



REDHORSE

GSA PRICE LIST

Federal Supply Schedule 03FAC – Facilities Maintenance and Management Services

GS-21F-018DA

**Contract Period: January 24, 2016
through January 23, 2021**

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

Redhorse Corporation

363 5th Avenue, Suite 201
San Diego, CA 92101
Phone: 619/241-4609
Fax: 619/241-4609
Web Address: <http://redhorsecorp.com>

Taxpayer Identification Number (TIN)

26-1283951

CAGE Code

4WS86

DUNS Number

808149004

Business Size

8(a), Service-Disabled Veteran-Owned, and Native American owned small business

For More Information, Please Contact

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Table of Contents

<u>Section</u>	<u>Page</u>
About Redhorse Corporation.....	1
Customer Information.....	1
Redhorse Offering	5
 APPENDICES	
Appendix A – Redhorse Labor Rates	8
Appendix B – Redhorse Product Pricing and Descriptions	10
Appendix C – Redhorse Labor Category Descriptions	11



About Redhorse Corporation

Redhorse Corporation (Redhorse) provides technical and management consulting services in the government, energy, environment, information technology, and intelligence markets. We serve commercial and government clients, delivering solutions that improve operations, compliance, and business performance as well as reduce risk, save money, and enhance security. Redhorse works in collaboration with our customers to augment existing capabilities and deliver the right resources at the right time to provide the right solution.

Energy. Redhorse helps clients navigate the intricacies and challenges associated with the rapidly changing economic, regulatory, and political landscape of energy and climate change. We help government and private-sector customers increase energy efficiency and use of renewable energy resources, understand and manage the risks and opportunities posed by climate change, and develop strategies and initiatives to ensure energy security, and improve the resiliency and adaptive capacity of natural, built, and human assets. We have a proven track record of generating significant cost savings, providing services that add value to our customers' underlying missions and business requirements. Our energy and climate change services include:

- Energy Management
- High Performance Sustainable Buildings
- Technology and Program Evaluation, Measurement, and Verification
- Mission and Program Execution Support
- Energy Security
- Climate Change Services

Redhorse at a Glance

- 8(a), Service-Disabled Veteran-Owned, and Native American Owned Small Business
- Experienced Management Team
- Team of Senior-Level Subject Matter Experts
- Market Focus Areas:
 - ✓ Energy
 - ✓ Business Solutions
 - ✓ Environment
 - ✓ Information Technology
 - ✓ Intelligence
- Government approved accounting system
- Expertise in Government Contracting
- ISO 9001 Certified

Customer Information

1a. Awarded Special Item Numbers:

003-01: Smart Buildings Systems Integrator
 003-097: Ancillary Repairs and Alterations
 811-003: Facility Management Services
 811-006: Facilities Maintenance and Management Consulting
 871-100: Ancillary Supplies and Services
 871-202: Energy Management Planning and Strategies
 871-203: Training on Energy Management
 871-204: Metering Services
 871-205: Energy Program Support Services
 871-206: Building Commissioning Services
 871-207: Energy Audit Services



871-208: Resource Efficiency Management (REM)
871-209: Innovation in Energy
871-210: Water Conservation
871-211: Energy Consulting Services
871-299: Introduction of New Services

1b. Labor Rates: Please see Appendix A for Labor Rates and Appendix B for Product Pricing and Description.

1c. Labor Category Descriptions: Please see Appendix C for Labor Category Descriptions.

2. Maximum Order: All SINs have a Maximum Order of \$1,000,000.00.

3. Minimum Order: \$100

4. Geographic Coverage (Delivery Area): Domestic and overseas

5. Point of Production: The primary point of production is the Redhorse Corporation corporate headquarters, located in San Diego, California.

6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts: None

8. Prompt Payment Terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not applicable

11a. Time of Delivery: Specified in each task order

11b. Expedited Delivery: None

11c. Overnight and 2-Day Delivery: None

11d. Urgent Requirements: Not available

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

13a. Ordering Address: Redhorse Corporation
Attention: Bernadine Holmes, Senior Contracts Administrator



363 5th Avenue, Suite 201
San Diego, CA 92101
(619) 241-4609 telephone
(619) 241-4609 facsimile
bernadine.holmes@redhorsecorp.com

13b. Ordering Procedures: The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).

14. Payment Address is as Follows:

Payment by Mail: Redhorse Corporation
Accounting Department
363 5th Avenue, Suite 201
San Diego, CA 92101
(619) 241-4609

Payment by Wire Transfer: Regents Bank
c/o Redhorse Corporation
Routing Transit Number: 122243321
Account Number: 2110450

15. Warranty Provision: Not applicable

16. Export Packing Charges: Not applicable

17. Terms and Conditions of Government Purchase Card Acceptance: Government commercial credit cards will be acceptable for payments. Bank account information will be shown on the invoices.

18. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable

19. Terms and Conditions of Installation: Not applicable

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: Not applicable

20a. Terms and Conditions for Any Other Services: Not applicable

21. List of Service and Distribution Points: Not applicable

22. List of Participating Dealers: Not applicable

23. Preventive Maintenance: Not applicable



24a. Special Attributes: Not applicable

24b. Section 508. If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov: Not applicable

25. Data Universal Numbering System (DUNS) Number: 808149004

26. Central Contractor Registration (CCR) Database: Redhorse Corporation is registered in the System for Award Management.



Redhorse Offering

FACILITIES MAINTENANCE AND MANAGEMENT

Redhorse offers government agencies a streamlined way to procure a wide range of solutions to help meet the critical challenges facing customers in effectively managing energy, water, and other resources. Limited financial and personnel resources, access to domain expertise, numerous unfunded mandates, and the unprecedented visibility of energy and climate change issues are significant challenges faced across the government. Our solutions enable your agency to integrate and leverage technical and financial resources to improve performance, optimize limited resources, and drive cost savings and GHG emission reductions. We help agencies meet the challenges of today while reducing risks and positioning for the opportunities of tomorrow.

SIN 003-01: Smart Buildings Systems Integrator. This SIN includes the comprehensive integration of building systems and technology using a non-proprietary and open architecture. Typical building systems to be integrated include: building automation, life safety, telecommunications, facilities management, security, energy and environmental control, HVAC, lighting, building envelope, access control, power management, cabling infrastructure/wireless, VOIP, video distribution, video surveillance, data network, etc. Typical integration functions include, but are not limited to, requirements analysis, strategic systems planning, system configuration, implementation alternatives, integration planning, system component acquisition, component integration, testing and analysis, interaction with Building Operations Centers, collection/manipulation of smart building component data, configuration management and control, design-guide development, operational training and support, monitoring, reporting and managing of the systems, and systems maintenance.

