systems Analyst I**</p>	<p>The Computer Systems Analyst I's initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.</p> <p>This worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.</p> <p>The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.</p>	<p>Experience: 2-3 Years of experience in related field.</p> <p>Education: Associates Degree in Computer information Systems or equivalent experience</p>
<p>Computer Systems Analyst II**</p>	<p>The Computer Systems Analyst II applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project.</p>	<p>Experience: 5 Years of experience in related field.</p> <p>Education: Associates Degree in Computer information Systems or equivalent experience</p>



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	<p>This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.</p> <p>The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.</p> <p>In this position, the incumbent works independently under overall project objectives and requirements, and appries supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.</p>	



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Computer Systems Analyst III**	<p>The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems. The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.</p>	<p>Experience: 7 Years of experience in related field.</p> <p>Education: Associates Degree in Computer information Systems or equivalent experience</p>
Dispatcher, Motor Vehicle**	<p>The Dispatcher, Motor Vehicle is responsible for the assignment of motor vehicles and drivers for conveyance of freight or passengers, and compiles lists of available vehicles. The assignment of vehicles is determined by factors such as length and purpose of trip, freight or passenger requirements, and preference of user. Additional responsibilities include the issuance of keys, record sheets, and driver credentials. The Dispatcher records time of departure, destination, cargo, expected time of return and investigates overdue vehicles. The Dispatcher may confer with</p>	<p>Experience: 2 years related experience.</p> <p>Education: High school diploma or its equivalent.</p>



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	customers to expedite or locate missing, misrouted, delayed or damaged merchandise, maintain record of mileage, fuel used, repairs made, and other expenses. The Dispatcher may establish service or delivery routes, supervise loading and unloading, issue equipment to drivers, (such as hand trucks, dollies, and blankets), direct activities of drivers, assign helpers to drivers, work at vehicle distribution centers, and assign vehicles to customer agencies.	
Drafter I**	<p>The Drafter I prepares drawings or computer models of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints, selects appropriate templates/computer programs or uses a compass and other equipment needed to complete assignments. Drawings and models fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy. Typical assignments include:</p> <ul style="list-style-type: none"> a. Revisions to the original drawings of a plumbing system by increasing pipe diameters. b. Drawing from sketches, the building floor plans, determining size, spacing and arrangement of freehand lettering according to scale. c. Drawing simple land profiles from predetermined structural dimensions and reduced survey notes. d. Tracing river basin maps and enters symbols to denote stream sampling locations, municipal and industrial waste discharges, and water supplies. e. Preparing a computer model of a room, building, and structure from data, prints, and photos. 	<p>Experience: 0-2 years of experience in the field or in a related area.</p> <p>Education: Associate's degree or its equivalent in the field or in a related area.</p>
Drafter II**	The Drafter II prepares various drawings computer models of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details. Work requires use of most of the conventional drafting and CAD techniques and a working knowledge of the terms and procedures of the occupation. The Draft/CAD Operator II makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings or computer models may be assigned	<p>Experience: 2-4 years of experience in the field or in a related area.</p> <p>Education: Associate's degree or its equivalent in the field or in a related area.</p>



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	<p>with a verbal explanation of the desired results. More complex revisions are produced from sketches, computer models or specifications that clearly depict the desired product.</p> <p>Typical assignments include:</p> <ul style="list-style-type: none"> a. Preparing several views of a simple gear system from a layout and manual references and obtaining dimensions and tolerances from manuals and by measuring the layout. b. Preparing and revising detail and design drawings for such projects as the construction and installation of electrical or electronic equipment, plant wiring, and the manufacture and assembly of printed circuit boards. Drawings typically include details of mountings, frames, guards, or other accessories; conduit layouts; or wiring diagrams indicating transformer sizes, conduit locations and mountings. c. Drawing base and elevation views, sections, and details of new bridges or other structures, revising complete sets of roadway drawings for highway construction projects, or preparing block maps, indicating water and sewage line locations. 	
Drafter III**	<p>The Drafter III prepares complete sets of complex drawings or computer models that include multiple views, detail drawings, and assembly drawings. Drawings or models include complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. The Draft/CAD Operator works from sketches, computer models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. This operator selects required information from computer programs, and internet sites, precedents, manufacturers' catalogs, and technical guides. This operator independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:</p> <ul style="list-style-type: none"> a. Prepares complete sets of drawings of test equipment to be manufactured from layouts, models, or sketches. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical 	<p>Experience: At least 4 years of experience in the field or in a related area.</p> <p>Education: Associate's degree or its equivalent in the field or in a related area.</p>



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	<p>handbooks and manuals, this operator describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment.</p> <p>b. From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.</p> <p>c. From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms, prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.</p>	
Electrician, Automotive**	<p>The Automotive Electrician tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplifying control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.</p>	<p>Experience: 3 years of related experience.</p> <p>Education: High school diploma or equivalent or 2 years Technical School.</p>
Electrician, Maintenance**	<p>The Maintenance Electrician performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p>	<p>Experience: 2 years of experience in electrical maintenance repairing or modifying motors, generators and electrical systems.</p> <p>Education: High school diploma or its equivalent.</p>
Electronics Technician, Maintenance I**	<p>The Electronics Technician Maintenance I applies basic technical knowledge to perform simple or routine tasks following detailed instructions, performs such tasks as replacing components, wiring circuits, repairing simple electronic equipment; and taking test readings using common instruments such as digital multi-meters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. This person</p>	<p>Experience: 2 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p>



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	works under close supervision receiving technical guidance from supervisor or higher-level technician. Work is checked frequently for accuracy.	Education: High school diploma or its equivalent.
Electronics Technician, Maintenance II**	The Electronics Technician Maintenance II applies basic and some advanced technical knowledge to solve routine problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence, in selecting tools, testing instruments, and is reviewed for compliance with accepted practices. This technician works under immediate supervision and achieves technical guidance, as required, from supervisor or higher-level technician.	Experience: 4 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Education: High school diploma or its equivalent.
Electronics Technician, Maintenance III**	The Electronics Technician Maintenance III applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.	Experience: 5-10 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Education: Associates Degree or equivalent experience.
Engineer/ Analyst/ Programmer	Install, generate, maintain, test and debug system software and programs, develop instructions for use of operating system software and programs, modify/maintain system and applications derived software programs via manufacturer releases and the skillful application of appropriate utilities. Responsible for applications dealing with the overall operating system such as complex on-line interactive networks. Prepare and edit functional information processing (FIP) documentation incorporating information provided by user, specialist, analyst, programmer, and operations personnel. Interpret technical documentation standards and preparation of documentation according to supplied standards. Other duties may include writing, editing, and/or graphic presentation of technical information for both	Experience: Five (5) years of intensive and progressive experience in operating systems and applications programming or analysis. All experience must have been gained within the last ten years. Education: Bachelor's degree or five years (5) or more of documented work-related experience in Operations Research, Business Administration, Computer Science, Information Technology, or related curriculum may be substituted for degree requirements.



