GENERAL SERVICES ADMINISTRATION
Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Schedule Title: Mission Oriented Business Integrated Services (MOBIS) - Schedule 874

Special Item Numbers (SIN)

SIN 874 1, Integrated Consulting Services
SIN 874 4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.

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

Contract Number: GS-10F-079BA

Contract period: January 31, 2014 through January 30, 2019

QualX Corporation
6564 Loisdale Court, Suite 305
Springfield, Virginia 22150
Phone: 571-255-8900
FAX: 571-255-8935
www.qlxcorp.com

Business size: Small Business
DUNS #831798702
Table of Contents

Customer Information .............................................. 2
Labor Category Descriptions ................................. 5
Service Contract Act (SCA) Matrix ....................... 30
Labor Category GSA Pricing ................................. 32
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). Awarded SINS 874-1, 874-4, 874-7. See labor category descriptions beginning on page 4 and labor category pricing beginning on page 16.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. **Lowest priced labor category shown on page 21, Administrative Support Specialist Level 1, $30.58.**

1c. 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. **See labor category descriptions beginning on page 4 and labor category pricing beginning on page 16.**

2. Maximum order: **$1,000,000**

3. Minimum order: **$100**

4. Geographic coverage: **Worldwide.**

5. Point(s) of production (city, county, and State or foreign country): **N/A**

6. Discount from list prices or statement of net price: **All prices shown herein are net, all discounts deducted.**

7. Quantity discounts: **Not offered.**

8. Prompt payment terms: **Not offered.**

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted or not accepted above the micro-purchase threshold.

10. Foreign items: **None.**

11a. Time of delivery. **30 days from receipt of order or sooner as agreed to between QualX Corporation and ordering activity.**

11b. Expedited Delivery. **Less than 30 days from receipt of order or sooner as agreed to between QualX Corporation and ordering activity.**

11c. Overnight and 2-day delivery. **N/A, ordering activities can also contact QualX Corporation to affect a faster delivery.**
11d. Urgent Requirements. N/A, ordering activities can also contact QualX Corporation to affect a faster delivery.

12. F.O.B. point(s): Destination

13a. Ordering address.

QualX Corporation  
6564 Loisdale Court, Suite 305  
Springfield, Virginia 22150

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

QualX Corporation  
6564 Loisdale Court, Suite 305  
Springfield, Virginia 22150

15. Warranty provision: None

16. Export packing charges: N/A.

17. Terms and conditions of Government purchase card acceptance: QualX Corporation will accept the government credit card for purchases above and below the micro-purchase level with no additional discounts granted.

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A
25. Data Universal Number System (DUNS) number: 831798702

26. Notification regarding registration in SAM database: QualX Corporation is registered and current with SAM registration.
QualX offers a comprehensive suite of management, organizational, and business improvement consulting services; professional training services 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 which benefit GSA MOBIS requirements. QualX’s consulting; training; and Program and Project Management services deliver expertise in managing Federal agencies and programs, and also provide understanding of evolving legislative and regulatory policy, emerging technology, as well as the development of intra/inter agency programs of varying scope, size, and complexity. We provide detailed descriptions with education and experience requirements for each labor category in the following sections. The table provided below outlines the additional years of experience that may be substituted for the corresponding education level.

<table>
<thead>
<tr>
<th>Education Required</th>
<th>Additional Years' Experience Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High School</td>
</tr>
<tr>
<td>PhD/J.D. or equivalent</td>
<td>+10</td>
</tr>
<tr>
<td>Master’s</td>
<td>+8</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>+6</td>
</tr>
<tr>
<td>Associate’s</td>
<td>+4</td>
</tr>
</tbody>
</table>

**Education/Experience Equivalency**

* Education and experience may be substituted in accordance with the “Education/Experience Equivalency” table above.