SIN 003-097: Ancillary Repairs and Alterations. Perform repairs and alterations associated with performance of another SN under this schedule. The work needs to be incidental (ancillary) to the other SIN or SINs. Typically, energy and generating systems can be replaced under this SIN, as well as items such as replacement of heating, ventilation, and air conditioning (HVAC) systems, installation of meters to measure energy and related usage, installation of energy conservation measures, and lighting retrofits and installations.

SIN 811-003: Complete Facilities Management Services. Services include facilities management and consulting including, but not limited to, property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The service includes adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

SIN 811-006: Facilities Maintenance and Management Consulting. Services include, but are not limited to, the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy, and regulation development assistance for initiatives in areas of facilities maintenance and management solutions. Services also include Smart Building Consulting.



SIN 871-100: Ancillary Supplies and Services. Ancillary supplies and services are support supplies and services which are not within the scope of any other SIN on this schedule. These supplies and services are necessary to compliment other offerings under this schedule to provide a solution to a customer requirement.

SIN 871-202: Energy Management Planning and Strategies. A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy-efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions – This phase includes strategic planning, energy assessments such as feasibility, vulnerability, and other detailed assessments, and developing and executing energy audits, audit plans, and energy management solutions.
2. Concept Development and Requirements Analysis – This phase includes analysis of the audit results and an outline of requirements to design a detailed energy management project concept.
3. Implementation and Change Management – This phase includes implementation and integration of more energy-efficient practices and systems and training in using them effectively.
4. Measurement and Verification – This phase includes the performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long-term monitoring, verification of savings, and benchmarking.

SIN 871-203: Training on Energy Management. Training in energy management includes reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy-efficient system choices, and implementing energy-efficient buildings certification programs such as LEED.

SIN 871-204: Metering Services. Metering services include, but are not limited to, installation of metering equipment and software used to collect data and measure energy consumption through electric, gas, water, or steam utilities; use of data to ensure energy conservation goals are being met, and allow measuring and tracking the cost effectiveness of energy technology investments. These services could include basic and advanced metering, maintenance, installation, removal, and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

SIN 871-205: Energy Program Support Services. Services in energy program support include, but are not limited to, billing and management oversight, and assistance in preparing energy services related agency statements of work. Energy-efficient buildings certification programs such as LEED may be included.

SIN 871-206: Building Commissioning Services. Services in building commissioning include, but are not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. Services

include re-commissioning and retro-commissioning. Energy-efficient buildings certification programs such as LEED may be included.

SIN 871-207: Energy Audit Services. Energy audits can include, but are not limited to, developing, executing, and reporting on audit plans or performing energy and water audits. Energy audits may range from cursory to comprehensive and may include data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution, and can include recommendations for using alternative Energy Sources. Energy-efficient buildings certification programs such as LEED may be included.

SIN 871-208: Resource Efficiency Management (REM). REM can include, but is not limited to, providing information on possible steps that will improve energy efficiency. This information can include estimates of cost savings and environmental benefits and can involve on-site analysis of current operations, equipment, and energy purchasing patterns. This area may include the services of a resource efficiency advocate for individual or aggregated buildings to maximize resource efficiency. Energy-efficient buildings certification programs such as LEED may be included.

SIN 871-209: Innovation in Energy. Services under this SIN can encompass innovative approaches to renewable and sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydroelectricity), wind power, or other sources. These approaches should be capable of providing renewable and sustainable energy and sustainability services that are more carbon-neutral, thereby lessening dependence on traditional non-renewable, fossil fuel sources of energy such as coal, oil, natural gas, and propane. Services could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and implementing, testing, and evaluating networked energy management systems and services that use Internet Protocol – Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, National Institute of Standards and Technology compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

SIN 871-210: Water Conservation. Services and consulting related to the reduction of water usage, recycling of water for multiple purposes, retention of water, and the improvement of water quality and water flow are services under this SIN. These services can include, but are not limited to, facility water audits, water balance, and water system analysis.

SIN 871-211: Energy Consulting Services. Consulting services include expert advice, assistance, guidance, or counseling on energy related projects or initiatives to assist agencies in



adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514. Consulting services covered by this SIN include energy management or strategy; energy program planning and evaluations; energy related studies, analyses, benchmarking, and reporting such as feasibility studies, vulnerability assessments, and energy security; assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star; advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases; consulting on carbon emissions trading programs; consulting on where to obtain renewable energy credits/certificates; consulting on greenhouse gas measurement and management; strategic sustainability performance planning; consulting on obtaining high performance sustainable buildings; and the implementation, testing, and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems.

SIN 871-211: Introduction of New Services. A new service may be a task, procedure, or product existing in the commercial market which is being developed, improved, or not yet introduced to the Federal Government or not currently available under any GSA Contract, but is categorically related to this procurement.

Appendix A – Redhorse Labor Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
	01/01/2016 12/31/2016	01/01/2017 12/31/2017	01/01/2018 12/31/2018	01/01/2019 12/31/2019	01/01/2020 12/31/2020
Senior Principal	\$219.19	\$225.77	\$232.54	\$239.52	\$246.70
Principal	\$203.67	\$209.78	\$216.08	\$222.56	\$229.23
Program Manager	\$189.80	\$195.49	\$201.35	\$207.39	\$213.62
Business Manager	\$116.78	\$120.29	\$123.90	\$127.61	\$131.44
Senior Project Manager	\$178.13	\$183.47	\$188.97	\$194.64	\$200.48
Project Manager	\$134.43	\$138.46	\$142.61	\$146.89	\$151.30
Field Lead	\$108.46	\$111.71	\$115.06	\$118.51	\$122.07
Project Coordinator	\$78.42	\$80.77	\$83.20	\$85.69	\$88.26
Functional Specialist III	\$399.41	\$411.39	\$423.73	\$436.44	\$449.54
Functional Specialist II	\$365.18	\$376.14	\$387.42	\$399.05	\$411.02
Functional Specialist I	\$330.95	\$340.88	\$351.10	\$361.64	\$372.48
Subject Matter Expert V	\$317.18	\$326.69	\$336.49	\$346.59	\$356.99
Subject Matter Expert IV	\$281.96	\$290.41	\$299.13	\$308.10	\$317.34
Subject Matter Expert III	\$263.14	\$271.03	\$279.16	\$287.53	\$296.16
Subject Matter Expert II	\$239.22	\$246.40	\$253.79	\$261.40	\$269.25
Subject Matter Expert I	\$215.31	\$221.77	\$228.42	\$235.27	\$242.33
Senior Scientist	\$136.31	\$140.40	\$144.61	\$148.95	\$153.42
Scientist	\$123.23	\$126.93	\$130.73	\$134.66	\$138.70
Junior Scientist	\$77.55	\$79.88	\$82.27	\$84.74	\$87.29
Senior Air Quality Specialist	\$150.84	\$155.37	\$160.03	\$164.83	\$169.77
Air Quality Specialist	\$117.63	\$121.15	\$124.79	\$128.53	\$132.38



Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
	01/01/2016 12/31/2016	01/01/2017 12/31/2017	01/01/2018 12/31/2018	01/01/2019 12/31/2019	01/01/2020 12/31/2020
Junior Air Quality Specialist	\$106.42	\$109.61	\$112.90	\$116.29	\$119.78
Energy and Climate Team Lead	\$206.04	\$212.22	\$218.59	\$225.15	\$231.90
Climate Change Specialist	\$162.53	\$167.41	\$172.43	\$177.61	\$182.93
Managing Energy Consultant	\$176.51	\$181.81	\$187.26	\$192.88	\$198.67
Senior Energy Consultant	\$132.95	\$136.94	\$141.05	\$145.28	\$149.64
Energy Consultant	\$109.67	\$112.96	\$116.35	\$119.84	\$123.44
Junior Energy Consultant	\$89.61	\$92.30	\$95.07	\$97.92	\$100.86
Resource Manager IV	\$166.19	\$171.18	\$176.31	\$181.60	\$187.05
Resource Manager III	\$127.96	\$131.80	\$135.75	\$139.82	\$144.01
Resource Manager II	\$95.05	\$97.90	\$100.84	\$103.86	\$106.98
Resource Manager I	\$67.89	\$69.92	\$72.02	\$74.18	\$76.41
Engineer IV	\$207.73	\$213.97	\$220.39	\$227.00	\$233.81
Engineer III	\$141.25	\$145.49	\$149.85	\$154.35	\$158.98
Engineer II	\$108.63	\$111.88	\$115.24	\$118.70	\$122.26
Engineer I	\$81.48	\$83.92	\$86.44	\$89.03	\$91.70
Senior Systems Engineer	\$189.80	\$195.49	\$201.35	\$207.39	\$213.62
Senior Network Engineer	\$177.74	\$183.08	\$188.57	\$194.22	\$200.05
Application Developer	\$124.23	\$127.96	\$131.80	\$135.75	\$139.82
Analyst IV	\$159.39	\$164.17	\$169.10	\$174.17	\$179.39
Analyst III	\$146.41	\$150.81	\$155.33	\$159.99	\$164.79
Analyst II	\$113.88	\$117.29	\$120.81	\$124.44	\$128.17
Analyst I	\$91.10	\$93.83	\$96.65	\$99.55	\$102.53
Auditor III	\$135.57	\$139.64	\$143.83	\$148.14	\$152.59
Auditor II	\$97.61	\$100.54	\$103.56	\$106.66	\$109.86
Auditor I	\$75.93	\$78.21	\$80.55	\$82.97	\$85.46
Security Specialist IV	\$157.91	\$162.65	\$167.53	\$172.56	\$177.73
Security Specialist III	\$122.08	\$125.74	\$129.51	\$133.40	\$137.40
Security Specialist II	\$93.59	\$96.40	\$99.29	\$102.27	\$105.34
Security Specialist I	\$52.90	\$54.48	\$56.12	\$57.80	\$59.54
Executive Administrative Assistant III	\$123.99	\$127.71	\$131.54	\$135.48	\$139.55
Executive Administrative Assistant II	\$105.25	\$108.41	\$111.66	\$115.01	\$118.46
Executive Administrative Assistant I	\$95.88	\$98.76	\$101.72	\$104.78	\$107.92
Senior Logistics Management Specialist	\$144.94	\$149.29	\$153.77	\$158.38	\$163.13
Logistics Management Specialist	\$107.04	\$110.26	\$113.56	\$116.97	\$120.48
Logistics Specialist	\$83.56	\$86.06	\$88.65	\$91.30	\$94.04



Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
	01/01/2016 12/31/2016	01/01/2017 12/31/2017	01/01/2018 12/31/2018	01/01/2019 12/31/2019	01/01/2020 12/31/2020
Logistics Operations Specialist	\$57.74	\$59.48	\$61.26	\$63.10	\$64.99
Technical Editor/Writer II	\$88.61	\$91.26	\$94.00	\$96.82	\$99.73
Technical Editor/Writer	\$74.78	\$77.03	\$79.34	\$81.72	\$84.17
Administrative Support III**	\$72.66	\$74.84	\$77.09	\$79.40	\$81.78
Administrative Support II**	\$65.08	\$67.03	\$69.04	\$71.11	\$73.24
Administrative Support**	\$54.32	\$55.95	\$57.63	\$59.35	\$61.14
Technician III**	\$77.38	\$79.70	\$82.09	\$84.56	\$87.09
Technician II**	\$65.83	\$67.80	\$69.84	\$71.93	\$74.09
Network Technician**	\$51.20	\$52.74	\$54.32	\$55.95	\$57.62
GIS/CAD Specialist II	\$105.04	\$108.19	\$111.44	\$114.78	\$118.22

Notes: ** Indicates Service Contract Act (SCA) eligible categories

Service Contract Act Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Support III	01020 – Administrative Assistant	05-2057
Administrative Support II	01313 – Secretary III	05-2057
Administrative Support	01013 – Accounting Clerk III	05-2057
Technician III	30083 – Engineering Technician III	05-2057
Technician II	30082 – Engineering Technician II	05-2057
Network Technician	30081 – Engineering Technician I	05-2057

The SCA is applicable to this contract and 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 matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Appendix B – Redhorse Product Pricing and Descriptions

Product	Brand Name	Price (Per Building for 12-Months)
Guiding Principles Compliance, LEED-EB Certification, or LEED-CI Certification Tools	ZIA for Buildings Facility Management Tools	\$5,785.34

ZIA for Buildings Facility Management Tools are web-based document management tools to help buildings more efficiently achieve Guiding Principle compliance, LEED-Existing Building (EB) certification or LEED-Commercial Interiors (CI) certification. These Software as a Service (SaaS) web-based applications are hosted on a FedRAMP Compliant Cloud Service Provider. The tools allow user to collect, manage, and store building operational and performance documentation, including green cleaning, high performance building operations, indoor air quality, water management, purchasing, waste management, and construction. The



tools monitor and track more than 20 sustainability metrics and provide a single platform to easily track tasks and identify requirements and due dates.