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	<p>technical and non-technical personnel. May supervise one or more technical or non-technical personnel.</p>	
<p>Engineering Technician I**</p>	<p>The Engineering Technician I performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. b. Performing simple or routine tasks or tests such as tensile or hardness tests; operating and adjusting simple test equipment; records test data. c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs. 	<p>Experience: 2-3 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
<p>Engineering Technician II**</p>	<p>The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment; b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form. 	<p>Experience: 2-3 years or experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
<p>Engineering Technician III**</p>	<p>The Engineering Technician III performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with</p>	<p>Experience: 5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p>



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	<p>instructions. This technician performs at this level one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions; b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data; d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation. e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information. 	<p>Education: Associates degree or its equivalent experience.</p>
<p>Engineering Technician IV**</p>	<p>The Engineering Technician IV performs non-routine assignments of substantial variety and complexity, using operational precedents that are not fully applicable, such assignments that are typically parts of broader assignments, are screened to eliminate unusual design problems. This incumbent may plan such assignments. This technician receives technical advice from supervisor or engineer. Work is reviewed for technical adequacy (or conformity with instructions). This position may be assisted by lower level technicians and have frequent contact with professionals and others within the establishment, and performs one or a combination of such typical duties as:</p> <ul style="list-style-type: none"> a. Developing or reviewing designs by extracting and analyzing a variety of engineering data, applying conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. (Examples of designs include: detailed circuit diagrams; hardware fittings or test equipment involving a variety of mechanisms; conventional piping systems; and building site layouts). 	<p>Experience: 5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Associates degree or its equivalent experience.</p>



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	<p>b. Conducting tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures, preparing and operating equipment, recording data, measuring and recording problems of significant complexity that sometimes require resolution at a higher level, and analyzes data and prepares test reports.</p> <p>c. Applying methods outlined by others to limited segments of research and development projects, constructing experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary and recording and evaluating data and reports findings.</p>	
<p>Engineering Technician V**</p>	<p>The Engineering Technician V performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project, selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work, reviews, analyzes, and integrates the technical work of others. Supervisor or professional engineer outlines objectives, requirements, and design approaches. Completed work is reviewed for technical adequacy and satisfaction of requirements. This incumbent may train and be assisted by lower level technicians, and performs one or a combination of the following:</p> <p>a. Designs, develops, and constructs major units, devices, or equipment; conducts tests or experiments; analyzes results and redesigns or modifies equipment to improve performance; and reports results.</p> <p>b. From general guidelines and specifications (e.g., size or weight requirements), develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems; selects from several possible design layouts; calculates design data; and prepares layouts, detailed specifications, parts lists, estimates, procedures, etc. May check and analyze drawings or equipment to determine adequacy of drawings and design.</p> <p>c. Plans or assists in planning tests to evaluate equipment performance. Determines test requirements, equipment modification, and test procedures; conducts tests using all types of instruments; analyzes and evaluates test results, and prepares reports on findings and recommendations.</p>	<p>Experience: 5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Associates degree or its equivalent experience.</p>



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Engineering Technician VI**	<p>The Engineering Technician VI independently plans and accomplishes complete projects or studies of broad scope and complexity, or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower level technicians, and performs, one or a combination of the following:</p> <p>a. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid-state devices for instrumentation equipment).</p> <p>b. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel, and assures compatibility of design with other parts of the system.</p> <p>c. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.</p> <p>d. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.</p>	<p>Experience: 5-7 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Associates degree or its equivalent experience.</p>
Forklift Operator**	<p>The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.</p>	<p>Experience: 2-3 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p>



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		<p>Education: High school diploma or its equivalent and formal training. Commercial Driver's License (CDL).</p>
<p>Fuel Distribution System Mechanic**</p>	<p>The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments, inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters.</p> <p>This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.</p>	<p>Experience: 3 years related experience.</p> <p>Education: High school diploma or equivalent and formal certifications.</p>
<p>Fuel Distribution System Operator**</p>	<p>The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents, connects lines, grounding wires, and loading and offloading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.</p>	<p>Experience: 1-3 years related experience.</p> <p>Education: High school diploma or its equivalent and formal certifications.</p>



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General Clerk I**	The General Clerk I follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.	<p>Experience: 0-2 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
General Clerk II**	The General Clerk II requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.	<p>Experience: 1-2 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
General Clerk III**	The General Clerk III uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.	<p>Experience: 1-2 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
General Maintenance Worker**	The General Maintenance Worker performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not	<p>Experience: 3-5 years related experience. Familiar with a variety of the field's concepts, practices, and procedures.</p>



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	<p>proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors, using plaster or compound to patch minor holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and toilets painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery.</p>	<p>Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
Graphic Artist**	<p>The Graphic Artist requires the use of specialized computer software to develop high quality computer illustrations, technical drawings, and animations supporting various media used within the training curriculum. Understands the application of illustrating principles, concepts, and standards. Develops solutions to complex illustrating problems. Conceive designs, lays out, and coordinates illustrations and creative artwork for publications, translating facts and features of subject material into graphic terms that best convey intended meaning. Develop interpretive themes that convey ideas and information. Provide guidance on graphics technology. The Graphic Artist is capable of using specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the courseware production process, and is responsible for quality control, review and revision of all aspects of graphics development.</p>	<p>Experience: 1 year of relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Bachelor's Degree or its equivalent experience.</p>
Guard I**	<p>The Guard I carries out detailed instructions and procedures primarily oriented to ensure that emergencies and security violations are readily discovered, and reported to appropriate authority. The primary duty is to observe and report security and emergency situations. This guard intervenes directly only in situations which require minimal action to safeguard property or persons. Duties require minimal training and physical fitness standards.</p>	<p>Experience: 2 years of experience in the field or in a related area.</p> <p>Education: High school diploma or its equivalent.</p>
Guard II**	<p>The Guard II enforces regulations and procedures designed to prevent breaches of security, exercises judgment and uses discretion in responding to incidents and emergencies, determining whether to intervene directly, ask for assistance as time permits, keep situation under control or surveillance, or to report incident or situation to the appropriate authority for handling. Duties require specialized training in methods and techniques of protecting controlled areas. Commonly, the</p>	<p>Experience: 3 years of experience in the field or in a related area.</p> <p>Education: High school diploma or its equivalent.</p>



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Heating, Refrigeration and Air Conditioning Mechanic**	<p>The Heating, Refrigeration, and Air Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.</p>	<p>Experience: 2 years of experience in the field or in a related area.</p> <p>Education: High school diploma, trade, or vocational school graduate.</p>
Heavy Equipment Mechanic**	<p>The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using</p>	<p>Experience: 3-5 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p>



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	micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.	Education: High school diploma or its equivalent. ASE Certifications
Heavy Equipment Operator**	The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.	Experience: Minimum of 5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Education: High school diploma or its equivalent. Commercial Driver's License (CDL).
Laborer**	The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.	Experience: 0-2 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Education: High school diploma or its equivalent.
Laborer, Grounds Maintenance**	The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and	Experience: 0-2 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Education: High school diploma or its equivalent and formal training.