**Senior Executive Staff Level 2**

**Description:**
Responsible for technical, business, consultation and financial management of programs and projects. Oversees program budgets, schedules, and performance. Directs staff. Ensures corporate resources are programmed, available and are effectively used to meet objectives and requirements. Prepares and communicates status and outcomes of contract performance. Envisions, develops, and builds technical approaches for complex problems and provides expertise at the highest Government and corporate levels. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 12 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more
functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

Program Manager Levels 1-4

Program Manager Level 1

Description:
As defined by the Project Management Institute, the QualX Program Manager monitors and controls the interdependencies between projects, dealing with escalated issues among the projects that comprise the program, as well as tracking the contribution of each project and the non-project work to the consolidated program benefits. This professional should have veteran-level experience taking services through life cycle processes from initial planning through deliverables and beyond. This professional has Program Management competencies, including communication, project management, technical design, and presentation skills. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 8 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

Program Manager Level 2
Description:
As defined by the Project Management Institute, the QualX Program Manager monitors and controls the interdependencies between projects, dealing with escalated issues among the projects that comprise the program, as well as tracking the contribution of each project and the non-project work to the consolidated program benefits. This professional should have veteran-level experience taking services through life cycle processes from initial planning through deliverables and beyond. This professional has Program Management competencies, including communication, project management, technical design, and presentation skills. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 10 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

Program Manager Level 3
Description:
As defined by the Project Management Institute, the QualX Program Manager monitors and controls the interdependencies between projects, dealing with escalated issues among the projects that comprise the program, as well as tracking the contribution of each project and the non-project work to the consolidated program benefits. This professional should have veteran-level experience taking services through life cycle processes from initial planning through deliverables and beyond. This professional has Program Management competencies, including communication, project management, technical design, and presentation skills. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and
functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 8 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

**Program Manager Level 4**

**Description:**
As defined by the Project Management Institute, the QualX Program Manager monitors and controls the interdependencies between projects, dealing with escalated issues among the projects that comprise the program, as well as tracking the contribution of each project and the non-project work to the consolidated program benefits. This professional should have veteran-level experience taking services through life cycle processes from initial planning through deliverables and beyond. This professional has Program Management competencies, including communication, project management, technical design, and presentation skills. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 10 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

**Technical Expert Levels 2 and 3**

**Technical Expert Level 2**

**Description:**
Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provide short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs. Provides specialized knowledge in specific engineering processes, methods, or disciplines.

This professional is experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources. Has specialized experience and expertise in systems design or test engineering in specific systems under consideration, or specific engineering processes or disciplines such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 10 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, operations research, or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other
Technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources. Has specialized experience and expertise in systems design or test engineering in specific systems under consideration, or specific engineering processes or disciplines such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

Technical Expert Level 3
Description:
Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provide short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs. Provides specialized knowledge in specific engineering processes, methods, or disciplines.

This professional is experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources. Has specialized experience and expertise in systems design or test engineering in specific systems under consideration, or specific engineering processes or disciplines such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Master’s Degree and 12 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, operations research, or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources. Has specialized experience and expertise in systems design or test engineering in specific systems under consideration, or specific engineering processes or disciplines such as development of system performance specifications to meet operational objectives, development and evaluation of
system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

**Project Manager Levels 1-3**

**Project Manager Level 1**

**Description:**
The Project Manager (PM) is responsible for navigating the project through processes from initiation and Charter development to closing. Baseline budgets and schedules must be maintained, quality control and assurance are administered, monitor and control measures are implemented and tracked. The PM selects and assigns appropriate project leads and team members. The PM also acts as the liaison between the client and service company. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Bachelor’s Degree and 3 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

**Project Manager Level 2**

**Description:**
The Project Manager (PM) is responsible for navigating the project through processes from initiation and Charter development to closing. Baseline budgets and schedules must be maintained, quality control and assurance are administered, monitor and control measures are implemented and tracked. The PM selects and assigns appropriate project leads and team members. The PM also acts as the liaison between the client and service company. Gathers and organizes information on problems or procedures, including present operating procedures.
Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 5 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences.

Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

Project Manager Level 3
Description:
The Project Manager (PM) is responsible for navigating the project through processes from initiation and Charter development to closing. Baseline budgets and schedules must be maintained, quality control and assurance are administered, monitor and control measures are implemented and tracked. The PM selects and assigns appropriate project leads and team members. The PM also acts as the liaison between the client and service company. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Master’s Degree and 3 years’ of relevant experience in areas appropriate for the work undertaken. May include computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science,
international relations, liberal arts, business or management, or economics or other social sciences.
Experienced as a manager, and administrator for contract efforts. Experienced in serving as primary interface and point of contact with client program authorities and representatives on technical and program issues. Experienced in supervising program and project operations by developing procedures, by planning and directing execution of all aspects of the effort, and by monitoring and reporting progress. Experienced in interacting, communicating, and advising at the highest Government and corporate levels. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Demonstrates technical achievement at the highest Government and corporate levels, including the ability to identify, evaluate, and propose original and practicable methods of resolving complex problems. Recognized for superior high-level private- and/or public-sector achievement.

Subject Matter Expert Levels 1 – 3

Subject Matter Expert Level 1

Description:
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Consults with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, or in analysis methods or disciplines. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, or in analysis methods or disciplines. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Master’s Degree and 8 years’ of relevant experience in areas appropriate for the work undertaken, including the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

Experienced in analyzing systems, operations, and management problems. Has knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research
techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Has specialized experience and expertise in analysis of specific systems under consideration or in specific analysis methods or disciplines. Has experience operating with management processes providing sophisticated planning, scheduling, performance tracking, and risk management. Has experience in management structures geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, war gaming, prototyping, and systems demonstrations.

**Subject Matter Expert Level 2**

**Description:**
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Consults with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, or in analysis methods or disciplines. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, or in analysis methods or disciplines. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 10 years of relevant experience in areas appropriate for the work undertaken, including the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

Experienced in analyzing systems, operations, and management problems. Has knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy
analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources. Has specialized experience in one or more functional or operational domains and expertise in related Government, military, and commercial applications. Has specialized experience and expertise in analysis of specific systems under consideration or in specific analysis methods or disciplines. Has experience operating with management processes providing sophisticated planning, scheduling, performance tracking, and risk management. Has experience in management structures geared toward delivery of end-item products and the application of repeatable processes, modern development methodologies, and techniques such as simulations, war gaming, prototyping, and systems demonstrations.

**Subject Matter Expert Level 3**

**Description:**
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Consults with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, or in analysis methods or disciplines. Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs. Provides specialized knowledge in specific functional or operational domains, or in analysis methods or disciplines. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 12 years’ of relevant experience in areas appropriate for the work undertaken, including the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

Experienced in analyzing systems, operations, and management problems. Has knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem
statements conducive to application of analytical methods, and development of analysis methods
and approaches. Experienced in a broad scope of applications and uses of analysis methods,
such as requirements analyses, system and subsystem definition, program and process analyses,
evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts,
funds, and resources. Has specialized experience in one or more functional or operational
domains and expertise in related Government, military, and commercial applications. Has
specialized experience and expertise in analysis of specific systems under consideration or in
specific analysis methods or disciplines. Has experience operating with management processes
providing sophisticated planning, scheduling, performance tracking, and risk management. Has
experience in management structures geared toward delivery of end-item products and the
application of repeatable processes, modern development methodologies, and techniques such as
simulations, war gaming, prototyping, and systems demonstrations.

Training Specialist Levels 1 – 4

Training Specialist Level 1
Description:
Prepare survey tools and conduct diagnostic interviews with target groups, client personnel a
significant number of Office staff to develop an understanding, analyze and categorize the
information thematically. Prepare training strategies and agenda. Overseer preparations for the
training and provide facilitation and specific training sessions. Prepare follow-up materials.
Once done, QualX Training Specialists evaluate training materials such as outlines, text, and
handouts. They coordinate baseline schedules and conduct business and technical training
specific to the client. They develop or obtain training procedure manuals and guides and course
materials such as handouts and visual materials. Monitor baseline budgets to ensure budgets are
not exceeded, and prepare budget reports to justify expenditures. Select and assign instructors to
conduct training. They identify and assess training needs of staff by conferring with managers
and supervisors or conducting surveys. They amend and revise materials as necessary, in order
to adapt to changes internally, externally and culturally. These trainers facilitate the execution of
all training plans. They periodically, evaluate training effectiveness and act as a support fielding
questions and issues from the client as it relates to the business environment and tasks. Position
may require a security clearance.

