

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

LOGISTICS WORLDWIDE (LOGWORLD)

Federal Supply Group 874

Class R706

874-501	Supply and Value Chain Management Services
874-501RC	Disaster Recovery Purchasing Program
874-503	Distribution and Transportation Logistics Services
874-505	Logistics Training Services
874-505RC	Disaster Recovery Purchase Program



2611 Jefferson Davis Hwy

Suite 12000

Arlington, VA 22202

Phone: 703-521-7553 Fax: 703-412-0869

www.logsup.com

Contract Administration Source: Connie Gragan

cgragan@logsup.com

Business size: Small, Veteran-Owned Business

Contract Number: GS-10F-0410N

Contract Period: May 21, 2003 through May 20, 2018

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing the Federal Supply Service's Home Page via Internet at <http://www.fss.gsa.gov/>.

CUSTOMER INFORMATION:

Description of Special item Numbers

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

874-501 Supply and Value Chain Management Services:

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidations studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; inventory/asset/vendor/ management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouse, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (**Non-radioactive only**); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul(MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services and support; Unique identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions – planning and implementation. (note – acquisition functions cannot be procured as stand-alone services).

874-503 Distribution and Transportation Logistics Services:

Services that include distribution and transportation logistics services such as planning and designing, implementing or operation systems or facilities for the movement of supplies, equipment or people by road, air or rail. Examples of the type of services that may be performed under this SIN include but are not limited to: movement and short-term storage (excluding household goods); transportation system development and management; distribution and transportation logistics consulting; carrier management

and routing; freight forwarding; consolidation and management; third-party logistics (3PL); facilitating customs processing; Electronic Freight Manifest (EFM) systems; tracking system analysis, design, operations and management; shuttle services; program and project management. **Note: Commercial passenger airline services covered by the Airline City Pair Program and courier services covered by Schedule 48, Transportation, Delivery and Relocation Solutions are excluded.**

874-505 Logistics Training Services:

Services including, but not limited to, training in system operations and automated tools for supply and value chain management, distribution and transportation management and maintenance of equipment and facilities supporting these activities.

Customization of off-the-shelf training may include but is not limited to:

- Workbooks
- Training manuals
- Overhead transparencies
- Computer based training
- Videotapes
- Advanced presentation media

Ordering Information

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. Logistics Support, Inc. is proposing hourly rates. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

2. Maximum order:
\$1,000,000.00

3. Minimum order:
\$100.00

4. Geographic coverage (delivery area):
The 48 contiguous United States, Alaska, Hawaii, the Commonwealth of Puerto Rico and the District of Columbia, as well as all federal government installations worldwide.

5. Point(s) of production:
2611 Jefferson Davis Hwy
Suite 12000
Arlington, VA 22202

6. Discount from list prices or statement of net prices.
Government net prices (discounts already deducted).
7. Quantity discounts.
None offered
8. Prompt payment terms.
1% discount offered if payment received within 10 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
Logistics Support Incorporated will accept purchase cards over \$2,500.00
10. Foreign items (list items by country or origin).
None
- 11a. Time of delivery.
As specified on Task Order
- 11b. Expedited Delivery:
Contact Logistics Support Incorporated
- 11c. Overnight and 2-2 day delivery.
Contact Logistics Support Incorporated
- 11d. Urgent Requirements.
Contact Logistics Support Incorporated
12. F.O.B. point(s).
Destination
- 13a. Ordering address:
2611 Jefferson Davis Hwy
Suite 12000
Arlington, VA 22202
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fsa.gsa.gov/schedules).
14. Payment Address(es)
2611 Jefferson Davis Hwy
Suite 12000
Arlington, VA 22202
15. Warranty Provision:
Logistics Support Incorporated'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 Logistics Support Incorporated
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 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
23. Preventive maintenance (if applicable):
Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants (if applicable)
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. contractors web site or other location. The EIT standards can be found at:
www.Section508.gov/
Not Applicable
25. Data Universal Numbering Systems (DUNS) number:
09-2876015
26. Notification regarding registration in SAM database: Registered

Logistics Support, Inc. Labor Categories

Resources-Personnel to Perform the Scope of the SINs Offered

LSInc. will utilize the following labor categories and will provide the appropriate personnel accomplish all assigned tasks:

Program Director:

Duties: Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Provides support through strategic planning, preparation of reports and assist in the development, implementation, operation, and improvement of logistics initiatives. Supervises Project Managers (PMs) and logistics teams managing a vast array of supply, logistics and engineering maintenance capabilities. Ensures quality control of all aspects of logistics, including policy development, documentation and financial/budget oversight support. Shall be responsible for the overall contract performance. Maintains metrics and other measurement indicators to determine program effectiveness.

