Advanced Resource Technologies, Inc.

General Services Administration (GSA)

Federal Supply Service
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 are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

Solicitation No.: TFTP-MB008745-B (Refresh 2) "Worldwide Federal Supply Schedule Contract for Logistics Worldwide Services"

SIN Categories

874-501 – Supply and Value Chain/Management Services

FSC/PSC Code: *874 V*

SIC/NAICS:

541614

Contract Number: GS-10F-0470P

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

Contract Period: August 4, 2004 – August 3, 2009
Supplement No. MoD02 effective 1/31/2008

Prices Shown Herein are Net (discount deducted)

Advanced Resource Technologies, Inc. (ARTI)
1555 King Street, Suite 400
Alexandria, VA 22314
PHONE: (703) 682-4740 ♦ FAX: (703) 682-4819 ♦ E-mail: www.team-arti.com

Contract Administration: Maria B. Brown

Business Size: Service Disabled Veteran, Minority-owned Large Business

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CUSTOMER INFORMATION

1a. AWARDED SPECIAL ITEM NUMBERS:

874-501 Supply and Value Chain Management Services

1b. N/A

1c. SEE ACCEPTED PRICELIST

2. MAXIMUM ORDER GUIDELINE: $1,000,000 PER SIN/PER ORDER

"Notwithstanding paragraph (b) above, the (ARTI) Contractor shall honor any order exceeding the maximum orders in paragraph (b), unless that order (or orders) is returned to the ordering office within five (5) workdays after receipt, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source."

3. MINIMUM ORDER LIMITATION:

$2,500

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

The 50 United States, and Washington, DC, Puerto Rico and US Territories

5. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY):

N/A
Services under this Schedule/Price List are available at any client location within the geographic scope on a TDY or permanent basis.

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:

NONE

7. QUANTITY DISCOUNTS:

NONE

8. PROMPT PAYMENT TERMS:

Net 30 or 2% Net 15

9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:

Government Purchase Cards are accepted up to the Micro-purchase Threshold: ($2,500.00)

9b. NOTIFICATION WHETHER 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:

None

11a. TIME OF DELIVERY:

Delivery Schedule specified by Task Order. Generally, 30 Days ARO, and/or GS-FSS-920, Ordering Procedures for the Services.

11b. EXPEDITED DELIVERY. "ITEMS AVAILABLE FOR EXPEDITED DELIVERY ARE NOTED IN THIS PRICE LIST:"

N/A

11c. OVERNIGHT AND 2-DAY DELIVERY:

Schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. URGENT REQUIREMENTS:

"Urgent Requirements" clause of its contract I FSS-140-B and advise Agencies can contact the Contractor's representative to effect a faster delivery.

12. F.O.B. POINT(S):

Destination

13a. ORDERING ADDRESS(ES)

1555 King Street, Suite 400
Alexandria, VA 22314

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 Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS(ES):

SunTrust Bank
P.O. Box 79186
Baltimore, MD 21279-0186

15. WARRANTY PROVISION:

Reference GS-FSS-920, Ordering Procedures for Services

16. EXPORT PACKING CHARGES:

N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):

N/A

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:

N/A

19. TERMS AND CONDITIONS OF INSTALLATION:

N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:

N/A

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:

N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS:

N/A

22. LIST OF PARTICIPATING DEALERS:

N/A

23. PREVENTIVE MAINTENANCE:

N/A

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS):

N/A

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/:

Currently not applicable, compliance with EIT Standards on a Task Order basis as required.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

36-068-5051

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:

Registered: Expires 06/02/2009

27. UNCOMPENSATED OVERTIME. Not Applicable**.**

SCHEDULE LABOR CATEGORY PRICE LIST

Year One rates for August 4, 2004 through August 3, 2005.

Contract Line Item Number	Commercial Job Title	Government Site Rate
1	Logistics Clerk I	$26.84
2	Logistics Clerk II	$30.97
3	Logistics Technician II	$31.11
4	Logistics Technician III	$42.37
5	Meeting Planning Logistics Specialist I	$44.40
6	Logistics Librarian I	$41.31
7	Logistics Coordinator I	$43.03
8	Logistics Coordinator II	$62.72
9	Logistics Coordinator III	$76.72
10	Logistics Manager I	$49.55
11	Logistics Manager II	$54.43
12	Program Manager	$69.94
13	Administrative Assistant II	$33.75
14	Administrative Assistant III	$40.45
15	Administrative Assistant IV	$44.21
16	Administrative Assistant V, Supervisor	$50.45

SCHEDULE LABOR CATEGORY PRICE LIST

Year Two rates for August 4, 2005 through August 3, 2006.