Appendix C – Redhorse Labor Category Descriptions

Senior Principal – Senior corporate manager responsible for the management, direction, and operation of major aspects of the business. Provides executive-level expert guidance and direction to single or multiple program areas. Manages complex organizations and teams by integrating skills into client-focused, results-oriented consulting solutions. Integrates technical requirements and solutions into business process reengineering requirements and translates concepts into operational improvements and systems. Requires a bachelor's degree in a related field and 18 or more years of professional experience in a related field, or a master's degree in a related field and 16 or more years of professional experience in a related field, or a Ph.D. degree in a related field and 14 or more years of experience in a related field.

Principal – Corporate manager responsible for analyzing, planning, directing, and coordinating activities of designated projects and organizations within the business. Ensures that goals and objectives of those projects and organizations are accomplished within prescribed time frames and budgets. Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight, and preparing agency statement of work. Requires a bachelor's degree in a related field and 16 or more years of professional experience in a related field, or a master's degree in a related field and 14 or more years of professional experience in a related field, or a Ph.D. degree in a related field and 10 or more years of experience in a related field.

Program Manager – Directs programs to meet customer mission requirements. Provides overall management of budget and ensures projects and programs are executed within contract parameters. Serves as the customer's primary point of contact. Maintains full authority and responsibility for contract and financial management, resource commitment, staffing, and client satisfaction. Ensures correct resources and technical approaches are applied. Oversees the QA program established for the contract. Ensures effective communication between and among the contract management team and the customer. Proactively identifies and resolves issues and problems. Requires a bachelor's degree in a related field and 16 or more years of professional experience in business, information technology, engineering, science, or a related field.

Business Manager – Manages financial systems and oversees administrative contractual requirements. Tracks budgets for multiple projects and communicates frequently internally and externally with the senior principal and principal, and externally with the client regarding adherence to budgets and contract terms and conditions. Provides financial forecasts and reviews past performance with the client regarding funding. Also responsible for all procurement and subcontract management on a project. Requires a bachelor's degree in business, accounting, or a related field, and 5 years of experience with financial management.

Senior Project Manager – Directs complex projects requiring integration of refined engineering techniques with the outputs of other disciplines, such as environmental, engineering, energy, and



law. Provides management, organizational, and environmental services that include planning and strategies, consulting and analysis, compliance and risk management, and management oversight. Requires a bachelor's degree in a related field and 14 or more years of professional experience in a related field, or a master's degree in a related field and 12 or more years of professional experience in environmental, planning, sustainability, or a related field.

Project Manager – Directs the performance of a variety of related projects and implements project management. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Also provides overall management of budget and ensures projects and subcontracting plans are operated within the parameters of the contract. Requires a bachelor's degree in a related field or equivalent and a minimum of 10 years of experience in environmental, planning, sustainability, or a related field.

Field Lead – Performs field inspections, quality control, data collection, and oversight of construction, audits, and other field activities. Reviews project requirements and plans and implements field activities to meet project requirements. Checks compliance to specifications, standards, and construction practices. Collects field samples, installs data collection systems, collects and analyzes data, and documents field and data collection activities. Requires a bachelor's degree in a related field such as business, engineering, science, or information systems, and 8 years of related experience.

Project Coordinator – Manages project schedules and budgets and oversees administrative contractual requirements. Tracks deliverables and reporting requirements for multiple projects and communicates frequently with project managers regarding budgets, schedules, and contract terms and conditions. Also responsible for all invoice backup preparation and procurement and subcontract management on a project. Requires a bachelor's degree in business, accounting, or a related field, and 5 years of experience with project coordination or management.

Functional Specialist III – Recognized industry expert with in-depth understanding of key issues and trends. Provides thought leadership to senior key stakeholders and acts in consultative and/or advisory capacity and possesses the ability to mediate and resolve high level conflicts. Oversees major functions, disciplines, or segments of a program/project relating to resources and facilities management and planning, network architecture and design, database planning and design, systems analysis, engineering, network services, conversion and implementation support, project management, data/records management, and other business, engineering, and information technology related services. Responsibilities may include long-range planning and full responsibility for all aspects of program/project performance. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its critical components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Coordinates resolution of highly complex problems,



organizational dynamics and tasks, possesses ability to meet and operate under deadlines. Requires a master's degree in a related field such as computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance, and 16 years of related experience.

Functional Specialist II – Manages major functions, disciplines, or segments of a program/project relating to resources and facilities management and planning, network architecture and design, database planning and design, systems analysis, engineering, network services, conversion and implementation support, project management, data/records management, and other business, engineering, and information technology related services. Responsibilities may include long-range planning and full responsibility for all aspects of program/project performance. Recognized for strong expertise in industry issues and trends. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its critical components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems, organizational dynamics and tasks, possesses ability to meet and operate under deadlines. Requires a master's degree in a related field such as computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance, and 14 years of related experience.

Functional Specialist I – Supports major functions, disciplines, or segments of a program/project relating to resources and facilities management and planning, network architecture and design, database planning and design, systems analysis, engineering, network services, conversion and implementation support, project management, data/records management, and other business, engineering, and information technology related services. Responsibilities may include long-range planning and full responsibility for all aspects of program/project performance. Recognized for strong expertise in industry issues and trends. Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generates functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participates in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems, organizational dynamics and tasks, possesses ability to meet and operate under deadlines. Requires a master's degree in a related field such as computer



science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance, and 10 years of related experience.