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
	trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.	
Locksmith**	The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. This worker makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.	<p>Experience: 2-4 years of experience.</p> <p>Education: High school diploma or its equivalent and complete an apprenticeship and/or formal training in area of specialty.</p>
Logistician I	The Logistician I participates in the preparation of project work plans, monthly reviews, reports, and other activities as required in planning major project activities and preparing contract deliverables. Or, conducts warehousing or fielding tasks under the direction of others. Under direct supervision assists in the development of acquisition, procurement and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project objectives, complex features and potential solutions. Ability to communicate effectively, both verbally and in writing. This is an entry-level position in the job family where the employee applies basic fundamentals, concepts, practices and procedures in an effort to acquire experience to become proficient in the duties of the position.	<p>Experience: 2-3 years of experience. General experience includes progressive experience in the analysis of government logistics requirements, including in-depth knowledge of government supply, material and engineering management, transportation or other logistics systems, capabilities, and processes as stipulated in the RFP. Specialized experience developing, testing and delivering configuration and logistics management systems designed to provide clients with logistics technology that ensures effective and economical support for manufacturing or servicing of products, systems or equipment. Position requires advanced technical expertise to solve complex issues.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
		Education: Associate degree in discipline relevant to logistics or its equivalent experience.
Logistician II	The Logistician II participates in the preparation of project work plans, monthly reviews, reports, and other activities as required in planning major project activities and preparing contract deliverables. Or, conducts warehousing or fielding tasks under the direction of others. Under limited supervision assists in the development of acquisition, procurement and/or logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Reviews project objectives, complex features and potential solutions. Ability to communicate effectively, both verbally and in writing.	Experience: 4-6 years of experience. 1 or more years of experience in logistics or a military background with knowledge of logistics. General experience includes progressive experience in the analysis of government logistics requirements, including in-depth knowledge of government supply, material and engineering management, transportation or other logistics systems, capabilities, and processes as stipulated in the RFP. Specialized experience developing, testing and delivering configuration and logistics management systems designed to provide clients with logistics technology that ensures effective and economical support for manufacturing or servicing of products, systems or equipment. Position requires advanced technical expertise to solve complex issues. Education: Bachelor's degree or equivalent experience in business or related field.
Logistician III	The Logistician III is responsible for logistics activities for site. Participates in the preparation of project work plans, monthly reviews, reports, financial analysis, and/or other activities as required in planning major project activities and preparing contract deliverables. Or, conducts warehousing or fielding tasks under the directions of others. May supervise staff of logisticians and logistics specialists. Provides support of an assigned contract economically and efficiently. Strong project management skills. Ability to use a personal computer to include knowledge of basic word-processing, spreadsheet, and database software.	Experience: 7-8 years of experience. 3 or more years of experience in logistics or a military background with knowledge of logistics. 1 or more years of supervisory experience preferred. General experience includes progressive experience in the analysis of government logistics requirements, including in-depth knowledge of government supply, material and engineering management, transportation or other logistics systems, capabilities, and processes as stipulated in the RFP. Specialized experience developing, testing and delivering



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		<p>configuration and logistics management systems designed to provide clients with logistics technology that ensures effective and economical support for manufacturing or servicing of products, systems or equipment. Position requires advanced technical expertise to solve complex issues.</p> <p>Education: Bachelor's degree or its equivalent experience in business or related field.</p>
Logistician IV	<p>The Logistician IV is responsible for logistics activities for site. Participates in the preparation of project work plans, monthly reviews, reports, financial analysis, and/or other activities as required in planning major project activities and preparing contract deliverables. Or, conducts warehousing or fielding tasks under the directions of others. May supervise staff of logisticians and logistics specialists. Provides support of an assigned contract economically and efficiently. Strong project management skills. Ability to use a personal computer to include knowledge of basic word-processing, spreadsheet, and database software.</p>	<p>Experience: 8-10 years of general experience. 5 years of experience in logistics or a military background with knowledge of logistics. General experience includes progressive experience in the analysis of government logistics requirements, including in-depth knowledge of government supply, material and engineering management, transportation or other logistics systems, capabilities, and processes as stipulated in the RFP. Specialized experience developing, testing and delivering configuration and logistics management systems designed to provide clients with logistics technology that ensures effective and economical support for manufacturing or servicing of products, systems or equipment. Position requires advanced technical expertise to solve complex issues.</p> <p>Education: Bachelor's degree or its equivalent experience in business or related field.</p>
Logistician V	<p>The Logistician V provides guidance and logistical expertise to evaluate and resolve client needs and problems. Provides supervision and guidance to other staff logisticians, and assigned support personnel. Provides highly specialized comprehensive advanced technical knowledge in logistical analyses of programs, projects, tasks or systems being supported. Coordinates the efforts of multiple</p>	<p>Experience: 10-12 years of general experience. 8 years of integrated logistics support and configuration data management experience above and beyond the 10-year requirement may be substituted for the degree described. General experience includes progressive experience in the</p>



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	<p>teams/persons to achieve optimum overall results in a timely manner and at minimum cost. Recommends methodologies and tools to be used in logistical programs and modeling.</p>	<p>analysis of government logistics requirements, including in-depth knowledge of government supply, material and engineering management, transportation or other logistics systems, capabilities, and processes as stipulated in the RFP. Specialized experience developing, testing and delivering configuration and logistics management systems designed to provide clients with logistics technology that ensures effective and economical support for manufacturing or servicing of products, systems or equipment. Position requires advanced technical expertise to solve complex issues.</p> <p>Education: Bachelor's degree or its equivalent experience in business or related field.</p>
<p>Logistics Consultant I</p>	<p>The Logistics Consultant I has experience in managing at least one large program or concurrent management of multiple, complex projects, or has the technical experience of two or more large-scale complex projects, from inception to deployment. Specialized Experience includes demonstrated experience managing a program or project team responsible for projects in one or more of the following areas: Supply and Value Chain Management; Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics, Logistics Training Services, and Material and Engineering Management.</p>	<p>Experience: 3 years direct work experience and expertise in area of specialization.</p> <p>Education: Bachelor degree or its equivalent experience in a business, technical or engineering field.</p>
<p>Logistics Consultant II</p>	<p>The Logistics Consultant II has experience in managing at least one large program or concurrent management of multiple, complex projects, or has the technical experience of two or more large-scale complex projects, from inception to deployment. Specialized Experience includes demonstrated experience managing a program or project team responsible for projects in one or more of the following areas: Supply and Value Chain Management; Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics, Logistics Training Services, and Material and Engineering Management.</p>	<p>Experience: 5 years direct work experience and expertise in area of specialization.</p> <p>Education: Bachelor degree or its equivalent experience in a business, technical or engineering field.</p>



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Logistics Consultant III	The Logistics Consultant III has experience in managing at least one large program or concurrent management of multiple, complex projects, or has the technical experience of two or more large-scale complex projects, from inception to deployment. Specialized Experience includes demonstrated experience managing a program or project team responsible for projects in one or more of the following areas: Supply and Value Chain Management; Acquisition Logistics, Distribution and Transportation Logistics Services, Deployment Logistics, Logistics Training Services, and Material and Engineering Management.	<p>Experience: 7 years direct work experience and expertise in area of specialization.</p> <p>Education: Bachelor degree or its equivalent experience in a business, technical or engineering field.</p>
Logistics Operations Manager	The Logistics Operations Manager oversees the day to day operations relating to the customer service, warehousing, inventory control, and distribution operations. They monitor, measure, and report on operational issues, opportunities and development plans.	<p>Experience: 5-7 years of supervisory or managerial experience in the related field.</p> <p>Education: Bachelor's degree or equivalent work experience.</p>
Logistics Planner I	The Logistics Planner I develops logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.	<p>Experience: 0-2 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.</p> <p>Education: Associate's degree or equivalent experience in the field or in a related area.</p>
Logistics Planner II	The Logistics Planner II develops logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.	<p>Experience: 2-4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.</p> <p>Education: Associate's degree or equivalent experience in the field or in a related area.</p>
Logistics Planner III	The Logistics Planner III develops logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Performs a variety of complicated tasks. May report to an executive or a manager. A wide degree of creativity and latitude is expected.	<p>Experience: 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
		Education: Associate's degree or equivalent experience in the field or in a related area.
Logistics Technician Intermediate	The Logistics Technician provides logistics services as assigned in the areas of supply, maintenance, data analysis and planning. They ensure proper identification of equipment and ensure it is tracked, assessed, inducted, repaired, maintained, handled, and returned to Army units on time and to applicable industry standards. They locate parts, use hand tools, research issues and gather information. They record results of all equipment assessments on designated tracking sheets, utilizing computers for reports, correspondence, and communications. They provide a report of activities and accomplishments on a weekly basis to the COR.	Experience: 2-3 years of experience in the field or in a related area. Education: High school diploma or its equivalent.
Logistics Technician Senior	The Logistics Technician provides logistics services as assigned in the areas of supply, maintenance, data analysis and planning. They ensure proper identification of equipment and ensure it is tracked, assessed, inducted, repaired, maintained, handled, and returned to Army units on time and to applicable industry standards. They locate parts, use hand tools, research issues and gather information. They attend workload planning meetings. They record results of all equipment assessments on designated tracking sheets, utilizing computers for reports, correspondence, and communications. They provide a report of activities and accomplishments on a weekly basis to the COR.	Experience: 3-5 years of experience in the field or in a related area. Education: High school diploma or its equivalent.
Machinery Maintenance Mechanic**	The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.	Experience: 2-3 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Education: High school diploma or its equivalent and formal training.



