

# AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is <http://www.GSAAdvantage.gov>

## Schedule for: Professional Engineering Services (PES) Federal Supply Group: 871, Class R425

### Contract No. GS-10F-0291T

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

**Contract Period:** June 29, 2012 through June 28, 2017

**Contractor:** Project Enhancement Corporation  
20300 Century Blvd., Suite 175  
Germantown, MD 20874-1132

**Business Size:** Small, Disadvantaged

**Telephone:** (240) 686-3059  
**FAX Number:** (240) 686-3959  
**Web Site:** [www.projectenhancement.com](http://www.projectenhancement.com)  
**Contract Administration:** Carolyn Reynolds  
**E-mail:** [creynolds@pec1.net](mailto:creynolds@pec1.net)

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**CONTRACT INFORMATION**

**1a. Awarded Special Item Number(s):**

SINs	Description	Engineering Discipline
871-1	Strategic Planning for Technology Programs/Activity	Chemical, Civil, Electrical, Mechanical, Disaster Recovery
871-2	Concept Development and Requirements Analysis	Chemical, Civil, Electrical, Mechanical, Disaster Recovery
871-3	System Design, Engineering and Integration	Chemical, Civil, Electrical, Mechanical, Disaster Recovery
871-4	Test and Evaluation	Chemical, Civil, Electrical, Mechanical, Disaster Recovery
871-5	Integrated Logistics Support	Chemical, Civil, Electrical, Mechanical, Disaster Recovery
871-6	Acquisition and Life Cycle Management	Chemical, Civil, Electrical, Mechanical, Disaster Recovery

- 1b. **Identification of lowest price:** See contract price list
- 1c. **Job titles, experience, functional responsibility, and education:** See descriptions below
- 2. **Maximum Order:** \$1,000,000.00
- 3. **Minimum Order:** \$100.00
- 4. **Geographic Coverage:** Domestic only
- 5. **Point(s) of production:** Same as company address
- 6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). List at end of this pricelist.
- 7. **Quantity discounts:** None Offered
- 8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
- 10. **Foreign items (list items by country of origin):** None

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- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
- 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), and a sample BPA can be found at the GSA/FSS Schedules homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. **Payment address:** Same as Company address
- 15. **Warranty provision:** Contractor's standard commercial warranty
- 16. **Export Packing Charges (if applicable):** Not Applicable
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
- 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 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

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23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/)
25. **Data Universal Numbering System (DUNS) number:** 01-971-9041
26. **Notification regarding registration in Central Contract Registration (CCR) database:** Registered. Contractor will accept Labor Hour and Firm Fixed Price Task Orders.