Education and Experience Requirements:
Possesses a Master’s Degree and 8 years’ of relevant experience in areas appropriate for the
work undertaken, including the following discipline areas: computer science, information
systems, decision sciences, architecture, planning, design, engineering, operations research,
math, physics, political science, international relations, liberal arts, business or management, and
economics or other social sciences.

Training Specialist Level 2
Description:
Prepare survey tools and conduct diagnostic interviews with target groups, client personnel a
significant number of Office staff to develop an understanding, analyze and categorize the
information thematically. Prepare training strategies and agenda. Overseer preparations for the
training and provide facilitation and specific training sessions. Prepare follow-up materials.
Once done, QualX Training Specialists evaluate training materials such as outlines, text, and
handouts. They coordinate baseline schedules and conduct business and technical training
specific to the client. They develop or obtain training procedure manuals and guides and course
materials such as handouts and visual materials. Monitor baseline budgets to ensure budgets are
not exceeded, and prepare budget reports to justify expenditures. Select and assign instructors to
conduct training. They identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys. They amend and revise materials as necessary, in order to adapt to changes internally, externally and culturally. These trainers facilitate the execution of all training plans. They periodically, evaluate training effectiveness and act as a support fielding questions and issues from the client as it relates to the business environment and tasks. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 10 years’ of relevant experience in areas appropriate for the work undertaken, including the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

**Training Specialist Level 3**
**Description:**
Prepare survey tools and conduct diagnostic interviews with target groups, client personnel a significant number of Office staff to develop an understanding, analyze and categorize the information thematically. Prepare training strategies and agenda. Oversee preparations for the training and provide facilitation and specific training sessions. Prepare follow-up materials. Once done, QualX Training Specialists evaluate training materials such as outlines, text, and handouts. They coordinate baseline schedules and conduct business and technical training specific to the client. They develop or obtain training procedure manuals and guides and course materials such as handouts and visual materials. Monitor baseline budgets to ensure budgets are not exceeded, and prepare budget reports to justify expenditures. Select and assign instructors to conduct training. They identify and assess training needs of staff by conferring with managers and supervisors or conducting surveys. They amend and revise materials as necessary, in order to adapt to changes internally, externally and culturally. These trainers facilitate the execution of all training plans. They periodically, evaluate training effectiveness and act as a support fielding questions and issues from the client as it relates to the business environment and tasks. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Master’s Degree and 12 years’ of relevant experience in areas appropriate for the work undertaken, including the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

**Training Specialist Level 4**
**Description:**
Prepare survey tools and conduct diagnostic interviews with target groups, client personnel a significant number of Office staff to develop an understanding, analyze and categorize the information thematically. Prepare training strategies and agenda. Oversee preparations for the training and provide facilitation and specific training sessions. Prepare follow-up materials. Once done, QualX Training Specialists evaluate training materials such as outlines, text, and handouts. They coordinate baseline schedules and conduct business and technical training specific to the client. They develop or obtain training procedure manuals and guides and course materials such as handouts and visual materials. Monitor baseline budgets to ensure budgets are not exceeded, and prepare budget reports to justify expenditures. Select and assign instructors to conduct training. They identify and assess training needs of staff by conferring with managers
and supervisors or conducting surveys. They amend and revise materials as necessary, in order to adapt to changes internally, externally and culturally. These trainers facilitate the execution of all training plans. They periodically, evaluate training effectiveness and act as a support fielding questions and issues from the client as it relates to the business environment and tasks. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Master’s Degree and 15 years’ of relevant experience in areas appropriate for the work undertaken, including the following discipline areas: computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, and economics or other social sciences.