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Machine-Tool Operator (Tool Room) **	<p>The Machine-Tool Operator performs Field and Sustainment level maintenance. He/she will specialize in operating one or more type of machine tool such as; jigs, fixtures, cutting tools, gauges, or metal dies or molds used in shaping or forming metal or nonmetallic material (e.g., plastic, plaster, rubber, glass) produce replacement parts and new parts in making repairs of metal parts IAW applicable regulations, technical manuals, commercial manufacturers' publications, technical bulletins, STIR, and MWO. He/she will plan and perform difficult machining operations which require complicated setups or a high degree of accuracy, setting up machine tool or tools (e.g., installing cutting tools and adjusting guides, stops, working tables), and other controls to handle the size of stock to be machined. He/she will determine proper feeds, speeds, tooling, and operation sequence or selects those prescribed in drawings, blueprints, or layouts. He/she will use a variety of precision measuring instruments, making necessary adjustments during machining operation to achieve requisite dimensions to very close tolerances. He/she will select proper coolants and cutting and lubricating oils to recognize when tools need dressing, and to dress tools.</p>	<p>Experience: 1-2 years relevant experience. Familiar w/ a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. The Machine-Tool Operator requires extensive knowledge of machine shop and tool room practice usually acquired though considerable on-the-job training and experience.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Machinist, Maintenance**	<p>The Machinist, Maintenance performs Field and Sustainment level maintenance. They will produce replacement parts and new parts in making repairs of metal parts such as; saws, lathers, grinders, shapers, jointers, presses, drills, broaches, and cutters IAW applicable regulations, technical manuals, commercial manufacturers' publications, technical bulletins, STIR, and MWO. He/she will interpret written instructions and specifications, plan and laying out of work, use a variety of machinist's hand tools and precision measuring instruments, set up and operate standard machine tools. He/she will be responsible for the shaping of metal parts to close tolerances, making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals, selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. The Machinist, Maintenance will repair structural damage by straightening, welding, fabricating, and applying various body fillers, fiberglass, and finishes.</p>	<p>Experience: Meet certain certifications in a specialized area and have at least 4 years of experience. Familiar w/ a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Requires a rounded training in machine-shop practice.</p> <p>Education: High school diploma or its equivalent and formal training.</p>



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Maintenance Manager	<p>The Maintenance Manager analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools. Operates and inspects machines or equipment to diagnose defects. Dismantles and reassembles equipment, using hoists and hand tools. Examines parts for damage or excessive wear, using micrometers and gauges. Replaces defective engines and subassemblies, such as transmissions. Tests overhauled equipment to insure operating efficiency. Welds broken parts and structural members. May direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment. May repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.</p>	<p>Experience: 4-6 years related experience.</p> <p>Education: Bachelor's degree in area of specialty; or equivalent experience.</p>
Maintenance Trades Helper**	<p>The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: keeping a worker supplied with materials and tools, cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas and in others, the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.</p>	<p>Experience: 0-2 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
Material Coordinator**	<p>The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified.</p>	<p>Experience: 4 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Associates Degree or its equivalent experience.</p>



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	<p>This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.</p>	
Material Expediter**	<p>The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.</p>	<p>Experience: 1-2 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High School Diploma or its equivalent.</p>
Material Handling Laborer**	<p>The Material Handling Laborer performs physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.</p>	<p>Experience: 2-5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High School Diploma or its equivalent.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Mobile Equipment Servicer**	Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.	<p>Experience: 2-3 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Motor Equipment Metal Mechanic**	The Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer) repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools, removes upholstery, accessories, electrical and hydraulic window, seat-operating equipment, and trim to gain access to vehicle body and fender, positions block against surface of dented area and beats opposite surface to remove dents using hammer, and fills depressions with solder or other plastic material. This worker removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement, straightens bent frames, using hydraulic jack and pulling device, files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander, aims headlights, aligns wheels, bleeds hydraulic brake system, and may paint surface after performing body repairs.	<p>Experience: 2-4 years relevant experience. Working knowledge of all aspects of repairs for damaged body parts and bodies of vehicles.</p> <p>Education: High school diploma or its equivalent.</p>
Motor Equipment Metal Worker**	The Motor Equipment Metal Worker performs Field and Sustainment level maintenance. The Motor Equipment Metal repairs damaged bodies and body parts such as, automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools, removes upholstery, accessories, electrical and hydraulic window, seat-operating equipment, and trim to gain access to vehicle body and fender, positions block against surface of dented area and beats opposite surface to remove dents using hammer, and fills depressions with solder or other plastic material. This worker removes damaged fenders, panels, and grills, using wrenches and cutting torch, and bolts or welds replacement, straightens bent frames, using hydraulic jack and pulling device, files, grinds, and	<p>Experience: 2-4 years relevant experience. Working knowledge of all aspects of repairs for damaged body parts and bodies of vehicles.</p> <p>Education: High school diploma or its equivalent.</p>



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	<p>sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander, aims headlights, aligns wheels, bleeds hydraulic brake system, and may paint surface after performing body repairs. The Motor Equipment Metal Worker will inspect, repair, structural damage by straightening, welding, fabricating, and applying various body fillers, fiberglass, and finishes. He/she will perform vehicle and equipment corrosion prevention to include blasting, prepping, and painting to meet regulatory and customer requirements using paints such as but not limited to lacquer, acrylic enamel, epoxy, latex paints, and Chemical Agent Resistant Coating (CARC). Water-based finishes will be preferred when available or practical for use. The Machinist, Maintenance will cut stencils; apply letters, numbers, insignias, unit designations and other markings if required.</p>	
Motor Vehicle Mechanic**	<p>The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.</p>	<p>Experience: 4-5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Motor Vehicle Mechanic Helper**	<p>The Motor Vehicle Mechanic Helper works with the Motor Vehicle Mechanic to perform Field and Sustainment level maintenance. The Small Engine Mechanic repairs equipment such as; lawnmowers, generators, and similar machines. He/she uses hand tools, locate causes of trouble, dismantle engines, examine parts for defects, replace or repair parts, such as; rings & bearings, cleans & adjusts carburetor & magneto, starts repaired engines, and listen to sounds to test performance.</p>	<p>Experience: Complete an apprenticeship or formal training in area of specialty w/2-4 years of experience in the field. Familiar w/ standard concepts, practices, and procedures. Relies on experience and judgment to plan & accomplish goals, and degree of creativity and latitude.</p> <p>Education: High school diploma or its equivalent.</p>
Painter, Automotive**	<p>The Painter, Automotive performs Field and Sustainment level maintenance. They coat surfaces of tools & equipment with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from vehicle, using liquid paint remover and scraper, smooths surface with</p>	<p>Experience: 1-3 years of experience. Familiar w/ a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p>



