



## Mission Oriented Business Integrated Services – GS-10F-0492M



## U.S. General Services Administration Contract Holder

### Schedule for – Mission Oriented Business Integrated Services (MOBIS)

<b>Federal Supply Group</b>	874
<b>Contract Number</b>	GS-10F-0492M
<b>Contract Period</b>	September 27th, 2002 through September 26th, 2017
<b>Contractor</b>	Time Solutions, LLC 609 Independence Parkway Suite 210 Chesapeake, VA 23320
<b>Business Size</b>	Small Disadvantaged 8(A), Alaskan Native Corporation
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<b>Contract Administration</b>	Amy B. Allen

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## Customer Information

1. Table of awarded special item number(s) with appropriate cross- reference to item descriptions and awarded price(s).
  - 1a. 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.
  - 1b. If the Contractor 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. If hourly rates are not applicable, indicate “Not applicable” for this item.
2. Maximum order. **\$1,000,000**
3. Minimum order. **\$100**
4. Geographic coverage (delivery area). **Domestic and Overseas**
5. Point(s) of production (city, county, and State or foreign country). **Same as company address**
6. Discount from list, prices or statement of net price. **The Government, as most favored customer, will receive a discount of 5% from the list price.**
7. Quantity discounts. **None offered**
8. Prompt payment terms. **1% - 10, Net 30**
9. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**
- 9a. 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**
11. Time of delivery. (Contractor insert number of days.) **Specified on the Task Order**
  - 11a. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” Under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **Contact Contractor**
  - 11b. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **Contact Contractor**
  - 11c. Urgent Requirements. The Contractor will note in its price list the Urgent. Requirements” clause of its contract and advice agencies that they can also contact the Contractor’s representative to affect a faster delivery. **Contact Contractor**
12. F.O.B. point(s). **F.O.B. Destination**
13. Ordering address(es). **Same as company address.**
  - 13a. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)). Contractor is to simply include this statement as item 13b.
14. Payment address(es) **Same as company address**

15. Warranty provision. **Contractor's standard commercial warranty**
16. Export packing charges, if applicable. **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable) **N/A**
19. Terms and conditions of installation (if applicable). **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 20a. Terms and conditions for any other services (if applicable) **N/A**
21. List of service and distribution points (if applicable). **N/A**
22. List of participating dealers (if applicable). **N/A**
23. Preventive maintenance (if applicable). **N/A**
24. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **N/A**
- 24a. 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/). **N/A**
25. Data Universal Number System (DUNS) number. **12-0283853**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **Time Solutions, LLC is registered in the Central Contractor Registration (CCR) database**

## Overview

Thank you for your interest in Time Solutions, LLC, an 8(a) certified small, disadvantaged business headquartered in Chesapeake, Virginia. We are a subsidiary of the Chenega Corporation, Anchorage, AK, and have Alaska Native Corporation status.

We pride ourselves on providing the highest quality products and services to industry and government. We have extensive experience supporting highly regulated nuclear projects related to our national security and energy independence. Our technical and management approaches are proven to be successful and cost competitive. Simply stated, it is our people, processes, and solutions combined that make us successful.

Time Solutions' project management, technical services and quality assurance offerings are competitive with firms of any size. Our approach to solving technical problems and completing project requirements is to assign appropriately trained and experienced personnel who are qualified to assess and work-to-closure the particular technical issues of concern. We are careful to listen and analyze a situation to gain a clear understanding of our client's expectations. We work quickly and efficiently, weighing the risks and costs to our clients in formulating our approaches and in execution of our work. Our attention to technical excellence, understanding of client priorities and concerns, adherence to cost constraints and schedules, and our approach to quality and compliance ensure that each project is managed effectively and efficiently.

Time Solutions has developed and uses comprehensive management tools for planning, monitoring and controlling each project. These tools have been used to manage projects varying in scope from short-term studies and assessments of less than \$50,000 to multi-year projects in excess of \$10 million.

In each case we tailor our management approach to cost effectively meet the requirements of the project

## 1 ITEMS/SERVICES AWARDED ON THIS CONTRACT

SINs	SIN Description	Discipline
874-1	Consulting Services	Project Management and Project Control
874-4	Training Services	Project Management and Project Control
874-7	Program Integration & Project Management Services	Project Management and Project Control

## 2 SIN 874-1: CONSULTING SERVICES

### 2.1 Description of Services

Time Solutions, LLC provides expert advice, assistance, guidance, consultation, and staff augmentation in support of agencies' management, organizational and business improvement efforts. Support includes design, development, implementation, and assessment of management and technical program elements; and management and technical studies, analyses, and reports. We have the following capabilities:

#### **Project Management and Project Control**

- Project Planning and Project Management
- Earned Value Management
- Configuration Management and Change Control
- Cost Estimating and Budget Preparation
- Cost and Schedule Control System Development and Implementation, Tracking and Reporting
- Quality Assurance, NQA-1, ISO, QC-1 Price Anderson Amendments Act Support

#### **Technical Support**

- Technical Studies and Analyses
- Hazard Assessments and Safety Analysis
- Authorization Basis/USQ Evaluations
- Risk Assessments and Consequence Mitigation
- Data Validation and Data Qualification
- Assessments and Reviews
  - Operational Readiness Reviews
  - Program and Technical Risk Assessments
  - Peer Review Management
  - Independent Performance Evaluations
  - Regulatory Analysis and Compliance Assessments

#### **Business Management Support**

- Organizational Change Management
- Strategic Planning
- Litigation Support
- Records and Information Management

**2.2 874-1: Integrated Consulting Services Client (On-Site) Price List, Contract Years 11 – 15**

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-1</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Program Director	\$212.56	\$217.24	\$222.02	\$226.90	\$231.89
Senior Program Manager, Science/Engineering Support	\$207.57	\$212.14	\$216.81	\$221.58	\$226.45
Program Manager	\$195.49	\$199.79	\$204.19	\$208.68	\$213.27
Deputy Program Manager, Science/Engineering Support	\$172.96	\$176.77	\$180.66	\$184.63	\$188.69
Senior Project Manager, Science/Engineering Support	\$161.46	\$165.01	\$168.64	\$172.35	\$176.14
Project Manager, Science/Engineering Support	\$127.38	\$130.18	\$133.04	\$135.97	\$138.96
Executive Strategic Planner	\$182.75	\$186.77	\$190.88	\$195.08	\$199.37
Senior Strategic Planner	\$162.94	\$166.52	\$170.18	\$173.92	\$177.75
Executive Business Consultant	\$146.19	\$149.41	\$152.70	\$156.06	\$159.49
Senior Business Consultant I	\$131.67	\$134.57	\$137.53	\$140.56	\$143.65
Senior Business Consultant	\$125.06	\$127.81	\$130.62	\$133.49	\$136.43
Business Consultant	\$113.92	\$116.43	\$118.99	\$121.61	\$124.29
Process Improvement Consultant	\$109.64	\$112.05	\$114.52	\$117.04	\$119.61
Process Integration Specialist I	\$113.92	\$116.43	\$118.99	\$121.61	\$124.29
Process Integration Specialist	\$106.47	\$108.81	\$111.20	\$113.65	\$116.15
Safety Program Coordinator	\$69.83	\$71.37	\$72.94	\$74.54	\$76.18
Environmental Safety & Health Specialist	\$65.31	\$66.75	\$68.22	\$69.72	\$71.25
Personnel Assistant III **	\$40.85	\$41.75	\$42.67	\$43.61	\$44.57
Personnel Assistant II **	\$36.64	\$37.45	\$38.27	\$39.11	\$39.97
Personnel Assistant I **	\$32.73	\$33.45	\$34.19	\$34.94	\$35.71
Course Manager - Junior	\$65.90	\$67.35	\$68.83	\$70.34	\$71.89
Course Manager - Senior	\$74.90	\$76.55	\$78.23	\$79.95	\$81.71
Technical Instructor/Course Developer **	\$55.31	\$56.53	\$57.77	\$59.04	\$60.34



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-1</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Technical Writer II **	\$48.40	\$49.46	\$50.55	\$51.66	\$52.80
Technical Writer I **	\$39.55	\$40.42	\$41.31	\$42.22	\$43.15
Technical Editor	\$49.94	\$51.04	\$52.16	\$53.31	\$54.48
Multi Media Graphic Design	\$44.25	\$45.22	\$46.21	\$47.23	\$48.27
Senior Technical Manager, Science/Engineering Support	\$141.91	\$145.03	\$148.22	\$151.48	\$154.81
Technical Manager, Science/Engineering Support	\$121.43	\$124.10	\$126.83	\$129.62	\$132.47
Senior Technical Specialist, Science/Engineering Support	\$131.67	\$134.57	\$137.53	\$140.56	\$143.65
Technical Specialist II, Science/Engineering Support	\$81.30	\$83.09	\$84.92	\$86.79	\$88.70
Technical Specialist I, Science/Engineering Support	\$71.26	\$72.83	\$74.43	\$76.07	\$77.74
Technical Specialist, Science/Engineering Support	\$59.64	\$60.95	\$62.29	\$63.66	\$65.06
LMS Administrator IV	\$71.89	\$73.47	\$75.09	\$76.74	\$78.43
LMS Administrator III	\$67.94	\$69.43	\$70.96	\$72.52	\$74.12
LMS Administrator II	\$56.15	\$57.39	\$58.65	\$59.94	\$61.26
LMS Administrator I	\$51.04	\$52.16	\$53.31	\$54.48	\$55.68
Database Analyst III	\$47.83	\$48.88	\$49.96	\$51.06	\$52.18
Database Analyst II	\$45.37	\$46.37	\$47.39	\$48.43	\$49.50
Database Analyst I	\$38.35	\$39.19	\$40.05	\$40.93	\$41.83
Data Entry Operator II **	\$28.30	\$28.92	\$29.56	\$30.21	\$30.87
Data Entry Operator I **	\$25.93	\$26.50	\$27.08	\$27.68	\$28.29
Document Preparation Clerk **	\$25.63	\$26.19	\$26.77	\$27.36	\$27.96
Document Clerk **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Sr. Project Control Specialist	\$107.06	\$109.42	\$111.83	\$114.29	\$116.80
Project Control Specialist I	\$96.75	\$98.88	\$101.06	\$103.28	\$105.55
Project Control Specialist	\$92.26	\$94.29	\$96.36	\$98.48	\$100.65
Lead Quality Assurance Specialist	\$92.26	\$94.29	\$96.36	\$98.48	\$100.65



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-1</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Quality Assurance Specialist	\$80.70	\$82.48	\$84.29	\$86.14	\$88.04
Project Control Technician I	\$65.85	\$67.30	\$68.78	\$70.29	\$71.84
Project Control Technician	\$39.63	\$40.50	\$41.39	\$42.30	\$43.23
Project Administrator	\$47.97	\$49.03	\$50.11	\$51.21	\$52.34
General Clerk III **	\$33.80	\$34.54	\$35.30	\$36.08	\$36.87
General Clerk II **	\$29.29	\$29.93	\$30.59	\$31.26	\$31.95
General Clerk I **	\$26.83	\$27.42	\$28.02	\$28.64	\$29.27
Accounting Clerk III **	\$40.22	\$41.10	\$42.00	\$42.92	\$43.86
Accounting Clerk II **	\$30.51	\$31.18	\$31.87	\$32.57	\$33.29
Accounting Clerk I **	\$27.20	\$27.80	\$28.41	\$29.04	\$29.68
Admin Specialist **	\$56.64	\$57.89	\$59.16	\$60.46	\$61.79
Administrative Assistant	\$27.71	\$28.32	\$28.94	\$29.58	\$30.23
Administrative Clerk	\$20.83	\$21.29	\$21.76	\$22.24	\$22.73
Secretary III **	\$45.61	\$46.61	\$47.64	\$48.69	\$49.76
Secretary II **	\$36.39	\$37.19	\$38.01	\$38.85	\$39.70
Secretary I **	\$32.59	\$33.31	\$34.04	\$34.79	\$35.56
Word Processor III **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Word Processor II **	\$31.87	\$32.57	\$33.29	\$34.02	\$34.77
Word Processor I **	\$28.19	\$28.81	\$29.44	\$30.09	\$30.75
Receptionist **	\$26.02	\$26.59	\$27.17	\$27.77	\$28.38

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

**2.3 874-1: Integrated Consulting Services Contractor (Off-Site) Price List, Contract Years 11 – 15**

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-1</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Program Director	\$232.82	\$237.94	\$243.17	\$248.52	\$253.99
Senior Program Manager, Science/Engineering Support	\$227.34	\$232.34	\$237.45	\$242.67	\$248.01
Program Manager	\$214.11	\$218.82	\$223.63	\$228.55	\$233.58
Deputy Program Manager, Science/Engineering Support	\$189.44	\$193.61	\$197.87	\$202.22	\$206.67
Senior Project Manager, Science/Engineering Support	\$176.82	\$180.71	\$184.69	\$188.75	\$192.90
Project Manager, Science/Engineering Support	\$139.52	\$142.59	\$145.73	\$148.94	\$152.22
Executive Strategic Planner	\$200.14	\$204.54	\$209.04	\$213.64	\$218.34
Senior Strategic Planner	\$178.45	\$182.38	\$186.39	\$190.49	\$194.68
Executive Business Consultant	\$160.11	\$163.63	\$167.23	\$170.91	\$174.67
Senior Business Consultant I	\$144.23	\$147.40	\$150.64	\$153.95	\$157.34
Senior Business Consultant	\$136.98	\$139.99	\$143.07	\$146.22	\$149.44
Business Consultant	\$124.78	\$127.53	\$130.34	\$133.21	\$136.14
Process Improvement Consultant	\$120.09	\$122.73	\$125.43	\$128.19	\$131.01
Process Integration Specialist I	\$124.79	\$127.54	\$130.35	\$133.22	\$136.15
Process Integration Specialist	\$116.60	\$119.17	\$121.79	\$124.47	\$127.21
Safety Program Coordinator	\$69.83	\$71.37	\$72.94	\$74.54	\$76.18
Environmental Safety & Health Specialist	\$65.31	\$66.75	\$68.22	\$69.72	\$71.25
Personnel Assistant III **	\$40.85	\$41.75	\$42.67	\$43.61	\$44.57
Personnel Assistant II **	\$36.64	\$37.45	\$38.27	\$39.11	\$39.97
Personnel Assistant I **	\$32.73	\$33.45	\$34.19	\$34.94	\$35.71
Course Manager - Junior	\$65.90	\$67.35	\$68.83	\$70.34	\$71.89
Course Manager - Senior	\$74.90	\$76.55	\$78.23	\$79.95	\$81.71
Technical Instructor/Course Developer **	\$55.31	\$56.53	\$57.77	\$59.04	\$60.34