Technical Specialist Levels 1-4

Technical Specialist Level 1
Description:
Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provide short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 4 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, or operations research or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources.

Technical Specialist Level 2
Description:
Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provide short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or
functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Bachelor’s Degree and 6 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, or operations research or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources.

**Technical Specialist Level 3**
**Description:**
Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provide short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Oversees and manages projects and programs. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Bachelor’s Degree and 8 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, or operations research or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources.

**Technical Specialist Level 4**
**Description:**
Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provide short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance testing, and acquisition and resource management. Analyzes,
designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides all phases of the survey process for mission-oriented business issues. Organizes and documents findings of studies and prepares recommendations for implementation. Oversees and manages projects and programs. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 10 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, or operations research or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation. General experience and expertise in systems design or test engineering. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in managing projects, contracts, funds, and resources.

Consultant Levels 1 – 4
Consultant Level 1
Description:
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 4 years’ of relevant experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics, or other social sciences.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy
analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources.

Consultant Level 2
Description:
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 6 years’ of relevant experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics, or other social sciences.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources.

Consultant Level 3
Description:
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth
implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 8 years’ of relevant experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics, or other social sciences.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources.

Consultant Level 4
Description:
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Plans study of work problems and procedures (for example, organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, or cost analyses). Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Oversees and manages projects and programs.

Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem
statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 10 years’ of relevant experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, economics, or other social sciences. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Experienced in conceptualizing and developing solutions, formulating problem statements conducive to application of analytical methods, and development of analysis methods and approaches. Experienced in a broad scope of applications and uses of analysis methods, such as requirements analyses, system and subsystem definition, program and process analyses, evaluations, cost-benefit analyses, and planning. Experienced in managing projects, contracts, funds, and resources.

Document Specialist Levels 1 – 4

Document Specialist Level 1
Description:
Researches, organizes, writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications requiring knowledge and understanding of the subject matter and allied fields in support of all customer mission-oriented business functions, programs, or initiatives. Recommends overall organization and layout, editorial standards, publication methods, and the like. Coordinates publications with outside sources as needed. Ensures that technical documentation is accurate and complete, that it meets editorial guidelines and government specifications, and that it adheres to standards for quality, graphics, coverage, format, and style. Designs and develops graphics and illustrations for use in technical materials, manuals, and other publications and for inclusion in software and applications development. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. Operates equipment, such as still and video cameras, for the design and production of photos and videotapes. Formulates concepts and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines the style, technique, and medium best suited to produce the desired effect and conform to reproduction requirements. Position may require a security clearance.

Education and Experience Requirements:
Possesses an Associate’s Degree and 3 years’ of relevant experience in areas appropriate for the work undertaken, including communications, English, journalism, liberal arts, applicable technical fields, graphics design, art, or other related fields. Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual arts disciplines, including graphics design, illustration, photography, and video. Background in the design and presentation of multimedia environments, including incorporation of audio, video, text, and graphics into multimedia and
single-medium presentations. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.

**Document Specialist Level 2**

*Description:*
Researches, organizes, writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications requiring knowledge and understanding of the subject matter and allied fields in support of all customer mission-oriented business functions, programs, or initiatives. Recommends overall organization and layout, editorial standards, publication methods, and the like. Coordinates publications with outside sources as needed. Ensures that technical documentation is accurate and complete, that it meets editorial guidelines and government specifications, and that it adheres to standards for quality, graphics, coverage, format, and style. Designs and develops graphics and illustrations for use in technical materials, manuals, and other publications and for inclusion in software and applications development. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. Operates equipment, such as still and video cameras, for the design and production of photos and videotapes. Formulates concepts and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines the style, technique, and medium best suited to produce the desired effect and conform to reproduction requirements. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses an Associate’s Degree and 5 years’ of relevant experience in areas appropriate for the work undertaken, including communications, English, journalism, liberal arts, applicable technical fields, graphics design, art, or other related fields. Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual arts disciplines, including graphics design, illustration, photography, and video. Background in the design and presentation of multimedia environments, including incorporation of audio, video, text, and graphics into multimedia and single-medium presentations. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.