Subject Matter Expert V – Highly experienced senior leader with wisdom and vision, who is capable of driving strategic thinking from an organizational-wide perspective. Proven ability to build organizations from scratch and to motivate and inspire other leaders in standing up and rapidly scaling nationwide or multinational mobile network operators (MNOs) or similar organizations. Capable and experienced in supporting MNOs or similar organizations in the following: defining company vision, strategy, goals and start-up milestones; managing multiple projects and provide mentoring and guidance to officers, senior leaders, managers and project managers; providing subject matter expertise in multiple wireless network or MNO functional and business areas; developing overall goals, objectives, deliverables and schedules for multiple projects and the administrative, financial and time arrangements to define, launch and sustain the projects; ensuring effective and creative idea generation across functions and among team leaders; analyzing market research results, and developing insights and integrating individual work streams into a single, cohesive report with company/client-specific actionable recommendations; performing major initiatives and project quality reviews and driving continuous improvement efforts, and planning and facilitating significant meetings with company or client executives. Requires senior leadership experience in advising on multiple technical, operational, or business issues; delivering improvements and cost savings; recruiting, developing and managing teams; developing consensus; delivering value to customers; and should be knowledgeable and skilled in wireless telecommunication technology/business processes; developing business/technology strategy capabilities; marketing, finance and general business acumen; Project/Program management; Leadership/Management; Team building; and have excellent written, verbal and large group presentation skills. Requires a master's degree in a related field such as computer science, business, engineering, or information systems, and 20 years of related experience.

Subject Matter Expert IV – Recognized expert in their field (technical or business) who is capable of strategic thinking and thought leadership in that field. Proven ability in leading one or more functional areas within a mobile network operator (MNO) or similar organizations in their field of expertise. Capable and experienced in supporting MNOs or similar organizations in the following: managing functional and cross-functional teams by developing work plans and managing project execution timelines; as an independent expert, complete sections of significant wireless telecommunication network plans, covering a variety of subject areas including specific technologies and products, markets and market trends, competitor analysis, financial impact, etc.; being a project point person both internally and externally; leading thinking and structure for a project; conducting primary research including market surveys of vendors and users as well as secondary research; analyzing findings, developing insights and integrating individual work streams into a single, cohesive plan with specific actionable recommendations and deliverables; supporting development of work plan estimates and resource/staff plans; planning and facilitating meetings with company or client project management; identifying company's/client's requirements, environment and culture, through insightful questions in order to develop appropriate recommendations that can be implemented.

Requires senior leadership experience in advising on technical, operational, or business issues;



managing/supporting business/technology projects; gathering, compiling and analyzing data; surveying and statistical analysis; developing consensus; and should be knowledgeable and skilled in project management; wireless telecommunication area of expertise; understanding of marketing, finance and general business acumen; ability to analyze problems; and have excellent written, verbal and presentation skills. Requires a master's degree in a related field such as computer science, business, engineering, or information systems, and 16 years of related experience.

Subject Matter Expert III – Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Requires a bachelor's degree in a related field such as computer science, business, engineering, or information systems, and 20 years of related experience.

Subject Matter Expert II – Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately-complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Requires a bachelor's degree in a related field such as computer science, business, engineering, or information systems, and 16 years of related experience.

Subject Matter Expert I – Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Requires a bachelor's degree in a related field such as computer science, business, engineering, or information systems, and 12 years of related experience or a master's degree and 10 years of professional experience.

Senior Scientist – Principal investigator or manager responsible for analyzing, planning, directing, and coordinating activities of designated projects and organizations within the business. Ensures that goals and objectives of those projects and organizations are accomplished within prescribed time frames and budgets. Directs complex projects requiring integration of refined scientific techniques with the outputs of other disciplines, such as engineering, energy, and law. Develops and refines new scientific techniques to improve quality. Establishes performance and technical standards. Requires a bachelor's degree in a technical discipline and



16 or more years of professional experience in a related field, or a master's degree in a technical discipline and 14 or more years of professional experience.

Scientist – Conducts scientific analysis, field testing, and the preparation of analytical documents and oversees scientific work of less experienced personnel. Provides technical support for environmental management, compliance, geographic information system, and reclamation and investigation program support. Requires a bachelor's degree and 10 years of experience. Advanced degree is desirable.

Junior Scientist – Assists in providing technical consulting to managers and supervisors for environmental management, compliance, geographic information system, and reclamation and investigation program support. Assists in the analysis of programmatic, organizational, and operational requirements, and assessment of needs. Provides research and analytical support during strategic planning, auditing, investigation, and preparation of documents. Requires a bachelor's degree and 3 years of experience. Advanced degree is desirable.

Senior Air Quality Specialist – Directs complex projects requiring integration of complex legal/regulatory issues with the outputs of other disciplines, such as environmental science and engineering. Develops and refines new techniques to improve quality of regulatory/policy descriptions or performance assessments. Establishes performance and technical standards for regulatory/policy analysis. Requires a bachelor's degree in meteorology, engineering, environmental, or a related field, and 16 years of experience.

Air Quality Specialist – Conducts analyses of more complex regulations, policies, past analyses, and new analytical tools pertaining to a given problem requiring resolution. Assumes a lead role in defining the scope of the analysis to be conducted, including relevant laws, regulations, issues, and options. Directs the collection and integration of information and prepares the approach to be used in conducting the analyses. Requires a bachelor's degree in meteorology, engineering, environmental, or a related field, and 10 years of experience.

Junior Air Quality Specialist – Conducts analyses of regulations, policies, past analyses, and new analytical tools pertaining to a given problem requiring resolution. Assists in defining the scope of the analysis to be conducted, including relevant laws, regulations, issues, and options. Integrates information gathered from the literature under the direction of more experienced air specialists, scientists, and engineers. Requires a bachelor's degree in meteorology, engineering, environmental, or a related field, and 3 years of experience.

Energy and Climate Team Lead – Serves as a senior leader or technical expert to support the development and implementation of energy management, renewable energy, carbon management, greenhouse gas emissions reductions, and sustainability programs, projects, and initiatives. Conducts client interaction, project scheduling, management, and execution of climate change-related projects, document preparation, and overall staff management and development. Provides regulatory and policy support; develops climate change mitigation and adaptation strategies and plans, advises on technology to reduce GHG emissions and costs; and helps clients to create value from their carbon resources through trading, new products, and

corporate responsibility. Requires a bachelor's degree in a related field and 14 or more years of professional experience in energy, environmental, planning, sustainability, or a related field.