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-1</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Video-Audio Producer	\$61.33	\$62.68	\$64.06	\$65.47	\$66.91
Technical Writer III	\$56.10	\$57.33	\$58.59	\$59.88	\$61.20
Technical Writer II **	\$48.40	\$49.46	\$50.55	\$51.66	\$52.80
Technical Writer I **	\$39.55	\$40.42	\$41.31	\$42.22	\$43.15
Technical Editor	\$49.94	\$51.04	\$52.16	\$53.31	\$54.48
Multi Media Graphic Design	\$44.25	\$45.22	\$46.21	\$47.23	\$48.27
Senior Technical Manager, Science/Engineering Support	\$155.46	\$158.88	\$162.38	\$165.95	\$169.60
Technical Manager, Science/Engineering Support	\$132.99	\$135.92	\$138.91	\$141.97	\$145.09
Senior Technical Specialist, Science/Engineering Support	\$144.25	\$147.42	\$150.66	\$153.97	\$157.36
Technical Specialist II, Science/Engineering Support	\$89.05	\$91.01	\$93.01	\$95.06	\$97.15
Technical Specialist I, Science/Engineering Support	\$78.05	\$79.77	\$81.52	\$83.31	\$85.14
Technical Specialist, Science/Engineering Support	\$65.32	\$66.76	\$68.23	\$69.73	\$71.26
LMS Administrator IV	\$71.89	\$73.47	\$75.09	\$76.74	\$78.43
LMS Administrator III	\$67.94	\$69.43	\$70.96	\$72.52	\$74.12
LMS Administrator II	\$56.15	\$57.39	\$58.65	\$59.94	\$61.26
LMS Administrator I	\$51.04	\$52.16	\$53.31	\$54.48	\$55.68
Database Analyst III	\$47.83	\$48.88	\$49.96	\$51.06	\$52.18
Database Analyst II	\$45.37	\$46.37	\$47.39	\$48.43	\$49.50
Database Analyst I	\$38.35	\$39.19	\$40.05	\$40.93	\$41.83
Data Entry Operator II **	\$28.30	\$28.92	\$29.56	\$30.21	\$30.87
Data Entry Operator I **	\$25.93	\$26.50	\$27.08	\$27.68	\$28.29
Document Preparation Clerk **	\$25.63	\$26.19	\$26.77	\$27.36	\$27.96
Document Clerk **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Sr. Project Control Specialist	\$117.27	\$119.85	\$122.49	\$125.18	\$127.93



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-1</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Project Control Specialist I	\$105.98	\$108.31	\$110.69	\$113.13	\$115.62
Lead Quality Assurance Specialist	\$101.03	\$103.25	\$105.52	\$107.84	\$110.21
Quality Assurance Specialist I	\$91.95	\$93.97	\$96.04	\$98.15	\$100.31
Quality Assurance Specialist	\$88.40	\$90.34	\$92.33	\$94.36	\$96.44
Project Control Technician I	\$72.12	\$73.71	\$75.33	\$76.99	\$78.68
Project Control Technician	\$43.44	\$44.40	\$45.38	\$46.38	\$47.40
Project Administrator	\$52.55	\$53.71	\$54.89	\$56.10	\$57.33
General Clerk III **	\$33.80	\$34.54	\$35.30	\$36.08	\$36.87
General Clerk II **	\$29.29	\$29.93	\$30.59	\$31.26	\$31.95
General Clerk I **	\$26.83	\$27.42	\$28.02	\$28.64	\$29.27
Accounting Clerk III **	\$40.22	\$41.10	\$42.00	\$42.92	\$43.86
Accounting Clerk II **	\$30.51	\$31.18	\$31.87	\$32.57	\$33.29
Accounting Clerk I **	\$27.20	\$27.80	\$28.41	\$29.04	\$29.68
Admin Specialist **	\$56.64	\$57.89	\$59.16	\$60.46	\$61.79
Administrative Assistant	\$30.36	\$31.03	\$31.71	\$32.41	\$33.12
Administrative Clerk	\$22.81	\$23.31	\$23.82	\$24.34	\$24.88
Secretary III **	\$45.61	\$46.61	\$47.64	\$48.69	\$49.76
Secretary II **	\$36.39	\$37.19	\$38.01	\$38.85	\$39.70
Secretary I **	\$32.59	\$33.31	\$34.04	\$34.79	\$35.56
Word Processor III **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Word Processor II **	\$31.87	\$32.57	\$33.29	\$34.02	\$34.77
Word Processor I **	\$28.19	\$28.81	\$29.44	\$30.09	\$30.75
Receptionist **	\$26.02	\$26.59	\$27.17	\$27.77	\$28.38

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

## 2.4 Service Contract Act (SCA) Matrix

The following Service Contract Act (SCA) matrix and narrative are hereby incorporated into the contract:

SCA Matrix			
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title		WD Number
Technical Instructor/Course Developer	15095	Technical Instructor/Course Developer	2005-2103
Technical Writer II	30462	Technical Writer II	2005-2103
Technical Writer I	30461	Technical Writer I	2005-2103
Personnel Assistant III	01263	Personnel Assistant (Employment) III	2005-2103
Personnel Assistant II	01262	Personnel Assistant (Employment) II	2005-2103
Personnel Assistant I	01261	Personnel Assistant (Employment) I	2005-2103
Data Entry Operator II	01052	Data Entry Operator II	2005-2103
Data Entry Operator I	01051	Data Entry Operator I	2005-2103
Document Preparation Clerk	01070	Document Preparation Clerk	2005-2103
Document Clerk	01613	Word Processor III	2005-2103
General Clerk III	01113	General Clerk III	2005-2103
General Clerk II	01112	General Clerk II	2005-2103
General Clerk I	01111	General Clerk I	2005-2103
Accounting Clerk III	01013	Accounting Clerk III	2005-2103
Accounting Clerk II	01012	Accounting Clerk II	2005-2103
Accounting Clerk I	01011	Accounting Clerk I	2005-2103
Admin Specialist	01020	Administrative Specialist	2005-2103
Secretary III	01313	Secretary III	2005-2103
Secretary II	01312	Secretary II	2005-2103
Secretary I	01311	Secretary I	2005-2103
Word Processor III	01613	Word Processor III	2005-2103
Word Processor II	01612	Word Processor II	2005-2103
Word Processor I	01611	Word Processor I	2005-2103
Receptionist	01280	Receptionist	2005-2103

SCA Matrix is applicable for SINs 874-1, 874-4 and 874-7

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 WD Number(s) 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.

## 2.5 Labor Categories (SIN 874-1)

### Program Director

**Duties:** Responsible for directing all aspects of broad based government and private sector initiatives. Establishes mission objectives and promotes program goals with government and private sector stakeholders. Establishes Program approach and directs activities to ensure compliance with all applicable regulations and quality and safety requirements.

**Education and Experience:** MS/MA and 30 years of experience or BS/BA and 35 years of experience or an equivalent combination of education and experience. Extensive experience interfacing with

government executives and corporate directors, external oversight review groups, and industry executives, and private sector stakeholders.

### **Senior Program Manager, Science/Engineering Support**

**Duties:** Responsible for management and administration of the development and deployment of broad based government and private sector scientific and engineering initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations, quality, and safety requirements.

**Education and Experience:** MS/MA and 30 years of experience or BS/BA and 35 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$25M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Program Manager**

**Duties:** Responsible for management and administration of the development and deployment of broad based government and private sector initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations and quality and safety requirements.

**Education and Experience:** MS/MA and 25 years of experience or BS/BA and 30 years of experience or an equivalent combination of education and experience. Extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives, and demonstrated experience managing programs with an annual budget ≥ \$10 million.

### **Deputy Program Manager, Science/Engineering Support**

**Duties:** Responsible for management and administration of the development and deployment of broad based government and private sector technical initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations, quality and safety requirements.

**Education and Experience:** MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$10M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Senior Project Manager, Science/Engineering Support**

**Duties:** Provides senior-level project management, planning, and technical support working closely with clients to define project goals and objectives. Leads the formulation of mid to long-term technical plans to achieve multiple and diverse goals. Identifies technical opportunities and develops implementation plans with corporate executives and government decision makers. Brings successful experience in identifying technical applications, developing implementation plans, and proven skills in achieving advancements in efficiency through the application of technology.

**Education and Experience:** MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing

project budgets >\$5M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Project Manager, Science/Engineering Support**

Duties: Provides Project Management, planning, and technical support. Plans, conducts, and coordinates significant project activities. Evaluates technical capabilities and provides advice and consultation on execution of technical projects. Works with client senior management to formulate and execute technical goals and objectives. Identifies new technology opportunities and supports development and execution of implementation plans. Brings successful experience in identifying technical applications, developing implementation plans, and proven skills in achieving advancements in efficiency through the application of technology.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$1M; and some experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Executive Strategic Planner**

Duties: Provides executive-level business and strategic planning support working closely with clients to define organizational goals and objectives. Leads formulation of mid to long-term strategy to achieve multiple and diverse goals. Identifies strategic opportunities and develops capture plans with corporate executives and government decision makers. Brings successful experience in identifying business opportunities, developing strategic plans, and proven skills in achieving strategic goals in a targeted market place.

Education and Experience: MS/MA and 25 years of experience or BS/BA and 30 years of experience or an equivalent combination of education and experience. Has broad based experience in government and industry. Has had experience both with the federal government interfacing at the executive service (SES) level and in the private sector at the director level. Extensive experience in interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Senior Strategic Planner**

Duties: Provides senior-level business and strategic planning support. Plans, conducts, and coordinates significant project/business activities. Evaluates client capabilities and provides advice and consultation on execution of strategic initiatives. Works with client senior management to formulate and execute organizational goals and objectives. Identifies new opportunities and supports development and execution of capture plans. Brings successful experience in consultative roles and proven skills in developing customer relationships and business opportunities, developing customer loyalty, and creating a positive image in a targeted market place.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Extensive experience in interfacing with federal government SES officials with some experience in interfacing with corporate executives, stakeholders, and industry officials.

### **Executive Business Consultant**

Duties: Provides executive-level business planning and business management services. Evaluates client capabilities and organizational goals. Evaluates and provides recommendations to improve client capabilities. Develops action plans to meet the client's needs, including organizational changes, key staff acquisitions, and business partnering. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures.

Interfaces with executive management in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers primarily in private industry.

### **Senior Business Consultant I**

Duties: Provides senior-level business planning and business management services. Evaluates client capabilities and organizational goals. Listens and understands client's needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the client's needs. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior management levels in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Senior Business Consultant**

Duties: Provides senior-level business planning and business management services. Evaluates client capabilities and organizational goals. Listens to client's needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the client's needs. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior management levels in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of directly applicable experience or an equivalent combination of education and experience. Significant experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Business Consultant**

Duties: Provides business planning and business management services. Matches client capabilities with organizational goals. Listens to the client's needs; assists in the planning process; and develops implementation plans that meet the client's needs. Documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with mid-level management in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 5 years of experience or BS/BA and 10 years of experience or an equivalent combination of education and experience. Experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Process Improvement Consultant**

Duties: Evaluates client priorities and project goals to identify process improvements and assess cost benefits. Analyzes client processes and organizational dynamics to identify improvement opportunities and determine proper application of potential changes. Fosters teamwork and effectively mitigates organizational conflicts during process and organizational transition.

Education and Experience: MS/MA and 4 years of experience or BS/BA and 8 years of experience or an equivalent combination of education and experience. Experience and expertise in process integration, organization dynamics, and process modeling. Experience in performing complex projects

including process mapping, establishing end-state objectives, and interfacing with technical and management personnel.

### **Process Integration Specialist I**

**Duties:** Provides process planning and systems management services. Evaluates and matches process capabilities with system demands. Listens to the client's needs; assists in the planning process; and develops implementation plans that meet the client's needs. Documents clear achievable process objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with client's technical staff to effectively develop and execute process improvements.

**Education and Experience:** MS/MA and 5 years of experience or BS/BA and 10 years of experience or an equivalent combination of education and experience. Experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Process Integration Specialist**

**Duties:** Evaluates client priorities and project goals to identify process improvements through enhanced integration. Analyzes client processes and technical system dynamics to identify opportunities for improvement and determine proper implementation of potential changes. Fosters teamwork and effectively mitigates integration/interface conflicts during process transition.

**Education and Experience:** MS/MA and 4 years of experience or BS/BA and 7 years of experience or an equivalent combination of education and experience. Experience and expertise in process integration, organization dynamics, and process modeling. Experience in performing complex projects including process mapping, establishing end-state objectives, and interfacing with technical and management personnel.

### **Safety Program Coordinator**

**Duties:** Analyze, develop, and implement systems to ensure safety compliance with applicable laws and regulations. Training and recordkeeping responsibilities.

**Education and Experience:** A BS/BA (MS/MA degree preferred) or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

### **Environmental Safety and Health Specialist**

**Duties:** Ensure activities and facilities are in compliance with applicable ES&H regulatory requirements.

**Education and Experience:** BS/BA in Environmental Safety & Health or related discipline. Equivalent experience in lieu of degree is permitted.

### **Personnel Assistant III \*\***

**Duties:** Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents

**Education and Experience:** High School/High School Diploma and 2 years of related experience.

### **Personnel Assistant II \*\***

**Duties:** Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals.

**Education and Experience:** High School/High School Diploma and 1-2 years of related experience.

### **Personnel Assistant I \*\***

**Duties:** Performs clerical and secretarial duties.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Course Manager – Junior**

Duties: Train contractors, subcontractors and other federal, state and local agencies. Responsibilities include planning, scheduling, programming, budgeting and creating objectives.

Education and Experience: A BS/BA (MS/MA degree preferred), or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Course Manager – Senior**

Duties: Train contractors, subcontractors, and other federal, state, and local agencies. Responsibilities include planning, scheduling, programming, budgeting and creating objectives.

Education and Experience: A BS/BA (MS/MA degree preferred), or eight years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Technical Instructor/Course Developer \*\***

Duties: Responsible for curriculum revision and maintenance. Organize and draft curriculums, creates graphics, and integrates them into curriculum. Courses are instructor based, computer-based, simulator based, interactive, or non-interactive. Incorporate new curriculum in the teaching process.