Contract Line Item Number	Commercial Job Title	Government Site Rate
1	Logistics Clerk I	$27.80
2	Logistics Clerk II	$32.06
3	Logistics Technician II	$32.21
4	Logistics Technician III	$43.87
5	Meeting Planning Logistics Specialist I	$45.97
6	Logistics Librarian I	$42.77
7	Logistics Coordinator I	$44.55
8	Logistics Coordinator II	$64.93
9	Logistics Coordinator III	$79.42
10	Logistics Manager I	$51.31
11	Logistics Manager II	$56.35
12	Program Manager	$72.39
13	Administrative Assistant II	$34.93
14	Administrative Assistant III	$41.87
15	Administrative Assistant IV	$45.76
16	Administrative Assistant V, Supervisor	$52.22

SCHEDULE LABOR CATEGORY PRICE LIST

Year Three rates for August 4, 2006 through August 3, 2007.

Contract Line Item Number	Commercial Job Title	Government Site Rate
1	Logistics Clerk I	$28.78
2	Logistics Clerk II	$33.19
3	Logistics Technician II	$33.34
4	Logistics Technician III	$45.41
5	Meeting Planning Logistics Specialist I	$47.58
6	Logistics Librarian I	$44.27
7	Logistics Coordinator I	$46.11
8	Logistics Coordinator II	$67.21
9	Logistics Coordinator III	$82.20
10	Logistics Manager I	$53.11
11	Logistics Manager II	$58.33
12	Program Manager	$74.93
13	Administrative Assistant II	$36.15
14	Administrative Assistant III	$43.33
15	Administrative Assistant IV	$47.36
16	Administrative Assistant V, Supervisor	$54.04

SCHEDULE LABOR CATEGORY PRICE LIST

Year Four rates for August 4, 2007 through August 3, 2008.

Contract Line Item Number	Commercial Job Title	Government Site Rate
1	Logistics Clerk I	$29.79
2	Logistics Clerk II	$34.36
3	Logistics Technician II	$34.51
4	Logistics Technician III	$47.00
5	Meeting Planning Logistics Specialist I	$49.25
6	Logistics Librarian I	$45.83
7	Logistics Coordinator I	$47.73
8	Logistics Coordinator II	$69.56
9	Logistics Coordinator III	$85.08
10	Logistics Manager I	$54.97
11	Logistics Manager II	$60.37
12	Program Manager	$77.56
13	Administrative Assistant II	$37.42
14	Administrative Assistant III	$44.85
15	Administrative Assistant IV	$49.02
16	Administrative Assistant V, Supervisor	$55.93

SCHEDULE LABOR CATEGORY PRICE LIST

Year Five rates for August 4, 2008 through August 3, 2009.

Contract Line Item Number	Commercial Job Title	Government Site Rate
1	Logistics Clerk I	$30.83
2	Logistics Clerk II	$35.57
3	Logistics Technician II	$35.72
4	Logistics Technician III	$48.66
5	Meeting Planning Logistics Specialist I	$50.98
6	Logistics Librarian I	$47.44
7	Logistics Coordinator I	$49.40
8	Logistics Coordinator II	$72.00
9	Logistics Coordinator III	$88.06
10	Logistics Manager I	$56.90
11	Logistics Manager II	$62.49
12	Program Manager	$80.28
13	Administrative Assistant II	$38.73
14	Administrative Assistant III	$46.42
15	Administrative Assistant IV	$50.73
16	Administrative Assistant V, Supervisor	$57.89

ADVANCED RESOURCE TECHNOLOGIES, INC. (ARTI)
SCHEDULE 8745B
LABOR CATEGORY DESCRIPTIONS

If required, all labor categories will be subject to a Government Security Investigation and must meet eligibility for access to classified information at the appropriate clearance level at the date of hire as prescribed by the individual contract statement of work.