**Document Specialist Level 3**

*Description:*
Researches, organizes, writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications requiring knowledge and understanding of the subject matter and allied fields in support of all customer mission-oriented business functions, programs, or initiatives. Recommends overall organization and layout, editorial standards, publication methods, and the like. Coordinates publications with outside sources as needed. Ensures that technical documentation is accurate and complete, that it meets editorial guidelines and government specifications, and that it adheres to standards for quality, graphics, coverage, format, and style. Designs and develops graphics and illustrations for use in technical materials, manuals, and other publications and for inclusion in software and applications development. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. Operates equipment, such as still and video cameras, for the design and production of photos and videotapes. Formulates concepts and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines the style, technique, and medium best suited to produce the desired effect and conform to reproduction requirements. Position may require a security clearance.
Education and Experience Requirements:
Possesses a Bachelor’s Degree and 3 years’ of relevant experience in areas appropriate for the work undertaken, including communications, English, journalism, liberal arts, applicable technical fields, graphics design, art, or other related fields. Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual arts disciplines, including graphics design, illustration, photography, and video. Background in the design and presentation of multimedia environments, including incorporation of audio, video, text, and graphics into multimedia and single-medium presentations. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.

Document Specialist Level 4
Description:
Researches, organizes, writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications requiring knowledge and understanding of the subject matter and allied fields in support of all customer mission-oriented business functions, programs, or initiatives. Recommends overall organization and layout, editorial standards, publication methods, and the like. Coordinates publications with outside sources as needed. Ensures that technical documentation is accurate and complete, that it meets editorial guidelines and government specifications, and that it adheres to standards for quality, graphics, coverage, format, and style. Designs and develops graphics and illustrations for use in technical materials, manuals, and other publications and for inclusion in software and applications development. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. Operates equipment, such as still and video cameras, for the design and production of photos and videotapes. Formulates concepts and renders illustration and detail from models, sketches, memory, written or verbal instructions, and imagination. Selects type, draws lettering, lays out material, or performs related duties. Determines the style, technique, and medium best suited to produce the desired effect and conform to reproduction requirements. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 5 years’ of relevant experience in areas appropriate for the work undertaken, including communications, English, journalism, liberal arts, applicable technical fields, graphics design, art, or other related fields. Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual arts disciplines, including graphics design, illustration, photography, and video. Background in the design and presentation of multimedia environments, including incorporation of audio, video, text, and graphics into multimedia and single-medium presentations. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.

Technical Support Levels 1 – 4
Technical Support Level 1
Assists in the design and application of advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provides short and
long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Assists in functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Assists in the analyzing, designing, developing, implementing, testing, or evaluating of system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides support for all phases of the survey process for mission-oriented business issues. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation.

Technical Support Level 2
Assists in the design and application of advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provides short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Assists in functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Assists in the analyzing, designing, developing, implementing, testing, or evaluating of system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides support for all phases of the survey process for mission-oriented business issues. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 1 year of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, operations research, or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation.

Technical Support Level 3
Assists in the design and application of advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provides short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Assists in functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Assists in the analyzing, designing, developing, implementing, testing, or evaluating of system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides support for all phases of the survey process for mission-oriented business issues. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 2 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, operations research, or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation.

**Technical Support Level 4**
Assists in the design and application of advanced methods, theories, and research techniques in the investigation and solution of complex and difficult systems design requirements to evaluate or reengineer customer mission-oriented business programs or initiatives. Provides short and long-term technical inputs to client activities in project design, implementation, evaluation and support for training. Facilitates decision support in customer collaboration efforts, working groups, or teams. Assists in functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Assists in the analyzing, designing, developing, implementing, testing, or evaluating of system components related to engineering or functional requirements of operational systems, support systems, or management information systems. Provides support for all phases of the survey process for mission-oriented business issues. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Bachelor’s Degree and 4 years’ of relevant experience in areas appropriate for the work undertaken, including engineering, natural and applied sciences, operations research, or any other mathematical science. Experienced in applying engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. Experienced in conducting reviews and preparing engineering and technical analyses, reports, change proposals, and other technical documentation.