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

**Instructional Systems Designer**

Duties: Analyze, design, develop and evaluate courses and training programs using a Standardized Approach to Training (SAT) process and following established course development policy and procedures.

Education and Experience: Advance Degree (M.A or Ph.D.). Certification as a Certified Performance Technologist (CPT). Equivalent experience in lieu of degree is permitted.

**Video-Audio Producer**

Duties: Plans and coordinates all aspects of video and audio production in support of eLearning, instructor-led training, and special projects.

Education and Experience: BS/BA in a related field. Equivalent experience in lieu of degree is permitted.

**Technical Writer III**

Duties: Develops, reviews, and modifies technical documents such as technical articles, brochures, and/or manuals. May include elements of research and graphic design.

Education and Experience: BS/BA (MS/MA degree preferred), or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Technical Writer II \*\***

Duties: Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications...

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

**Technical Writer I \*\***

Duties: Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications.

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

### **Technical Editor**

Duties: Writes, edits or proofreads complex training materials. Focuses primarily on entire courses comprising lesson plans, tests, exercises, slides, hand-outs, and other materials for adult trainees

Education and Experience: BS/BA with a focus in technical editing and journalism. Equivalent experience in lieu of degree is permitted.

### **Multi Media Graphic Design**

Duties: Creates graphic materials, and is responsible for design of projects from conception to completion. Possesses specialized skills in Web, multimedia, or video. Experienced in desktop layout, image manipulation, and some pre-press preparation.

Education and Experience: BS/BA and four years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

### **Senior Technical Manager, Science/Engineering Support**

Duties: Provides senior-level technical advice, planning, and management services. Evaluates technical capabilities and goals. Provides recommendations to improve technical capabilities. Develops action plans to meet technical objectives and goals, including identification, acquisition, development, and implementation of new technologies. Recommends key technical staff acquisitions, and partnering. Proposes and documents clear achievable technical objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with executive management in the client's organization to effectively develop and execute technical plans.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers in both government and industry.

### **Technical Manager, Science/Engineering Support**

Duties: Provides technical management services. Evaluates technical capabilities and goals. Listens and understands technical needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the identified technology needs. Proposes and documents clear achievable objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior technical staff in the client's organization to effectively develop and execute technology improvements.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of experience or an equivalent combination of education and experience. Demonstrated experience managing technical organizations to successfully complete complex projects including establishing project objectives, determining resource requirements, developing schedules, and interfacing with customers.

### **Senior Technical Specialist, Science/Engineering Support**

Duties: Provides senior-level technical management services. Evaluates technical capabilities and goals. Listens and understands technical needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the identified technology needs. Proposes and documents clear achievable objectives, evaluation methods, budgets,

timeliness, and performance measures. Interfaces with senior technical staff in the client's organization to effectively develop and execute technology improvements.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Demonstrated experience managing technical organizations to successfully complete complex projects, including: development of project objectives, determination of resource requirements, development and iteration of project budgets, integration of schedules provided by supporting organizations, and interfacing with customers.

### **Technical Specialist II, Science/Engineering Support**

Duties: Effectively lead a variety of disciplines to ensure that the individual project systems work together to perform a desired function. Able to see the "big picture" of a project in addition to technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA degree and 10 years of experience or an equivalent combination of education and experience. Experience leading a technical team.

### **Technical Specialist I, Science/Engineering Support**

Duties: Effectively interface with a variety of disciplines to ensure that the individual project systems work together to perform a desired function. Able to see the "big picture" of a project in addition to technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA and 5 years of experience or an equivalent combination of education and experience. Experience effectively contributing in a technical team environment.

### **Technical Specialist, Science/Engineering Support**

Duties: Effectively support a small technical team to address an assigned structure, system, or component. Able to effectively address technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA and 2 years of experience or AS/AA and 5 years of experience or an equivalent combination of education and directly applicable experience.

### **LMS Administrator IV**

Duties: Responsible for administration, analysis, maintenance, and support functions for the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 7-10 years of related experience. Equivalent experience in lieu of degree is permitted.

### **LMS Administrator III**

Duties: Responsible for administration, analysis, maintenance, and support functions for the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 4-7 years of related experience. Equivalent experience in lieu of degree is permitted.

**LMS Administrator II**

Duties: Provide administrative, training, and end-user support to the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 2-4 years of related experience. Equivalent experience in lieu of degree is permitted.

**LMS Administrator I**

Duties: Provide administrative, training, and end-user support to the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 1-2 years of related experience. Equivalent experience in lieu of degree is permitted.

**Database Analyst III**

Duties: Provides various types of management and technical support including designing, implementing, and maintaining databases. Responsible for planning and risk mitigation, evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific or Engineering Discipline and 2-4 years' experience in related discipline. Equivalent experience in lieu of degree is permitted.

**Database Analyst II**

Duties: Provides various types of technical support including implementing and maintaining databases. Responsible for planning and risk mitigation, evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific or Engineering Discipline and 1-2 years' experience in related discipline. Equivalent experience in lieu of degree is permitted.

**Database Analyst I**

Duties: Provides various types of technical support in maintaining databases. May include evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific, Engineering or Business Discipline. Equivalent experience in lieu of degree is permitted.

**Data Entry Operator II \*\***

Duties: Prepares source data for entry by compiling and organizing data; establishing priorities.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Data Entry Operator I \*\***

Duties: Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Documentation Preparation Clerk \*\***

Duties: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Document Clerk \*\***

Duties: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Senior Project Control Specialist**

Duties: Assembles and manages estimating, planning, scheduling and cost control/engineering teams. Leads organizations in production control, developing and implementing project controls systems, identifying and managing schedule slippage and cost overruns, advising senior management on how to enhance contractor performance, and developing and implementing project recovery plans.

Education and Experience: BS/BA and 20 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Extensive knowledge and experience applying proven project control methodologies for commercial and/or government projects.

**Project Control Specialist I**

Duties: Leads estimating, planning, scheduling and cost control/engineering tasks. Leads production control; develops and implements project controls systems; identifies potential schedule slips and cost overruns; provides senior management reports that accurately project contractor status; and develops project recovery plans.

Education and Experience: BS/BA and 15 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Advanced knowledge and experience applying proven project control methodologies for commercial and/or government projects.

**Project Control Specialist**

Duties: Leads estimating, planning, scheduling and cost control/engineering tasks. Leads production control; develops and implements project controls systems; identifies potential schedule slips and cost overruns; provides senior management reports that accurately project contractor status; and develops project recovery plans.

Education and Experience: BS/BA and 10 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Advanced knowledge and experience applying proven project control methodologies for commercial and/or government projects.

**Lead Quality Assurance Specialist**

Duties: Assures successful QA Program implementation through effective communication and integration with technical and program elements. Develops and implements QA Programs and interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Leads internal and external audits, identifies and documents deficiencies, and recommends and tracks corrective actions. Identifies and presents “extent-of-condition” indicators and develops broad based corrective action programs to assure non-recurrence of weaknesses and/or deficiencies.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of experience or an equivalent combination of education and experience with applicable QA Lead Auditor certifications. Extensive knowledge and experience developing, leading, and monitoring quality programs that comply with consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.),

Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414.1a), and standards imposed by the Nuclear Regulatory Commission (NRC).

**Quality Assurance Specialist I**

Duties: Develops and implements QA Programs and implementing procedures. Interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Assists in supplier/vendor audits; and successfully implementing QA programs that require interfacing with regulators.

Education and Experience: BS/BA and 10 years of experience or an equivalent combination of education and experience with applicable QA auditor certifications. Extensive knowledge and experience applying consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.) and Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414.1a).

**Quality Assurance Specialist**

Duties: Develops and implements QA Programs and implementing procedures. Interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Assists in supplier/vendor audits; and successfully implementing QA programs that require interfacing with regulators.

Education and Experience: BS/BA and 5 years of experience or an equivalent combination of education and experience with applicable QA auditor certifications. Extensive knowledge and experience applying consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.) and Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414).

**Project Control Technician I**

Duties: Coordinates the development of project documentation such as, change requests in accordance with document control, records management, and baseline maintenance procedures. Ensures timeliness, quality, adequacy, compliance, and technical integration with the project budget and multi-year planning process. Supports project and line managers, schedulers, cost engineers, and project control personnel to document project scope, cost, and schedule.

Education and Experience: BS/BA and 6 years of experience in business management or business administration or an equivalent combination of education and experience.

**Project Control Technician**

Duties: Gathers information from end-state stakeholders concerning end-state requirements and documentation of project objectives. Supports Project Control staff with coordination of input from project participant users. Generates routine project/system communication, tracking and reporting on action/commitment status.

Education and Experience: BS/BA and 2 years of experience in project/system administration or an equivalent combination of education and experience.

**Project Administrator**

Duties: Works independently to design, implement and maintain project and business files. Maintains regular contact with federal, state and commercial client organizations for project related and business information. Assists with the preparation of project documentation, including assembling professional project teams and directing the work of support staff to complete assignments. Serves as a technical writer for contract status reports. Has working knowledge of federal acquisition rules and regulations. Has demonstrated ability to prepare work packages, develop and document task plans, and write and edit technical reports and other publications.

Education and Experience: BS/BA and 3 years of experience in project control, pricing, contracts, finance or other related fields or an equivalent combination of education and experience.

**General Clerk III \*\***

Duties: Assists in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**General Clerk II \*\***

Duties: Performs specific procedures in a prescribed sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**General Clerk I \*\***

Duties: Performs repetitive tasks, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Accounting Clerk III \*\***

Duties: Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Accounting Clerk II \*\***

Duties: Performs routine accounting clerical operations such as posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries and assigning proper codes.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**Accounting Clerk I \*\***

Duties: Performs routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Admin Specialist \*\***

Duties: Provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Administrative Assistant**

Duties: Plans and organizes project specific work according to established or standard project/office procedures. Determines priority of administrative tasks. Assigns work to clerical staff to relieve management of administrative detail. Composes and types routine correspondence and reports. Screens telephone calls or greets visitors to ascertain nature of business and refers to appropriate office. Arranges meetings and schedules appointments for management. Compiles and coordinates data for action by management. Transmits and explains management's directions to proper persons

and follows up for compliance, completeness and conformance with deadlines. Develops and maintains confidential and complex records and files.

Education and Experience: BS/BA or AS/AA and 5 years of experience or equivalent combination of education and experience in office administration with extensive knowledge of word processing and spreadsheet programs.

**Administrative Clerk**

Duties: Supports project specific client administrative activities such as meeting coordination, action tracking and reporting, data management, inventory tracking, and other similar tasks. Assists project staff with preparing status reports, and documents.

Education and Experience: High School/High School diploma and 2 years of experience in office administration with working knowledge of word processing and spreadsheet programs.

**Secretary III \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Secretary II \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**Secretary I \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Word Processor III \*\***

Duties: Process complex and lengthy technical reports which include tables, graphs, charts, or multiple columns.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Word Processor II \*\***

Duties: Responsible for editing and reformatting written or electronic drafts. Transcribe scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.

Education and Experience: High School/High School Diploma and 1-2 year of related experience.

**Word Processor I \*\***

Duties: Responsible for producing a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials.

Education and Experience: High School/High School Diploma and 1 year of related experience.



### 3 SIN 874-4: Training Services

#### 3.1 Description of Services

Time Solutions, LLC provides training services to include:

- Instructor Led Training
- Web Based Training and Education Courses
- Course Development and Test Administration Learning Management
- Internships.

Proposed courses are training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.).

Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN.

A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

#### 3.2 874-4 Training Services Client (On-Site) Price List, Contract Years 11 – 15

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Program Director	\$212.56	\$217.24	\$222.02	\$226.90	\$231.89
Senior Program Manager, Science/Engineering Support	\$207.57	\$212.14	\$216.81	\$221.58	\$226.45
Program Manager, Science/Engineering Support	\$195.49	\$199.79	\$204.19	\$208.68	\$213.27
Deputy Program Manager, Science/Engineering Support	\$172.96	\$176.77	\$180.66	\$184.63	\$188.69
Senior Project Manager, Science/Engineering Support	\$161.46	\$165.01	\$168.64	\$172.35	\$176.14
Project Manager, Science/Engineering Support	\$127.38	\$130.18	\$133.04	\$135.97	\$138.96
Executive Strategic Planner	\$182.75	\$186.77	\$190.88	\$195.08	\$199.37
Senior Strategic Planner	\$162.94	\$166.52	\$170.18	\$173.92	\$177.75



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Executive Business Consultant	\$146.19	\$149.41	\$152.70	\$156.06	\$159.49
Senior Business Consultant I	\$131.67	\$134.57	\$137.53	\$140.56	\$143.65
Senior Business Consultant	\$125.06	\$127.81	\$130.62	\$133.49	\$136.43
Business Consultant	\$113.92	\$116.43	\$118.99	\$121.61	\$124.29
Process Improvement Consultant	\$109.64	\$112.05	\$114.52	\$117.04	\$119.61
Process Integration Specialist I	\$113.92	\$116.43	\$118.99	\$121.61	\$124.29
Process Integration Specialist	\$106.47	\$108.81	\$111.20	\$113.65	\$116.15
Safety Program Coordinator	\$69.83	\$71.37	\$72.94	\$74.54	\$76.18
Environmental Safety & Health Specialist	\$65.31	\$66.75	\$68.22	\$69.72	\$71.25
Personnel Assistant III **	\$40.85	\$41.75	\$42.67	\$43.61	\$44.57
Personnel Assistant II **	\$36.64	\$37.45	\$38.27	\$39.11	\$39.97
Personnel Assistant I **	\$32.73	\$33.45	\$34.19	\$34.94	\$35.71
Course Manager - Junior	\$65.90	\$67.35	\$68.83	\$70.34	\$71.89
Course Manager - Senior	\$74.90	\$76.55	\$78.23	\$79.95	\$81.71
Technical Instructor/Course Developer **	\$55.31	\$56.53	\$57.77	\$59.04	\$60.34
Instructional Systems Designer	\$66.97	\$68.44	\$69.95	\$71.49	\$73.06
Video-Audio Producer	\$61.33	\$62.68	\$64.06	\$65.47	\$66.91
Technical Writer III	\$56.10	\$57.33	\$58.59	\$59.88	\$61.20
Technical Writer II **	\$48.40	\$49.46	\$50.55	\$51.66	\$52.80
Technical Writer I **	\$39.55	\$40.42	\$41.31	\$42.22	\$43.15
Technical Editor	\$49.94	\$51.04	\$52.16	\$53.31	\$54.48
Multi Media Graphic Design	\$44.25	\$45.22	\$46.21	\$47.23	\$48.27
Senior Technical Manager, Science/Engineering Support	\$141.91	\$145.03	\$148.22	\$151.48	\$154.81
Technical Manager, Science/Engineering Support	\$121.43	\$124.10	\$126.83	\$129.62	\$132.47
Senior Technical Specialist, Science/Engineering Support	\$131.67	\$134.57	\$137.53	\$140.56	\$143.65



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Technical Specialist II, Science/Engineering Support	\$81.30	\$83.09	\$84.92	\$86.79	\$88.70
Technical Specialist I, Science/Engineering Support	\$71.26	\$72.83	\$74.43	\$76.07	\$77.74
Technical Specialist, Science/Engineering Support	\$59.64	\$60.95	\$62.29	\$63.66	\$65.06
LMS Administrator IV	\$71.89	\$73.47	\$75.09	\$76.74	\$78.43
LMS Administrator III	\$67.94	\$69.43	\$70.96	\$72.52	\$74.12
LMS Administrator II	\$56.15	\$57.39	\$58.65	\$59.94	\$61.26
LMS Administrator I	\$51.04	\$52.16	\$53.31	\$54.48	\$55.68
Database Analyst III	\$47.83	\$48.88	\$49.96	\$51.06	\$52.18
Database Analyst II	\$45.37	\$46.37	\$47.39	\$48.43	\$49.50
Database Analyst I	\$38.35	\$39.19	\$40.05	\$40.93	\$41.83
Data Entry Operator II **	\$28.30	\$28.92	\$29.56	\$30.21	\$30.87
Data Entry Operator I **	\$25.93	\$26.50	\$27.08	\$27.68	\$28.29
Document Preparation Clerk **	\$25.63	\$26.19	\$26.77	\$27.36	\$27.96
Document Clerk **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Sr. Project Control Specialist	\$107.06	\$109.42	\$111.83	\$114.29	\$116.80
Project Control Specialist I	\$96.75	\$98.88	\$101.06	\$103.28	\$105.55
Project Control Specialist	\$92.26	\$94.29	\$96.36	\$98.48	\$100.65
Lead Quality Assurance Specialist	\$92.26	\$94.29	\$96.36	\$98.48	\$100.65
Quality Assurance Specialist I	\$83.95	\$85.80	\$87.69	\$89.62	\$91.59
Quality Assurance Specialist	\$80.70	\$82.48	\$84.29	\$86.14	\$88.04
Project Control Technician I	\$65.85	\$67.30	\$68.78	\$70.29	\$71.84
Project Control Technician	\$39.63	\$40.50	\$41.39	\$42.30	\$43.23
Project Administrator, Science/Engineering Support	\$49.43	\$50.52	\$51.63	\$52.77	\$53.93
General Clerk III **	\$33.80	\$34.54	\$35.30	\$36.08	\$36.87
General Clerk II **	\$29.29	\$29.93	\$30.59	\$31.26	\$31.95

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
General Clerk I **	\$26.83	\$27.42	\$28.02	\$28.64	\$29.27
Accounting Clerk III **	\$40.22	\$41.10	\$42.00	\$42.92	\$43.86
Accounting Clerk II **	\$30.51	\$31.18	\$31.87	\$32.57	\$33.29
Accounting Clerk I **	\$27.20	\$27.80	\$28.41	\$29.04	\$29.68
Admin Specialist **	\$56.64	\$57.89	\$59.16	\$60.46	\$61.79
Administrative Assistant	\$27.73	\$28.34	\$28.96	\$29.60	\$30.25
Administrative Clerk	\$20.83	\$21.29	\$21.76	\$22.24	\$22.73
Secretary III **	\$45.61	\$46.61	\$47.64	\$48.69	\$49.76
Secretary II **	\$36.39	\$37.19	\$38.01	\$38.85	\$39.70
Secretary I **	\$32.59	\$33.31	\$34.04	\$34.79	\$35.56
Word Processor III **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Word Processor II **	\$31.87	\$32.57	\$33.29	\$34.02	\$34.77
Word Processor I **	\$28.19	\$28.81	\$29.44	\$30.09	\$30.75
Receptionist **	\$26.02	\$26.59	\$27.17	\$27.77	\$28.38

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

**3.3 874-4 Training Services Contractor (Off-Site) Price List, Contract Years 11 – 15**

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Program Director	\$232.82	\$237.94	\$243.17	\$248.52	\$253.99
Senior Program Manager, Science/Engineering Support	\$227.34	\$232.34	\$237.45	\$242.67	\$248.01
Program Manager, Science/Engineering Support	\$214.11	\$218.82	\$223.63	\$228.55	\$233.58
Deputy Program Manager, Science/Engineering Support	\$189.44	\$193.61	\$197.87	\$202.22	\$206.67
Senior Project Manager, Science/Engineering Support	\$176.82	\$180.71	\$184.69	\$188.75	\$192.90
Project Manager, Science/Engineering Support	\$139.52	\$142.59	\$145.73	\$148.94	\$152.22



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Executive Strategic Planner	\$200.14	\$204.54	\$209.04	\$213.64	\$218.34
Senior Strategic Planner	\$178.45	\$182.38	\$186.39	\$190.49	\$194.68
Executive Business Consultant	\$160.11	\$163.63	\$167.23	\$170.91	\$174.67
Senior Business Consultant I	\$144.23	\$147.40	\$150.64	\$153.95	\$157.34
Senior Business Consultant	\$136.98	\$139.99	\$143.07	\$146.22	\$149.44
Business Consultant	\$124.78	\$127.53	\$130.34	\$133.21	\$136.14
Process Improvement Consultant	\$120.09	\$122.73	\$125.43	\$128.19	\$131.01
Process Integration Specialist I	\$124.79	\$127.54	\$130.35	\$133.22	\$136.15
Process Integration Specialist	\$116.60	\$119.17	\$121.79	\$124.47	\$127.21
Safety Program Coordinator	\$69.83	\$71.37	\$72.94	\$74.54	\$76.18
Environmental Safety & Health Specialist	\$65.31	\$66.75	\$68.22	\$69.72	\$71.25
Personnel Assistant III **	\$40.85	\$41.75	\$42.67	\$43.61	\$44.57
Personnel Assistant II **	\$36.64	\$37.45	\$38.27	\$39.11	\$39.97
Personnel Assistant I **	\$32.73	\$33.45	\$34.19	\$34.94	\$35.71
Course Manager - Junior	\$65.90	\$67.35	\$68.83	\$70.34	\$71.89
Course Manager - Senior	\$74.90	\$76.55	\$78.23	\$79.95	\$81.71
Technical Instructor/Course Developer **	\$55.31	\$56.53	\$57.77	\$59.04	\$60.34
Instructional Systems Designer	\$66.97	\$68.44	\$69.95	\$71.49	\$73.06
Video-Audio Producer	\$61.33	\$62.68	\$64.06	\$65.47	\$66.91
Technical Writer III	\$56.10	\$57.33	\$58.59	\$59.88	\$61.20
Technical Writer II **	\$48.40	\$49.46	\$50.55	\$51.66	\$52.80
Technical Writer I **	\$39.55	\$40.42	\$41.31	\$42.22	\$43.15
Technical Editor	\$49.94	\$51.04	\$52.16	\$53.31	\$54.48
Multi Media Graphic Design	\$44.25	\$45.22	\$46.21	\$47.23	\$48.27
Senior Technical Manager, Science/Engineering Support	\$155.46	\$158.88	\$162.38	\$165.95	\$169.60



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Technical Manager, Science/Engineering Support	\$132.99	\$135.92	\$138.91	\$141.97	\$145.09
Senior Technical Specialist, Science/Engineering Support	\$144.25	\$147.42	\$150.66	\$153.97	\$157.36
Technical Specialist II, Science/Engineering Support	\$89.05	\$91.01	\$93.01	\$95.06	\$97.15
Technical Specialist I, Science/Engineering Support	\$78.05	\$79.77	\$81.52	\$83.31	\$85.14
Technical Specialist, Science/Engineering Support	\$65.32	\$66.76	\$68.23	\$69.73	\$71.26
LMS Administrator IV	\$71.89	\$73.47	\$75.09	\$76.74	\$78.43
LMS Administrator III	\$67.94	\$69.43	\$70.96	\$72.52	\$74.12
LMS Administrator II	\$56.15	\$57.39	\$58.65	\$59.94	\$61.26
LMS Administrator I	\$51.04	\$52.16	\$53.31	\$54.48	\$55.68
Database Analyst III	\$47.83	\$48.88	\$49.96	\$51.06	\$52.18
Database Analyst II	\$45.37	\$46.37	\$47.39	\$48.43	\$49.50
Database Analyst I	\$38.35	\$39.19	\$40.05	\$40.93	\$41.83
Data Entry Operator II **	\$28.30	\$28.92	\$29.56	\$30.21	\$30.87
Data Entry Operator I **	\$25.93	\$26.50	\$27.08	\$27.68	\$28.29
Document Preparation Clerk **	\$25.63	\$26.19	\$26.77	\$27.36	\$27.96
Document Clerk **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Sr. Project Control Specialist	\$117.26	\$119.84	\$122.48	\$125.17	\$127.92
Project Control Specialist I	\$105.98	\$108.31	\$110.69	\$113.13	\$115.62
Project Control Specialist	\$101.03	\$103.25	\$105.52	\$107.84	\$110.21
Lead Quality Assurance Specialist	\$101.03	\$103.25	\$105.52	\$107.84	\$110.21
Quality Assurance Specialist I	\$91.95	\$93.97	\$96.04	\$98.15	\$100.31
Quality Assurance Specialist	\$88.40	\$90.34	\$92.33	\$94.36	\$96.44
Project Control Technician I	\$72.13	\$73.72	\$75.34	\$77.00	\$78.69
Project Control Technician	\$43.45	\$44.41	\$45.39	\$46.39	\$47.41
Project Administrator, Science/Engineering Support	\$54.13	\$55.32	\$56.54	\$57.78	\$59.05

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-4</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
General Clerk III **	\$33.80	\$34.54	\$35.30	\$36.08	\$36.87
General Clerk II **	\$29.29	\$29.93	\$30.59	\$31.26	\$31.95
General Clerk I **	\$26.83	\$27.42	\$28.02	\$28.64	\$29.27
Accounting Clerk III **	\$40.22	\$41.10	\$42.00	\$42.92	\$43.86
Accounting Clerk II **	\$30.51	\$31.18	\$31.87	\$32.57	\$33.29
Accounting Clerk I **	\$27.20	\$27.80	\$28.41	\$29.04	\$29.68
Admin Specialist **	\$56.64	\$57.89	\$59.16	\$60.46	\$61.79
Administrative Assistant	\$30.36	\$31.03	\$31.71	\$32.41	\$33.12
Administrative Clerk	\$22.82	\$23.32	\$23.83	\$24.35	\$24.89
Secretary III **	\$45.61	\$46.61	\$47.64	\$48.69	\$49.76
Secretary II **	\$36.39	\$37.19	\$38.01	\$38.85	\$39.70
Secretary I **	\$32.59	\$33.31	\$34.04	\$34.79	\$35.56
Word Processor III **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Word Processor II **	\$31.87	\$32.57	\$33.29	\$34.02	\$34.77
Word Processor I **	\$28.19	\$28.81	\$29.44	\$30.09	\$30.75
Receptionist **	\$26.02	\$26.59	\$27.17	\$27.77	\$28.38

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

### 3.4 Service Contract Act (SCA) Matrix

The following Service Contract Act (SCA) matrix and narrative are hereby incorporated into the contract:

SCA Matrix			
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title		WD Number
Technical Instructor/Course Developer	15095	Technical Instructor/Course Developer	2005-2103
Technical Writer II	30462	Technical Writer II	2005-2103
Technical Writer I	30461	Technical Writer I	2005-2103
Personnel Assistant III	01263	Personnel Assistant (Employment) III	2005-2103
Personnel Assistant II	01262	Personnel Assistant (Employment) II	2005-2103
Personnel Assistant I	01261	Personnel Assistant (Employment) I	2005-2103
Data Entry Operator II	01052	Data Entry Operator II	2005-2103

<b>SCA Matrix</b>			
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>		<b>WD Number</b>
Data Entry Operator I	01051	Data Entry Operator I	2005-2103
Document Preparation Clerk	01070	Document Preparation Clerk	2005-2103
Document Clerk	01613	Word Processor III	2005-2103
General Clerk III	01113	General Clerk III	2005-2103
General Clerk II	01112	General Clerk II	2005-2103
General Clerk I	01111	General Clerk I	2005-2103
Accounting Clerk III	01013	Accounting Clerk III	2005-2103
Accounting Clerk II	01012	Accounting Clerk II	2005-2103
Accounting Clerk I	01011	Accounting Clerk I	2005-2103
Admin Specialist	01020	Administrative Specialist	2005-2103
Secretary III	01313	Secretary III	2005-2103
Secretary II	01312	Secretary II	2005-2103
Secretary I	01311	Secretary I	2005-2103
Word Processor III	01613	Word Processor III	2005-2103
Word Processor II	01612	Word Processor II	2005-2103
Word Processor I	01611	Word Processor I	2005-2103
Receptionist	01280	Receptionist	2005-2103

**SCA Matrix is applicable for SINs 874-1, 874-4 and 874-7**

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 WD Number(s) 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.

**3.5 Labor Categories (SIN 874-4)**

**Program Director**

**Duties:** Responsible for directing all aspects of broad based government and private sector initiatives. Establishes mission objectives and promotes program goals with government and private sector stakeholders. Establishes Program approach and directs activities to ensure compliance with all applicable regulations and quality and safety requirements.

**Education and Experience:** MS/MA and 30 years of experience or BS/BA and 35 years of experience or an equivalent combination of education and experience. Extensive experience interfacing with government executives and corporate directors, external oversight review groups, and industry executives, and private sector stakeholders.

**Senior Program Manager, Science/Engineering Support**

**Duties:** Responsible for management and administration of the development and deployment of broad based government and private sector scientific and engineering initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations, quality, and safety requirements.

Education and Experience: MS/MA and 30 years of experience or BS/BA and 35 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$25M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

**Program Manager, Science/Engineering Support**

Duties: Responsible for management and administration of the development and deployment of broad based government and private sector scientific and engineering initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations and quality and safety requirements.

Education and Experience: MS/MA and 25 years of experience or BS/BA and 30 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets ≥\$15M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

**Deputy Program Manager, Science/Engineering Support**

Duties: Responsible for management and administration of the development and deployment of broad based government and private sector technical initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations, quality and safety requirements.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$10M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

**Senior Project Manager, Science/Engineering Support**

Duties: Provides senior-level project management, planning, and technical support working closely with clients to define project goals and objectives. Leads the formulation of mid to long-term technical plans to achieve multiple and diverse goals. Identifies technical opportunities and develops implementation plans with corporate executives and government decision makers. Brings successful experience in identifying technical applications, developing implementation plans, and proven skills in achieving advancements in efficiency through the application of technology.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$5M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

**Project Manager, Science/Engineering Support**

Duties: Provides Project Management, planning, and technical support. Plans, conducts, and coordinates significant project activities. Evaluates technical capabilities and provides advice and consultation on execution of technical projects. Works with client senior management to formulate and execute technical goals and objectives. Identifies new technology opportunities and supports development and execution of implementation plans. Brings successful experience in identifying technical applications, developing implementation plans, and proven skills in achieving advancements in efficiency through the application of technology.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$1M; and some experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Executive Strategic Planner**

Duties: Provides executive-level business and strategic planning support working closely with clients to define organizational goals and objectives. Leads formulation of mid to long-term strategy to achieve multiple and diverse goals. Identifies strategic opportunities and develops capture plans with corporate executives and government decision makers. Brings successful experience in identifying business opportunities, developing strategic plans, and proven skills in achieving strategic goals in a targeted market place.

Education and Experience: MS/MA and 25 years of experience or BS/BA and 30 years of experience or an equivalent combination of education and experience. Has broad based experience in government and industry. Has had experience both with the federal government interfacing at the executive service (SES) level and in the private sector at the director level. Extensive experience in interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Senior Strategic Planner**

Duties: Provides senior-level business and strategic planning support. Plans, conducts, and coordinates significant project/business activities. Evaluates client capabilities and provides advice and consultation on execution of strategic initiatives. Works with client senior management to formulate and execute organizational goals and objectives. Identifies new opportunities and supports development and execution of capture plans. Brings successful experience in consultative roles and proven skills in developing customer relationships and business opportunities, developing customer loyalty, and creating a positive image in a targeted market place.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Extensive experience in interfacing with federal government SES officials with some experience in interfacing with corporate executives, stakeholders, and industry officials.

### **Executive Business Consultant**

Duties: Provides executive-level business planning and business management services. Evaluates client capabilities and organizational goals. Evaluates and provides recommendations to improve client capabilities. Develops action plans to meet the client's needs, including organizational changes, key staff acquisitions, and business partnering. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with executive management in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers primarily in private industry.

### **Senior Business Consultant I**

Duties: Provides senior-level business planning and business management services. Evaluates client capabilities and organizational goals. Listens and understands client's needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the client's needs. Proposes and documents clear achievable business objectives, evaluation

methods, budgets, timeliness, and performance measures. Interfaces with senior management levels in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Senior Business Consultant**

Duties: Provides senior-level business planning and business management services. Evaluates client capabilities and organizational goals. Listens to client's needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the client's needs. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior management levels in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of directly applicable experience or an equivalent combination of education and experience. Significant experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Business Consultant**

Duties: Provides business planning and business management services. Matches client capabilities with organizational goals. Listens to the client's needs; assists in the planning process; and develops implementation plans that meet the client's needs. Documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with mid-level management in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 5 years of experience or BS/BA and 10 years of experience or an equivalent combination of education and experience. Experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Process Improvement Consultant**

Duties: Evaluates client priorities and project goals to identify process improvements and assess cost benefits. Analyzes client processes and organizational dynamics to identify improvement opportunities and determine proper application of potential changes. Fosters teamwork and effectively mitigates organizational conflicts during process and organizational transition.

Education and Experience: MS/MA and 4 years of experience or BS/BA and 8 years of experience or an equivalent combination of education and experience. Experience and expertise in process integration, organization dynamics, and process modeling. Experience in performing complex projects including process mapping, establishing end-state objectives, and interfacing with technical and management personnel.

### **Process Integration Specialist I**

Duties: Provides process planning and systems management services. Evaluates and matches process capabilities with system demands. Listens to the client's needs; assists in the planning process; and develops implementation plans that meet the client's needs. Documents clear achievable process objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with client's technical staff to effectively develop and execute process improvements.

Education and Experience: MS/MA and 5 years of experience or BS/BA and 10 years of experience or an equivalent combination of education and experience. Experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Process Integration Specialist**

Duties: Evaluates client priorities and project goals to identify process improvements through enhanced integration. Analyzes client processes and technical system dynamics to identify opportunities for improvement and determine proper implementation of potential changes. Fosters teamwork and effectively mitigates integration/interface conflicts during process transition.

Education and Experience: MS/MA and 4 years of experience or BS/BA and 7 years of experience or an equivalent combination of education and experience. Experience and expertise in process integration, organization dynamics, and process modeling. Experience in performing complex projects including process mapping, establishing end-state objectives, and interfacing with technical and management personnel.

### **Safety Program Coordinator**

Duties: Analyze, develop, and implement systems to ensure safety compliance with applicable laws and regulations. Training and recordkeeping responsibilities.

Education and Experience: A BS/BA (MS/MA degree preferred) or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

### **Environmental Safety and Health Specialist**

Duties: Ensure activities and facilities are in compliance with applicable ES&H regulatory requirements.

Education and Experience: BS/BA in Environmental Safety & Health or related discipline. Equivalent experience in lieu of degree is permitted.

### **Personnel Assistant III \*\***

Duties: Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents

Education and Experience: High School/High School Diploma and 2 years of related experience.

### **Personnel Assistant II \*\***

Duties: Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

### **Personnel Assistant I \*\***

Duties: Performs clerical and secretarial duties.

Education and Experience: High School/High School Diploma and 1 year of related experience.

### **Course Manager – Junior**

Duties: Train contractors, subcontractors and other federal, state and local agencies. Responsibilities include planning, scheduling, programming, budgeting and creating objectives.

Education and Experience: A BS/BA (MS/MA degree preferred), or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

### **Course Manager – Senior**

Duties: Train contractors, subcontractors, and other federal, state, and local agencies. Responsibilities include planning, scheduling, programming, budgeting and creating objectives.

Education and Experience: A BS/BA (MS/MA degree preferred), or eight years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Technical Instructor/Course Developer \*\***

Duties: Responsible for curriculum revision and maintenance. Organize and draft curriculums, creates graphics, and integrates them into curriculum. Courses are instructor based, computer-based, simulator based, interactive, or non-interactive. Incorporate new curriculum in the teaching process.

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

**Instructional Systems Designer**

Duties: Analyze, design, develop and evaluate courses and training programs using a Standardized Approach to Training (SAT) process and following established course development policy and procedures.

Education and Experience: Advance Degree (M.A or Ph.D.). Certification as a Certified Performance Technologist (CPT). Equivalent experience in lieu of degree is permitted.

**Video-Audio Producer**

Duties: Plans and coordinates all aspects of video and audio production in support of eLearning, instructor-led training, and special projects.

Education and Experience: BS/BA in a related field. Equivalent experience in lieu of degree is permitted.

**Technical Writer III**

Duties: Develops, reviews, and modifies technical documents such as technical articles, brochures, and/or manuals. May include elements of research and graphic design.

Education and Experience: BS/BA (MS/MA degree preferred), or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Technical Writer II \*\***

Duties: Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications...

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

**Technical Writer I \*\***

Duties: Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications.

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

**Technical Editor**

Duties: Writes, edits or proofreads complex training materials. Focuses primarily on entire courses comprising lesson plans, tests, exercises, slides, hand-outs, and other materials for adult trainees

Education and Experience: BS/BA with a focus in technical editing and journalism. Equivalent experience in lieu of degree is permitted.

### **Multi Media Graphic Design**

Duties: Creates graphic materials, and is responsible for design of projects from conception to completion. Possesses specialized skills in Web, multimedia, or video. Experienced in desktop layout, image manipulation, and some pre-press preparation.

Education and Experience: BS/BA and four years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

### **Senior Technical Manager, Science/Engineering Support**

Duties: Provides senior-level technical advice, planning, and management services. Evaluates technical capabilities and goals. Provides recommendations to improve technical capabilities. Develops action plans to meet technical objectives and goals, including identification, acquisition, development, and implementation of new technologies. Recommends key technical staff acquisitions, and partnering. Proposes and documents clear achievable technical objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with executive management in the client's organization to effectively develop and execute technical plans.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers in both government and industry.

### **Technical Manager, Science/Engineering Support**

Duties: Provides technical management services. Evaluates technical capabilities and goals. Listens and understands technical needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the identified technology needs. Proposes and documents clear achievable objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior technical staff in the client's organization to effectively develop and execute technology improvements.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of experience or an equivalent combination of education and experience. Demonstrated experience managing technical organizations to successfully complete complex projects including establishing project objectives, determining resource requirements, developing schedules, and interfacing with customers.

### **Senior Technical Specialist, Science/Engineering Support**

Duties: Provides senior-level technical management services. Evaluates technical capabilities and goals. Listens and understands technical needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the identified technology needs. Proposes and documents clear achievable objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior technical staff in the client's organization to effectively develop and execute technology improvements.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Demonstrated experience managing technical organizations to successfully complete complex projects, including: development of project objectives, determination of resource requirements, development and iteration of project budgets, integration of schedules provided by supporting organizations, and interfacing with customers.

### **Technical Specialist II, Science/Engineering Support**

Duties: Effectively lead a variety of disciplines to ensure that the individual project systems work together to perform a desired function. Able to see the "big picture" of a project in addition to

technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA degree and 10 years of experience or an equivalent combination of education and experience. Experience leading a technical team.

### **Technical Specialist I, Science/Engineering Support**

Duties: Effectively interface with a variety of disciplines to ensure that the individual project systems work together to perform a desired function. Able to see the "big picture" of a project in addition to technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA and 5 years of experience or an equivalent combination of education and experience. Experience effectively contributing in a technical team environment.

### **Technical Specialist, Science/Engineering Support**

Duties: Effectively support a small technical team to address an assigned structure, system, or component. Able to effectively address technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA and 2 years of experience or AS/AA and 5 years of experience or an equivalent combination of education and directly applicable experience.

### **LMS Administrator IV**

Duties: Responsible for administration, analysis, maintenance, and support functions for the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 7-10 years of related experience. Equivalent experience in lieu of degree is permitted.

### **LMS Administrator III**

Duties: Responsible for administration, analysis, maintenance, and support functions for the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 4-7 years of related experience. Equivalent experience in lieu of degree is permitted.

### **LMS Administrator II**

Duties: Provide administrative, training, and end-user support to the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 2-4 years of related experience. Equivalent experience in lieu of degree is permitted.

### **LMS Administrator I**

Duties: Provide administrative, training, and end-user support to the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 1-2 years of related experience. Equivalent experience in lieu of degree is permitted.

### **Database Analyst III**

Duties: Provides various types of management and technical support including designing, implementing, and maintaining databases. Responsible for planning and risk mitigation, evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific or Engineering Discipline and 2-4 years' experience in related discipline. Equivalent experience in lieu of degree is permitted.

### **Database Analyst II**

Duties: Provides various types of technical support including implementing and maintaining databases. Responsible for planning and risk mitigation, evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific or Engineering Discipline and 1-2 years' experience in related discipline. Equivalent experience in lieu of degree is permitted.

### **Database Analyst I**

Duties: Provides various types of technical support in maintaining databases. May include evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific, Engineering or Business Discipline. Equivalent experience in lieu of degree is permitted.

### **Data Entry Operator II \*\***

Duties: Prepares source data for entry by compiling and organizing data; establishing priorities.

Education and Experience: High School/High School Diploma and 2 years of related experience.

### **Data Entry Operator I \*\***

Duties: Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.

Education and Experience: High School/High School Diploma and 1 year of related experience.

### **Documentation Preparation Clerk \*\***

Duties: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying.

Education and Experience: High School/High School Diploma and 1 year of related experience.

### **Document Clerk \*\***

Duties: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine.

Education and Experience: High School/High School Diploma and 1 year of related experience.

### **Senior Project Control Specialist**

Duties: Assembles and manages estimating, planning, scheduling and cost control/engineering teams. Leads organizations in production control, developing and implementing project controls systems, identifying and managing schedule slippage and cost overruns, advising senior management on how to enhance contractor performance, and developing and implementing project recovery plans.

Education and Experience: BS/BA and 20 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications.

Extensive knowledge and experience applying proven project control methodologies for commercial and/or government projects.

### **Project Control Specialist I**

Duties: Leads estimating, planning, scheduling and cost control/engineering tasks. Leads production control; develops and implements project controls systems; identifies potential schedule slips and cost overruns; provides senior management reports that accurately project contractor status; and develops project recovery plans.

Education and Experience: BS/BA and 15 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Advanced knowledge and experience applying proven project control methodologies for commercial and/or government projects.

### **Project Control Specialist**

Duties: Leads estimating, planning, scheduling and cost control/engineering tasks. Leads production control; develops and implements project controls systems; identifies potential schedule slips and cost overruns; provides senior management reports that accurately project contractor status; and develops project recovery plans.

Education and Experience: BS/BA and 10 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Advanced knowledge and experience applying proven project control methodologies for commercial and/or government projects.

### **Lead Quality Assurance Specialist**

Duties: Assures successful QA Program implementation through effective communication and integration with technical and program elements. Develops and implements QA Programs and interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Leads internal and external audits, identifies and documents deficiencies, and recommends and tracks corrective actions. Identifies and presents “extent-of-condition” indicators and develops broad based corrective action programs to assure non-recurrence of weaknesses and/or deficiencies.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of experience or an equivalent combination of education and experience with applicable QA Lead Auditor certifications. Extensive knowledge and experience developing, leading, and monitoring quality programs that comply with consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.), Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414.1a), and standards imposed by the Nuclear Regulatory Commission (NRC).

### **Quality Assurance Specialist I**

Duties: Develops and implements QA Programs and implementing procedures. Interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Assists in supplier/vendor audits; and successfully implementing QA programs that require interfacing with regulators.

Education and Experience: BS/BA and 10 years of experience or an equivalent combination of education and experience with applicable QA auditor certifications. Extensive knowledge and experience applying consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.) and Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414.1a).

### **Quality Assurance Specialist**

Duties: Develops and implements QA Programs and implementing procedures. Interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Assists in supplier/vendor audits; and successfully implementing QA programs that require interfacing with regulators.

Education and Experience: BS/BA and 5 years of experience or an equivalent combination of education and experience with applicable QA auditor certifications. Extensive knowledge and experience applying consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.) and Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414).

### **Project Control Technician I**

Duties: Coordinates the development of project documentation such as, change requests in accordance with document control, records management, and baseline maintenance procedures. Ensures timeliness, quality, adequacy, compliance, and technical integration with the project budget and multi-year planning process. Supports project and line managers, schedulers, cost engineers, and project control personnel to document project scope, cost, and schedule.

Education and Experience: BS/BA and 6 years of experience in business management or business administration or an equivalent combination of education and experience.

### **Project Control Technician**

Duties: Gathers information from end-state stakeholders concerning end-state requirements and documentation of project objectives. Supports Project Control staff with coordination of input from project participant users. Generates routine project/system communication, tracking and reporting on action/commitment status.

Education and Experience: BS/BA and 2 years of experience in project/system administration or an equivalent combination of education and experience.

### **Project Administrator, Science/Engineering Support**

Duties: Works independently to design, implement and maintain project files. Maintains regular contact with federal, state and commercial client organizations for project related information. Assists with the preparation of work plans, including assembling project teams and directing the work of support staff to complete assignments. Serves as a technical writer for project status reports. Has working knowledge of federal acquisition rules and regulations. Has demonstrated ability to prepare work packages, develop and document task plans, and write and edit technical reports and other publications.

Education and Experience: BS/BA and 3 years of experience in project control, pricing, contracts, finance or other related fields.

### **General Clerk III \*\***

Duties: Assists in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Education and Experience: High School/High School Diploma and 2 years of related experience.

### **General Clerk II \*\***

Duties: Performs specific procedures in a prescribed sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**General Clerk I \*\***

Duties: Performs repetitive tasks, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Accounting Clerk III \*\***

Duties: Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Accounting Clerk II \*\***

Duties: Performs routine accounting clerical operations such as posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries and assigning proper codes.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**Accounting Clerk I \*\***

Duties: Performs routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Admin Specialist \*\***

Duties: Provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Administrative Assistant**

Duties: Plans and organizes project specific work according to established or standard project/office procedures. Determines priority of administrative tasks. Assigns work to clerical staff to relieve management of administrative detail. Composes and types routine correspondence and reports. Screens telephone calls or greets visitors to ascertain nature of business and refers to appropriate office. Arranges meetings and schedules appointments for management. Compiles and coordinates data for action by management. Transmits and explains management's directions to proper persons and follows up for compliance, completeness and conformance with deadlines. Develops and maintains confidential and complex records and files.

Education and Experience: BS/BA or AS/AA and 5 years of experience or equivalent combination of education and experience in office administration with extensive knowledge of word processing and spreadsheet programs.

**Administrative Clerk**

Duties: Supports project specific client administrative activities such as meeting coordination, action tracking and reporting, data management, inventory tracking, and other similar tasks. Assists project staff with preparing status reports, and documents.

Education and Experience: High School/High School diploma and 2 years of experience in office administration with working knowledge of word processing and spreadsheet programs.

**Secretary III \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Secretary II \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**Secretary I \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Word Processor III \*\***

Duties: Process complex and lengthy technical reports which include tables, graphs, charts, or multiple columns.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Word Processor II \*\***

Duties: Responsible for editing and reformatting written or electronic drafts. Transcribe scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.

Education and Experience: High School/High School Diploma and 1-2 year of related experience.

**Word Processor I \*\***

Duties: Responsible for producing a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Time Solutions uses the following formulas when evaluating a combination of Education and Experience:**

- A High School Diploma or GED plus 5 years of experience are equivalent to an AS/AA.
- An AS/AA plus 5 years of experience is equivalent to a BS/BA.
- A BS/BA plus 5 years of experience is equivalent to a MS/MA.

\*\* Indicates SCA eligible categories.

- SCA labor category information for “Duties” is being provided from the SCA Directory of Occupations (Fifth Edition) and can be found:

<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>

## 4 SIN 874-7: Integrated Business Support Services

### 4.1 Description of Services

Time Solutions, LLC provides services in management, integration, and support of technical projects. Time Solutions' capabilities include the following:

#### Project Management and Project Control

- Program Management
- Critical Decision Package and Project Management Plan Preparation
- Project Baseline Development and Maintenance
- Configuration Management and Change Control
- Requirements Identification, Flow-Down, and Compliance Tracking
- Program and Project Interface Management, System Integration, Safety and Security Assurance
- Formality of Operations Assessments, Conduct of Operations Assessments
- Extent of Condition Assessments and Corrective Action Management
- Cost Estimating and Budget Preparation
- Project Control System Development and Implementation
- Performance Measurement, Cost and Schedule Tracking, and Earned Value Reporting
- Quality Assurance

### 4.2 874-7 Integrated Business Support Services Client (On-Site) Price List, Contract Years 11 – 15

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Program Director	\$212.56	\$217.24	\$222.02	\$226.90	\$231.89
Senior Program Manager, Science/Engineering Support	\$207.57	\$212.14	\$216.81	\$221.58	\$226.45
Program Manager, Science/Engineering Support	\$195.49	\$199.79	\$204.19	\$208.68	\$213.27
Deputy Program Manager, Science/Engineering Support	\$172.96	\$176.77	\$180.66	\$184.63	\$188.69
Senior Project Manager, Science/Engineering Support	\$161.46	\$165.01	\$168.64	\$172.35	\$176.14
Project Manager, Science/Engineering Support	\$127.38	\$130.18	\$133.04	\$135.97	\$138.96
Executive Strategic Planner	\$182.75	\$186.77	\$190.88	\$195.08	\$199.37
Senior Strategic Planner	\$162.94	\$166.52	\$170.18	\$173.92	\$177.75
Executive Business Consultant	\$146.19	\$149.41	\$152.70	\$156.06	\$159.49
Senior Business Consultant I	\$131.67	\$134.57	\$137.53	\$140.56	\$143.65
Senior Business Consultant	\$125.06	\$127.81	\$130.62	\$133.49	\$136.43
Business Consultant	\$113.92	\$116.43	\$118.99	\$121.61	\$124.29



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Process Improvement Consultant	\$109.64	\$112.05	\$114.52	\$117.04	\$119.61
Process Integration Specialist I	\$113.92	\$116.43	\$118.99	\$121.61	\$124.29
Process Integration Specialist	\$106.47	\$108.81	\$111.20	\$113.65	\$116.15
Safety Program Coordinator	\$69.83	\$71.37	\$72.94	\$74.54	\$76.18
Environmental Safety & Health Specialist	\$65.31	\$66.75	\$68.22	\$69.72	\$71.25
Personnel Assistant III **	\$40.85	\$41.75	\$42.67	\$43.61	\$44.57
Personnel Assistant II **	\$36.64	\$37.45	\$38.27	\$39.11	\$39.97
Personnel Assistant I **	\$32.73	\$33.45	\$34.19	\$34.94	\$35.71
Course Manager - Junior	\$65.90	\$67.35	\$68.83	\$70.34	\$71.89
Course Manager - Senior	\$74.90	\$76.55	\$78.23	\$79.95	\$81.71
Technical Instructor/Course Developer **	\$55.31	\$56.53	\$57.77	\$59.04	\$60.34
Instructional Systems Designer	\$66.97	\$68.44	\$69.95	\$71.49	\$73.06
Video-Audio Producer	\$61.33	\$62.68	\$64.06	\$65.47	\$66.91
Technical Writer III	\$56.10	\$57.33	\$58.59	\$59.88	\$61.20
Technical Writer II **	\$48.40	\$49.46	\$50.55	\$51.66	\$52.80
Technical Writer I **	\$39.55	\$40.42	\$41.31	\$42.22	\$43.15
Technical Editor	\$49.94	\$51.04	\$52.16	\$53.31	\$54.48
Multi Media Graphic Design	\$44.25	\$45.22	\$46.21	\$47.23	\$48.27
Senior Technical Manager, Science/Engineering Support	\$141.91	\$145.03	\$148.22	\$151.48	\$154.81
Technical Manager, Science/Engineering Support	\$121.43	\$124.10	\$126.83	\$129.62	\$132.47
Senior Technical Specialist, Science/Engineering Support	\$131.67	\$134.57	\$137.53	\$140.56	\$143.65
Technical Specialist II, Science/Engineering Support	\$81.30	\$83.09	\$84.92	\$86.79	\$88.70
Technical Specialist I, Science/Engineering Support	\$71.26	\$72.83	\$74.43	\$76.07	\$77.74
Technical Specialist, Science/Engineering Support	\$59.64	\$60.95	\$62.29	\$63.66	\$65.06
LMS Administrator IV	\$71.89	\$73.47	\$75.09	\$76.74	\$78.43



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
LMS Administrator III	\$67.94	\$69.43	\$70.96	\$72.52	\$74.12
LMS Administrator II	\$56.15	\$57.39	\$58.65	\$59.94	\$61.26
LMS Administrator I	\$51.04	\$52.16	\$53.31	\$54.48	\$55.68
Database Analyst III	\$47.83	\$48.88	\$49.96	\$51.06	\$52.18
Database Analyst II	\$45.37	\$46.37	\$47.39	\$48.43	\$49.50
Database Analyst I	\$38.35	\$39.19	\$40.05	\$40.93	\$41.83
Data Entry Operator II **	\$28.30	\$28.92	\$29.56	\$30.21	\$30.87
Data Entry Operator I **	\$25.93	\$26.50	\$27.08	\$27.68	\$28.29
Document Preparation Clerk **	\$25.63	\$26.19	\$26.77	\$27.36	\$27.96
Document Clerk **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Sr. Project Control Specialist	\$107.06	\$109.42	\$111.83	\$114.29	\$116.80
Project Control Specialist I	\$96.75	\$98.88	\$101.06	\$103.28	\$105.55
Project Control Specialist	\$92.26	\$94.29	\$96.36	\$98.48	\$100.65
Lead Quality Assurance Specialist	\$92.26	\$94.29	\$96.36	\$98.48	\$100.65
Quality Assurance Specialist I	\$83.95	\$85.80	\$87.69	\$89.62	\$91.59
Quality Assurance Specialist	\$80.70	\$82.48	\$84.29	\$86.14	\$88.04
Project Control Technician I	\$65.85	\$67.30	\$68.78	\$70.29	\$71.84
Project Control Technician	\$39.63	\$40.50	\$41.39	\$42.30	\$43.23
Project Administrator, Science/Engineering Support	\$49.43	\$50.52	\$51.63	\$52.77	\$53.93
General Clerk III **	\$33.80	\$34.54	\$35.30	\$36.08	\$36.87
General Clerk II **	\$29.29	\$29.93	\$30.59	\$31.26	\$31.95
General Clerk I **	\$26.83	\$27.42	\$28.02	\$28.64	\$29.27
Accounting Clerk III **	\$40.22	\$41.10	\$42.00	\$42.92	\$43.86
Accounting Clerk II **	\$30.51	\$31.18	\$31.87	\$32.57	\$33.29
Accounting Clerk I **	\$27.20	\$27.80	\$28.41	\$29.04	\$29.68

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Admin Specialist **	\$56.64	\$57.89	\$59.16	\$60.46	\$61.79
Administrative Assistant	\$27.73	\$28.34	\$28.96	\$29.60	\$30.25
Administrative Clerk	\$20.83	\$21.29	\$21.76	\$22.24	\$22.73
Secretary III **	\$45.61	\$46.61	\$47.64	\$48.69	\$49.76
Secretary II **	\$36.39	\$37.19	\$38.01	\$38.85	\$39.70
Secretary I **	\$32.59	\$33.31	\$34.04	\$34.79	\$35.56
Word Processor III **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Word Processor II **	\$31.87	\$32.57	\$33.29	\$34.02	\$34.77
Word Processor I **	\$28.19	\$28.81	\$29.44	\$30.09	\$30.75
Receptionist **	\$26.02	\$26.59	\$27.17	\$27.77	\$28.38

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

**4.3 874-7 Integrated Business Program Support Services Contractor (Off-Site) Price List, Contract Years 11 – 15**

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Program Director	\$232.82	\$237.94	\$243.17	\$248.52	\$253.99
Senior Program Manager, Science/Engineering Support	\$227.34	\$232.34	\$237.45	\$242.67	\$248.01
Program Manager, Science/Engineering Support	\$214.11	\$218.82	\$223.63	\$228.55	\$233.58
Deputy Program Manager, Science/Engineering Support	\$189.44	\$193.61	\$197.87	\$202.22	\$206.67
Senior Project Manager, Science/Engineering Support	\$176.82	\$180.71	\$184.69	\$188.75	\$192.90
Project Manager, Science/Engineering Support	\$139.52	\$142.59	\$145.73	\$148.94	\$152.22
Executive Strategic Planner	\$200.14	\$204.54	\$209.04	\$213.64	\$218.34
Senior Strategic Planner	\$178.45	\$182.38	\$186.39	\$190.49	\$194.68
Executive Business Consultant	\$160.11	\$163.63	\$167.23	\$170.91	\$174.67
Senior Business Consultant I	\$144.23	\$147.40	\$150.64	\$153.95	\$157.34



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Senior Business Consultant	\$136.98	\$139.99	\$143.07	\$146.22	\$149.44
Business Consultant	\$124.78	\$127.53	\$130.34	\$133.21	\$136.14
Process Improvement Consultant	\$120.09	\$122.73	\$125.43	\$128.19	\$131.01
Process Integration Specialist I	\$124.79	\$127.54	\$130.35	\$133.22	\$136.15
Process Integration Specialist	\$116.60	\$119.17	\$121.79	\$124.47	\$127.21
Safety Program Coordinator	\$69.83	\$71.37	\$72.94	\$74.54	\$76.18
Environmental Safety & Health Specialist	\$65.31	\$66.75	\$68.22	\$69.72	\$71.25
Personnel Assistant III **	\$40.85	\$41.75	\$42.67	\$43.61	\$44.57
Personnel Assistant II **	\$36.64	\$37.45	\$38.27	\$39.11	\$39.97
Personnel Assistant I **	\$32.73	\$33.45	\$34.19	\$34.94	\$35.71
Course Manager - Junior	\$65.90	\$67.35	\$68.83	\$70.34	\$71.89
Course Manager - Senior	\$74.90	\$76.55	\$78.23	\$79.95	\$81.71
Technical Instructor/Course Developer **	\$55.31	\$56.53	\$57.77	\$59.04	\$60.34
Instructional Systems Designer	\$66.97	\$68.44	\$69.95	\$71.49	\$73.06
Video-Audio Producer	\$61.33	\$62.68	\$64.06	\$65.47	\$66.91
Technical Writer III	\$56.10	\$57.33	\$58.59	\$59.88	\$61.20
Technical Writer II **	\$48.40	\$49.46	\$50.55	\$51.66	\$52.80
Technical Writer I **	\$39.55	\$40.42	\$41.31	\$42.22	\$43.15
Technical Editor	\$49.94	\$51.04	\$52.16	\$53.31	\$54.48
Multi Media Graphic Design	\$44.25	\$45.22	\$46.21	\$47.23	\$48.27
Senior Technical Manager, Science/Engineering Support	\$155.46	\$158.88	\$162.38	\$165.95	\$169.60
Technical Manager, Science/Engineering Support	\$132.99	\$135.92	\$138.91	\$141.97	\$145.09
Senior Technical Specialist, Science/Engineering Support	\$144.25	\$147.42	\$150.66	\$153.97	\$157.36
Technical Specialist II, Science/Engineering Support	\$89.05	\$91.01	\$93.01	\$95.06	\$97.15
Technical Specialist I, Science/Engineering Support	\$78.05	\$79.77	\$81.52	\$83.31	\$85.14



Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Technical Specialist, Science/Engineering Support	\$65.32	\$66.76	\$68.23	\$69.73	\$71.26
LMS Administrator IV	\$71.89	\$73.47	\$75.09	\$76.74	\$78.43
LMS Administrator III	\$67.94	\$69.43	\$70.96	\$72.52	\$74.12
LMS Administrator II	\$56.15	\$57.39	\$58.65	\$59.94	\$61.26
LMS Administrator I	\$51.04	\$52.16	\$53.31	\$54.48	\$55.68
Database Analyst III	\$47.83	\$48.88	\$49.96	\$51.06	\$52.18
Database Analyst II	\$45.37	\$46.37	\$47.39	\$48.43	\$49.50
Database Analyst I	\$38.35	\$39.19	\$40.05	\$40.93	\$41.83
Data Entry Operator II **	\$28.30	\$28.92	\$29.56	\$30.21	\$30.87
Data Entry Operator I **	\$25.93	\$26.50	\$27.08	\$27.68	\$28.29
Document Preparation Clerk **	\$25.63	\$26.19	\$26.77	\$27.36	\$27.96
Document Clerk **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Sr. Project Control Specialist	\$117.26	\$119.84	\$122.48	\$125.17	\$127.92
Project Control Specialist I	\$105.98	\$108.31	\$110.69	\$113.13	\$115.62
Project Control Specialist	\$101.03	\$103.25	\$105.52	\$107.84	\$110.21
Lead Quality Assurance Specialist	\$101.03	\$103.25	\$105.52	\$107.84	\$110.21
Quality Assurance Specialist I	\$91.95	\$93.97	\$96.04	\$98.15	\$100.31
Quality Assurance Specialist	\$88.40	\$90.34	\$92.33	\$94.36	\$96.44
Project Control Technician I	\$72.13	\$73.72	\$75.34	\$77.00	\$78.69
Project Control Technician	\$43.45	\$44.41	\$45.39	\$46.39	\$47.41
Project Administrator, Science/Engineering Support	\$54.13	\$55.32	\$56.54	\$57.78	\$59.05
General Clerk III **	\$33.80	\$34.54	\$35.30	\$36.08	\$36.87
General Clerk II **	\$29.29	\$29.93	\$30.59	\$31.26	\$31.95
General Clerk I **	\$26.83	\$27.42	\$28.02	\$28.64	\$29.27
Accounting Clerk III **	\$40.22	\$41.10	\$42.00	\$42.92	\$43.86

Labor Category	FY13 - YEAR 11 (09/27/12 - 09/26/13)	FY14 - YEAR 12 (09/27/13 - 09/26/14)	FY15 - YEAR 13 (09/27/14 - 09/26/15)	FY16 - YEAR 14 (09/27/15 - 09/26/16)	FY17 - YEAR 15 (09/27/16 - 09/26/17)
<b>SIN 874-7</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>	<b>Hourly</b>
Accounting Clerk II **	\$30.51	\$31.18	\$31.87	\$32.57	\$33.29
Accounting Clerk I **	\$27.20	\$27.80	\$28.41	\$29.04	\$29.68
Admin Specialist **	\$56.64	\$57.89	\$59.16	\$60.46	\$61.79
Administrative Assistant	\$30.36	\$31.03	\$31.71	\$32.41	\$33.12
Administrative Clerk	\$22.82	\$23.32	\$23.83	\$24.35	\$24.89
Secretary III **	\$45.61	\$46.61	\$47.64	\$48.69	\$49.76
Secretary II **	\$36.39	\$37.19	\$38.01	\$38.85	\$39.70
Secretary I **	\$32.59	\$33.31	\$34.04	\$34.79	\$35.56
Word Processor III **	\$35.98	\$36.77	\$37.58	\$38.41	\$39.26
Word Processor II **	\$31.87	\$32.57	\$33.29	\$34.02	\$34.77
Word Processor I **	\$28.19	\$28.81	\$29.44	\$30.09	\$30.75
Receptionist **	\$26.02	\$26.59	\$27.17	\$27.77	\$28.38

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

#### **4.4 Service Contract Act (SCA) Matrix**

The following Service Contract Act (SCA) matrix and narrative are hereby incorporated into the contract:

<b>SCA Matrix</b>			
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>		<b>WD Number</b>
Technical Instructor/Course Developer	15095	Technical Instructor/Course Developer	2005-2103
Technical Writer II	30462	Technical Writer II	2005-2103
Technical Writer I	30461	Technical Writer I	2005-2103
Personnel Assistant III	01263	Personnel Assistant (Employment) III	2005-2103
Personnel Assistant II	01262	Personnel Assistant (Employment) II	2005-2103
Personnel Assistant I	01261	Personnel Assistant (Employment) I	2005-2103
Data Entry Operator II	01052	Data Entry Operator II	2005-2103
Data Entry Operator I	01051	Data Entry Operator I	2005-2103
Document Preparation Clerk	01070	Document Preparation Clerk	2005-2103
Document Clerk	01613	Word Processor III	2005-2103
General Clerk III	01113	General Clerk III	2005-2103
General Clerk II	01112	General Clerk II	2005-2103
General Clerk I	01111	General Clerk I	2005-2103
Accounting Clerk III	01013	Accounting Clerk III	2005-2103

<b>SCA Matrix</b>			
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>		<b>WD Number</b>
Accounting Clerk II	01012	Accounting Clerk II	2005-2103
Accounting Clerk I	01011	Accounting Clerk I	2005-2103
Admin Specialist	01020	Administrative Specialist	2005-2103
Secretary III	01313	Secretary III	2005-2103
Secretary II	01312	Secretary II	2005-2103
Secretary I	01311	Secretary I	2005-2103
Word Processor III	01613	Word Processor III	2005-2103
Word Processor II	01612	Word Processor II	2005-2103
Word Processor I	01611	Word Processor I	2005-2103
Receptionist	01280	Receptionist	2005-2103

**SCA Matrix is applicable for SINs 874-1, 874-4 and 874-7**

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 WD Number(s) 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.

**4.5 Labor Categories (SIN 874-4)**

**Program Director**

**Duties:** Responsible for directing all aspects of broad based government and private sector initiatives. Establishes mission objectives and promotes program goals with government and private sector stakeholders. Establishes Program approach and directs activities to ensure compliance with all applicable regulations and quality and safety requirements.

**Education and Experience:** MS/MA and 30 years of experience or BS/BA and 35 years of experience or an equivalent combination of education and experience. Extensive experience interfacing with government executives and corporate directors, external oversight review groups, and industry executives, and private sector stakeholders.

**Senior Program Manager, Science/Engineering Support**

**Duties:** Responsible for management and administration of the development and deployment of broad based government and private sector scientific and engineering initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations, quality, and safety requirements.

**Education and Experience:** MS/MA and 30 years of experience or BS/BA and 35 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets >\$25M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

**Program Manager, Science/Engineering Support**

**Duties:** Responsible for management and administration of the development and deployment of broad based government and private sector scientific and engineering initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and

appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations and quality and safety requirements.

Education and Experience: MS/MA and 25 years of experience or BS/BA and 30 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets  $\geq$ \$15M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

#### **Deputy Program Manager, Science/Engineering Support**

Duties: Responsible for management and administration of the development and deployment of broad based government and private sector technical initiatives including, research and development, design, engineering, construction, and operations. Ensures adequate and appropriate technical resources are assigned to meet Program goals on schedule and within budget. Maintains an active interface with government and private sector stakeholders. Understands and takes proactive measures to ensure compliance with all applicable regulations, quality and safety requirements.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets  $>$ \$10M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

#### **Senior Project Manager, Science/Engineering Support**

Duties: Provides senior-level project management, planning, and technical support working closely with clients to define project goals and objectives. Leads the formulation of mid to long-term technical plans to achieve multiple and diverse goals. Identifies technical opportunities and develops implementation plans with corporate executives and government decision makers. Brings successful experience in identifying technical applications, developing implementation plans, and proven skills in achieving advancements in efficiency through the application of technology.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets  $>$ \$5M; and extensive experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

#### **Project Manager, Science/Engineering Support**

Duties: Provides Project Management, planning, and technical support. Plans, conducts, and coordinates significant project activities. Evaluates technical capabilities and provides advice and consultation on execution of technical projects. Works with client senior management to formulate and execute technical goals and objectives. Identifies new technology opportunities and supports development and execution of implementation plans. Brings successful experience in identifying technical applications, developing implementation plans, and proven skills in achieving advancements in efficiency through the application of technology.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Demonstrated experience managing project budgets  $>$ \$1M; and some experience interfacing with corporate directors, external oversight review groups, and government and industry executives.

#### **Executive Strategic Planner**

Duties: Provides executive-level business and strategic planning support working closely with clients to define organizational goals and objectives. Leads formulation of mid to long-term strategy to

achieve multiple and diverse goals. Identifies strategic opportunities and develops capture plans with corporate executives and government decision makers. Brings successful experience in identifying business opportunities, developing strategic plans, and proven skills in achieving strategic goals in a targeted market place.

Education and Experience: MS/MA and 25 years of experience or BS/BA and 30 years of experience or an equivalent combination of education and experience. Has broad based experience in government and industry. Has had experience both with the federal government interfacing at the executive service (SES) level and in the private sector at the director level. Extensive experience in interfacing with corporate directors, external oversight review groups, and government and industry executives.

### **Senior Strategic Planner**

Duties: Provides senior-level business and strategic planning support. Plans, conducts, and coordinates significant project/business activities. Evaluates client capabilities and provides advice and consultation on execution of strategic initiatives. Works with client senior management to formulate and execute organizational goals and objectives. Identifies new opportunities and supports development and execution of capture plans. Brings successful experience in consultative roles and proven skills in developing customer relationships and business opportunities, developing customer loyalty, and creating a positive image in a targeted market place.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Extensive experience in interfacing with federal government SES officials with some experience in interfacing with corporate executives, stakeholders, and industry officials.

### **Executive Business Consultant**

Duties: Provides executive-level business planning and business management services. Evaluates client capabilities and organizational goals. Evaluates and provides recommendations to improve client capabilities. Develops action plans to meet the client's needs, including organizational changes, key staff acquisitions, and business partnering. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with executive management in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers primarily in private industry.

### **Senior Business Consultant I**

Duties: Provides senior-level business planning and business management services. Evaluates client capabilities and organizational goals. Listens and understands client's needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the client's needs. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior management levels in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Senior Business Consultant**

Duties: Provides senior-level business planning and business management services. Evaluates client capabilities and organizational goals. Listens to client's needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the client's needs. Proposes and documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior management levels in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of directly applicable experience or an equivalent combination of education and experience. Significant experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Business Consultant**

Duties: Provides business planning and business management services. Matches client capabilities with organizational goals. Listens to the client's needs; assists in the planning process; and develops implementation plans that meet the client's needs. Documents clear achievable business objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with mid-level management in the client's organization to effectively develop and execute proposals.

Education and Experience: MS/MA and 5 years of experience or BS/BA and 10 years of experience or an equivalent combination of education and experience. Experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Process Improvement Consultant**

Duties: Evaluates client priorities and project goals to identify process improvements and assess cost benefits. Analyzes client processes and organizational dynamics to identify improvement opportunities and determine proper application of potential changes. Fosters teamwork and effectively mitigates organizational conflicts during process and organizational transition.

Education and Experience: MS/MA and 4 years of experience or BS/BA and 8 years of experience or an equivalent combination of education and experience. Experience and expertise in process integration, organization dynamics, and process modeling. Experience in performing complex projects including process mapping, establishing end-state objectives, and interfacing with technical and management personnel.

### **Process Integration Specialist I**

Duties: Provides process planning and systems management services. Evaluates and matches process capabilities with system demands. Listens to the client's needs; assists in the planning process; and develops implementation plans that meet the client's needs. Documents clear achievable process objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with client's technical staff to effectively develop and execute process improvements.

Education and Experience: MS/MA and 5 years of experience or BS/BA and 10 years of experience or an equivalent combination of education and experience. Experience in successfully performing complex projects including establishing business objectives and interfacing with customers.

### **Process Integration Specialist**

Duties: Evaluates client priorities and project goals to identify process improvements through enhanced integration. Analyzes client processes and technical system dynamics to identify opportunities for improvement and determine proper implementation of potential changes. Fosters teamwork and effectively mitigates integration/interface conflicts during process transition.

Education and Experience: MS/MA and 4 years of experience or BS/BA and 7 years of experience or an equivalent combination of education and experience. Experience and expertise in process integration, organization dynamics, and process modeling. Experience in performing complex projects including process mapping, establishing end-state objectives, and interfacing with technical and management personnel.

**Safety Program Coordinator**

Duties: Analyze, develop, and implement systems to ensure safety compliance with applicable laws and regulations. Training and recordkeeping responsibilities.

Education and Experience: A BS/BA (MS/MA degree preferred) or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Environmental Safety and Health Specialist**

Duties: Ensure activities and facilities are in compliance with applicable ES&H regulatory requirements.

Education and Experience: BS/BA in Environmental Safety & Health or related discipline. Equivalent experience in lieu of degree is permitted.

**Personnel Assistant III \*\***

Duties: Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Personnel Assistant II \*\***

Duties: Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**Personnel Assistant I \*\***

Duties: Performs clerical and secretarial duties.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Course Manager – Junior**

Duties: Train contractors, subcontractors and other federal, state and local agencies. Responsibilities include planning, scheduling, programming, budgeting and creating objectives.

Education and Experience: A BS/BA (MS/MA degree preferred), or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Course Manager – Senior**

Duties: Train contractors, subcontractors, and other federal, state, and local agencies. Responsibilities include planning, scheduling, programming, budgeting and creating objectives.

Education and Experience: A BS/BA (MS/MA degree preferred), or eight years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

**Technical Instructor/Course Developer \*\***

Duties: Responsible for curriculum revision and maintenance. Organize and draft curriculums, creates graphics, and integrates them into curriculum. Courses are instructor based, computer-based, simulator based, interactive, or non-interactive. Incorporate new curriculum in the teaching process.

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

### **Instructional Systems Designer**

Duties: Analyze, design, develop and evaluate courses and training programs using a Standardized Approach to Training (SAT) process and following established course development policy and procedures.

Education and Experience: Advance Degree (M.A or Ph.D.). Certification as a Certified Performance Technologist (CPT). Equivalent experience in lieu of degree is permitted.

### **Video-Audio Producer**

Duties: Plans and coordinates all aspects of video and audio production in support of eLearning, instructor-led training, and special projects.

Education and Experience: BS/BA in a related field. Equivalent experience in lieu of degree is permitted.

### **Technical Writer III**

Duties: Develops, reviews, and modifies technical documents such as technical articles, brochures, and/or manuals. May include elements of research and graphic design.

Education and Experience: BS/BA (MS/MA degree preferred), or five years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

### **Technical Writer II \*\***

Duties: Revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications...

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

### **Technical Writer I \*\***

Duties: Revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications.

Education and Experience: BS/BA degree or combination of training and experience. 2 years of related experience with degree. 4 years of related experience without degree.

### **Technical Editor**

Duties: Writes, edits or proofreads complex training materials. Focuses primarily on entire courses comprising lesson plans, tests, exercises, slides, hand-outs, and other materials for adult trainees

Education and Experience: BS/BA with a focus in technical editing and journalism. Equivalent experience in lieu of degree is permitted.

### **Multi Media Graphic Design**

Duties: Creates graphic materials, and is responsible for design of projects from conception to completion. Possesses specialized skills in Web, multimedia, or video. Experienced in desktop layout, image manipulation, and some pre-press preparation.

Education and Experience: BS/BA and four years of general experience relating to subject. Equivalent experience in lieu of degree is permitted.

### **Senior Technical Manager, Science/Engineering Support**

Duties: Provides senior-level technical advice, planning, and management services. Evaluates technical capabilities and goals. Provides recommendations to improve technical capabilities. Develops action plans to meet technical objectives and goals, including identification, acquisition, development, and implementation of new technologies. Recommends key technical staff acquisitions, and partnering. Proposes and documents clear achievable technical objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with executive management in the client's organization to effectively develop and execute technical plans.

Education and Experience: MS/MA and 20 years of experience or BS/BA and 25 years of experience or an equivalent combination of education and experience. Extensive experience in successfully performing complex projects including establishing business objectives and interfacing with customers in both government and industry.

### **Technical Manager, Science/Engineering Support**

Duties: Provides technical management services. Evaluates technical capabilities and goals. Listens and understands technical needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the identified technology needs. Proposes and documents clear achievable objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior technical staff in the client's organization to effectively develop and execute technology improvements.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of experience or an equivalent combination of education and experience. Demonstrated experience managing technical organizations to successfully complete complex projects including establishing project objectives, determining resource requirements, developing schedules, and interfacing with customers.

### **Senior Technical Specialist, Science/Engineering Support**

Duties: Provides senior-level technical management services. Evaluates technical capabilities and goals. Listens and understands technical needs; assists in the planning process and identifies opportunities for improvement; and develops implementation plans to meet the identified technology needs. Proposes and documents clear achievable objectives, evaluation methods, budgets, timeliness, and performance measures. Interfaces with senior technical staff in the client's organization to effectively develop and execute technology improvements.

Education and Experience: MS/MA and 15 years of experience or BS/BA and 20 years of experience or an equivalent combination of education and experience. Demonstrated experience managing technical organizations to successfully complete complex projects, including: development of project objectives, determination of resource requirements, development and iteration of project budgets, integration of schedules provided by supporting organizations, and interfacing with customers.

### **Technical Specialist II, Science/Engineering Support**

Duties: Effectively lead a variety of disciplines to ensure that the individual project systems work together to perform a desired function. Able to see the "big picture" of a project in addition to technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA degree and 10 years of experience or an equivalent combination of education and experience. Experience leading a technical team.

### **Technical Specialist I, Science/Engineering Support**

Duties: Effectively interface with a variety of disciplines to ensure that the individual project systems work together to perform a desired function. Able to see the "big picture" of a project in addition to technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA and 5 years of experience or an equivalent combination of education and experience. Experience effectively contributing in a technical team environment.

### **Technical Specialist, Science/Engineering Support**

Duties: Effectively support a small technical team to address an assigned structure, system, or component. Able to effectively address technical details and consider pertinent aspects such as, cost, schedule, operations, performance, testing, manufacturing, training and support, and eventual disposal.

Education and Experience: BS/BA and 2 years of experience or AS/AA and 5 years of experience or an equivalent combination of education and directly applicable experience.

### **LMS Administrator IV**

Duties: Responsible for administration, analysis, maintenance, and support functions for the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 7-10 years of related experience. Equivalent experience in lieu of degree is permitted.

### **LMS Administrator III**

Duties: Responsible for administration, analysis, maintenance, and support functions for the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 4-7 years of related experience. Equivalent experience in lieu of degree is permitted.

### **LMS Administrator II**

Duties: Provide administrative, training, and end-user support to the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 2-4 years of related experience. Equivalent experience in lieu of degree is permitted.

### **LMS Administrator I**

Duties: Provide administrative, training, and end-user support to the Learning Management System (LMS).

Education and Experience: BS/BA degree and background in programming. Development of database and spreadsheet applications. 1-2 years of related experience. Equivalent experience in lieu of degree is permitted.

### **Database Analyst III**

Duties: Provides various types of management and technical support including designing, implementing, and maintaining databases. Responsible for planning and risk mitigation, evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific or Engineering Discipline and 2-4 years' experience in related discipline. Equivalent experience in lieu of degree is permitted.

**Database Analyst II**

Duties: Provides various types of technical support including implementing and maintaining databases. Responsible for planning and risk mitigation, evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific or Engineering Discipline and 1-2 years' experience in related discipline. Equivalent experience in lieu of degree is permitted.

**Database Analyst I**

Duties: Provides various types of technical support in maintaining databases. May include evaluation and troubleshooting.

Education and Experience: BS/BA in Scientific, Engineering or Business Discipline. Equivalent experience in lieu of degree is permitted.

**Data Entry Operator II \*\***

Duties: Prepares source data for entry by compiling and organizing data; establishing priorities.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Data Entry Operator I \*\***

Duties: Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Documentation Preparation Clerk \*\***

Duties: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Document Clerk \*\***

Duties: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Senior Project Control Specialist**

Duties: Assembles and manages estimating, planning, scheduling and cost control/engineering teams. Leads organizations in production control, developing and implementing project controls systems, identifying and managing schedule slippage and cost overruns, advising senior management on how to enhance contractor performance, and developing and implementing project recovery plans.

Education and Experience: BS/BA and 20 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Extensive knowledge and experience applying proven project control methodologies for commercial and/or government projects.

**Project Control Specialist I**

Duties: Leads estimating, planning, scheduling and cost control/engineering tasks. Leads production control; develops and implements project controls systems; identifies potential schedule slips and

cost overruns; provides senior management reports that accurately project contractor status; and develops project recovery plans.

Education and Experience: BS/BA and 15 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Advanced knowledge and experience applying proven project control methodologies for commercial and/or government projects.

### **Project Control Specialist**

Duties: Leads estimating, planning, scheduling and cost control/engineering tasks. Leads production control; develops and implements project controls systems; identifies potential schedule slips and cost overruns; provides senior management reports that accurately project contractor status; and develops project recovery plans.

Education and Experience: BS/BA and 10 years of experience or an equivalent combination of education and experience with applicable cost estimating, schedule, or project control certifications. Advanced knowledge and experience applying proven project control methodologies for commercial and/or government projects.

### **Lead Quality Assurance Specialist**

Duties: Assures successful QA Program implementation through effective communication and integration with technical and program elements. Develops and implements QA Programs and interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Leads internal and external audits, identifies and documents deficiencies, and recommends and tracks corrective actions. Identifies and presents “extent-of-condition” indicators and develops broad based corrective action programs to assure non-recurrence of weaknesses and/or deficiencies.

Education and Experience: MS/MA and 10 years of experience or BS/BA and 15 years of experience or an equivalent combination of education and experience with applicable QA Lead Auditor certifications. Extensive knowledge and experience developing, leading, and monitoring quality programs that comply with consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.), Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414.1a), and standards imposed by the Nuclear Regulatory Commission (NRC).

### **Quality Assurance Specialist I**

Duties: Develops and implements QA Programs and implementing procedures. Interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Assists in supplier/vendor audits; and successfully implementing QA programs that require interfacing with regulators.

Education and Experience: BS/BA and 10 years of experience or an equivalent combination of education and experience with applicable QA auditor certifications. Extensive knowledge and experience applying consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.) and Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414.1a).

### **Quality Assurance Specialist**

Duties: Develops and implements QA Programs and implementing procedures. Interfaces with clients and regulators to achieve Program acceptance. Assures QA Program compliance with applicable requirements through effective audits and assessments. Assists in supplier/vendor audits; and successfully implementing QA programs that require interfacing with regulators.

Education and Experience: BS/BA and 5 years of experience or an equivalent combination of education and experience with applicable QA auditor certifications. Extensive knowledge and

experience applying consensus standards (e.g., QC-1, NQA-1, ISO-9001-2000, 14001, etc.) and Department of Energy (DOE) requirements (e.g., 10 CFR 830 and DOE Order 414).

### **Project Control Technician I**

Duties: Coordinates the development of project documentation such as, change requests in accordance with document control, records management, and baseline maintenance procedures. Ensures timeliness, quality, adequacy, compliance, and technical integration with the project budget and multi-year planning process. Supports project and line managers, schedulers, cost engineers, and project control personnel to document project scope, cost, and schedule.

Education and Experience: BS/BA and 6 years of experience in business management or business administration or an equivalent combination of education and experience.

### **Project Control Technician**

Duties: Gathers information from end-state stakeholders concerning end-state requirements and documentation of project objectives. Supports Project Control staff with coordination of input from project participant users. Generates routine project/system communication, tracking and reporting on action/commitment status.

Education and Experience: BS/BA and 2 years of experience in project/system administration or an equivalent combination of education and experience.

### **Project Administrator, Science/Engineering Support**

Duties: Works independently to design, implement and maintain project files. Maintains regular contact with federal, state and commercial client organizations for project related information. Assists with the preparation of work plans, including assembling project teams and directing the work of support staff to complete assignments. Serves as a technical writer for project status reports. Has working knowledge of federal acquisition rules and regulations. Has demonstrated ability to prepare work packages, develop and document task plans, and write and edit technical reports and other publications.

Education and Experience: BS/BA and 3 years of experience in project control, pricing, contracts, finance or other related fields.

### **General Clerk III \*\***

Duties: Assists in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Education and Experience: High School/High School Diploma and 2 years of related experience.

### **General Clerk II \*\***

Duties: Performs specific procedures in a prescribed sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

### **General Clerk I \*\***

Duties: Performs repetitive tasks, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Accounting Clerk III \*\***

Duties: Maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Accounting Clerk II \*\***

Duties: Performs routine accounting clerical operations such as posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries and assigning proper codes.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**Accounting Clerk I \*\***

Duties: Performs routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Admin Specialist \*\***

Duties: Provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Administrative Assistant**

Duties: Plans and organizes project specific work according to established or standard project/office procedures. Determines priority of administrative tasks. Assigns work to clerical staff to relieve management of administrative detail. Composes and types routine correspondence and reports. Screens telephone calls or greets visitors to ascertain nature of business and refers to appropriate office. Arranges meetings and schedules appointments for management. Compiles and coordinates data for action by management. Transmits and explains management's directions to proper persons and follows up for compliance, completeness and conformance with deadlines. Develops and maintains confidential and complex records and files.

Education and Experience: BS/BA or AS/AA and 5 years of experience or equivalent combination of education and experience in office administration with extensive knowledge of word processing and spreadsheet programs.

**Administrative Clerk**

Duties: Supports project specific client administrative activities such as meeting coordination, action tracking and reporting, data management, inventory tracking, and other similar tasks. Assists project staff with preparing status reports, and documents.

Education and Experience: High School/High School diploma and 2 years of experience in office administration with working knowledge of word processing and spreadsheet programs.

**Secretary III \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Secretary II \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 1-2 years of related experience.

**Secretary I \*\***

Duties: Provide personal administrative support to management and the company through conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Word Processor III \*\***

Duties: Process complex and lengthy technical reports which include tables, graphs, charts, or multiple columns.

Education and Experience: High School/High School Diploma and 2 years of related experience.

**Word Processor II \*\***

Duties: Responsible for editing and reformatting written or electronic drafts. Transcribe scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts.

Education and Experience: High School/High School Diploma and 1-2 year of related experience.

**Word Processor I \*\***

Duties: Responsible for producing a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials.

Education and Experience: High School/High School Diploma and 1 year of related experience.

**Time Solutions uses the following formulas when evaluating a combination of Education and Experience:**

- A High School Diploma or GED plus 5 years of experience are equivalent to an AS/AA.
- An AS/AA plus 5 years of experience is equivalent to a BS/BA.
- A BS/BA plus 5 years of experience is equivalent to a MS/MA.

\*\* Indicates SCA eligible categories.

- SCA labor category information for “Duties” is being provided from the SCA Directory of Occupations (Fifth Edition) and can be found:

<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>