1. Job Title: Logistics Clerk I
Minimum/General Experience: Must have a minimum of 1 year work experience with basic computer, telephone and typing skills. Ability to perform the duties of the position with close supervision. Experience with sorting, coding, filing, and retrieving materials online; using electronic databases and inventory systems; and physical records shipment, procurement and inventory. Experience should also include performing clerical tasks such as barcoding, administering sensors, etc., and maintaining records. Experience with electronic and physical database management necessary. Must be able to lift up to 70 pounds. As required by the contract, must possess appropriate level clearance.
Functional Responsibility: Activities performed may include, but will not be limited to: Takes and fills requests for products. Maintains a computer-based inventory. Produces and distributes various publication inventory lists. Retrieves, packs, addresses, and consolidates materials for shipping using the expressed shipping procedures. Prepares processed correspondence for mailing. Records and tracks all shipping orders. Processes emergency shipping orders. Consolidates, files, and maintains shipping documentation. Receives, inventories, stores, and controls incoming shipments. Performs weekly, monthly and quarterly inventories. Uses a computer database to conduct audiovisual and course materials lending library. Shelves incoming materials.
Minimum Education: High school diploma or GED equivalent.

2. Job Title: Logistics Clerk II
Minimum/General Experience: Must have a minimum of 3 years work experience with basic computer, telephone and typing skills. Ability to perform the duties of the position with close supervision. Experience with sorting, coding, filing, and retrieving materials online; using electronic databases and inventory systems; and physical records shipment, procurement and inventory. Experience should also include performing clerical tasks such as barcoding, administering sensors, etc., and maintaining records. Experience with electronic and physical database management necessary. Must be able to lift up to 70 pounds. As required by the contract, must possess appropriate level clearance.
Functional Responsibility: : Activities performed may include, but will not be limited to: Takes and fills requests for products. Maintains a computer-based inventory. Produces and distributes various publication inventory lists. Retrieves, packs, addresses, and consolidates materials for shipping using the expressed shipping procedures. Prepares processed correspondence for mailing. Records and tracks all shipping orders. Processes emergency shipping orders. Consolidates, files, and maintains shipping documentation. Receives, inventories, stores, and controls incoming shipments. Performs weekly, monthly and quarterly inventories. Uses a computer database to conduct audiovisual and course materials lending library. Shelves incoming materials.
Minimum Education: High school diploma or GED equivalent

3. Job Title: Logistics Technician II
Minimum/General Experience: Must have a minimum of 5 years experience performing similar work in an office environment with logistics experience to include property/equipment accountability, supply, resource, driver/courier service, or conference room management. Ability to perform the duties of the position with moderate supervision and a have a knowledge of some or all of the logistics support activities (supply, transportation, maintenance, inventory) and the ability to integrate the separate functions in planning or implementing logistics management programs. Knowledge of DoD regulations pertaining to property accountability highly desired. Ability to manage inventory control using an automated supply and logistics systems, prior knowledge of Defense Property Accountability System (DPAS) is desired.
Functional Responsibility: Activities performed may include, but will not be limited to: **Facility Management:** Provides support in the areas of property and computer management, supply, resource, driver/courier service, conference room management or other logistic functions as required. Performs the duties of a driver, providing transportation, delivery and courier services. Responsible for the maintenance and repair scheduling of vehicles. Assists with equipment/furniture/supplies, ordering, stocking, placement/distribution, inventory, and accountability using an automated system. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers, and turns-in equipment and supplies. Responsible for routinely conducting an inventory of equipment, computers, and supplies reconciling any discrepancies. Follow proper procedure and record keeping for disposing of equipment. Responsible for the placement and maintenance of all fax and reproduction equipment. Responsible for the inventory and distribution of toner, supplies, and paper for copiers, faxes and printers. Coordinates with Manager to ensure that expendable supply items are ordered in sufficient time and quantity to prevent work interruptions in the agency operations.
Minimum Education: High school diploma; a year of college is equivalent to 1 year of experience and can be substituted.