Climate Change Specialist – Responsible for leading technical efforts and support with project management tasks in the area of greenhouse gas emissions inventory and management, climate change adaptation and mitigation, carbon management accounting and trading, and regulations and policy. Provides technical analysis, inventory review prior to verification, site inspection, auditing, and independent, third party verification in accordance with CARB and ISO 14064. Develops detailed emissions inventories for stationary, mobile, and area sources. Conducts facility assessments, field audits, and detailed technical and economic analysis to assess equipment replacement alternatives, process optimization, fuel switching, on-site generation, emission control strategies, and best management practices to reduce GHG emissions. Delivers education and training to customers on climate policy, regulations, and markets to develop strategies to reduce the impact of current and pending climate change legislation on operations. Requires a bachelor's degree in a related field such as engineering, science, or meteorology, and 14 years of related experience.

Managing Energy Consultant – Directs energy and carbon management programs, projects, and management systems in support of agency compliance with policy and statutory requirements. Assists agencies in developing, executing, and reporting their energy implementation plan activities. Is responsible for technology development and resource allocation for a broad project base. Provides overall management of budget and ensures projects and programs are executed within contract parameters. Provides advice and assistance to agency energy program managers in support of agency-wide energy management programs. Requires a bachelor's degree in a related field and 12 or more years of professional experience in a related field, or a master's degree in a related field and 10 or more years of professional experience with energy program development and management.

Senior Energy Consultant – Assists agencies and installations in developing, executing, and reporting their energy and carbon implementation plan activities. Develops energy plans and strategies, supports energy choice analyses, and provides risk management services. Provides energy metering and data management services, manages and analyzes utility billings, and helps improve customer bill processing systems. Assists agencies in preparing statements of work for energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided energy efficiency programs. Requires a bachelor's degree or equivalent, and a minimum of 8 years of experience in energy program development and management.

Energy Consultant – Directs or assists in energy and carbon management programs, projects, and management systems. Helps develop energy programs, plans, and projects in support of agency and installation energy management programs. Supports customers in evaluating energy choices, including technical and economic analyses of alternatives. Provides risk management services to minimize the impact of price uncertainties. Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports. Requires a bachelor's degree or equivalent, and a minimum of 5 years of experience in energy program development and management.



Junior Energy Consultant – Assists in providing technical consulting to managers and supervisors for energy and carbon management and auditing program support. Assists in the analysis of programmatic, organizational, and operational requirements, and assessment of needs. Provides research and analytical support during strategic planning, auditing, choice analysis, and life cycle cost analysis. Requires a bachelor's degree or equivalent, and 3 years of experience in a related technical field.

Resource Manager IV – Directs a full range of energy management and resource conservation services including identifying potential energy projects, programs, and initiatives; supporting project implementation; conducting energy training; developing and sustaining an effective energy awareness program; supporting demand reduction programs; and coordinating grants and incentives for eligible energy conservation projects. Requires a bachelor's degree or equivalent, and a minimum of 12 years of experience in energy, facility, or systems management.

Resource Manager III – Manages the reduction in energy, solid waste, water, and sewer costs. Identifies and implements cost saving initiatives in energy, water, and resource conservation. Develops energy, water, and resource conservation projects to reduce costs. Evaluates the technical and economic feasibility of energy and resource conservation projects. Supports energy and resource conservation awareness programs. Helps establish strong energy and resource conservation policies within the organization. Is a technical resource for occupants, building monitors, operations, and maintenance staff, and other stakeholders. Requires a bachelor's degree or equivalent, and a minimum of 8 years of experience in energy, facility, or systems management.

Resource Manager II – Helps facilitate the reduction in energy, solid waste, water, and sewer costs. Helps establish highly visible energy and resource conservation programs through awareness campaigns. Provides strong educational support to all occupants at a facility. Reviews the economic and technical feasibility of energy conservation projects, provides project management and coordination for development and implementation of energy conservation projects, including Utility Energy Service Contract (UESC) and Energy Service Performance Contract (ESPC) projects. Supervises field investigations. Requires a bachelor's degree or equivalent, and a minimum of 6 years of experience in energy, facility, or systems management.

Resource Manager I – Provides assistance to identify and implement cost saving initiatives in energy, water, and resource conservation. Develops energy, water, and resource conservation projects to reduce costs. Evaluates technical and economic feasibility of energy and resource conservation projects. Supports energy and resource conservation awareness programs and conducts field investigations. Requires a bachelor's degree or equivalent, and a minimum of 2 years of experience in energy, facility, or systems management.

Engineer IV – Plans and directs complex projects requiring the integration of refined engineering techniques with the outputs of other disciplines. Establishes performance and technical standards. Performs complex design and analysis tasks, including the design of complex systems. Requires a bachelor's degree or equivalent in a technical discipline and 16 or more years of experience, or a master's degree and 14 years of professional experience.



Depending on the requirements of a specific project, may also be required to hold a registration as a Professional Engineer.

Engineer III – Devises tests to evaluate and check systems. Performs and documents the results of complex analyses and design tasks. May design complex systems and act as a project manager. Requires a bachelor's degree or equivalent in a technical discipline, and 10 or more years of experience. Depending on the requirements of a specific project, may also be required to hold a registration as a Professional Engineer.

Engineer II – Performs analysis and design tasks. Also prepares specifications and assists in the development of performance and technical standards. Requires a bachelor's degree or equivalent, and 6 years of experience. Depending on the requirements of a specific project, may also be required to hold a registration as a Professional Engineer.

Engineer I – Provides basic technical assistance in engineering under the supervision of more experienced personnel. Requires a bachelor's degree or equivalent, and 2 years of experience.

Senior Systems Engineer – Oversees plans for automated data processing systems from project inception to conclusion. Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise a large support staff and/or serve as liaison to client staff. Provides strategic guidance to other technical staff in areas such as specifications, architectures, and information system design. Researches developments in field of expertise and applies them to the client environment, including emerging technologies, lessons learned, best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision. Requires a bachelor's degree in a related field such as computer science, business, engineering, or information systems, and 8 years of related experience.