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	<p>sandpaper and steel wool. The Painter, Automotive roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, and letters or numerals on vehicle surface using stencils. He/she performs vehicle & equipment corrosion prevention to include blasting, prepping, and painting to meet regulatory and customer requirements using paints and Chemical Agent Resistant Coating (CARC).</p>	<p>Education: High school diploma or its equivalent.</p>
Painter, Maintenance**	<p>The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.</p>	<p>Experience: 1-2 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
Plumber, Maintenance**	<p>The Plumber, Maintenance assembles installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes, studies building plans and working drawings to determine work aids required, and sequence of installations. This worker inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe, and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. This worker cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools, cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine, bends pipe to required angle by use of pipe-bending machine, or by placing pipe over block and bending it by hand.</p> <p>The Plumber, Maintenance assembles and installs valves, pipefittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. This person joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking, installs and repairs</p>	<p>Experience: 5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
	plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. This person repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains, and may weld holding fixtures to steel structural members.	
Procurement Specialist I	The Procurement Specialist I is responsible for placing procurements and managing suppliers consistently with integrated supply chain models, recognizing the role and value of each participant from requirements generation through product delivery, product support, and payment for various products and services. They are responsible for quotation activities, negotiations, documentation write-up, selecting qualified suppliers, seeking alternate suppliers (when applicable), and supplier negotiations (price, schedules and terms and conditions).	<p>Experience: 3 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Bachelor's degree in Business or Supply Chain; or its equivalent experience.</p>
Procurement Specialist II	The Procurement Specialist I is responsible for placing procurements and managing suppliers consistently with integrated supply chain models, recognizing the role and value of each participant from requirements generation through product delivery, product support, and payment for various products and services. They are responsible for quotation activities, negotiations, documentation write-up, selecting qualified suppliers, seeking alternate suppliers (when applicable), and supplier negotiations (price, schedules and terms and conditions).	<p>Experience: 3-4 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Bachelor's degree in Business or Supply Chain; or its equivalent experience.</p>
Procurement Specialist III	The Procurement Specialist I is responsible for placing procurements and managing suppliers consistently with integrated supply chain models, recognizing the role and value of each participant from requirements generation through product delivery, product support, and payment for various products and services. They are responsible for quotation activities, negotiations, documentation write-up, selecting qualified suppliers, seeking alternate suppliers (when applicable), and supplier negotiations (price, schedules and terms and conditions).	<p>Experience: 4-5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Bachelor's degree in Business or Supply Chain; or its equivalent experience.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Procurement Specialist IV	The Procurement Specialist I is responsible for placing procurements and managing suppliers consistently with integrated supply chain models, recognizing the role and value of each participant from requirements generation through product delivery, product support, and payment for various products and services. They are responsible for quotation activities, negotiations, documentation write-up, selecting qualified suppliers, seeking alternate suppliers (when applicable), and supplier negotiations (price, schedules and terms and conditions).	<p>Experience: 5-6 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Bachelor's degree in Business or Supply Chain; or its equivalent experience.</p>
Production Control Clerk**	The Production Control Clerk compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.	<p>Experience: 7 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>
Program/ Project Manager	Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and review/resolves work discrepancies to ensure compliance with contract requirements. Provides advice and guidance regarding the design, development,	<p>Experience: Ten (10) or more years of experience in relevant fields and five (5) years of experience managing task orders or groups of task orders affecting the same common/standard/migration system or business processes. Possesses knowledge of best practices in the management</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
	<p>installation, operation, and maintenance of complex logistics systems and business practices. Evaluates problems of workflow, organization, and planning and develops enterprise-wide or large-scale business solutions. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provides for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with standards for open systems architectures as they apply to the implementation and specification of the management solution of the application platform, across the application program interface and the external environment.</p>	<p>and control of personnel, funds and resources for multi-task information system projects. Requires competence in project development from inception to deployment and providing guidance and direction in engineering tasks and business. Requires competence in feasibility studies and cost/benefit analyses, developing standards and methodologies, and business process re-engineering.</p> <p>Education: Master's degree or equivalent in Business Administration, Management, Computer Science, Engineering, Economics, or related field or 10 years or more of documented work-related work experience may be substituted for degree requirement.</p>
Project Manager Level I	<p>The Project Manager Level I is responsible for managing a project; which is of relatively low risk and complexity and/or part of a larger program. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. They ensure that required resources such as manpower, production, facilities, and the like are available. They may have supervisory responsibilities for hiring, firing, and salary and performance management. Plans and monitors project under the direction of a Program Manager or Director. May serve as a contact with the customer. Must possess good oral and written communication skills and the ability to conduct business briefings and presentations.</p>	<p>Experience: 2-4 years of related experience.</p> <p>Education: Bachelor's degree in Business or Engineering; or its equivalent experience.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Project Manager Level II	The Project Manager Level II is responsible for managing a project; which is of relatively low risk and complexity and/or part of a larger program. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. They ensure that required resources such as manpower, production, facilities, and the like are available. They may have supervisory responsibilities for hiring, firing, and salary and performance management. Plans and monitors project under the direction of a Program Manager or Director. May serve as a contact with the customer. Must possess good oral and written communication skills and the ability to conduct business briefings and presentations.	<p>Experience: A minimum of 4-7 years relevant experience, at least 2 of which should have been in a lead or project management role.</p> <p>Education: Bachelor's degree in Business or Engineering; or its equivalent experience.</p>
Project Manager Level III	The Project Manager Level III is responsible for managing a project; which is of relatively low risk and complexity and/or part of a larger program. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. They ensure that required resources such as manpower, production, facilities, and the like are available. They may have supervisory responsibilities for hiring, firing, and salary and performance management. Plans and monitors project under the direction of a Program Manager or Director. May serve as a contact with the customer. Must possess good oral and written communication skills and the ability to conduct business briefings and presentations.	<p>Experience: A minimum of 7 years relevant experience, at least 2 of which should have been in a lead or project management role.</p> <p>Education: Bachelor's degree in Business or Engineering; or its equivalent experience.</p>
Project Manager Level IV	The Project Manager Level IV is responsible for managing a project; which is of relatively low risk and complexity and/or part of a larger program. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. They ensure that required resources such as manpower, production, facilities, and the like are available. They may have supervisory responsibilities for hiring, firing, and salary and performance management. Plans and monitors project under the direction of a Program Manager or Director. May serve as a contact with the customer. Must possess good oral and written communication skills and the ability to conduct business briefings and presentations.	<p>Experience: A minimum of 8-10 years relevant experience, at least 2 of which should have been in a lead or project management role.</p> <p>Education: Bachelor's degree in Business or Engineering; or its equivalent experience.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Quality Assurance Analyst	<p>The Quality Assurance Analyst provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.</p>	<p>Experience: 5 years of Experience.</p> <p>Education: B.A. or B.S. degree or its equivalent experience.</p>
Quality Assurance Manager	<p>The Quality Assurance Manager supervises and coordinates activities of workers engaged in inspecting and testing products, applying knowledge of quality assurance standards and procedures: Reviews quality assurance instructions, specifications, and schedules to determine method of conducting inspections and tests, sequence of operations, and work assignments. Directs workers in quality assurance inspection and testing, to assure that establishment and regulatory standards are met. Assigns training of new workers to qualified workers. Reviews reports and confers with personnel to solve work-related problems.</p> <p>Establishes and maintains a process for evaluating processes and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the life cycle. Conducts formal and informal reviews at pre-determined points throughout the life cycle.</p>	<p>Experience: 5 Years of Experience.</p> <p>Education: B.A. or B.S. degree or its equivalent experience.</p>
Quality Assurance Specialist	<p>Establishes and maintains a process for evaluating systems and associated documentation. Determines resources required for quality control. Maintains level of quality throughout the project life cycle. The QA Specialist inspects each work site, as required, to ensure compliance with requirements of orders issued under task schedule via technical inspections, reviews, validations. Reports directly to program manager, project director and project manager. Requires limited supervision, edits and rewrites on-line and hard copy documents for grammar, syntax, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content and provides quality control checking for documents received from copying and word processing.</p>	<p>Experience: Four (4) years of intensive and progressive experience in QA on substantial projects (i.e., technical inspections, technical reviews, and validations. Two to six years of related experience providing QA review, technical editing, and rewriting for technical reports, proposals, and promotional materials.</p> <p>Education: Bachelor's degree in Journalism, or an associated discipline. Six years of relevant experience may be substituted for the aforementioned education and experience requirements.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Scheduler, Maintenance **	The Scheduler, Maintenance schedules vehicle repairs and lubrication for vehicle-maintenance, schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. The Maintenance Scheduler contacts garage to verify availability of facilities, notifies parking garage workers to deliver specified vehicles, and maintains a file of requests for services.	<p>Experience: 2-3 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Senior Analyst	Provides technical direction and expertise in a variety of specialized areas including systems architecture, systems integration, system standards, process engineering, system information systems engineering, design and requirements specification. May serve as technical director of senior technical staff. Fully understands all customer requirements and develops technical solutions for each specific requirement. Conducts system analyses using appropriate analyses models and analytic tools. Responsibilities may include a combination of the following: Establishes system information requirements; designs architecture to include the software, hardware and communications to support the total requirements; develops technical documentation, including functional descriptions. Evaluates and integrates cross-functional requirements and interfaces. Evaluates and defines system requirements. Performs enterprise-wide strategic systems planning. Provides technical and/or subject-matter expertise to projects. Supervises operational/technical staff.	<p>Experience: Ten (10) years of experience in the development of increasingly complex systems within a variety of major program applications. Directs and performs difficult engineering activities related to the design and modification of existing systems. Participates in the collection of complex data and is experienced in the supervision of business management and systems management professionals. All experience must have been gained in the last ten years. Must demonstrate successful implementation of the following activities: systems planning, performance management, capacity planning, testing and validation, benchmarking, information engineering, and development and staffing of a systems engineering management plan.</p> <p>Education: Master's Degree, or equivalent experience, in Engineering or Business, Information Systems Management/Engineering, Computer Science, or other related field and seven (7) years of experience with five (5) years of related technical specialized experience.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Senior Computer Specialist	<p>Provides technical direction and expertise in support of information systems development and integration efforts, which include a variety of specialized areas encompassing software design, information systems engineering, process engineering, systems design and requirements specification. Responsibilities may include a combination of the following: (a) establishes system information requirements; (b) designs architecture to include the software, hardware and communications to support the total requirements; (c) evaluates and integrates cross-functional requirements and interfaces; (d) evaluates and defines system requirements; (e) performs enterprise-wide strategic systems planning; (f) provides technical and/or subject matter expertise to a project; and (g) may supervise a technical staff. The senior software design engineer may execute technical tasks, review work products for correctness, adhere to the design concept and user standards, and review project for progress in accordance with schedules.</p>	<p>Experience: Ten years (10) technical experience performing requirements analysis for, and system design of, computer systems. Possesses knowledge of state-of-the-art in open systems standards (e.g., OSI, ISO, OSE, TAFIM) design methodologies and IDEF1x, object-oriented principles, and system engineering practices. Experience in programming within the client-server environment using one of the following programming languages or databases: Ada, COBOL, C, C++, AS/400, PPG, Oracle, Sybase, Access, JAVA or any 4GL language. Requires proven competence in structured analysis and architecture design concepts/methods.</p> <p>Education: A Master’s degree or work-related experience in the field of Computer Science or field directly related to IT. Seven (7) years or more of documented work-related experience in any information management system may be substituted for degree requirements.</p>
Senior Editor/ Writer	<p>Under limited supervision, edits and rewrites on-line and hard copy documents for grammar, syntax, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content and provides quality control checking for documents received from copying and word processing. Assembles master copies, including graphics, appendixes, tables of content, and title pages. Determines level of effort for incoming documents.</p>	<p>Experience: Three (3) years of related experience providing technical editing, and rewriting for technical reports, proposals, and promotional materials. Must be familiar with the principles of engaging in interdepartmental contact and acting as liaison between the customer and the technical staff.</p> <p>Education: Bachelor’s degree in Journalism, or an associated discipline. Six years of relevant experience may be substituted for the aforementioned education and experience requirements.</p>