4. Job Title: Logistics Technician III
Minimum/General Experience: Must have a minimum of 7 years experience performing similar work in an office environment with logistics experience to include property/equipment accountability, supply, resource, driver/courier service, or conference room management. Ability to perform the duties of the position with limited supervision and have a comprehensive knowledge of some or all of the logistics support activities (supply, transportation, maintenance, inventory) and the ability to integrate the separate functions in planning or implementing logistics management programs. Knowledge of DoD regulations pertaining to property accountability required. Ability to manage inventory control using an automated supply and logistics systems, prior knowledge of Defense Property Accountability System (DPAS) is required. Serves as the deputy to the manager in his/her absence.
Functional Responsibility: Activities performed may include, but will not be limited to: Provides support in the areas of property management, supply, resource, driver/courier service, conference room management and other logistic functions as required. Performs the duties of a driver, providing transportation, delivery and courier services. Responsible for the maintenance and repair scheduling of vehicles. Assists with equipment/furniture/supplies, ordering, stocking, placement/distribution, inventory, and accountability using an automated system. Responsible for the placement and maintenance of all fax and reproduction equipment. Responsible for the inventory and distribution of toner, supplies, and paper for copiers, faxes and printers. Coordinates with Manager to ensure that expendable supply items are ordered in sufficient time and quantity to prevent work interruptions in the agency operations.
Minimum Education: High school diploma; a year of college is equivalent to 1 year of experience and can be substituted.

5. Job Title: Meeting Planning Logistics Specialist I
Minimum/General Experience: Must have specialized training or related experience in Communications to include marketing, public relations, public outreach, meeting planning, logistics, graphics design, and/or writing/editing. Must be proficient in MS Word and Excel; experience with PowerPoint or a graphics program is desired.
Functional Responsibility: Responsible for coordinating meeting logistic details and shipping of products (publications, videos and computer products) and technical displays for meetings, seminars, conferences and expositions. Responsible for the meeting logistics, coordination, material shipment and preparation, vendor contracts, registration, and post event documentation for agency's Meetings Program. Serve as onsite liaison for meetings in the DC metro area with exhibit service provider to ensure the proper set up, maintenance, and tear down of the display. Review all exhibit requests, make recommendations based on review of conference themes and agendas, and coordinate approval through the agency's process. Upon approval fulfill exhibit requests from a nationwide network of agency and industry contracts. Coordinate with in-house office for the storage and shipment of the display. As needed, make arrangements and negotiate contract to rent exhibit equipment. Maintain quality control of exhibit structures and graphics. Work with staff on development and updates of message content and layout of exhibit pavilions. Maintain and monitor labor, materials and supplies cost data for annual budget.
Minimum Education: Bachelor's degree in Marketing, Communications or related field is desired; 6 years equivalent specialized experience can be substituted for the degree. With a degree must have 2 years specialized experience providing meetings coordination or outreach support.

6. Job Title: Logistics Librarian I
Minimum/General Experience: Must have 2 years of specialized library experience to include reference or catalog librarian.
Functional Responsibility: Maintains library's collection of books, serial publications, documents, audiovisual, and other materials, and assists groups and individuals in locating, obtaining and using materials. Furnishes information on library activities, facilities, rules, and services. Responsible for the classification and reclassification of publications and books. Organizes, sorts, and shelves library books and magazines. Organizes old and duplicate publications for destruction. Moves heavy boxes of books and other materials. Alphabetizes materials for interfiling on shelves. Locates materials online via databases and the Internet. Maintains database for inventory and catalog system administration. Provides assistance in locating and acquiring reference materials from outside sources. Orders and catalogs new publications. Packs and mails books and other materials. Archives materials and stores boxes of books. Responsible for the overall upkeep and maintenance of a library.
Minimum Education: Undergraduate degree and 1 year certified library science education required.