Education: A Bachelor's Degree in Business, Logistics, Information Systems, Engineering, or other relevant disciplines.

Experience: Minimum of twenty (20) years of relevant experience in areas such as: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.

Project Manager:

Duties: Serves as the Project Manager for task orders (or a group of task orders) and shall assist the Program Director in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Works under the guidance of the Program Director, and is responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner and within cost projections. Performs enterprise-wide horizontal integration planning and interfaces with other functional systems. Works directly with client to fulfill task requirements. PM is requirement. Provides weekly project status summaries and monthly deliverable reports to the PD.

Education: A Bachelor's Degree in Business, Logistics, Information Systems, Engineering, or other relevant disciplines.

Experience: Minimum of fifteen (15) years of relevant experience in areas such as: project development from inception to deployment, expertise in the management and control of funds and resources, using complex reporting mechanisms, on demonstrated capability in managing task orders and/or subcontracts of various types.

Assistant Project Manager:

Duties: Monitors each task, and keeps the Project Manager abreast of all programs and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Can complete task within estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Education: BA/BS in related field.

Experience: A minimum of seven years of general experience including five years of specialized experience of which two years were direct supervisory experience.

Project Financial Control:

Duties: Responsible for tracking and reporting to program management all key financial information including budgets, performance to these budgets, and estimates to complete. Additional responsibilities may include support in developing program and performance measurements, criteria for these measurements, accountability matrices, and performance system implementation guidelines. Defines and continuously refines key indicators, results, and measurements to manage the business processes to achieve desired program and/or project results.

Education: BS/BA in related field.

Experience: Must have a least six years of experience, of which at least four years must be specialized. Specialized experience may include strategic and business planning, operational plans and control, program pricing, surveillance and evaluation, or performance measurement systems. General experience includes increasing responsibilities of a technical and/or fiscal nature.

Operations Manager:

Duties: This position is responsible for performing a variety of functions that involved the activities of logistics support staff. An Employee in this class supervises the activities of office personnel to perform secretarial and clerical duties and other duties as required. Assignments are routine in nature and are carried out in accordance with general work instructions and established office practices and procedures.

Education: High School Diploma

Experience: Two (2) years of secretarial and general clerical experience, one (1) year of which should have been at the full performance level.

Senior Logistician:

Duties: Provides logistics analysis, planning, development, and life cycle support of logistics projects/tasks in the primary logistics disciplines. Assists project/task personnel in design and development of logistics support systems, including acquisition logistics planning; Logistics Support Analysis (LSA); Integrated Logistics Support (ILS) documentation; Manpower, Personnel and Training (MP&T); supply support; provisioning; Packaging, Handling, Shipping, and Transportation (PHS&T); and life cycle logistics support. Provides daily supervision and direction to assigned logistics support personnel.

Education: A Bachelor's degree in Logistics, Engineering, Business, Systems Management, or other relevant disciplines. A Certified Professional Logistician (CPL) Certificate from the Society of Logistics Engineers (SOLE), or equivalent certification, may be substituted for a degree.

Experience: Minimum of ten (10) years relevant integrated logistics support experience in direct support of engineering technology programs; conceptual design; trade-off analysis; system design and integration; specification development; engineering prototyping; and acquisition and life cycle support. Must demonstrate logistics experience in support of one or more of the primary engineering disciplines.