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Senior Engineer Analyst	<p>Performs in a variety of technical areas including systems requirements analysis, data analysis and engineering, systems design, systems development, computer programming, systems testing and development, quality assurance, configuration management, and systems documentation. Reports to technical lead for a task or project. Develops plans for automated information systems. Analyzes user interfaces, maintains hardware and software performance tuning, analyzes workload and computer usage, maintains interfaces with outside systems, and analyzes proposed system modifications, upgrades and new COTS. Defines the problem and develops system requirements and program specifications. Integrates, tests, and debugs software components. Prepares required documentation including program- and user-level documentation. Enhances existing automated logistics systems software programs. May provide technical database support including: database design; data integration; data standardization; enterprise-wide data architecture specification; and database management.</p>	<p>Experience: Must possess five (5) years of experience in software development, maintenance, testing, and documentation in a multi-platform environment supporting administrative, mission and developmental software applications which are geographically dispersed and diverse.</p> <p>Education: Bachelor's Degree, or equivalent experience, in Engineering or Business, Information Systems Management, or other related field and five (5) years of experience with three (3) years of related technical specialized experience. Advanced degree may substitute for years of experience.</p>
Senior Functional Analyst/ Engineer	<p>The Senior Functional Analyst/Engineer shall analyze related functional requirements and determine courses of action for applications of management and functional processing techniques. These individuals shall serve in such capacities as Project Managers for moderately complex system analysis and integration projects requiring dedicated system analysis teams providing coordination, supervision, guidance, and direction to other Analysts and professionals. The Senior Functional Analyst shall provide guidance in formulating responses to complex technical tasks, including capacity planning and contingency planning, recommend optimum approaches/solutions, and oversee completion of complex technical support projects. Monitors assigned tasks to verify their status and recommend/ implement actions to ensure timely and accurate completion.</p>	<p>Experience: At least five (5) years of experience in systems analysis and design at the project manager level with projects assigned increasing in complexity and responsibility. All experience must have been gained in the last ten years. The Senior Functional Analyst must have a demonstrated background in oversight and supervision of personnel engaged in automated systems analysis and design.</p> <p>Education: A Bachelor's degree or work-related experience in the field of Business Administration, Economics, Mathematics, Operations Research, Computer Science or similar field. Seven (7) years or more of documented work-related experience in any management system may be substituted for degree requirements.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Senior Subject Matter Expert	Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the professional staff to identify the best solution to technical and functional issues. Applies specialized knowledge of interest to a product, application or process (e.g., a heuristic artificial intelligence system or expert system).	<p>Experience: Ten (10) years of experience in the field of interest (Information Technology, contracting, business, finance, etc.) with a reputation that is international in scope within the profession of interest. Recent published, certified or proven experience (within the last five years) in the discipline reflected in the statement of work.</p> <p>Education: A Master's degree is required. A Bachelor's Degree and eight (8) years of work-related experience may be substituted for the degree.</p>
Service Order Dispatcher**	The Service Order Dispatcher receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company, records information, such as name, address, article to be repaired, or service to be rendered, prepares work order and distributes to service crew, schedules service calls and dispatches service crew. The Service Order Dispatcher calls or writes the customer to insure satisfactory performance of service, keeps record of service calls and work orders, may dispatch orders and relay messages and special instructions to mobile crews and other departments using radio or cellular telephone equipment.	<p>Experience: 2 years relevant experience.</p> <p>Education: High school diploma or its equivalent; business or vocational school certificate helpful.</p>
Shipping Packer**	The Shipping Packer prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.	<p>Experience: 1-2 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Shipping/Receiving Clerk**	The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker	<p>Experience: 1-3 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p>



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	<p>receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.</p>	<p>Education: High school diploma or its equivalent and formal training</p>
<p>Shuttle Bus Driver**</p>	<p>The Shuttle Bus Driver drives minibus or van to transport clients, trainees, or company personnel: Drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. May assist disabled passengers into and out of vehicle. May secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. May operate radio or similar device to communicate with base station or other vehicles to report disruption of service. May clean and/or service vehicle with fuel, lubricants, and accessories. May keep records of trips and/or behavior of passengers. May perform other duties when not driving, such as custodial and building maintenance tasks.</p>	<p>Experience: 0-2 years of experience. Good driving record and valid driver's license.</p> <p>Education: High school diploma or its equivalent. Pass written tests and demonstrate their proficiency to operate the specialized equipment. Commercial Driver's License (CDL)</p>
<p>Small Engine Mechanic**</p>	<p>The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.</p>	<p>Experience: 2-4 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma and formal training</p>
<p>Stock Clerk (Shelf Stocker; Store Worker II) **</p>	<p>The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. This worker sorts, or weighs incoming articles to verify</p>	<p>Experience: 2-4 years relevant experience. Familiar with a variety of the field's concepts,</p>



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	<p>receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.</p>	<p>practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Store Worker I**	<p>The Store Worker I performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment, move merchandise by use of non-motorized equipment that is intended for display and resale purposes, include the cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. This worker will maintain the display sales area by straightening merchandise to give a neat, full, and salable appearance, removing damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates, may determine display or sale requirements from existing inventory, may be required to keep inventory forms of merchandise stocked and merchandise returned to storage, may be required to affix labels to merchandise indicating sale price, item description, or other information, and may be required to offer customer or patron assistance with the location or selection of merchandise.</p>	<p>Experience: 0 years relevant experience; On the job training.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Subject Matter Expert II	<p>Develops, applies and revises quality standards for receiving, in-process and final inspection procedures. Reviews and evaluates in-process rejections, obtains disposition and implements corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Provides technical support to inspection personnel.</p>	<p>Experience: Ten (10) years of experience in the field of interest (Information Technology, contracting, business, finance, etc.) with a reputation that is international in scope within the profession of interest. Recent published, certified or proven experience (within the past 5 years) in the discipline reflected in the statement of work</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
		<p>Education: A Master's degree is required. Five (5) years of work-related experience in the field of Business Management, Business Administration, Economics, Computer Science or similar field may be substituted.</p>
Supply Management Specialist	<p>The Supply Management Specialist supervises the daily activities of the purchasing function. Reviews purchasing decisions, orders, and vendor contracts. They oversees the ordering of materials and supplies from vendors. The Supply Management Specialist has full authority and may be considered lower middle management. They prepare parts lists from engineering drawings, stockroom work where parts are handled and identified, or any activity which involves the selection, replacement, or substitution of commercial parts. They are capable of transcribing selected source data onto data processing load sheets.</p>	<p>Experience: 3-5 Years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: Bachelor's degree in related discipline or its equivalent experience.</p>
Supply Technician**	<p>The Supply Technician performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require:</p> <p>(a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines;</p> <p>(b) an understanding of the needs of the organization serviced; and</p> <p>(c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.</p>	<p>Experience: 3-4 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
System Administrator	<p>The System Administrator performs the daily activities associated with configuration and operation of computer systems and facilities. Optimizes system operation and resource access and utilization, and performs capacity analysis and planning. Manages computer-room safety. Ensures production schedules are met.</p>	<p>Experience: 7 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p>



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	Coordinates the resolution of production-related problems. Provides users with computer output. Provides assistance to users in accessing and using systems.	Education: Bachelor's degree in related discipline or its equivalent experience.
Systems Planner	Assesses system requirements and specifications and translates them into functional architecture. Identifies potential problem areas that could degrade system performance and recommends workable, practical solutions in a calculated manner to minimize program impact. Develops system architecture. Adjusts the architecture as necessary to meet changing program needs.	Five (5) years of general system engineering design and two (2) years technical experience developing systems architecture. Possesses superior knowledge of best system development practices. Analyzes and assesses the functional requirements and system specifications and translate them into comprehensive system architecture. Education: Bachelor's Degree in Business Administration, Economics, Operations Research or Computer Science or related field.
Technical Writer**	The Technical Writer develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or	Experience: 8-10 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Education: Bachelor's degree in related discipline or its equivalent experience.



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
	<p>employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.</p>	
<p>Test & Evaluation Specialist</p>	<p>Assists the technical staff with developing testing metrics during functional analysis of the requirements. Conducts preliminary and acceptance testing. Participates in design concept reviews and walkthroughs, and works with QA staff to ensure adherence to standards and quality. Helps collect metrics as a result of testing (i.e., how many errors per line of code), and issues test results.</p>	<p>Experience: Five (5) years of experience in the analysis and design of computer systems or software development with some experience with testing and validation of products. Must have working experience with relevant military standards, and industry standards such as IEEE OSE, requirements analysis, metrics, and testing procedures and methodologies.</p> <p>Education: Bachelor's degree in Computer Science, Engineering, or a related field.</p>
<p>Tire Repairer**</p>	<p>The Tire Repairer repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench, removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist, locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture, and seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools.</p> <p>Job task for the Tire Repairer also includes separating tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer, removing inner tube from tire and inspects tire casing for defects, such as holes and teas, gluing boot (tire patch) over rupture in tire casing using rubber cement, inflating inner tube and immerses it in water to locate leak, buffing defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. The Tire Repairer reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel, hammers required counterweights onto rim of wheel.</p>	<p>Experience: 0 years relevant experience; On the job training.</p> <p>Education: High school diploma or its equivalent and formal training.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Tools and Parts Attendant**	The Tools and Parts Attendant keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed, unpacks and stores new equipment; visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors; may coat tools with grease or other preservative, using a brush or spray gun, and may attach identification tags or engrave identifying information on tools and equipment using electric marking tool.	<p>Experience: 1-2 years relevant experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training.</p>
Tractor Operator**	The Tractor Operator drives gasoline or diesel-powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.	<p>Experience: 2-4 years of experience.</p> <p>Education: High school diploma or its equivalent and must be licensed to operate a tractor. Commercial Driver's License (CDL).</p>
Training Specialist	Duties include, but are not limited to the following: Perform training in design, engineering, and analysis of functional tasks in support of management, organizational and business improvement efforts. Conduct workshops relating to process improvements, benchmarking, and customer service and performance measurement. Responsible for preparing and updating training plans.	<p>Experience: A minimum of five (5) year of intensive and progressive experience in training program design and administration. Skill must include a demonstrated ability to communicate effectively, both orally and in writing. All experience must have been gained in the last eight years.</p> <p>Education: A Bachelor's degree or work-related experience in the field of Education or Business Management. A High School Graduate and three (3) years or more of documented work-related experience in any business management/administration discipline may be substituted for degree requirements.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Transmission Repair Specialist**	<p>The Transmission Repair Specialist (Transmission Mechanic) repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools, disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves, adjusts pumps, bands, and gears as required, using wrenches, installs repaired transmission and fills it with specified fluid, adjusts operating linkage and tests operation on road. The Specialist may adjust a carburetor, verify idle speed of motor, using equipment, such as tachometer, and make required adjustments.</p>	<p>Experience: 4 years of experience.</p> <p>Education: High school diploma or its equivalent.</p>
Travel Clerk I **	<p>The Travel Clerk I, (Under close supervision or following specific procedures and detailed instructions) arranges travel on one or two modes of transportation. Travel is usually recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.</p>	<p>Experience: 0-2 years of experience.</p> <p>Education: High school diploma or its equivalent.</p>
Travel Clerk II**	<p>The Travel Clerk II arranges travel that usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated using readily obtainable timetables or guides.</p> <p>Travel is frequently recurrent. A substantial number of problems arise because of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line, or established connecting points and normal modes of transportation. Travel is not always planned well in advance so there may be major problems of scheduling or accommodations.</p> <p>Travel involves special transportation privileges or special allowances and requires authorization or planning for supplemental or special transportation facilities, and</p>	<p>Experience: 2-3 years of experience.</p> <p>Education: High school diploma or its equivalent.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
	<p>when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination.</p> <p>Within general guidelines, employees select and apply appropriate travel guides, methods, techniques, and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.</p>	
Travel Clerk III**	<p>The Travel Clerk III arranges travel; all major modes of transportation are used, as most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, re-planning, or rearranging, with many side trips requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections.</p> <p>A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information.</p> <p>The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and has responsibility as the principal liaison with all elements, carriers, and facilities.</p>	<p><u>Experience:</u> 3-4 years of experience.</p> <p><u>Education:</u> High school diploma or its equivalent.</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Truck Driver, Heavy Truck**	<p>The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.</p> <p>An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, over 4 tons, usually 10 wheels.</p>	<p>Experience: 3-4 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent. Commercial Driver's License (CDL).</p>
Truck Driver, Light Truck**	<p>The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.</p> <p>An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, less than 1 1/2 tons, and usually 4 wheels.</p>	<p>Experience: 2-3 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent. Commercial Driver's License (CDL).</p>