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## **CONTRACT PRICE LIST**

### **Special Item Number(s)\*:**

SIN 871-1 - Strategic Planning for Technology Programs/Activity

SIN 871-2 - Concept Development and Requirements Analysis

SIN 871-3 - System Design, Engineering and Integration

SIN 871-4 - Test and Evaluation

SIN 871-5 - Integrated Logistics Support

SIN 871-6 - Acquisition and Life Cycle Management

\*Chemical, Civil, Electrical, Mechanical, Disaster Recovery

<b>Labor Category</b>	<b>6/29/12 - 6/28/13</b>	<b>6/29/13 - 6/28/14</b>	<b>6/29/14 - 6/28/15</b>	<b>6/29/15 - 6/28/16</b>	<b>6/29/16 - 6/28/17</b>
Subject Matter Expert	\$306.19	\$314.15	\$322.32	\$330.70	\$339.30
Principal	\$187.66	\$192.54	\$197.55	\$202.68	\$207.95
Sr. Consultant	\$159.91	\$164.07	\$168.33	\$172.71	\$177.20
Consultant	\$141.22	\$144.89	\$148.66	\$152.52	\$156.49
Principal Engineer	\$162.37	\$166.59	\$170.92	\$175.37	\$179.93
Engineer V	\$140.06	\$143.70	\$147.44	\$151.27	\$155.20
Engineer IV	\$111.98	\$114.89	\$117.88	\$120.94	\$124.09
Engineer III	\$106.12	\$108.88	\$111.71	\$114.61	\$117.59
Engineer II	\$90.28	\$92.63	\$95.04	\$97.51	\$100.04
Engineer I	\$84.17	\$86.36	\$88.60	\$90.91	\$93.27
Chief Scientist	\$162.37	\$166.59	\$170.92	\$175.37	\$179.93
Scientist V	\$140.06	\$143.70	\$147.44	\$151.27	\$155.20
Scientist IV	\$111.98	\$114.89	\$117.88	\$120.94	\$124.09
Scientist III	\$106.12	\$108.88	\$111.71	\$114.61	\$117.59
Scientist II	\$90.28	\$92.63	\$95.04	\$97.51	\$100.04
Scientist I	\$84.17	\$86.36	\$88.60	\$90.91	\$93.27
Sr. Program Manager	\$187.66	\$192.54	\$197.55	\$202.68	\$207.95
Program Manager	\$155.09	\$159.12	\$163.26	\$167.50	\$171.86
Project Manager	\$131.07	\$134.48	\$137.97	\$141.56	\$145.24
Sr. Health & Safety Specialist	\$131.63	\$135.05	\$138.56	\$142.17	\$145.86
Health & Safety Specialist III	\$98.57	\$101.13	\$103.76	\$106.46	\$109.23
Health & Safety Specialist II	\$90.28	\$92.63	\$95.04	\$97.51	\$100.04
Health & Safety Specialist I	\$77.23	\$79.24	\$81.30	\$83.41	\$85.58

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Labor Category	6/29/12 - 6/28/13	6/29/13 - 6/28/14	6/29/14 - 6/28/15	6/29/15 - 6/28/16	6/29/16 - 6/28/17
Sr. Policy/Legislative Analyst	\$101.12	\$103.75	\$106.45	\$109.21	\$112.05
Policy/Legislative Analyst II	\$92.17	\$94.57	\$97.03	\$99.55	\$102.14
Policy/Legislative Analyst I	\$78.77	\$80.82	\$82.92	\$85.08	\$87.29
Sr. Research Analyst	\$101.12	\$103.75	\$106.45	\$109.21	\$112.05
Research Analyst II	\$89.43	\$91.76	\$94.14	\$96.59	\$99.10
Research Analyst I	\$78.77	\$80.82	\$82.92	\$85.08	\$87.29
Sr. Technical Writer/Editor	\$98.76	\$101.33	\$103.96	\$106.67	\$109.44
Technical Writer/Editor	\$89.54	\$91.87	\$94.26	\$96.71	\$99.22
Sr. Database/Computer Sys Eng	\$98.57	\$101.13	\$103.76	\$106.46	\$109.23
Database/Computer Sys Eng II	\$90.06	\$92.40	\$94.80	\$97.27	\$99.80
Database/Computer Sys Eng I	\$78.72	\$80.77	\$82.87	\$85.02	\$87.23
Exec Administrative Support	\$110.39	\$113.26	\$116.20	\$119.23	\$122.33
Sr. Administrative Support	\$89.31	\$91.63	\$94.01	\$96.46	\$98.97
Administrative Support III**	\$66.13	\$67.85	\$69.61	\$71.42	\$73.28
Administrative Support II**	\$55.18	\$56.61	\$58.09	\$59.60	\$61.15
Administrative Support I**	\$33.28	\$34.15	\$35.03	\$35.94	\$36.88

**\*\*SCA Matrix**

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Support III	01113 – General Clerk III	05-2103
Administrative Support II	01112 – General Clerk II	05-2103
Administrative Support I	01280 – Receptionist	05-2103
<p>The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</p>		

## **ABOUT PROJECT ENHANCEMENT CORPORATION**

Founded in 1998 to provide solutions to project and engineering managers primarily in the nuclear industry, Project Enhancement Corporation (PEC) is known for high value products and services. PEC has extensive experience providing professional engineering services to the U.S. Department of Energy Headquarters and Field Operations (Fluor, Bechtel, BWX Technologies, British Nuclear Fuels LTD, CHPRC and Westinghouse), Department of Homeland Security, DOL-OSHA, and Architect of the Capital among others. Our core capabilities include project and program management, project planning, environmental safety and health, quality assurance, data analysis including the development of databases and other analytical tools and models, radioactive waste management and disposition, and deactivation and decommissioning (D&D). PEC also provides safety and health monitoring services for the NASA Goddard Facility in Greenbelt, Maryland.

Our experience and qualifications include over 150 nuclear engineering and safety-related projects for DOE and the National Nuclear Security Administration (NNSA). Beginning in 2004, PEC became the prime contractor for the DOE Office of Health, Safety, and Security providing environmental, safety, health, and quality assurance services. PEC staff also provides support to the DOE Office of Environmental Management in the areas of research, technical and project planning, analysis, and evaluation. We have supported both NNSA Headquarters and the NNSA Service Center to provide subject matter experts in a wide variety of disciplines for project performance reviews under DOE Order 413.3. PEC, as the prime contractor, provided support for Quality Assurance Services to the DOE Office of Civilian Radioactive Waste Management at the Yucca Mountain Project in Nevada.

The projects we work are complex, crossing all of the engineering disciplines under the professional engineering schedule as they relate to the generation of nuclear power, the maintenance and operation of DOE's nuclear facilities, the cleanup and environmental remediation of nuclear facilities, the application of engineering principles to issues of national energy policy, public-worker, environmental safety, and health, quality assurance measurement programs and procedures, and program and project management activities. Our staff provides high-level, expert engineering services to government clients in strategic planning, requirements analysis, system design and integration, test and evaluation of in-place and new systems and procedures, regulatory compliance, project cost analysis, project scheduling, process improvement and analysis, facility maintenance and operation, and D&D of nuclear facilities.

PEC's performance in support of DOE has been recognized with several awards and distinctions, including the Vice-Presidential "Hammer" Award for the National Facility Deactivation Initiative. On our most recent Open Ratings Evaluation (January, 2007), PEC scored a national quality rating of 94 out of 100. In addition, under our current MOBIS contract, PEC received an "Outstanding" report card on our most recent audit (January, 2007).

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## **LIST OF SERVICES BY SIN**

The types of professional engineering services that we have provided in the past 2 years are listed below by SIN:

### **871-1 Strategic Planning for Technology Programs/Activities**

- Analysis of Mission, Program Goals and Objectives
- Requirements Analyses
- Organization Performance Assessments
- Special Studies and Analyses

### **871-2 Concept Development and Requirements Analysis**

- Requirements Analyses
- Cost/Cost-Performance Trade-off Analyses
- Feasibility Analyses
- Regulatory Compliance Support
- Technology Conceptual Design and Implementation

### **871-3 System Design, Engineering and Integration**

- Design Studies and Analyses
- High Level Detailed Specification Preparation
- Configuration Management
- Assembly and Simulation
- Modeling
- Training

### **871-4 Test and Evaluation**

- Independent Verification and Validation
- Quality Assurance
- Training

### **871-5 Integrated Logistics Support**

- Feasibility Analyses
- Requirements Determination
- Policy Standards and Procedures Development
- Long-term Reliability and Maintainability

### **871-6 Acquisition and Life Cycle Management**

- Operation and Maintenance
- Program and Project Management
- Technology Transfer/Lessons Learned

## **Quality Program**

At PEC, we have a strong commitment to quality. This commitment is frequently cited by our clients as the reason for our repeat business. In fact, over 80% of our business is from repeat customers. Our clients rely on the accuracy of our work products, research results, and analyses to satisfy their requirements for high-level, up-to-date information. Therefore, quality has always been of paramount importance to PEC.

PEC has in place a formal PEC Quality Assurance Plan. This plan, administered by the PEC Quality Assurance Manager, ensures that work products receive appropriate internal review before reaching the client. Our Project Managers work closely with the responsible Divisional Manager and the President of PEC to ensure that client and company quality expectations are met. This corporate commitment to quality minimizes re-work and improves client satisfaction. We offer capabilities for development of project-specific quality assurance plans as well as compliance analysis and technical review of Agency-specific quality assurance requirements.

## **Contract and Task Execution**

The biggest reason for our success is delivery of the right result in a timely manner. At PEC, we recognize that on any project, the client's Contracting Officer (CO) is also our client, and the CO potentially represents multiple program clients. Providing high quality work products and contractual/financial reporting information on a timely and consistent basis takes a company-wide commitment. Our Contracts Manager strives to provide highly effective working relationships with the client's CO(s)/COR(s) and, where appropriate and sanctioned, the Contracting Officer's Representative (COR) and Technical Monitors of the technical programs personnel. These relationships have contributed to clients' performance assessments as a "key person providing excellent communications and management of all aspects of the contracts, including the assignment and oversight of support personnel."

Keeping the client informed is an important part of the process to make sure that tasks are completed at or under budget and at or ahead of schedule. We believe it is vital for our customers to be fully informed as to the progress of our work allowing them ample time to plan for changes in mission and budget. This in turn helps us to plan and perform better.

Staffing appropriate to the task is the cornerstone of PEC's ability to deliver superior products to its clients. We augment our core professional staff by developing relationships with subcontractors, consultants and associate employees for special client needs. These relationships allow PEC to provide to our clients with nationally recognized experts in all of the professional engineering disciplines.

## **Professional Engineering Services - Labor Category Descriptions and Qualifications**

<b>GSA PES Labor Category</b>	<b>Position Descriptions</b>	<b>Minimum Qualifications</b>
Subject Matter Expert	Provides expert-level support in a specific subject area. Work experience may include both field and headquarters support allowing for keen insight into organizational policies and procedures. Adept at facilitating senior-level meetings, writing and review of complex technical documents, and analysis of government policy and regulations.	BS/MS Degree in Engineering/Science and 20 or more years of related experience or equivalent combination of education and experience. Recognized as an expert in their field.
Principal	Provides highly specialized technical and/or managerial consulting expertise to clients and project teams in the following areas: a) needs analysis and definition, b) design of solutions that meet the business requirements, c) development and implementation of methodologies that meet customer standards and requirements. Typically manages a large division or operating unit within the company and is responsible for managing the activities of multiple contracts.	BS/MS Degree in Engineering/Science and 20 or more years of related experience or equivalent combination of education and experience.
Senior Consultant	Advises clients and senior officers regarding policy, strategic planning, budgeting, and project execution. Coordinates the activities of engineers, directs and controls programs to ensure execution according to schedules, budgets, and contractual commitments.	BS/MS Degree in Engineering/Science and 15 or more years of related experience or equivalent combination of education and experience.
Consultant	Provides high-level technical support on client projects. Advises senior management regarding policy, strategic planning, budgeting, and project execution. Assists senior managers in coordinating the project team and execution of programs according to schedules, budgets, and contractual commitments.	BS/MS Degree in Engineering/Science and 12 or more years of related experience or equivalent combination of education and experience.
Engineer I	Entry level engineering position. Performs routine engineering tasks under the direction of more senior engineers.	BS Degree in Engineering and 1 or more years of related experience or equivalent combination of education and experience.
Engineer II	Junior level engineering position. Participates in analyses within technical area of expertise. Assists in the design and execution of work under the supervision of more senior engineers.	BS Degree in Engineering and 2 or more years of related experience or equivalent combination of education and experience.
Engineer III	Undertakes analyses within technical area of expertise. Assists in the design and execution of complex products and equipment under the supervision of more senior engineers.	BS/MS Degree in Engineering and 3 or more years of related experience or equivalent combination of education and experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Engineer IV	Designs and executes layouts of complex products, systems, and equipment. Complexity of assignments requires the exercise of considerable initiative, latitude, independent judgment, and the ability to work independently with only general technical direction. Reviews specifications/guidelines and drawings/sketches as pertaining to the preparation of the cost estimates.	BS/MS Degree in Engineering and 8 or more years of related experience or equivalent combination of education and experience.
Engineer V	Develops and applies advance engineering design methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts, and technically directs projects or major phases significant to projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates, plans methods, and organizes means to achieve solutions for complex technical problems. Recommends correction in technical analysis and design. Prepares project cost estimates under the supervision of a principal engineer or project manager.	BS/MS Degree in Engineering and 10 or more years of related experience or equivalent combination of education and experience.
Principal Engineer	Responsible for management of project deliverables and budgets. Develops and applies advance engineering design methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts, and technically directs projects or major phases significant to projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates, plans methods, and organizes means to achieve solutions for complex technical problems. Reviews and approves	BS/MS Degree in Engineering and 12 or more years of related experience or equivalent combination of education and experience.
Scientist I	Entry-level scientist position. Plans, executes and prepares reports on scientific studies and information. Applies scientific principles to the solution of problems.	BS Degree in Science and 1 or more years of related experience or equivalent combination of education and experience.
Scientist II	Junior level scientist position. Plans, executes and prepares reports on original scientific studies and information. Applies scientific principles to the solution of complex problems. Recommends changes to standard procedures and develops new methods to accomplish tasks.	BS Degree in Science and 2 or more years of related experience or equivalent combination of education and experience.
Scientist III	Plans, executes and prepares reports on original scientific studies and information. Applies scientific principles to the solution of complex problems. Recommends changes to standard procedures and develops new methods to accomplish tasks. Able to exercise independent judgment to perform scientific work of marked difficulty and responsibility.	BS/MS Degree in Science and 3 or more years of related experience or equivalent combination of education and experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Scientist IV	Plans, executes and prepares reports on original scientific studies and information. Applies scientific principles to the solution of complex problems. Recommends changes to standard procedures and develops new methods to accomplish tasks. Able to exercise independent judgment to perform scientific work of marked difficulty and responsibility. Supervises more junior scientists, manages project activities, and prepares cost estimates.	BS/MS Degree in Science and 8 or more years of related experience or equivalent combination of education and experience.
Scientist V	Has in-depth experience and detailed knowledge of the theories and principles of engineering and physical sciences. Has detailed knowledge of the design, operation, and maintenance of nuclear facilities. Working knowledge of environmental, safety, and health regulations as related to nuclear facilities. Supervises and coordinates the work of a team of scientists. Reviews and approves contract deliverables.	BS/MS Degree in Science and 10 or more years of related experience or equivalent combination of education and experience.
Chief Scientist	Develops and applies advance scientific methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts, and technically directs projects or major phases significant to projects, coordinating the efforts of scientists, engineers, and technical support staff. Analyzes, evaluates, plans methods, and organizes means to achieve solutions for complex technical problems. Recommends correction in technical analysis and design.	BS/MS Degree in Science and 12 or more years of related experience or equivalent combination of education and experience.
Project Manager	Responsible for the overall management and execution of assigned projects in accordance with the requirements of contract s between the Company and its clients. Responsible for execution of the work in accordance with quality standards and requirements specified for the project.	BS/MS Degree in Engineering/Science and 5 or more years of related experience or equivalent combination of education and experience.
Program Manager	Responsible for management and execution of assigned programs in accordance with the requirements of contracts between the Company, its clients, and operating policies and principles. Responsible for execution of the work in accordance with quality standards and requirements as specified for the project.	BS/MS Degree in Engineering/Science and 10 or more years of related experience or equivalent combination of education and experience.
Senior Program Manager	Directs and controls major programs/divisions to ensure completion according to plans, specifications, schedules and budgets and contractual commitments	BS/MS Degree in Engineering/Science and 12 or more years of related experience or equivalent combination of education and experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Policy/Legislative Analyst I	Reviews and evaluates policies and issues under general supervision and with considerable latitude for independent contribution. Provides input designed to clarify completeness and accuracy of solutions. Prepares or assists with project cost estimates.	BA/BS and 1 or more years related experience or 5 years relevant experience.
Policy/Legislative Analyst II	Applies current knowledge and understanding of applicable state and federal regulations to issues. Manages tasks under projects and ensures completion in accordance with contractual requirements. Skilled in the use of databases, spreadsheets and computer modeling and statistical analysis. Demonstrates strong interpersonal, oral and written communication skills.	BA/BS and 3 or more years related experience or 7 years relevant experience.
Senior Policy/Legislative Analyst	Provides planning, technical, and legislative support for the implementation of programs. Develops and coordinates review of documents and assists in policy development. Coordinates preparation of plans and reports. Demonstrates strong interpersonal, oral and written communication skills.	BA/BS/MS/MBA and 8 or more years related experience or 12 years relevant experience.
Health & Safety Specialist I	Has a basic understanding of health and safety issues in the workplace. Has worked in the field on health and safety issues. May collect samples for lab testing by others. Works under the supervision of more senior Health & Safety Specialists.	BS in Occupational Health, Safety, or related field of study and 3 or more years related experience or 7 years related experience.
Health & Safety Specialist II	Has working knowledge and experience in the field of worker health and safety. Familiar with laws and regulations as well as government agency requirements regarding worker safety. Able to analyze statistical and scientific data. Works independently under the supervision of a Senior Health & Safety Specialist.	BS in Occupational Health, Safety, or related field of study and 5 or more years related experience or 9 years related experience.
Health & Safety Specialist III	Has in-depth knowledge and experience in the field of worker health and safety. Familiar with laws and regulations as well as government agency requirements regarding worker safety. Able to analyze statistical and scientific data. Works independently and may supervise others. Is working towards CHP, CIP, or CSP certification.	BS/MS in Occupational Health, Safety, or related field of study and 8 or more years related experience or an equivalent combination of education and experience.
Sr. Health & Safety Specialist	CHP, CIP or CSP certified. Has in-depth knowledge and experience in the field of worker health and safety. Familiar with laws and regulations as well as government agency requirements regarding worker safety. Manages projects in the health and safety area and supervises others.	BS/MS in Occupational Health, Safety, or related field of study and 12 or more years related experience or an equivalent combination of education and experience.
Research Analyst I	Reviews and analyzes information under the guidance and direction of senior team members to identify and solve a variety of problems.	BA/BS and 1 or more years related experience or 5 years relevant experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Subject Matter Expert	Provides expert-level support in a specific subject area. Work experience may include both field and headquarters support allowing for keen insight into organizational policies and procedures. Adept at facilitating senior-level meetings, writing and review of complex technical documents, and analysis of government policy and regulations.	BS Degree in Engineering/Science and 20 or more years of related experience. Recognized as an expert in their field.
Principal	Provides highly specialized technical and/or managerial consulting expertise to clients and project teams in the following areas: a) needs analysis and definition, b) design of solutions that meet the business requirements, c) development and implementation of methodologies that meet customer standards and requirements. Typically manages a large division or operating unit within the company and is responsible for managing the activities of multiple contracts.	BS Degree in Engineering/Science and 20 or more years of related experience.
Senior Consultant	Advises clients and senior officers regarding policy, strategic planning, budgeting, and project execution. Coordinates the activities of engineers, directs and controls programs to ensure execution according to schedules, budgets, and contractual commitments.	BS Degree in Engineering/Science and 15 or more years of related experience.
Consultant	Provides high-level technical support on client projects. Advises senior management regarding policy, strategic planning, budgeting, and project execution. Assists senior managers in coordinating the project team and execution of programs according to schedules, budgets, and contractual commitments.	BS Degree in Engineering/Science and 12 or more years of related experience.
Principal Engineer	Responsible for management of project deliverables and budgets. Develops and applies advanced engineering design methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts, and technically directs projects or major phases significant to projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates, plans methods, and organizes means to achieve solutions for complex technical problems. Reviews and approves	BS Degree in Engineering and 12 or more years of related experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Engineer V	Develops and applies advance engineering design methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts, and technically directs projects or major phases significant to projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates, plans methods, and organizes means to achieve solutions for complex technical problems. Recommends correction in technical analysis and design. Prepares project cost estimates under the supervision of a principal engineer or project manager.	BS Degree in Engineering and 10 or more years of related experience.
Engineer IV	Designs and executes layouts of complex products, systems, and equipment. Complexity of assignments requires the exercise of considerable initiative, latitude, independent judgment, and the ability to work independently with only general technical direction. Reviews specifications/guidelines and drawings/sketches as pertaining to the preparation of the cost estimates.	BS Degree in Engineering and 8 or more years of related experience.
Engineer III	Undertakes analyses within technical area of expertise. Assists in the design and execution of complex products and equipment under the supervision of more senior engineers.	BS Degree in Engineering and 3 or more years of related experience.
Engineer II	Junior level engineering position. Participates in analyses within technical area of expertise. Assists in the design and execution of work under the supervision of more senior engineers.	BS Degree in Engineering and 2 or more years of related experience.
Engineer I	Entry level engineering position. Performs routine engineering tasks under the direction of more senior engineers.	BS Degree in Engineering and 1 or more years of related experience.
Chief Scientist	Develops and applies advance scientific methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts, and technically directs projects or major phases significant to projects, coordinating the efforts of scientists, engineers, and technical support staff. Analyzes, evaluates, plans methods, and organizes means to achieve solutions for complex technical problems. Recommends correction in technical analysis and design.	BS Degree in Science and 12 or more years of related experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Scientist V	Has in-depth experience and detailed knowledge of the theories and principles of engineering and physical sciences. Has detailed knowledge of the design, operation, and maintenance of nuclear facilities. Working knowledge of environmental, safety, and health regulations as related to nuclear facilities. Supervises and coordinates the work of a team of scientists. Reviews and approves contract deliverables.	BS Degree in Science and 10 or more years of related experience.
Scientist IV	Plans, executes and prepares reports on original scientific studies and information. Applies scientific principles to the solution of complex problems. Recommends changes to standard procedures and develops new methods to accomplish tasks. Able to exercise independent judgment to perform scientific work of marked difficulty and responsibility. Supervises more junior scientists, manages project activities, and prepares cost estimates.	BS Degree in Science and 8 or more years of related experience.
Scientist III	Plans, executes and prepares reports on original scientific studies and information. Applies scientific principles to the solution of complex problems. Recommends changes to standard procedures and develops new methods to accomplish tasks. Able to exercise independent judgment to perform scientific work of marked difficulty and responsibility.	BS Degree in Science and 3 or more years of related experience.
Scientist II	Junior level scientist position. Plans, executes and prepares reports on original scientific studies and information. Applies scientific principles to the solution of complex problems. Recommends changes to standard procedures and develops new methods to accomplish tasks.	BS Degree in Science and 2 or more years of related experience.
Scientist I	Entry-level scientist position. Plans, executes and prepares reports on scientific studies and information. Applies scientific principles to the solution of problems.	BS Degree in Science and 1 or more years of related experience.
Senior Program Manager	Directs and controls major programs/divisions to ensure completion according to plans, specifications, schedules and budgets and contractual commitments	BS Degree in Engineering/Science and 12 or more years of related experience.
Program Manager	Responsible for management and execution of assigned programs in accordance with the requirements of contracts between the Company, its clients, and operating policies and principles. Responsible for execution of the work in accordance with quality standards and requirements as specified for the project.	BS Degree in Engineering/Science and 10 or more years of related experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Project Manager	Responsible for the overall management and execution of assigned projects in accordance with the requirements of contracts between the Company and its clients. Responsible for execution of the work in accordance with quality standards and requirements specified for the project.	BS Degree in Engineering/Science and 5 or more years of related experience.
Senior Policy/Legislative Analyst	Provides planning, technical, and legislative support for the implementation of programs. Develops and coordinates review of documents and assists in policy development. Coordinates preparation of plans and reports. Demonstrates strong interpersonal, oral and written communication skills.	BA/BS and 8 or more years related experience.
Policy/Legislative Analyst II	Applies current knowledge and understanding of applicable state and federal regulations to issues. Manages tasks under projects and ensures completion in accordance with contractual requirements. Skilled in the use of databases, spreadsheets and computer modeling and statistical analysis. Demonstrates strong interpersonal, oral and written communication skills.	BA/BS and 3 or more years related experience.
Policy/Legislative Analyst I	Reviews and evaluates policies and issues under general supervision and with considerable latitude for independent contribution. Provides input designed to clarify completeness and accuracy of solutions. Prepares or assists with project cost estimates.	BA/BS and 1 or more years related experience.
Sr. Health & Safety Specialist	CHP, CIP or CSP certified. Has in-depth knowledge and experience in the field of worker health and safety. Familiar with laws and regulations as well as government agency requirements regarding worker safety. Manages projects in the health and safety area and supervises others.	BS in Occupational Health, Safety, or related field of study and 12 or more years related experience.
Health & Safety Specialist III	Has in-depth knowledge and experience in the field of worker health and safety. Familiar with laws and regulations as well as government agency requirements regarding worker safety. Able to analyze statistical and scientific data. Works independently and may supervise others. Is working towards CHP, CIP, or CSP certification.	BS in Occupational Health, Safety, or related field of study and 8 or more years related experience.
Health & Safety Specialist II	Has working knowledge and experience in the field of worker health and safety. Familiar with laws and regulations as well as government agency requirements regarding worker safety. Able to analyze statistical and scientific data. Works independently under the supervision of a Senior Health & Safety Specialist.	BS in Occupational Health, Safety, or related field of study and 5 or more years related experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Health & Safety Specialist I	Has a basic understanding of health and safety issues in the workplace. Has worked in the field on health and safety issues. May collect samples for lab testing by others. Works under the supervision of more senior Health & Safety Specialists.	BS in Occupational Health, Safety, or related field of study and 3 or more years related experience.
Senior Research Analyst	Reviews and analyzes information and makes recommendations to managers and Clients. Frequently works directly with Clients to identify problems. Determines analytical approach to information gathering and analysis. Presents formal recommendations to management team and Clients on key issues.	BA/BS and 8 or more years related experience.
Research Analyst II	Reviews and analyzes information and makes recommendations to managers. Capable of defining the nature and extent of problems, analyzing relevant data, developing solutions and presenting said solutions and recommendations to management. Demonstrates strong interpersonal, oral and written communication skills.	BA/BS and 3 or more years related experience.
Research Analyst I	Reviews and analyzes information under the guidance and direction of senior team members to identify and solve a variety of problems.	BA/BS and 1 or more years related experience.
Senior Technical Writer/Editor	Writes technical information in easily understandable language. Works with engineers, scientists, and others to create, revise and edit technical documents. Reviews and rewrites the work of others. In-depth knowledge of client style guidelines and protocols.	BA/BS and 12 or more years of technical writing experience in the fields of Engineering/Science.
Technical Writer/Editor	Writes technical information in easily understandable language. Works with engineers, scientists, and others to create, revise and edit technical documents. Reviews and rewrites the work of others.	BA/BS and 7 or more years of technical writing experience in the fields of Engineering/Science.
Senior Database/Computer Systems Engineer	Lead individual on the subject of databases and computer programs as applied to management and information problems. Works independently with little supervision.	BA/BS and 12 or more years of related experience.
Database/Computer Systems Engineer II	Has in-depth knowledge of database programs and in-depth knowledge of the Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, and Access. Able to create, populate, and maintain databases with minimal supervision. Works with others as part of overall project team to meet Client needs.	BA/BS and 8 or more years of related experience.
Database/Computer Systems Engineer I	Has a working knowledge of database programs and Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, and Access. Able to create, populate, and maintain databases under the direction of more senior managers.	BA/BS and 3 or more years of related experience.
Executive Admin Support	Acts as an executive-level resource for high-level administrative functions on projects. Works closely with executives and project managers on completion of tasks and deliverables.	BA/BS and 4 or more years of administrative experience.

GSA PES Labor Category	Position Descriptions	Minimum Qualifications
Senior Admin Support	Acts as a high-level resource for administrative functions on projects. Works closely with technical staff and project managers on completion of tasks and deliverables.	BA/BS and 2 or more years of administrative experience.
Administrative Support III	Exercises complete responsibility for a department's clerical operations. Able to work independently and supervise/coordinate the work efforts of others.	BA/BS and 1 or more years of administrative experience.
Administrative Support II	Able to type and format complex Word documents. Able to work independently on assigned tasks and complete them with minimal supervision.	High School Diploma and 5 or more years of clerical office experience.
Administrative Support I	Able to type and format Word documents. Works on assigned tasks and completes them with minimal supervision.	High School Diploma and 3 or more years of clerical office experience.
<p><b>Labor Category Descriptions and Qualifications – Minimum Qualifications Experience Equivalency</b></p>		
<p><u>Administrative Experience:</u> One year of executive administrative experience (support to client at the levels of Manager, Deputy Director, and Director) may be substituted for two years of required administrative experience.</p>		
<p><u>Substitution of Education for Experience:</u> A bachelor's degree may be substituted for two years of experience for those labor categories requiring a high school diploma. A master's degree may be substituted for four years of experience for those labor categories requiring a high school diploma. A master's degree may be substituted for two years of experience for those labor categories requiring a bachelor's degree.</p>		
<p><u>Substitution of Experience for Education:</u> Two years of experience for each year of education may be substituted for the next degree. However, no experience substitution is allowed for a high school diploma. The allowable substitutions are as follows:</p>		
<ul style="list-style-type: none"> <li>• High school diploma plus additional 8 years = bachelor's degree;</li> <li>• High school diploma plus additional 12 years = master's degree; and</li> <li>• Bachelor's degree plus 4 additional years = master's degree.</li> </ul>		