Senior Network Engineer – Provides technical and administrative direction for personnel responsible for network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept, and to user standards and progress in accordance with schedules. Makes recommendations, if needed, for approval of major network installations. Prepares milestone status reports and deliveries/presentations on network progress to colleagues, subordinates, and end-user representatives. Provides daily supervision and direction to support staff for the analysis and design of voice networks, LAN and WAN data networks, wireless networks, and/or network management systems to support voice and data services. Provides technical analysis engineering and direction of RF (radio frequency) information system development and testing. Defines requirements, technical guidance and direction, system testing, and appraising and presenting solutions. Requires a bachelor's degree in a related field such as computer science, business, engineering, or information systems, and 10 years of related experience.

Application Developer – Analyzes user needs to determine requirements and conducts feasibility studies. Identifies resources required for each task. May supervise a small support staff and/or serve as liaison to client staff. Researches developments in field of expertise and



applies them to the client environment, including emerging technologies, lessons learned, best practices, and assessment methodologies. Interfaces with client personnel at all organizational levels. Develops white papers and system documentation. Converts functional specifications to technical specifications. Works independently without direct supervision. Requires a bachelor's degree in a related field such as computer science, business, engineering, or information systems, and 5 years of related experience.

Analyst IV – Directs management analysis processes, statistical methods, and advanced technical and analytical research techniques to develop security solutions and strategies based on client requirements with a law enforcement, professional security, or emergency preparedness services-based scope. Leads the analyses of operational activities to obtain a quantitative basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Oversees the development of project plans to achieve performance-based objectives, enhancing implementation, systems, and service. Provides integral support in research and development, organizational and vulnerability assessments, intelligence and threat analysis, mission requirements determination, policy and procedures development, concept definition design, testing, integration verification and validation, documentation, implementation, and operations and maintenance. Requires a bachelor's degree in computer science, engineering, information systems, security management, or a related field, and 16 years of professional work experience or a master's degree and 14 years of professional experience.

Analyst III – Manages the analysis of processes, statistical methods, and advanced technical and analytical research techniques to develop solutions and strategies based on client compliance, security, and business requirements. Analyzes operational activities to obtain a quantitative basis for decision-making and resource allocation. Conducts process improvements and reengineering methodologies and principles for modernization of systems and projects. Develops project plans to achieve performance-based objectives, enhancing implementation, systems, and service. Supports research and development, organizational and vulnerability assessments, intelligence and threat analysis, mission requirements determination, policy and procedures development, concept definition design, testing, integration verification and validation, documentation, implementation, and operations and maintenance. Requires a bachelor's degree in computer science, engineering, information systems, security management, business, management, or a related field, and 12 years of professional work experience or a master's degree and 10 years of professional experience.

Analyst II – Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to develop security solutions and strategies based on client requirements with a law enforcement, professional security, or emergency preparedness services-based scope. Analyzes operational activities to obtain a quantitative basis for decision-making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems, and service. Provides integral support in research and development, organizational and vulnerability assessments, intelligence and threat analysis, mission requirements determination, policy and procedures development, concept definition design, testing, integration verification and

validation, documentation, implementation, and operations and maintenance. Requires a bachelor's degree in computer science, engineering, information systems, security management, or a related field, and 8 years of professional work experience or a master's degree and 6 years of professional experience.

Analyst I – Provides assistance to analyze processes and systems, statistical methods, and advanced technical and analytical research techniques to develop security solutions and strategies based on client compliance, security, and business requirements. Supports operational activities to obtain a quantitative basis for decision-making and resource allocation. Assists with process improvements and reengineering methodologies and principles for modernization of systems and projects. Assists with preparation of project plans to achieve performance-based objectives, enhancing implementation, systems, and service. Requires an associate's degree in computer science, engineering, information systems, security management, business, management, or a related field, and 5 years of professional work experience or a bachelor's degree and 3 years of professional experience.

Auditor III – Oversees the design, development, and support of a wide range of complex information systems including operational performance tracking and reporting systems. Oversees the gathering of performance requirements and development of the functional specifications. Provides guidance on the optimization and performance ramifications of coding decisions, and object-oriented design. Provides project management, quality assurance, and technical oversight of the development and implementation efforts. Requires a bachelor's degree in a related field such as business, engineering, science, or information systems, and 8 years of related experience.

Auditor II – Performs a variety of technical and economic analysis in support of customer business requirements, including planning, operations, and performance optimization. Collects and interprets engineering and operational performance data; develops project design basis; develops specifications; performs detailed engineering; ensures conformance to applicable engineering codes and standards, as well as customer policies and procedures. Requires a bachelor's degree in a related field such as business, engineering, science, or information systems, and 4 years of related experience.

Auditor I – Performs technical and business studies in support of customer operations and programs. Assists in the integration of information and findings about operational performance, supports economic analyses, and conducts technical and business analysis. Requires a bachelor's degree in a related field such as business, engineering, science, or information systems, and zero to two years of related experience.

Security Specialist IV — Designs, develops, and recommends integrated security system solutions for law enforcement, homeland defense, emergency preparedness, and security clients. Provides technical engineering services for the support of integrated security systems and solutions. Interfaces with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely and computer security policies and procedures are being



implemented as defined in security plans. Supports security disciplines associated with HSPD-12 related work. Duties include analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis, and system security/network analysis. Requires a bachelor's degree in computer science, engineering, information systems, security management, or a related field and 10 years of professional work experience.

Security Specialist III — Provides technical engineering services for the support of integrated security systems and solutions. Interfaces with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely and computer security policies and procedures are being implemented as defined in security plans. Supports security disciplines associated with Homeland Security Presidential Directive (HSPD-12) related work. Responsibilities include analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis, and system security/network analysis. Requires a bachelor's degree in computer science, engineering, information systems, security management, or a related field and 8 years of professional work experience.

Security Specialist II – Assists with providing technical engineering services for the support of integrated security systems and solutions. Supports strategic design process to translate security and business requirements into technical designs. Helps to configure and validates secure systems and tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely and computer security policies and procedures are being implemented as defined in security plans. Supports security disciplines associated with HSPD-12 related work. Responsibilities include technical support for the analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis, and system security/network analysis. Requires a bachelor's degree in computer science, engineering, information systems, security management, or a related field and 4 years of professional work experience.

Security Specialist I – Supports security and antiterrorism programs to include information, personnel, and physical security. Requires knowledge of government and industrial security requirements, with the ability to effectively interact with technical staff, customer community, and other security staff members. Maintains personnel security files and databases on employees, and processes security clearances and access requests. Supports security disciplines associated with HSPD-12 related work. Requires a bachelor's degree in computer science, business, information systems, law enforcement, security management, or a related field, and zero to two years of professional work experience.