7. Job Title: Logistics Coordinator I
Minimum/General Experience: Must have a minimum of 4 years specialized procurement and logistics experience. Must be proficient with excel and a database program to support reporting, budgeting, and tracking work activities. Must have sufficient computer and word processor skills to accomplish basic inventory and records keeping entries into supply forms in use. Ability to communicate, orally and in writing, and coordinate actions effectively with individuals at all organizational and management levels within, and external to, the Department.
Functional Responsibility: Activities performed may include, but will not be limited to maintaining and controlling a system of records relative to purchasing and/or logistics for all contracting activities. Evaluates the services of vendors and subcontractors and assist in evaluating the quality of items purchased and services provided. Reviews purchase requisitions for need, and compliance with Government standards (FARs), and completeness for the correct documentation to satisfy Government requirements. Maintains and adheres to the agency's purchasing policies. Maintains and controls the Fixed Asset Inventory. Reviews and maintains the Purchase Order module of the in-house Accounting System. **Purchasing:** Processes purchase requisitions, purchase orders, and paperwork related to the purchase of materials and services for the Division. Selects, justifies, and negotiates the selection of vendors/subcontractors to provide supplies and services. Obtains competitive pricing for materials/services over $500 in order to obtain the lowest pricing available or prepare a justification letter for choosing another vendor or sole source selection. Ensures the proper documentation (Reps & Certs and CO approval) are maintained for all purchase orders over $5,000 in order to adhere to all government regulations (FARs) and Company policy in the execution of subcontracting and purchasing. Maintains the Purchase Order module of the in-house Accounting system to include issuance of purchase order, distribution of all reports to the appropriate personnel. Maintains and adheres to the Department's Procurement Manual and Purchasing Policy. Maintains the appropriate files and logs to support the purchasing function and contracting activities. Develops and implements procedures for Project Managers to follow in processing requisitions. **Logistics:** Maintains the records and controls the fixed asset inventory. Performs inventory control, property management and maintain over 1,000 line items of supplies and equipment. Directs the accurate preparation and maintenance of stock record accounts, property registers, and source documents. Establishes stock control levels and determine at what point items must be requisitioned in order to maintain the appropriate inventory level. Controls all requisitioned items back orders, and due-in and due-out records to ensure proper procurement identification. Authorizes and directs the preparation of requests for local direct purchase transactions and works with Federal purchasing groups. Determines the status of repairable items with respect to rework, salvage, or final disposition. Maintains contact with customer representatives and other Government contractors in answering questions about Government property.
Minimum Education: Undergraduate degree desired. 5 years of related finance, budget, logistics, office management, or procurement experience may be substituted for the degree requirements.

8. Job Title: Logistics Coordinator II
Minimum/General Experience: Must have a minimum of 6 years specialized procurement and logistics experience. Must be proficient with excel and a database program to support reporting, budgeting, and tracking work activities. Must have sufficient computer and word processor skills to accomplish basic inventory and records keeping entries into supply forms in use. Ability to communicate, orally and in writing, and coordinate actions effectively with individuals at all organizational and management levels within, and external to, the Department.
Functional Responsibility: Activities performed may include, but will not be limited to maintaining and controlling a system of records relative to purchasing and/or logistics for all contracting activities. Evaluates the services of vendors and subcontractors and assist in evaluating the quality of items purchased and services provided. Reviews purchase requisitions for need, and compliance with Government standards (FARs), and completeness for the correct documentation to satisfy Government requirements. Maintains and adheres to the agency's purchasing policies. Maintains and controls the Fixed Asset Inventory. Reviews and maintains the Purchase Order module of the in-house Accounting System. **Purchasing:** Processes purchase requisitions, purchase orders, and paperwork related to the purchase of materials and services for the Division. Selects, justifies, and negotiates the selection of vendors/subcontractors to provide supplies and services. Obtains competitive pricing for materials/services over $500 in order to obtain the lowest pricing available or prepare a justification letter for choosing another vendor or sole source selection. Ensures the proper documentation (Reps & Certs and CO approval) are maintained for all purchase orders over $5,000 in order to adhere to all government regulations (FARs) and Company policy in the execution of subcontracting and purchasing. Maintains the Purchase Order module of the in-house Accounting system to include issuance of purchase order, distribution of all reports to the appropriate personnel. Maintains and adheres to the Department's Procurement Manual and Purchasing Policy. Maintains the appropriate files and logs to support the purchasing function and contracting activities. Develops and implements procedures for Project Managers to follow in processing requisitions. **Logistics:** Maintains the records and control the fixed asset inventory. Performs inventory control, property management and maintain over 1,000 line items of supplies and equipment. Directs the accurate preparation and maintenance of stock record accounts, property registers, and source documents. Establishes stock control levels and determine at what point items must be requisitioned in order to maintain the appropriate inventory level. Controls all requisitioned items back orders, and due-in and due-out records to ensure proper procurement identification. Authorizes and directs the preparation of requests for local direct purchase transactions and works with Federal purchasing groups. Determines the status of repairable items with respect to rework, salvage, or final disposition. Maintains contact with customer representatives and other Government contractors in answering questions about Government property.
Minimum Education: Undergraduate degree desired. 7 years of related finance, budget, logistics, office management, or procurement experience may be substituted for the degree requirements.