Logistician:

Duties: Provides logistics analysis, planning, development, and life cycle support of logistics projects/tasks in the primary logistics disciplines. Assist project/task engineering personnel in design and development of logistics support systems, including acquisition logistics planning; Logistics Support Analysis (LSA); Integrated Logistics Support (ILS) documentation; Manpower, Personnel and Training (MP&T); supply support; Packaging, Handling, Shipping, and Transportation (PHS&T); and project life cycle logistics support. Required to work independently or may serve as team leader on various logistics projects and will be required to meet with all levels of management, program and technical personnel. Will identify, evaluate and propose improvements to logistics systems, develop/revise supply and logistics guidelines and instructions, and develop management reports.

Education: A Bachelor's degree in Logistics, Engineering, Business, Systems Management, or other relevant disciplines. A Certified Professional Logistician (CPL) Certificate from the Society of Logistics Engineers (SOLE), or equivalent certification, may be substituted for a degree.

Experience: Minimum of five (5) years relevant integrated logistics support experience in direct support of engineering technology programs; conceptual design; trade-off analysis; system design and integration; specification development; engineering prototyping; and acquisition and life cycle support. Must demonstrate logistics experience in support of one or more of the primary engineering disciplines.

Junior Logistician:

Duties: Supports logistic tasking as a member of a technical team. Supports task that require logistics planning preparation on large-scale systems and subsystems. Performs as lead logistician on task assignments, provides direction to other logisticians.

Education: High school diploma or GED

Experience: Ten or more years experience in performing logistical functions in support of large scale, complex systems. Experienced in various assets of logistics including supply support, sparing, training, shipping, handling, tracking, configuration management and configuration control.

Senior Logistics Analysts:

Duties: Provides program analysis and technical support to logistics project/tasks in the primary logistics disciplines as assigned by Project Manager. Assists in developing programmatic support documentation; analyzing program goals and objectives; performing special studies and analysis; conducting feasibility analysis and regulatory compliance support; performing configuration management and document control; analyzing and documenting test data; conducting ergonomic/human performance analysis; and performing planning, budgetary, and contract management functions. Assists with budget and Program Objective Memoranda (POM) development, reconciliation, analysis, and cost estimating/modeling. Participates in budget justification, reclamation, and congressional inquiries. Provides training and direction to subordinate staff members. Arranges logistics meetings, assists in the preparation of agency presentations and generates agendas, minutes and resulting action items.

Education: A Bachelor's degree in Financial Management, Business Management, Mathematics, Systems Management, or other relevant discipline preferred, or specialized logistics training.

Experience: Minimum of three (3) years relevant experience in logistics and financial systems analysis and/or programmatic experience in support of logistics programs; requirements/mission analysis. Must demonstrate analysis and/or programmatic experience in one or more of the primary logistics disciplines.

Logistics Analysts:

Duties: Develops and implements logistics plans that may affect the production, distribution, and inventory of finished products in order to enhance product flow. Assist in the development of policies, guidelines, and procedures to ensure quality and cost control. Conducts distribution and network studies, monitors inventory and analyzes requirements in order to develop strategies to achieve desired delivery times and order fill rates. Maintains appropriate records and prepares reports. Coordinates logistics activities with internal/external customers.

Education: BS/BA in related field

Experience: Must have at least four years experience of which two years must be specialized.

Junior Logistics Analysts:

Duties: Develop and provide metrics, reports and analytical support. Work on project teams to implement improvement of operations. Provides and reviews daily and monthly reports. Regularly reviews workload balance across network and match workload to capacity.

Education: BA/BS in related field

Experience: One (1) year of related experience. Knowledge of software is preferred. Strong communication skills will be required to interact with several functions.

Senior Transportation Specialist:

Duties: Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea, or pipeline. Responsible for all distribution functions. This typically includes shipments to both domestic and possibly international customers, and to distribution centers and branches within the company. May supervise other Transportation Managers and/or specialists.

Education: BS/BA in related field.

Experience: Must have at least eight years experience of which four must be specialized.

Transportation Specialist:

Duties: Responsible for the physical movement of inbound and outbound shipments via air, land, rail, sea, or pipeline. Responsible for assigned distribution functions. This typically includes the shipments to both domestic and possibly international customers, and to distribution centers and branches within the same company. Generally supervises staff at one location.

Education: BS/BA in related field.

Experience: Must have at least six years experience of which three must be specialized.