Executive Administrative Assistant III – Performs a variety of administrative functions to support the operations of a program office. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for members of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgment, initiative and tact; determines method of collection and analysis for



assigned projects; and prepares complex briefings. Coordinates administrative work within the secretarial and clerical support group. Responsible for preparing various reports, making recommendations for actions, project administration, event planning, office relocation planning, and other duties as assigned. Requires a bachelor's degree in business administration, management, or related field and 12 years of experience.

Executive Administrative Assistant II – Performs a variety of administrative functions to support the operations of a program office. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for members of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgment, initiative and tact; determines method of collection and analysis for assigned projects; and prepares complex briefings. Coordinates administrative work within the secretarial and clerical support group. Responsible for preparing various reports, making recommendations for actions, project administration, event planning, office relocation planning, and other duties as assigned. Requires a bachelor's degree in business administration, management, or related field and 10 years of experience.

Executive Administrative Assistant I – Performs a variety of administrative functions to support the operations of a program office and senior managers. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for members of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgment, initiative, and tact; determines method of collection and analysis for assigned projects and prepares complex briefings. Coordinates administrative work within the secretarial and clerical support group. Responsible for preparing various reports and making recommendations for actions, project management, event planning, office relocation planning and other duties as assigned. Requires an associate's degree and 5 years of experience.

Senior Logistics Management Specialist – Provides management of integrated logistics support and facility management services to meet customer operational requirements. Plans, schedules, delegates, and manages all aspects of logistics and facility programs utilizing knowledge of operational requirements, policies, procedures, and compliance. Directs and participates in configuration and data management efforts. Responsible for life cycle cost, analysis, planning, and scheduling. Responsible for space optimization, information management, security, environmental, and other operational compliance requirements. Requires a bachelor's degree in facility management, engineering, information systems, security management, business, management, or a related field, and 14 years of experience.

Logistics Management Specialist – Implements and participates in professional integrated logistics support and facility management, including procurement production techniques, production management, design data reviews and analysis, and configuration and data management. Utilizes knowledge of operational requirements, policies, and procedures to improve facility operations and meet customer business and compliance requirements. Responsibilities include planning and carrying out work within a team or with other organizations to address changes in regulations, program, and technology. Requires a bachelor's



degree in facility management, engineering, information systems, security management, business, management, or a related field, and 10 years of professional work experience.

Logistics Specialist – Provides logistics and facility management services in support of customer operational, compliance, and security requirements. Functions as member of the integrated logistics and facility support team providing assistance and data entry and retrieval in the area of configuration management, data management, operations, training, testing, transportation, reliability, and maintainability. Responsible for participating in periodic audits and systems configuration verification and maintains program data and provisioning files. Requires a bachelor's degree in facility management, engineering, information systems, security management, business, management, or a related field, and 6 years of experience.

Logistics Operations Specialist – Supports operations and facility administration by maintaining related documentation including operation manuals, user guides, training materials and other system technical documentation. Assists in performing configuration management in support of engineering, security, and compliance requirements. Reviews and analyzes procedures and operations to identify and resolve various problems. Assists in coordinating the implementation of building systems and technology. Provides configuration management and other system life cycle support. Participates in planning, scheduling, and directing assigned tasks and responsibilities. Responsible for preparation of procedures, documentation, and reports. Requires an associate's degree, and 2 years of professional work experience.

Technical Editor/Writer II – Writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation. Requires bachelor's degree or equivalent and more than 10 years of professional work experience.

Technical Editor/Writer – Works with technical specialists, writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation. Requires bachelor's degree or equivalent and more than 6 years of professional work experience.

Administrative Support III – Performs diversified clerical, administrative, and general office duties of a highly responsible and confidential nature to senior management. Organizes and maintains files of correspondence and records. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action. Requires knowledge of applicable policies, procedures, operations, and organization. Requires more than 5 years of professional work experience.

Administrative Support II – Performs diversified clerical, administrative, and general office duties. Communicates and coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records. Follows up on pending matters. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences. Requires more than 3 years of professional work experience.



Administrative Support – Assists technical experts with the organization of tasks, preparation for meetings and other sessions, documentation of meeting results, and completion of contractually required paperwork. Requires zero to five years of professional work experience.

Technician III – Performs non-routine and complex assignments. Works under general supervision of a scientist or engineer. Performs investigations, studies, and assessments that may require nonstandard procedures and complex instrumentation. Monitors, records, computes, and analyzes test data, and prepares test reports. May supervise lower level technicians. Requires 6 or more years of experience in engineering, energy, environmental, information technology, or relevant field.

Technician II – Performs assignments that are broad in nature and are concerned with analysis, development, and implementation of technical solutions. Operates monitoring, testing, or processing equipment of moderate complexity. May construct components or subassemblies of prototype models. May troubleshoot malfunctioning equipment and make simple repairs. Extracts and processes data. Requires 2 to 6 years of experience in engineering, energy, environmental, information technology, or relevant field.

Network Technician – Performs a variety of network engineering tasks that are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. Conducts installation and baseline testing of Ethernet switches, router, hubs, and patch panels. Troubleshoots and resolves any operational problems that occur during installation. Provides documentation, including inventory, network diagrams, change management, weekly reports, etc. Requires a high school diploma and 5 years of general work experience.

GIS/CAD Specialist II – Manages data analysis and creation of various maps for incorporation into reports and or presentations. Leads the development of GIS, AutoCAD, and database software at a senior level. Requires a bachelor's degree in a related field and 5 years of experience in ArcView, ArcInfo, Intergraph, MapInfo, AutoCAD, or other graphics programs.

LABOR CATEGORY SUBSTITUTIONS INFORMATION

Redhorse's labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. The table below presents the general substitutions based on the education and experience of the labor categories in the pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task. These substitutions are applicable for all Redhorse labor categories.



Degree	Degree and Experience Substitution	Related Experience Substitution
Associate's	2 Years	2 Years
Bachelor's	Associate's + 2 Years	4 Years
Master's	Bachelor's + 2 Years	6 Years
Doctorate	Master's + 4 Years	10 Years

In lieu of the required degree or experience, candidates with special qualifications may be considered on a case-by-case basis by the ordering agency.