9. Job Title: Logistics Coordinator III
Minimum/General Experience: Must have a minimum of 8 years specialized procurement and logistics experience. Must be proficient with excel and a database program to support reporting, budgeting, and tracking work activities. Must have sufficient computer and word processor skills to accomplish basic inventory and records keeping entries into supply forms in use. Ability to communicate, orally and in writing, and coordinate actions effectively with individuals at all organizational and management levels within, and external to, the Department.
Functional Responsibility: Activities performed may include, but will not be limited to maintaining and controlling a system of records relative to purchasing and/or logistics for all contracting activities. Evaluates the services of vendors and subcontractors and assist in evaluating the quality of items purchased and services provided. Reviews purchase requisitions for need, and compliance with Government standards (FARs), and completeness for the correct documentation to satisfy Government requirements. Maintains and adheres to the agency's purchasing policies. Maintains and controls the Fixed Asset Inventory. Reviews and maintains the Purchase Order module of the in-house Accounting System. **Purchasing:** Processes purchase requisitions, purchase orders, and paperwork related to the purchase of materials and services for the Division. Selects, justifies, and negotiates the selection of vendors/subcontractors to provide supplies and services. Obtains competitive pricing for materials/services over $500 in order to obtain the lowest pricing available or prepare a justification letter for choosing another vendor or sole source selection. Ensures the proper documentation (Reps & Certs and CO approval) are maintained for all purchase orders over $5,000 in order to adhere to all government regulations (FARs) and Company policy in the execution of subcontracting and purchasing. Maintains the Purchase Order module of the in-house Accounting system to include issuance of purchase order, distribution of all reports to the appropriate personnel. Maintains and adheres to the Department's Procurement Manual and Purchasing Policy. Maintains the appropriate files and logs to support the purchasing function and contracting activities. Develops and implements procedures for Project Managers to follow in processing requisitions. **Logistics:** Maintain the records and control the fixed asset inventory. Performs inventory control, property management and maintain over 1,000 line items of supplies and equipment. Directs the accurate preparation and maintenance of stock record accounts, property registers, and source documents. Establishes stock control levels and determine at what point items must be requisitioned in order to maintain the appropriate inventory level. Controls all requisitioned items back orders, and due-in and due-out records to ensure proper procurement identification. Authorizes and directs the preparation of requests for local direct purchase transactions and works with Federal purchasing groups. Determines the status of repairable items with respect to rework, salvage, or final disposition. Maintains contact with customer representatives and other Government contractors in answering questions about Government property.
Minimum Education: Supervise subordinate Logistics personnel. Undergraduate degree desired. 9 years of related finance, budget, logistics, office management, or procurement experience may be substituted for the degree requirements.

10. Job Title: Logistics Manager I
Minimum/General Experience: Must have a minimum of 6 years of logistics / supervisory and inventory control experience or a related field, including 2 years of supervisory and task/project management experience. Computer and software proficiency to include Microsoft Office, and an automated inventory system. Barcode inventory software desirable.
Functional Responsibility: Activities performed may include, but will not be limited to: Services include, but are not limited supervising the staff, maintaining the facility, prioritizing work, training and scheduling staff, attending project meetings, and preparing weekly reports. Team responsibilities include the following: takes and fills requests for products; maintains a computer-based inventory; produces and distributes various publication inventory lists; retrieves, packs, addresses, and consolidates materials for shipping using the expressed shipping procedures; prepares processed correspondence for mailing; records and tracks all shipping orders; processes emergency shipping orders; consolidates, files, and maintains shipping documentation; receives, inventories, stores, and controls incoming shipments; and performs weekly, monthly and quarterly inventories. Uses a computer database to conduct audiovisual and course materials lending library. Shelves incoming materials.
Minimum Education: The individual must have an Associates degree in a related discipline, or the equivalent in experience.

11. Job Title: Logistics Manager II
Minimum/General Experience: Must have a minimum of 8 years of logistics / supervisory and inventory control experience or a related field, including 4 years of supervisory and task/project management experience. Computer and software proficiency to include Microsoft Office, and an automated inventory system. Barcode inventory software desirable.
Functional Responsibility: Activities performed may include, but will not be limited to: The manager is responsible for the oversight and administration of all aspects of the Logistics Management Center (LMC) to include property management, supply, resource management, driver/courier service, conference room management and other logistic functions as required by the contract. Management of Logistics Management Center staff. Property Management liaison for submission of building maintenance requests, tracking and verification of completion. Working knowledge of building engineering issues desirable. Oversee the Driver, Delivery and Courier services. Manage the maintenance and repair scheduling of vehicles. Responsible for the equipment/furniture/supplies, budget, requisition, ordering, stocking, placement/distribution, inventory, and accountability. Also includes preparation and modification of SOP's as required for requisition, control allocation, inventory and return of office supplies and equipment purchased. May control space in several buildings per agency requirements. Manage scheduling of employee space moves to include phones and computers. Responsible for the preparation, off or onsite storage, maintenance and work order submission for all A/V and reproduction equipment. Responsible for the inventory and distribution of paper for copiers, faxes and printers. Manage the scheduling and maintenance of Conference rooms. Audio Visual equipment placement and support for conferences, and photography supported as needed. Manage all facility upkeep—wall repair and painting, carpet/floor tile maintenance and repair, hang white boards/pictures, and other upkeep issues as needed.
Minimum Education: The individual must have a BS/BA degree in an associated discipline, or the equivalent in experience.