Traffic Management Specialist:

Duties: Responsible for the first-line direction of employees engaged in coordination and scheduling of the movement of inbound and outbound goods with carriers. Assigns employees to maximize traffic objectives. Responsible for the employment, training, employee motivation and discipline of assigned employees.

Education: BS/BA in related field.

Experience: Must have at least six years experience of which two years experience must be leadership experience in traffic.

Senior Programmer:

Duties: Analysis of existing systems and the definition, design, and development of new system requirements. Designs complex system specifications, input/output processes, and working parameters for hardware/software compatibility. Coordinates design of subsystems and integration of total system. Analyzes, and resolves complicated program support deficiencies. Conducts independent investigations in systems design.

Education: BS degree in a related field.

Experience: Minimum 5 years directly related logistical experience.

Programmer:

Duties: Generates new code and corrects, converts, and/or modifies existing code to meet documented standards; designs new and/or redesigns and maintains existing software products; identifies client needs and requirements based on evaluation of client documentation and interviews; performs data and technical analysis; performs a variety of testing procedures on assigned products, analyzes test results, and corrects problems; prepares test scripts and descriptions and examines to locate necessary modifications; analyzes and modifies program specifications and documentation to support contract requirements; may design and develop computer-based and/or multimedia courseware for customer training initiatives utilizing appropriate authoring languages, systems, animation and graphics software; provides customer support to clients and troubleshoots problems.

Education: BS degree in related field.

Experience: Must have at least three years experience in the computer programming field.

Junior Programmer:

Duties: Tests assigned software units to ensure accurate design; evaluates, reports, and corrects any discrepancies found during the testing process; configures computers and other peripherals; makes software changes when needed; codes programs to improve program effectiveness and efficiency; works with customers/clients to identify and solve programming problems; creates, modifies, and maintains new software applications as assigned; troubleshoots various software products to determine source of errors; prepares and updates operating procedures, specifications, and other documentation of various software products; may assist in the design and development of computer-based and/or multimedia courseware for customer training initiatives; installs software products on computer hardware.

Education: AS degree in related field.

Experience: One (1) year of experience required.

Senior Computer Systems Analyst

Duties: Analyzes and evaluates user needs and identifies resources required for each task to determine functional requirements; conceptualizes, develops, and implements complex systems designed to meet client requirements; defines systems objectives and prepares system design specifications to meet requirements; designs, develops, implements and test new systems or modifies existing systems that meet the user's needs; codes applications and tests to software requirements; writes or updates software specifications; analyzes procedures and systems to refine their formulation and convert to programmable formats; analyzes data requirements to determine data source and destinations; coordinates with client to define problem, determine data source and destinations; coordinates with client to define problems; creates logical data models based on functional requirements; performs quality review of specifications for internal and external delivery; troubleshoots and provides technical support and solutions to users; develops analytical tools for use in the design and redesign of programs as assigned; may serve as a technical team or task lead.

Education: Specialize Training or BS in related field

Experience: Requires at least eight years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis. At least five years experience in analysis and design of business applications for complex, large-scale or mid-tier computer systems, or LAN based systems.

Computer Systems Analyst

Duties: Develops requirements for information systems from a project's inception to conclusion. Develops required specifications for simple to moderately complex systems. Assists senior computer systems analyst in preparing input and test data for the proposed system.

Education: BS/BA in related field

Experience: Three year's of computer experience in assignments of a technical nature working under close supervision and direction. Must have at least one year experience in analyzing and programming applications on large-scale on mid-tier computers (or LAN based) with a minimum of one year of design and programming of moderately complex ADP systems.

Information Specialist:

Duties: Specialized experience includes knowledge of applications programming and analysis techniques combined with the knowledge of pertinent system software and equipment characteristics in order to gather data relevant to the projects. Knowledge of current system software and equipment technology that would enable the recognition of developments potentially applicable to the proposed application is most desirable. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction. Demonstrated progressive experience in the programming, analysis and design of system applications.

Education: BS/BA in related field

Experience: Must have at least three years experience in the computer-programming field with minimum of five (5) years experience.

Inventory Management Specialist:

Duties: Responsible for the first-line direction of employees involved in the tracking and control of materials through the production process. Coordinates with production control, purchasing, stores and manufacturing to ensure the timely ordering and stocking of proper levels of inventory to meet production requirements. Responsible for the employment, training, employee motivation and discipline of assignment employees.

Education: BS/BA in related field

Experience: Must have at least eight years experience of which four years must be specialized.

Warehouse Manager:

Duties: Responsibility for the physical custody and accuracy of finished goods/products inventory records at a location removed from the manufacturing/production facility.

Education: BS/BA in related field

Experience: Must have at least six years experience of which three must be specialized.

Supply Clerk:

Duties: Responsible for the physical custody and accuracy of inventory records for component items, assemblies, and/or finished goods within a manufacturing facility.

Education: High School Diploma

Experience: A minimum of three years of experience as a supply clerk.

Training Specialist/Instructor:

Duties: Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Education: BS/BA in related field.

Experience: Four years experience in information systems development, training, or related fields. Must have two years specialized experience. Specialized experience includes: experience in developing and providing IT and end-user training on computer hardware and application software. General experience includes information systems development, training, or related fields.

Junior Training Specialist:

Duties: Duties include developing plans for the long-term development of each competency needed by the organization, defining organizational standards for the quality of training and development activities required to sustain and/or redirect the organization's competencies, mapping organizational competencies to constituent individual competencies and defining processes for developing and maintaining individual development plans. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares and instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Education: BS/BA in related field.

Experience: Must have at least three years experience, of which at least two years must be specialized.

Senior Configuration Management Specialist:

Duties: Performs work in one or more specialty areas of configuration management, data management, or engineering data. Analyzes complex engineering change proposals. Monitors contractors, subcontractor, and vendors to ensure that the applications of military standards and requirement for the statement of work are properly implemented. Designs, develops and established configuration and data management documentation based on program requirements. Participates in design reviews, audits, scheduling, budgeting, etc. Reviews and makes recommendations on contractor engineering data. Identifies requirements and coordinates the development and implementation of computer based configuration, data management systems and electronic data support.

Education: BS/BA in related field.

Experience: Must have at least eight years experience of which five years is configuration/data management experience.

Configuration Management Specialist:

Duties: Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library, and development and monitoring of equipment/system acceptance plans. Evaluates and selects configuration management tools and standards. Coordinates with users and systems development personnel on release of both system-level software and application software. Verifies the completeness and accuracy of release libraries before implementation and ensures that correct versions of programs are included in specified releases. Prepares configuration management plans and procedures. Responsible for configuration management of requirements, design, and code. Operates and manages program support library. Monitors library structure and procedures to assure system integrity, including procedures for collection, release, production, test, and emergency libraries and the movement/migration of components between libraries. Monitors end-item acceptance plans. Must have demonstrated capability for oral and written communications.

Education: BS/BA in related field.

Experience: Five years of engineering and/or system analysis and programming experience, including two years of configuration management experience.

Senior Technical Writer:

Duties: Responsible for the content of technical documentation. Check documents for spelling, grammar, and content problems. Ensures that documents follow the appropriate style guide. Provides technical and administrative support to numerous logistics programs. Supports regular daily interface with program managers to review tasks along with preparing necessary client correspondence/messages as well as drafting technical documents. Oversees all aspects of logistics

support conferences and ensuring completion of conference open action items. Arrange for numerous technical meetings that client is hosting. Scan correspondence for web access. Assist in a variety of staff support issues when required. Additionally, provide support in the areas of business development, proposal preparation, and contract management.

Education: A Bachelor's degree in Computer Science, Information Systems, English Engineering, Business, or other relevant disciplines is preferred. AA degree is acceptable

Experience: Minimum of two (2) year of relevant experience in preparing and maintaining technical documentation.

Technical Writer:

Duties: Assist in collection and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Assist in performing financial and administrative functions.

Education: BS/BA in related field.

Experience: Must have three years experience, of which at least one must be specialized. Specialized experience includes: demonstrates experience in editing documents, including technical documents. Must demonstrate the ability to work independently or under only general direction.

Graphics Specialist:

Duties: Support the development of all contract deliverables and reports by developing and updating graphics presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Education: High School Diploma.

Experience: Must have at least three (3) years relative experience of which at least (1) one year is specialized to include developing graphics/artistic presentations for publications and documents.

Word Processor:

Duties: Uses automated systems, such as word processing equipment, or personal computers or work stations linked to a larger computer or local area network to produce a variety of documents, such as correspondences, memos, publications, forms, reports, tables and graphs. Use one or more word processing software packages. May also perform routine clerical tasks, such as operating copiers, filing, answering telephones, and sorting and distributing mail.

Education: High School Diploma.

Experience: One year of related experience. Related experience includes preparing a wide variety of documentation in support of government or commercial projects. This position requires knowledge of applicable policies, organization, and a high level of technical skills using automation tools including word processing and graphics.

Data Entry Clerk:

Duties: Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar devices. Verifies data entered, where applicable.

Education: High School Diploma

Experience: One year experience in data entry and verification. Typically required to work under close supervision and direction.

Executive Assistant:

Duties: Provides assistance to a project manager on a specific task order. Works with minimal instruction or supervision. Prepares routine correspondences for signature. Maintains a calendar for the supervisor and assures that complete information is available for all matters. Establishes and maintains a variety of files and records. Arranges for meetings and conferences. Maintains control files of matters in progress and follow ups to ensure that actions are completed. Coordinates office functions with other company departments.

Education: High School Diploma

Experience: One (1) year related experience.

Administrative Specialist:

Duties: Provides assistance to a project manager on a specific task order. Performs a variety of administrative functions. Includes generating reports, handling multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Performs a variety of tasks.

Performs work of a complex nature for general office functions; performs related work as required. Composes and prepares routine correspondence for signature. Answers the phone, provides information and receives information concerning matters related to the employing department. Arranges for meetings and conferences

Education: High School Diploma

Experience: One (1) year related experience.

Secretary:

Duties: Provides assistance to a project manager on a specific task order. Provides principal secretarial support in an office usually reporting to one individual, and, in some cases to the subordinate staff of that individual. Maintains a close 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. Performs varied clerical and secretarial duties requiring knowledge of office routing and an understanding of the organization, programs, and procedures related to the work in the office.

Education: High School Diploma.

Experience: One (1) year related experience.

Degree	Experience Equivalence
Bachelors	Associate degree +2 years relevant experience, or 4 years relevant experience

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 year of experience for each year of college completed.

Logistics Support, Inc. Hourly Rate (Government Site)

GSA Labor Category (Government Site)	May 21, 2013 to May 20, 2014	May 21, 2014 to May 20, 2015	May 21, 2015 to May 20, 2016	May 21, 2016 to May 20, 2017	May 21, 2017 to May 20, 2018
Program Director	\$ 181.84	\$ 186.02	\$ 190.30	\$ 194.68	\$ 199.16
Project Manager	\$ 122.40	\$ 125.22	\$ 128.10	\$ 131.04	\$ 134.06
Assistant Project Manager	\$ 91.89	\$ 94.00	\$ 96.16	\$ 98.37	\$ 100.64
Project Financial Control	\$ 89.46	\$ 91.52	\$ 93.62	\$ 95.78	\$ 97.98
Operations Manager	\$ 81.54	\$ 83.42	\$ 85.34	\$ 87.30	\$ 89.31
Senior Logistician	\$ 81.01	\$ 82.87	\$ 84.78	\$ 86.73	\$ 88.72
Logistician	\$ 74.26	\$ 75.97	\$ 77.71	\$ 79.50	\$ 81.33
Junior Logistician	\$ 54.26	\$ 55.51	\$ 56.78	\$ 58.09	\$ 59.43
Senior Logistics Analyst	\$ 58.61	\$ 59.96	\$ 61.33	\$ 62.75	\$ 64.19
Logistics Analyst	\$ 55.71	\$ 56.99	\$ 58.30	\$ 59.65	\$ 61.02
Junior Logistics Analyst	\$ 51.57	\$ 52.76	\$ 53.97	\$ 55.21	\$ 56.48
Senior Transportation Specialist	\$ 94.71	\$ 96.89	\$ 99.12	\$ 101.40	\$ 103.73
Transportation Specialist	\$ 89.38	\$ 91.44	\$ 93.54	\$ 95.69	\$ 97.89
Traffic Management Specialist	\$ 77.36	\$ 79.14	\$ 80.96	\$ 82.82	\$ 84.73
Senior Programmer	\$ 64.52	\$ 66.00	\$ 67.52	\$ 69.08	\$ 70.66
Programmer	\$ 59.55	\$ 60.92	\$ 62.32	\$ 63.75	\$ 65.22
Junior Programmer	\$ 54.57	\$ 55.82	\$ 57.11	\$ 58.42	\$ 59.76
Senior Computer Systems Analyst	\$ 100.66	\$ 102.98	\$ 105.35	\$ 107.77	\$ 110.25
Computer Systems Analyst	\$ 87.61	\$ 89.63	\$ 91.69	\$ 93.80	\$ 95.95
Information Specialist	\$ 62.02	\$ 63.45	\$ 64.91	\$ 66.40	\$ 67.93
Inventory Management Specialist	\$ 78.96	\$ 80.77	\$ 82.63	\$ 84.53	\$ 86.47
Warehouse Manager	\$ 72.18	\$ 73.84	\$ 75.54	\$ 77.28	\$ 79.06
Supply Clerk	\$ 57.31	\$ 58.63	\$ 59.97	\$ 61.35	\$ 62.77
Training Specialist/Instructor	\$ 62.14	\$ 63.57	\$ 65.03	\$ 66.52	\$ 68.05
Junior Training Specialist	\$ 47.39	\$ 48.48	\$ 49.59	\$ 50.73	\$ 51.90

GSA Labor Category (Government Site)	May 21, 2013 to May 20, 2014	May 21, 2014 to May 20, 2015	May 21, 2015 to May 20, 2016	May 21, 2016 to May 20, 2017	May 21, 2017 to May 20, 2018
Sr. Configuration Management Spec	\$ 83.78	\$ 85.71	\$ 87.68	\$ 89.70	\$ 91.76
Configuration Management Specialist	\$ 73.91	\$ 75.61	\$ 77.35	\$ 79.13	\$ 80.95
Senior Technical Writer	\$ 54.56	\$ 55.81	\$ 57.10	\$ 58.41	\$ 59.76
Technical Writer	\$ 47.04	\$ 48.12	\$ 49.23	\$ 50.36	\$ 51.52
Graphics Specialist	\$ 35.42	\$ 36.23	\$ 37.06	\$ 37.92	\$ 38.79
Word Processor	\$ 33.22	\$ 33.98	\$ 34.76	\$ 35.56	\$ 36.38
Data Entry Clerk	\$ 25.79	\$ 26.38	\$ 26.99	\$ 27.61	\$ 28.25
Executive Assistant	\$ 44.74	\$ 45.76	\$ 46.82	\$ 47.89	\$ 49.00
Administrative Specialist	\$ 36.23	\$ 37.07	\$ 37.92	\$ 38.79	\$ 39.69
Secretary	\$ 27.62	\$ 28.26	\$ 28.91	\$ 29.57	\$ 30.25



Logistics Support, Inc. Hourly Rate (LSInc Site)

GSA Labor Category (LSInc Site)	May 21, 2013 to May 20, 2014	May 21, 2014 to May 20, 2015	May 21, 2015 to May 20, 2016	May 21, 2016 to May 20, 2017	May 21, 2017 to May 20, 2018
Program Director	\$ 227.89	\$ 233.14	\$ 238.50	\$ 243.98	\$ 249.59
Project Manager	\$ 153.38	\$ 156.91	\$ 160.51	\$ 164.21	\$ 167.98
Assistant Project Manager	\$ 116.30	\$ 118.98	\$ 121.72	\$ 124.52	\$ 127.38
Project Financial Control	\$ 113.25	\$ 115.85	\$ 118.52	\$ 121.24	\$ 124.03
Operations Manager	\$ 103.22	\$ 105.59	\$ 108.02	\$ 110.51	\$ 113.05
Senior Logistician	\$ 110.63	\$ 113.17	\$ 115.77	\$ 118.44	\$ 121.16
Logistician	\$ 93.06	\$ 95.20	\$ 97.39	\$ 99.63	\$ 101.92
Junior Logistician	\$ 80.54	\$ 82.39	\$ 84.29	\$ 86.23	\$ 88.21
Senior Logistics Analyst	\$ 73.43	\$ 75.12	\$ 76.85	\$ 78.62	\$ 80.42
Logistics Analyst	\$ 70.52	\$ 72.14	\$ 73.80	\$ 75.49	\$ 77.23
Junior Logistics Analyst	\$ 66.00	\$ 67.52	\$ 69.08	\$ 70.66	\$ 72.29
Senior Transportation Specialist	\$ 119.88	\$ 122.63	\$ 125.45	\$ 128.34	\$ 131.29
Transportation Specialist	\$ 113.54	\$ 116.15	\$ 118.83	\$ 121.56	\$ 124.35
Traffic Management Specialist	\$ 97.92	\$ 100.17	\$ 102.48	\$ 104.83	\$ 107.25
Senior Programmer	\$ 80.87	\$ 82.73	\$ 84.63	\$ 86.58	\$ 88.57
Programmer	\$ 75.38	\$ 77.12	\$ 78.89	\$ 80.71	\$ 82.56
Junior Programmer	\$ 69.06	\$ 70.65	\$ 72.28	\$ 73.94	\$ 75.64
Senior Computer Systems Analyst	\$ 127.44	\$ 130.37	\$ 133.36	\$ 136.43	\$ 139.57
Computer Systems Analyst	\$ 111.29	\$ 113.85	\$ 116.47	\$ 119.15	\$ 121.89
Information Specialist	\$ 78.51	\$ 80.31	\$ 82.16	\$ 84.05	\$ 85.98
Inventory Management Specialist	\$ 99.96	\$ 102.26	\$ 104.61	\$ 107.01	\$ 109.48
Warehouse Manager	\$ 91.37	\$ 93.48	\$ 95.63	\$ 97.83	\$ 100.08
Supply Clerk	\$ 72.55	\$ 74.22	\$ 75.93	\$ 77.67	\$ 79.46
Training Specialist/Instructor	\$ 78.66	\$ 80.47	\$ 82.32	\$ 84.21	\$ 86.15

GSA Labor Category (LSInc Site)	May 21, 2013 to May 20, 2014	May 21, 2014 to May 20, 2015	May 21, 2015 to May 20, 2016	May 21, 2016 to May 20, 2017	May 21, 2017 to May 20, 2018
Junior Training Specialist	\$ 59.97	\$ 61.35	\$ 62.76	\$ 64.20	\$ 65.68
Sr. Configuration Management Spec	\$ 106.05	\$ 108.49	\$ 110.99	\$ 113.54	\$ 116.15
Configuration Management Specialist	\$ 93.55	\$ 95.71	\$ 97.91	\$ 100.16	\$ 102.46
Senior Technical Writer	\$ 69.94	\$ 71.55	\$ 73.20	\$ 74.88	\$ 76.60
Technical Writer	\$ 59.54	\$ 60.91	\$ 62.31	\$ 63.74	\$ 65.21
Graphics Specialist	\$ 44.84	\$ 45.87	\$ 46.92	\$ 48.00	\$ 49.11
Word Processor	\$ 42.05	\$ 43.01	\$ 44.00	\$ 45.01	\$ 46.05
Data Entry Clerk	\$ 32.64	\$ 33.39	\$ 34.16	\$ 34.95	\$ 35.75
Executive Assistant	\$ 56.62	\$ 57.93	\$ 59.26	\$ 60.62	\$ 62.01
Administrative Specialist	\$ 45.87	\$ 46.93	\$ 48.01	\$ 49.11	\$ 50.24
Secretary	\$ 34.97	\$ 35.77	\$ 36.59	\$ 37.43	\$ 38.30

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Supply Clerk	01410 – Supply Technician	05-2103
Graphics Specialist	15080 – Graphic Artist	05-2103
Word Processor	01611 – Word Processor	05-2103
Data Entry Clerk	01051 – Data Entry Operator	05-2103
Executive Assistant	01020 – Administrative Assistant	05-2103
Administrative Specialist	01113 – General Clerk III	05-2103
Secretary	01311 - Secretary	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.