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Commercial Job Title	Functional Responsibility	Minimum Experience and Education
Truck Driver, Medium Truck**	<p>The Truck driver drives a truck to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.</p> <p>An over-the-road driver regularly drives a truck over such a distance that the worker does not return to the departure point in the same workday, or is a worker who is paid on a mileage or mileage plus load factor basis, and may be compensated for or provided meals or lodging or both. For wage study purposes, Truck Drivers are classified by type and the rated capacity of truck. Rated capacity is the gross vehicle weight minus the empty weight of the vehicle: Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels.</p>	<p>Experience: 2-3 years related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent. Commercial Driver's License (CDL).</p>
Truck Driver, Tractor-Trailer**	<p>The Tractor-Trailer Truck Driver supports on-post cargo service, tenant organizations, and special events. The Driver will secure loads from in-transit damage or theft. They will provide information to the Transportation Supervisor to maintain an automated spreadsheet available for Government review of vehicle usage and cargo moved to include at a minimum name of driver, customer, number of pieces of cargo transported per trip, number of miles driven per trip, and dates and times services were provided. The Driver will transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.</p>	<p>Experience: 0-2 years of experience. Have "satisfactory" driving record. Familiar w/ a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Trained in operator PMCS and participate in refresher trainings.</p> <p>Education: High school diploma or its equivalent. Commercial Driver's License (CDL).</p>
Warehouse Specialist**	<p>The Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials,</p>	<p>Experience: 2-5 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent.</p>



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	<p>examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties.</p>	
<p>Welder, Combination, Maintenance**</p>	<p>The Welder, Combination Maintenance performs Field and Sustainment level maintenance. He/she will weld metal components together to fabricate or repair tools & equipment such as; screw manufacturing machines, threading machines, saws, lathers, grinders, shapers, jointers, presses, drills, broaches, and cutters IAW applicable regulations, technical manuals, commercial manufacturers' publications, technical bulletins, STIR, and MWO. The Welder, Combination Maintenance will perform machining and welding necessary to supplement fabrication, maintenance or repair requirements, such as but not limited to fabricating, milling (vertical and horizontal), shaping, turning (engine lathes), grinding, shearing, bending, fitting, extracting, cutting, drilling, oxygen and acetylene welding (OAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), plasma arc cutting (PAC), and shielded metal arc welding (SMAW) IAW applicable equipment technical publication standards and specifications and sound commercial practices. He/she will form, shape, resurface, join, tap, thread or cut ferrous and non-ferrous materials such as but not limited to steel, copper, aluminum, cast iron, nickel, brass and magnesium-thorium alloy.</p>	<p>Experience: 2-5 years of experience in the field or in a related area. Familiar w/ standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.</p> <p>Education: High school diploma or its equivalent and formal training in area of specialty.</p>

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4.0 CUSTOMER INFORMATION

<p>1a. Table of Awarded Special Item Numbers</p>	<p>OLM - Order-Level Materials (OLM) 541330ENG - Engineering Services 541611 - Management and Financial Consulting, Acquisition and Grants Management 541614 - Deployment, Distribution and Transportation Logistics Services 541614SVC - Supply and Value Chain Management 561210FS - Facilities Support Services 611430 - Professional and Management Development Training</p>
<p>1b. Identification of Lowest Priced Model</p>	<p>Not Applicable</p>
<p>1c. Contractor Hourly Rates</p>	<p>See Data Monitor Systems Labor Category for Professional Services Schedule above.</p>
<p>2. Maximum Order (All Dollar Amounts Are Exclusive of Any Discount for Prompt Payment)</p>	<p>\$1,000,000.00</p>
<p>3. Minimum Order</p>	<p>\$100.00</p>
<p>4. Geographic Coverage (Delivery Area)</p>	<p>Domestic and Overseas</p>
<p>5. Point(s) of Production (City, County, and State or Foreign Country)</p>	<p>Same as company address.</p>

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6. Discount from List Prices or Statement of Net Price	Government net prices (discounts already deducted).
7. Quantity Discounts	None Offered.
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.
9a. Notification that Government Purchase Cards are Accepted Below the Micro-Purchase Threshold	Government purchase cards are accepted below the Micro-purchase threshold.
9b. Notification that Government Purchase Cards are Accepted or Not Accepted Above the Micro-Purchase Threshold	Government purchase cards are accepted above the Micro-purchase threshold.
10. Foreign Items (List Items by Country of Origin)	None.
11a. Time of Delivery	Specified on the Task Order.
11b. Expedited Delivery	Not Applicable
11c. Overnight and 2-Day Delivery	Not Applicable

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11d. Urgent Requirements	Not Applicable
12. F.O.B. Point(s)	Destination
13a. Ordering Address(es)	Same as company Address
13b. Ordering Procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3".
14. Payment Address(es)	Same as Company Address
15. Warranty Provision	Not Applicable
16. Export Packing Charges (if applicable)	Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance	Contact Contractor
18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable)	Not Applicable

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19. Terms and Conditions of Installation (if applicable)	Not Applicable
20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List of Prices (if applicable)	Not Applicable
20a. Terms and Conditions for Any Other Services (if applicable)	Not Applicable
21. List of Service and Distribution Points (if applicable)	Not Applicable
22. List of Participating Dealers (if applicable)	Not Applicable
23. Preventive Maintenance (if applicable)	Not Applicable
24a. Environmental Attributes	Not Applicable
24b. Section 508 Compliance	Not Applicable
25. Data Universal Number System (DUNS) Number	077352763
26. Registration in System for Award Management (SAM) Database	Data Monitor Systems, Inc. is registered in the SAM.