12. Job Title: Program Manager
Minimum/General Experience: 10 years experience with increasing responsibilities in logistics, supply, and inventory management. Experience in the following areas is highly desired: in depth knowledge of DoD supply regulations; using property and asset management systems; managing a Supply Chain Management Distribution Program; maintaining and updating standard operating procedures; proven expertise in the management and control of funds and resources; and demonstrated capability in managing multi-task logistics, facility or administrative contracts. As required by the contract, must possess appropriate level clearance.
Functional Responsibility: 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. Develop, and manage the preparation of all personnel, financial, training, and program schedules, briefings, and reports related to the contract. Monitor and report on program performance (including subcontractors) and make recommendations to management. Perform evaluations/analyses of existing procedures, processes, and models related to management problems and contractual issues and develop position papers, briefing charts, and reports with proposed solutions. Prepare all reports and tracking documents to include budgets, monthly reports, travel expense reports, personnel tracking, and recruiting status, etc. Shall be responsible for the overall contract performance. Directly coordinate and interface with corporate staff, on-site personnel, and client – contracting officer, contracting officer's technical representative, and project personnel - on a regular basis including completion of contract deliverables and participation and attendance at designated meetings.
Minimum Education: Bachelor's degree in computer science, information systems, engineering, business or other related scientific or technical discipline. With a Master's degree in a relevant discipline, 8 years of experience is required.

13. Job Title: Administrative Assistant II
Minimum/General Experience: In support of a Director, will provide a wide range of senior level administrative support in a logistics and administrative services government contracting environment. Perform clerical duties in processing security forms and reports, does filing and other routine administrative duties, and maintain and order office supplies. Will provide support to all department personnel, and interact with other departments in providing administrative, travel, briefing and personnel support.
Functional Responsibility: Type a variety of administrative and technical materials. Material typed typically consists of various memoranda, letters, directives, government forms, technical reports, standard operating procedures, and briefings. Maintain the calendar of the Director, independently scheduling meetings and canceling appointments. Handle all aspects of travel arrangements including reservations and expense reporting. Follow standards for correspondence control and processing procedures. Maintain tracking items using an automated suspense system. Maintain employee personnel records and evaluation using an automated system. Maintain offices supplies and forms. Receives and controls incoming correspondence, determines proper action, and distributes to the staff specialists. Prepares correspondence for Director signature. Establish and maintain office files, including directives and instructions. Compose routine office memoranda in accordance with established office policies. Assist in the development of charts, graphics, and briefings.
Minimum Education: Two (2) years of college or an Associate's degree with a minimum of three (3) years of practical administrative experience in an office environment is required. Five (5) years of related experience can be substituted for education. Must be proficient with Microsoft Word; have basic skills with Excel and PowerPoint; and other database software experience desired. Must possess the willingness to learn the specific program requirements of the position.

14. Job Title: Administrative Assistant III
Minimum/General Experience: In support of a Director, will provide a wide range of senior level administrative support in a logistics and administrative services government contracting environment. Perform clerical duties in processing security forms and reports, does filing and other routine administrative duties, and maintain and order office supplies. Will provide support to all department personnel, and interact with other departments in providing administrative, travel, briefing and personnel support.
Functional Responsibility: Type a variety of administrative and technical materials. Material typed typically consists of various memoranda, letters, directives, government forms, technical reports, standard operating procedures, and briefings. Maintain the calendar of the Director, independently scheduling meetings and canceling appointments. Handle all aspects of travel arrangements including reservations and expense reporting. Follow standards for correspondence control and processing procedures. Maintain tracking items using an automated suspense system. Maintain employee personnel records and evaluation using an automated system. Maintain offices supplies and forms. Receives and controls incoming correspondence, determines proper action, and distributes to the staff specialists. Prepares correspondence for Director signature. Establish and maintain office files, including directives and instructions. Compose routine office memoranda in accordance with established office policies. Assist in the development of charts, graphics, and briefings.
Minimum Education: Bachelors degree with two (2) years of experience or an Associate's degree with a minimum of five (5) years of practical administrative experience in an office environment is required. Eight (8) years of related experience can be substituted for education. Must possess strong clerical and analytical skills with advanced computer skills and be proficient in software applications to include Microsoft Office (Excel, Word, PowerPoint) and other database software experience desired. Must possess the willingness to learn the specific program requirements of the position.

15. Job Title: Administrative Assistant IV
Minimum/General Experience: In support of a Director, will provide a wide range of senior level administrative support in a logistics and administrative services government contracting environment. Perform clerical duties in processing security forms and reports, does filing and other routine administrative duties, and maintain and order office supplies. Will provide support to all department personnel, and interact with other departments in providing administrative, travel, briefing and personnel support.
Functional Responsibility: Type a variety of administrative and technical materials. Material typed typically consists of various memoranda, letters, directives, government forms, technical reports, standard operating procedures, and briefings. Maintain the calendar of the Director, independently scheduling meetings and canceling appointments. Handle all aspects of travel arrangements including reservations and expense reporting. Follow standards for correspondence control and processing procedures. Maintain tracking items using an automated suspense system. Maintain employee personnel records and evaluation using an automated system. Maintain offices supplies and forms. Receives and controls incoming correspondence, determines proper action, and distributes to the staff specialists. Prepares correspondence for Director signature. Establish and maintain office files, including directives and instructions. Compose routine office memoranda in accordance with established office policies. Assist in the development of charts, graphics, and briefings.
Minimum Education: Bachelors degree with four (4) years of experience or an Associate's degree with a minimum of seven (7) years of practical administrative experience in an office environment is required. Ten (10) years of related experience can be substituted. Specialized experience includes office management, suspense tracking, review of executive level correspondence, database administration, financial and project status tracking and reporting, monthly reports, and maintaining operating procedures. Thorough knowledge of electronic database operations management, administrative and correspondence processing procedures, and understanding of procedures required for processing actions for review, approval and release. Must be proficient with Microsoft Word; have basic skills with Excel and PowerPoint; database software experience required; and MS Project experience a plus.

16. Job Title: Administrative Assistant V, Supervisor
Minimum/General Experience: In support of a Director, will provide a wide range of senior level administrative support in a logistics and administrative services government contracting environment. Perform clerical duties in processing security forms and reports, does filing and other routine administrative duties, and maintain and order office supplies. Will provide support to all department personnel, and interact with other departments in providing administrative, travel, briefing and personnel support.
Functional Responsibility: Will provide in-direct supervision to the administrative team to coordinate department support to ensure coverage and the workflow to meet project deadlines. Type a variety of administrative and technical materials. Material typed typically consists of various memoranda, letters, directives, government forms, technical reports, standard operating procedures, and briefings. Maintain the calendar of the Director, independently scheduling meetings and canceling appointments. Handle all aspects of travel arrangements including reservations and expense reporting. Follow standards for correspondence control and processing procedures. Maintain tracking items using an automated suspense system. Maintain employee personnel records and evaluation using an automated system. Maintain offices supplies and forms. Receives and controls incoming correspondence, determines proper action, and distributes to the staff specialists. Prepares correspondence for Director signature. Establish and maintain office files, including directives and instructions. Compose routine office memoranda in accordance with established office policies. Assist in the development of charts, graphics, and briefings.
Minimum Education: Bachelors degree with six (6) years of experience or an Associate's degree with a minimum of nine (9) years of practical administrative experience in an office environment is required. Twelve (12) years of related experience can be substituted. Must have experience coordinating the work of other administrative personnel and/or indirect supervisory experience. Specialized experience includes office management, suspense tracking, review of executive level correspondence, database administration, financial and project status tracking and reporting, monthly reports, and maintaining operating procedures. Thorough knowledge of electronic database operations management, administrative and correspondence processing procedures, and understanding of procedures required for processing actions for review, approval and release. Must be proficient with Microsoft Word; have basic skills with Excel and PowerPoint; database software experience required; and MS Project experience a plus.