**Analyst Levels 1 – 4**

**Analyst Level 1**
**Description:**
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Bachelor’s Degree. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.

** Analyst Level 2**
**Description:**
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 1 year of relevant experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.

Analyst Level 3
Description:
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Position may require a security clearance.

Education and Experience Requirements:
Possesses a Bachelor’s Degree and 2 years’ of relevant experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.

Analyst Level 4
Description:
Gathers and organizes information on problems or procedures, including present operating procedures. Analyzes data, develops information, and assesses available solutions or alternative methods of proceeding. Coordinates with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations. Develops and implements operational tests and assessments. Develops and maintains functional and operating documentation. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and
simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Bachelor’s Degree and 4 years’ of relevant experience in areas appropriate for the work undertaken, including computer science, information systems, decision sciences, architecture, planning, design, engineering, operations research, math, physics, political science, international relations, liberal arts, business or management, or economics or other social sciences. Experienced in analyzing systems, operations, and management problems. Requires knowledge of techniques and tools of analysis, for example, modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.

**Administrative Support Specialist Levels 1 – 5**

**Administrative Support Specialist Level 1***

Description:
Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

This Professional is experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a High School Diploma and 1 year of relevant experience in areas appropriate for the work undertaken. Experienced in all aspects of providing technical and administrative support to the research staff. Experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.

**Administrative Support Specialist Level 2***

Description:
Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

This Professional is experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a High School Diploma and 3 years’ of relevant experience in areas appropriate for the work undertaken. Experienced in all aspects of providing technical and administrative support to the research staff. Experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.

*Indicates SCA eligible categories.
See the SCA Matrix for additional information regarding these labor categories.

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (*) SCA labor categories are based on the U.S. Department of Labor Wage Determination 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."

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Wage Determination No.: 2005-2103
Date Of Revision: 06/19/2013
States: District of Columbia, Maryland, Virginia
Area: District of Columbia Statewide, Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince, George's, St Mary's, Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

Administrative Support Specialist Level 3

Description:
Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

This Professional is experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Position may require a security clearance.

Education and Experience Requirements:
Possesses an Associate’s Degree and 5 years’ of relevant experience in areas appropriate for the work undertaken. Experienced in all aspects of providing technical and administrative support to the research staff. Experienced in such areas as data collection and analyses, data presentation,
preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.

**Administrative Support Specialist Level 4**

**Description:**
Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

This Professional is experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses an Associate’s Degree and 8 years’ of relevant experience in areas appropriate for the work undertaken. Experienced in all aspects of providing technical and administrative support to the research staff. Experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.

**Administrative Support Specialist Level 5**

**Description:**
Supports research and analysis functions, compiles specified research and data, interprets basic research data, and reviews research publications for pertinent information. Provides inputs to research staff in a concise, logical, well-organized format for use in communications to clients. Provides administrative and secretarial assistance by performing document preparation or other office duties such as arranging and coordinating travel and meeting or conference facilities.

This Professional is experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools. Position may require a security clearance.

**Education and Experience Requirements:**
Possesses a Bachelor’s Degree and 5 years’ of relevant experience in areas appropriate for the work undertaken. Experienced in all aspects of providing technical and administrative support to the research staff. Experienced in such areas as data collection and analyses, data presentation, preparation of briefings, and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.
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"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (*) SCA labor categories are based on the U.S. Department of Labor Wage Determination 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."

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Wage Determination No.: 2005-2103
Date Of Revision: 06/19/2013
Revision No.: 13
States: District of Columbia, Maryland, Virginia
Area: District of Columbia Statewide, Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince, George's, St Mary's, Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford