

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!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.gsaadvantage.gov/>.

WORLDWIDE FEDERAL SUPPLY SCHEDULE PRICELIST

FOR

PROFESSIONAL ENGINEERING SERVICES

Federal Supply Class Schedule: 871Contract Number: GS-23F-0116N

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Period Covered by Contract: January 16, 2008 – January 15, 2013

Contractor Name: Science & Engineering Associates, Inc.
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Albuquerque, NM 87109
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Business Size: NAICS: 541710 / SIC 8731: Large Business
NAICS: 541330 / SIC 8711: Large Business

Price List current through Modification FX51, effective December 19, 2007. Listed pricing includes the new .75% Industrial Funding Fee.

CUSTOMER INFORMATION FOR ORDERING OFFICES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

1a. Awarded Special Item Numbers

SIN	SIN TITLE
SIN 871-1 SIN 871-1RC	STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS <u>Professional Engineering Disciplines</u> (PEDs): Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering
SIN 871-2 SIN 871-2RC	CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS <u>Professional Engineering Disciplines</u> (PEDs): Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering
SIN 871-3 SIN 871-3RC	SYSTEM DESIGN, ENGINEERING AND INTEGRATION <u>Professional Engineering Disciplines</u> (PEDs): Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering
SIN 871-4 SIN 871-4RC	TEST AND EVALUATION <u>Professional Engineering Disciplines</u> (PEDs): Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering
SIN 871-5 SIN 871-5RC	INTEGRATED LOGISTICS SUPPORT <u>Professional Engineering Disciplines</u> (PEDs): Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering
SIN 871-6 SIN 871-6RC	ACQUISITION AND LIFE CYCLE MANAGEMENT <u>Professional Engineering Disciplines</u> (PEDs): Chemical Engineering, Electrical Engineering, Mechanical Engineering

Item Descriptions:

871-1/ SIN 871-1RC STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing. Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites - such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man made electronic interference. Inappropriate use of this SIN is providing professional engineering services not specifically related to strategic planning for technology programs/activities and its associated disciplines.

871-2 SIN 871-2RC CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization, and outsourcing. Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs. Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

871-3/ SIN 871-3RC SYSTEM DESIGN, ENGINEERING AND INTEGRATION Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, trace ability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing. Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification. Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

871-4/ SIN 871-4RC TEST AND EVALUATION Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization, and outsourcing. Example: The navigation satellite-working model will be subjected to a series of tests, which may simulate and ultimately duplicate its operational environment. Inappropriate use of this SIN is providing professional engineering services not specifically related to testing and evaluating and its associated disciplines.

871-5/ SIN 871-5RC INTEGRATED LOGISTICS SUPPORT Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing. Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures. Inappropriate use of this SIN is providing professional engineering services not specifically related to integrated logistics support and its associated disciplines.

871-6/ SIN 871-6RC ACQUISITION AND LIFE CYCLE MANAGEMENT Services required under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing. Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions. Inappropriate use of this SIN is professional engineering services not specifically related to acquisition and life cycle management and associated disciplines.

Travel

All travel incurred by SEA in the performance of Task Orders under this Schedule will be handled in accordance with Federal Travel Regulations. Travel Expenses shall be billed at actual cost plus a fee for administration and handling.

Other Services and Supplies

SEA did not propose any Other Direct Costs or Incidental Items to GSA under this Schedule. Therefore, any Other Direct Costs and/or Incidental Items that are to be made a *material* part of any Task Orders must be added and approved through the GSA Schedule Contract modification process.

- 1b. Lowest Unit Prices and Geographic Pricing: See 1c. for hourly rates. There are no geographic price differences or domestic or overseas delivery. All prices reflect work accomplished at SEA facilities. No geographic or other discounts are offered for work accomplished off-site.
- 1c. Labor Category Titles and Hourly Rates for ALL SINS

Professional Labor Category	GSA Rates as of 01/01/04
Business Integration Associate	\$ 166.58
Business Integration Manager	\$ 177.56
Senior Business Integration Manager	\$ 188.53
Chief Scientist I	\$ 177.56
Chief Scientist II	\$ 188.53
Clerical Support I	\$ 44.89
Clerical Support II	\$ 51.87
Clerical Support III	\$ 58.85
Senior Computer Consultant	\$ 166.58
Computer Scientist	\$ 120.70
Senior Computer Scientist	\$ 166.58
Contracts Associate I	\$ 72.82
Contract Administrator I	\$ 120.70
Contract Administrator II	\$ 126.68
Contract Manager I	\$ 145.64
Contract Manager II	\$ 166.58
Engineer I	\$ 81.80
Engineer II	\$ 95.76
Engineer III	\$ 120.70
Senior Engineer I	\$ 145.64
Senior Engineer II	\$ 166.58
Environmental Engineer	\$ 120.70
Senior Environmental Engineer I	\$ 126.68
Senior Environmental Engineer II	\$ 166.58
Financial Associate I	\$ 72.82
Financial Analyst I	\$ 120.70
Financial Analyst II	\$ 126.68
Financial Manager I	\$ 145.64
Financial Manager II	\$ 166.58
Graphics Spec-Draftsman I	\$ 54.86

Network Technician	\$ 54.86
Network Administrator I	\$ 72.82
Network Administrator II	\$ 77.81
Network Administrator III	\$ 90.77
Programmer I	\$ 72.82
Programmer II	\$ 77.81
Programmer III	\$ 90.77
Program Manager I	\$ 143.64
Senior Program Manager I	\$ 174.56
Project Administrator I	\$ 44.89
Project Administrator II	\$ 47.88
Project Administrator III	\$ 50.87
Project/Task Manager I	\$ 120.70
Project/Task Manager II	\$ 126.68
Quality Control Engineer	\$ 120.70
Senior Quality Control Engineer	\$ 126.68
Quality Specialist I	\$ 120.70
Senior Quality Specialist	\$ 126.68
Quality Manager III	\$ 177.56
Safety Engineer II	\$ 120.70
Senior Safety Engineer I	\$ 140.65
Scientist I	\$ 81.80
Scientist II	\$ 95.76
Scientist III	\$ 120.70
Senior Scientist I	\$ 145.64
Senior Scientist II	\$ 166.58
Senior Consultant Engineer I	\$ 126.68
Senior Consultant Engineer II	\$ 166.58
Software Engineer III	\$ 120.70
Senior Software Engineer I	\$ 126.68
Software Tester I	\$ 72.82
Software Tester II	\$ 77.81
Subject Matter Expert D	\$ 177.56
Subject Matter Expert C	\$ 188.53
Subject Matter Expert B	\$ 200.50
Subject Matter Expert A	\$ 219.45

Support Engineer I	\$	72.82
Support Engineer II	\$	77.81
Support Engineer III	\$	90.77
Senior Systems Consultant	\$	166.58
Systems Engineer III	\$	120.70
Senior Systems Engineer I	\$	126.68
Junior Technician	\$	45.89
Technician I	\$	54.86
Senior Technician I	\$	92.77
Test Engineer III	\$	120.70
Senior Test Engineer I	\$	137.66

GSA Labor Category	Education	Experience
Business Integration Associate	Bachelor's Degree	8
<p>Responsible for the coordination and completion of complex and/or multiple projects simultaneously. Develops understanding of project scope and objectives including role and function of each team member to effectively coordinate and ensure timely completion of project(s). Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project(s). Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project(s). Oversees project budget and schedule. Responsible for hiring, employee relations, termination and performance management. Provides technical and management advice and assistance to management regarding project(s). Facilitates project and troubleshoots problems or issues associated with project(s). Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others. Responsible for project growth, marketing new technology and/or follow-on business acquisition. Serves as primary customer contact.</p>		
Business Integration Manager	Bachelor's Degree	10
<p>Responsible for the coordination and completion of projects. Develops understanding of project scope and objectives including role and function of each team member in order to effectively coordinate project. Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project. Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project. Provides technical and management advice and assistance to management regarding project. Facilitates and troubleshoots problems or issues associated with project. Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others. Ensure project is brought to successful completion. Generally oversees a single project which may be non-complex to complex in nature.</p>		
Senior Business Integration Manager	Bachelor's Degree	12
<p>Responsible for the coordination and completion of complex and/or multiple projects simultaneously. Develops understanding of project scope and objectives including role and function of each team member to effectively coordinate and ensure timely completion of project(s). Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project(s). Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project(s). Oversees project budget and schedule. Responsible for hiring, employee relations, termination and performance management. Provides technical and management advice and assistance to management regarding project(s). Facilitates project and troubleshoots problems or issues associated with project(s). Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others. Responsible for project growth, marketing new technology and/or follow-on business acquisition. Serves as primary customer contact.</p>		

Chief Scientist I	Master's Degree	10
Responsible for coordinating broad phases of projects and for performing advanced development work. Scientific efforts are planned in coordination with related activities of other projects and departments. Develop and apply advanced methods, theories and research techniques to situations requiring the expert application of advanced knowledge (e.g. complex problem solving, scientific reports and/or technical papers, articles and patent disclosures). Is self starting and develops new ideas and writes proposals without oversight. Responsible for product design and development within budget and schedule parameters. Investigates and advises management on the feasibility of new projects, systems or approaches and provides work leadership to lower level employees. Will most likely perform Program Management duties, including budgeting, tasking of team members and responsible for contract deliverables.		
Chief Scientist II	Master's Degree	15
Recognized as an "external" authority. Develops highly advanced technologies, scientific principles, theories & concepts. Uncovers/ resolves problems associated with development and implementation of programs. Responsible for coordinating broad phases of projects and for performing advanced development work. Develop and apply advanced methods, theories and research techniques to situations requiring the expert application of advanced knowledge (e.g. complex problem solving, engineering reports and/or technical papers, articles and patent disclosures). Key technical resource to support project managers during the implementation phases. Serves as primary customer contact and must be able to provide expert technical and programmatic advice to clients, subcontractors, and staff. Will most likely perform Group Management duties where several related Programs are being conducted and led by Principal Scientists.		
Clerical Support I	High School Diploma/GED	0
Under direct supervision, performs routine clerical support such as typing, copying, distributing mail, answering the phone, and filing.		
Clerical Support II	High School Diploma/GED	1
Under general supervision, performs routine clerical support for functional groups such as typing, copying, distributing mail, performing simple calculations, answering the phone, maintaining records and files, and collecting information for specified reports.		
Clerical Support III	High School Diploma/GED	2
Under general supervision, provides general administrative support. Collects, compiles, and analyzes data and information and prepares written descriptions of results. Compiles reports, presentation materials, charts, graphs, and tables. Exercises independent judgment and employs basic reasoning. Work may be of a confidential nature and require a broad knowledge of company practices, policies, and programs.		
Senior Computer Consultant	Master's Degree	14
Considered to be an expert on a specific subject or in a particular career field. Provides assistance to enhance the alignment of the area of expertise with business strategy. Supports the definition and implementation of planning processes and systems at the group level, including both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of the area of expertise and makes recommendations to improve service. May require specialized training and certification(s) in the area of expertise.		
Computer Scientist	Master's Degree	10
Considered to be an expert on a specific subject or in a particular career field. Provides assistance to enhance the alignment of the area of expertise with business strategy. Supports the definition and implementation of planning processes and systems at the group level, including both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of the area of expertise and makes recommendations to improve service. May require specialized training and certification(s) in the area of expertise.		

Senior Computer Scientist	Master's Degree	14
<p>Considered to be an expert on a specific subject or in a particular career field. Provides assistance to enhance the alignment of the area of expertise with business strategy. Supports the definition and implementation of planning processes and systems at the group level, including both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of the area of expertise and makes recommendations to improve service. May require specialized training and certification(s) in the area of expertise.</p>		
Contracts Associate I	High School Diploma/GED	2
<p>Responsible for entering and maintaining contract information into corporate software system. Develops and maintains tracking database and various spreadsheets. Provides contract support and basic pricing to management and executives. Maintains confidential department records. Coordinates contract related meetings and assists with contract closeout activities. Performs special projects as needed.</p>		
Contract Administrator I	Bachelor's Degree	2
<p>Under general supervision, responsible for assisting with proposal preparation, contract negotiation and administration of contracts. Analyzes estimates of service, material, equipment and production costs. Prepares and disseminates information throughout the company regarding contract status, compliance, modification, deviation, negotiation and termination. Prepares special reports and analyses as required.</p>		
Contract Administrator II	Bachelor's Degree	5
<p>Under general supervision, responsible for proposal preparation, contract negotiation, and administration of contracts. Analyzes estimates of service, material, equipment, and production costs. May monitor company performance for conformance to original proposal and maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications, and government regulations. Prepares and disseminates information throughout the company regarding contract status, compliance, modification, deviation, negotiation, and termination. Issues contract and financial program documents. Structures contractual terms to reflect company business strategy. Initiates documentation to authorize and direct work in accordance with contractual specifications. Prepares special reports and analyses as required</p>		
Contract Manager I	Bachelor's Degree	8
<p>Leads and conducts proposal preparation, contract negotiation and administration of contracts. Analyzes estimates of service, material, equipment and production costs. Monitors company performance for conformance to original proposal and maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications and government regulations. Prepares and disseminates information throughout the company regarding contract status, compliance, modification, deviation, negotiation and termination. Issues contract and financial program documents. Structures contractual terms to reflect company business strategy. Initiates documentation to authorize and direct work in accordance with contractual specifications. Prepares special reports and analyses as required. May provide work leadership for lower level employees.</p>		
Contract Manager II	Bachelor's Degree	8
<p>Responsible for the direct supervision/management of the Contracts Administration staff. Management and administration of contracts including overseeing proposal preparation and contract negotiation. Monitors company performance for conformance to original proposal. Reviews and resolves all issues affecting company compliance and ensures satisfaction of legal requirements. Advises management of contractual rights and obligations and provides interpretation of terms and conditions. Responsible for the employment, training, and discipline of assigned employees.</p>		

Engineer I	High School Diploma/GED	5
<p>Under general supervision, performs tasks such as test, fabrication, assembly, modification and installation of apparatus and control instrumentation used in support of mechanical, electrical and/or environmental engineering activities utilizing engineering principles and test technology. Interprets change orders, diagrams, sketches, photographs or other process and product documentation as they relate to assigned duties. Participates in the development of process control manuals/documentation. Works cooperatively with other personnel and functions to exchange information and resolve problems.</p>		
Engineer II	Bachelor's Degree	2
<p>Performs routine design, fabrication, modification, and evaluation of mechanical and electro-mechanical components, sub-systems, and systems. Conducts routine analyses and/or tests pertaining to the development of new designs, methods, materials, or processes. Completes required documentation and may provide recommendations.</p>		
Engineer III	Bachelor's Degree	5
<p>Researches, plans and designs mechanical and electro-mechanical products and systems. Researches and analyzes data, such as customer design proposal, specifications, and manuals to determine feasibility of design or application. Prepares design specifications, analyses, and recommendations for presentation and approval. Has technical responsibility for planning, organizing, and conducting technical projects or phases of projects involving design and development of new or improved product and/or processes. Investigates solutions to product and/or process problems. Conducts independent technical investigations involving the origination or modification of material, component, or process specifications and requirements. Knowledgeable in at least multiple mechanical design programs, such as AutoCAD, ProE, Solidworks, or equivalent.</p>		
Senior Engineer I	Bachelor's Degree	8
<p>Develops and applies advanced mechanical engineering design methods, theories, and research techniques in the investigation and solution of complex and advanced technical problems. Plans, conducts, technically directs and evaluates projects or major phases of significant projects, coordinating the efforts of engineers and technical support staff. Analyzes, evaluates and plans method of approach and organizes means to achieve solution of complex technical problems. Conducts investigations and tests of considerable complexity. Recommends corrections in technical applications and analyses. May provide leadership for lower level employees.</p>		
Senior Engineer II	Master's Degree	10
<p>Plans and performs engineering duties on new and varied problems where only general objectives are stated. Individuals act as internal experts and may represent the organization to external groups, agencies, customers, stockholders and vendors. Responsible for coordinating broad phases of projects and for performing advanced development work. Engineering efforts are planned in coordination with related activities of other projects and departments. Develop and apply advanced methods, theories and research techniques to situations requiring the expert application of advanced knowledge (e.g. complex problem solving, engineering reports and/or technical papers, articles and patent disclosures).</p>		
Environmental Engineer	Bachelor's Degree	2
<p>Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Under general supervision, may design gas and fluid flow systems, chemical reaction systems, mechanical equipment, and/or other test instrumentation. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establish standards, and provide solutions. Performs technical research and utilizes computers as aids in developing solutions to engineering problems. Formulates reports, designs, and specifications.</p>		

Senior Environmental Engineer I	Bachelor's Degree	5
<p>Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Determines sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies to solve problems concerned with the environment. May design gas and fluid flow systems, chemical reaction systems, mechanical equipment, and/or other test instrumentation. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establishes standards, and develops approaches for control of pollution. Performs technical research and utilizes computers as aids in developing solutions to engineering problems. Formulates reports, plans, designs, cost estimates, and specifications.</p>		
Senior Environmental Engineer II	Bachelor's Degree	8
<p>Plans and conducts environmental research studies to develop methods or theories of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines. Performs field work to collect environmental data. Keeps accurate records and can coordinate with site personnel. Will lead teams in the field. Determines data collection methods to be employed in research projects and surveys. Plans and develops research models, using knowledge of mathematical, statistical, and physical science concepts and approaches. Identifies and analyzes sources of pollution to determine their effects. Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples. Prepares graphs, charts, and statistical models from synthesized data using knowledge of mathematical, statistical, and engineering analysis techniques. Analyzes data to assess pollution problems, establishes standards, and develops approaches for control of pollution. May act as a technical project lead or provide work leadership for lower level employees.</p>		
Financial Associate I	High School Diploma/GED	6
<p>Under General Supervision, performs clerical accounting duties in the areas of accounts payable, accounts receivable, cost accounting, payroll/timekeeping or transaction processing. Assigns codes, identifies accounts, and enters data. Analyzes and audits various accounts. Posts, verifies, and proofs entries to the accounting system. May assist with accurate and timely preparation of customer invoices and the resultant managerial reports related to the invoice and expense reporting process. May coordinate collections. Reconciles report discrepancies and problems.</p>		
Financial Analyst I	Bachelor's Degree	5
<p>Performs moderately complex accounting tasks in general or specialized accounting functions (A/P, Payroll, Billing, etc.) relating to the maintenance of a complete and accurate general ledger and the resultant managerial reports and financial statements. May prepare specialized reports and analyses. Develops or modifies major segments of an accounting system including associated accounts, records, reports, and controls.</p>		
Financial Analyst II	Bachelor's Degree	2
<p>Provides financial support and analysis to the program management office (PMO). Responsibilities include tracking actual performance against budgeted revenue, operating profits, labor dollars and ODCs. Works closely with program/project managers to prepare analysis of variances against plans, prepares estimates to complete (ETC) and maintains documented records supporting the financial forecasts. Works closely with accounts receivable to ensure invoices reconcile to the books of record, are submitted in a timely basis and tracks outstanding invoices until paid. Monitors actual expenditures against contract funding levels, projects funding run out dates and keeps program management and contracts apprised when funding will be exhausted. Tracks subcontractor costs to ensure billings are in accordance with subcontracts agreements and works with program managers and procurement on any procurement related action items such as providing additional funding to a subcontractor or adding a new subcontractor or consultant.</p>		

Financial Manager I	Bachelor's Degree	5
<p>Provides financial support and analysis to the program management office (PMO). Responsibilities include supporting the budgeting/forecasting process, tracking actual performance against budgets to include identification of variances and analysis thereof relating to revenue, operating profits, labor dollars and ODCs. Works closely with program/project managers to prepare variance analysis and estimates to complete (ETC) and maintains documented records supporting financial forecasts. Works closely with accounts receivable to ensure invoices reconcile to the books of record, are submitted in a timely basis and tracks outstanding invoices until paid. Monitors actual expenditures against contract funding levels, projects funding run out dates and keeps program management and contracts apprised when funding will be exhausted. Tracks subcontractor costs to ensure billings are in accordance with subcontract agreements and works with program managers and procurement on any procurement related action items such as providing additional funding to a subcontractor or adding a new subcontractor or consultant. Supports pricing activities related to engineering change notices or other contract modifications.</p>		
Financial Manager II	Bachelor's Degree	8
<p>Responsible for hiring, managing, training and directing a team of business finance professionals charged with providing financial analysis and support to the program management office (PMO). Works closely with Program Managers and Sr. Management on all program finance matters and is actively engaged in the development of budgets and financial forecasts. Program finance manager also has responsibility for consolidating/summarizing financial results for a subset or group of programs and reporting results, variances against plan (both actuals to date and projected) to Sr. Management. Works closely with other Business Operations departments (i.e. Contracts & Procurement) to ensure contract compliance, compliance with internal procedures and DAR/FAR government procurement regulations. Participates in contract audits and may interface with auditors (government and public) on specific government contract audits or the annual review of contracts as performed by outside public audit firms.</p>		
Network Technician	High School Diploma/GED	2
<p>Under general supervision, monitors and responds to hardware and network problems. The duties of this position can be broad and may include such tasks as installing new workstations, adding and removing individuals from the list of authorized users, archiving files, overseeing password protection and other security measures and monitoring usage of shared resources. Performs daily operations support and maintenance of networks to provide stable, dependable network services. May be responsible for the routine testing and analysis, installation, modification and servicing of network equipment. Works on assignments that are semi routine in nature but recognizes the need for occasional deviation from accepted practices. Provides batch monitoring, back-up and restoration. May provide LAN server support. Requires strong knowledge of PC/LAN communications hardware/network, in a multi-protocol environment.</p>		
Network Administrator I	Bachelor's Degree	2
<p>Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system, a segment of a network system, or organization's computers and servers. Maintain network hardware and software. Monitor network or servers to ensure availability to all system users and perform necessary maintenance to support network and system availability. Perform data backups and disaster recovery operations. Perform routine network startup and shutdown procedures, and maintain control records.</p>		
Network Administrator II	Bachelor's Degree	5
<p>Maintain network hardware and software. Diagnose hardware and software problems, and replace defective components. Maintain and administer computer networks, systems and related computing environments, including computer hardware, systems software, applications software, and all configurations. Monitor network or server performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future. Monitor network and servers to ensure availability to all system users.</p>		

Network Administrator III	Bachelor's Degree	8
<p>Diagnose hardware and software problems, and replace defective components. Maintain network hardware and software. Monitor network or servers to ensure availability to all system users and perform necessary maintenance to support network and system availability. Monitor network and server performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.</p>		
Programmer I	Bachelor's Degree	2
<p>Under general supervision, assists in the design, implementation and maintenance of databases. Maintains database dictionaries and integrates systems through database design. Follows database standards and procedures. Works effectively supporting other teams. Meets quality and schedule commitments. Will require some instruction and guidance.</p>		
Programmer II	Bachelor's Degree	5
<p>Under general supervision, designs, implements and maintains moderately complex databases. Follows appropriate administration procedures. Trains other team members as required. Competent to work on most phases of database administration, but may require instruction and guidance in other phases.</p>		
Programmer III	Bachelor's Degree	8
<p>Interviews users to gather current and future requirements for data storage, and documents the results. Designs, implements, maintains, and optimizes complex databases with respect to access methods, performance, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes overall monitoring of database standards and procedures. Competent to work at the highest levels of all phases of database administration.</p>		
Program Manager I	Bachelor's Degree	10
<p>Ensures implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Oversees program planning, budgeting and schedules prepared by staff. Controls expenditures in accordance with budget allocations. May specialize in managing government programs and/or highly technical programs. Manages subcontractors to assure program performance. Serves as primary customer contact and must be able to provide expert technical and programmatic advice to clients, subcontractors, and staff. Responsible for program growth, marketing new technology and/or follow-on business acquisition. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of those assigned from various departments or areas of organization.</p>		

Senior Program Manager I	Bachelor's Degree	12
<p>Programs managed will generally involve government programs, highly technical programs and/or complex high-risk corporate-wide programs. Ensures implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Oversees program planning, budgeting and schedules prepared by staff. Controls expenditures in accordance with budget allocations. Manages subcontractors to assure program performance. Serves as primary customer contact and must be able to provide expert technical and programmatic advice to clients, subcontractors, and staff. Coordinates with customers to provide program status and obtain customer feedback. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of those assigned from various departments or areas of organization. Responsible for program growth, marketing new technology and/or follow-on business acquisition. Ensures program(s) meet or exceed quality standards and is delivered on time. Leads and directs Project Managers and Projects Teams facilitating communication and interaction with customers. Develops and implements recovery plans for off-schedule and unanticipated eventualities. Recommends and leads efforts to improve existing processes to improve quality or on-time completion.</p>		
Project Administrator I	High School Diploma/GED	2
<p>Under general supervision, provides general administrative support. Collects, compiles, and analyzes data and information and prepares written descriptions of results. Compiles reports, presentation materials, charts, graphs, and tables. Exercises independent judgment and employs basic reasoning. Work may be of a confidential nature and require a broad knowledge of company practices, policies, and programs.</p>		
Project Administrator II	Bachelor's Degree	0
<p>Under general supervision, the management analyst provides support to management. Communicates with executive, administrative and line management to gather and convey information. Apply practical knowledge and best business practice approach in support of project initiatives. Assists in preparation and coordination of briefings, deliverables and documentation. Gathers and analyzes information and data from a wide variety of sources.</p>		
Project Administrator III	Bachelor's Degree	2
<p>Under general supervision, the management analyst provides support to management. Communicates with executive, administrative and line management to gather and convey information. Must exercise considerable judgment and apply practical knowledge and best business practice approach in support of project initiatives. Prepares and coordinates briefings, deliverables and documentation. Gathers and analyzes information and data from a wide variety of sources. Plans layout of reports and statistical tables, and prepares materials in final form. May assist with the implementation and development of plans, policies, processes and schedules.</p>		

Project/Task Manager I	Bachelor's Degree	5
<p>Responsible for the coordination and completion of projects. Develops understanding of project scope and objectives including role and function of each team member in order to effectively coordinate project. Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project. Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project. Provides technical and management advice and assistance to management regarding project. Facilitates and troubleshoots problems or issues associated with project. Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others. Ensure project is brought to successful completion. Generally oversees a single project which may be non-complex to complex in nature.</p>		
Project/Task Manager II	Bachelor's Degree	8
<p>Responsible for the coordination and completion of complex and/or multiple projects simultaneously. Develops understanding of project scope and objectives including role and function of each team member to effectively coordinate and ensure timely completion of project(s). Oversees all aspects of a project; setting deadlines, assembling project team, assigning responsibilities, identifying appropriate resources, and monitoring and summarizing progress of the project(s). Prepares reports for upper management regarding status of project. Develops project plan and schedule to insure the timely completion of project(s). Oversees project budget and schedule. Responsible for hiring, employee relations, termination and performance management. Provides technical and management advice and assistance to management regarding project(s). Facilitates project and troubleshoots problems or issues associated with project(s). Continually monitors progress of individual team members to ensure specific deadlines are met. Confers with senior management regarding changes of significant consequences to the scope or schedule of the project recommending changes or adjustments to ensure timely and effective completion. Leads and directs the work of others. Responsible for project growth, marketing new technology and/or follow-on business acquisition. Serves as primary customer contact.</p>		
Quality Control Engineer	Bachelor's Degree	8
<p>Is the quality assurance coordinator at the group level. Works with the group leaders, project managers, and the technical workforce to ensure that the Quality Assurance Program is implemented at the group, or project level. Works with project managers to review implementation of the QAP for new technical projects and/or products to ensure that the requirements of the QAP are understood by the affected workers and are practical in their implementation. Specific activities required to implement the QAP may include configuration control, parts and assembly inspection, testing, maintenance of test equipment calibration, disposition of non-conforming material, material control including procurement records, product evaluation, inventory control and product reliability; planning, scheduling, witnessing and documenting testing activities; training, and maintaining quality records. Helps conduct internal quality assurance audits, and surveillances.</p>		
Senior Quality Control Engineer	Bachelor's Degree	10
<p>Is the quality assurance coordinator at the group level. Works with the group leaders, project managers, and the technical workforce to ensure that the Quality Assurance Program is implemented at the group, or project level. Works with project managers to review implementation of the QAP for new technical projects and/or products to ensure that the requirements of the QAP are understood by the affected workers and are practical in their implementation. Specific activities required to implement the QAP may include configuration control, parts and assembly inspection, testing, maintenance of test equipment calibration, disposition of non-conforming material, material control including procurement records, product evaluation, inventory control and product reliability; planning, scheduling, witnessing and documenting testing activities; training, and maintaining quality records. Helps conduct internal quality assurance audits, and surveillances. Provides training for others in appropriate methodology. May work with vendors and customers to assure quality material and products. May provide leadership for lower level employees.</p>		

Quality Specialist I	High School Diploma/GED	8
<p>Performs tasks such as test, fabrication, assembly, modification and installation of apparatus and control instrumentation used in support of electro-optical, mechanical, electrical and/or environmental engineering activities utilizing engineering principles and test technology. Interprets change orders, diagrams, sketches, photographs, or other process and product documentation as they relate to assigned duties. Participates in the development of process control manuals/documentation. Works cooperatively with other personnel and functions to exchange information and resolve problems.</p>		
Senior Quality Specialist	Bachelor's Degree	2
<p>Is the quality assurance coordinator at the group level. Works with the group leaders, project managers, and the technical workforce to ensure that the Quality Assurance Program is implemented at the group, or project level. Works with project managers to review implementation of the QAP for new technical projects and/or products to ensure that the requirements of the QAP are understood by the affected workers and are practical in their implementation. Specific activities required to implement the QAP may include configuration control, parts and assembly inspection, testing, maintenance of test equipment calibration, disposition of non-conforming material, material control including procurement records, product evaluation, inventory control and product reliability; planning, scheduling, witnessing and documenting testing activities; training, and maintaining quality records.</p>		
Quality Manager III	Bachelor's Degree	15
<p>Is the quality assurance coordinator at the division level. Works with the division management to develop an appropriate graded implementation of the Quality Assurance Program (QAP) for the division to ensure that the products/services produced by the division are of a known and appropriate quality for their intended purpose. Maintains a current working knowledge of the division's product/services and the quality related expectations of the principal customers for these products/services. Also helps coordinate the development and implementation of record keeping practices and procedures as they relate to compliance with the QAP. Coordinates and serves as liaison for external quality assurance related audits of the division products and/or services. Helps plan and execute internal audits of the QAP. Supports the division management in the development of any corrective actions required to address audit findings, or deficiencies in the implementation of the QAP within the division. May conduct audits of vendor quality assurance records and procedures.</p>		
Safety Engineer II	Bachelor's Degree	5
<p>Under general direction, performs all tasks necessary to ensure the identification and documentation of hazards within systems or systems-of-systems using various analysis tools and techniques. Understands the basic elements of system safety engineering to include hazard analyses, hazard categorization (in terms of severity and likelihood), end effects, causal analyses, mitigation requirements identification, documentation, tracking and implementing, and residual risk assessment. Typically interfaces with hardware and software design engineering and test engineering to include Integrated Product Teams (IPT). Typical analyses performed include: functional analyses, hazard analyses, safety requirements analyses, hazard mitigation, safety risk assessments, reliability analyses, and system residual risk assessments. Reviews and evaluates systems and software for adherence to government or commercial directives, standards, guidelines, and criteria concerning software safety and systems safety. Confirms design mitigations are captured in the design and its documentation and verifies implementation as appropriate. Performs minimal safety program management tasks including progress reports and tracking schedules.</p>		

Senior Safety Engineer I	Bachelor's Degree	8
<p>Responsible for the in-depth safety analyses and tasks to ensure the identification, documentation, and mitigation of hazards within safety-critical systems or systems-of-systems, using various analysis tools and techniques. Implements the essential elements of system safety engineering to include hazard analyses, hazard categorization (in terms of severity and likelihood), end effects, causal analyses, mitigation requirements identification, documentation, tracking and implementing, and residual risk assessment. Establishes interfaces with hardware and software design engineering and test engineering to include Integrated Product Teams (IPT). Typical analyses performed include: functional analyses, hazard analyses, safety requirements analyses, hazard mitigation, safety risk assessments, reliability analyses, and system residual risk assessments. Reviews, evaluates, and provides technical input to systems and software for adherence to government or commercial directives, standards, guidelines, and criteria concerning software safety and systems safety. Ensures design mitigations are captured in the design and its documentation and verifies implementation as appropriate. Performs Administrative and management tasks to include progress reports and tracking schedules. May assign tasks to lower level employees, monitor performance, and provide performance appraisal input. Ancillary duties may defining and implementing tasks to support environmental health and safety (ESH), hazardous materials minimization, industrial hygiene, human factors, reliability engineering, explosive safety, nuclear safety, directed energy (laser) safety, and test range safety.</p>		
Scientist I	Bachelor's Degree	2
<p>Under some supervision, carries out development and testing of programs on systems, components and materials concurrent with design, fabrication and/or testing to better evaluate and minimize future problems. Develops alternative solutions to existing problems. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles. May be required to evaluate proposals and make recommendations based on sound scientific principles and practical considerations.</p>		
Scientist II	Bachelor's Degree	5
<p>Carries out development and testing of programs on systems, components and materials concurrent with design, fabrication and/or testing to better evaluate and minimize future problems. Develops alternative solutions to existing problems. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles. May be required to evaluate proposals and make recommendations based on sound scientific principles and practical considerations. Prepares cost and schedule estimates and technical documents on proposed projects. May provide work leadership for lower level employees.</p>		
Scientist III	Master's Degree	8
<p>Carries out development and testing of programs on systems, components and materials concurrent with design, fabrication and/or testing to better evaluate and minimize future problems. Develops alternative solutions to existing problems. Provides a lead role in designing new hardware/software. Demonstrates creative ability through patent disclosures, problem solving, scientific reports or technical papers and articles. Performs and/or may delegate detail work necessary to determine optimum solutions. Evaluates proposals and makes recommendations based on sound scientific principles and practical considerations. Will provide work leadership for lower level employees and may perform Program Management duties.</p>		
Senior Scientist I	Master's Degree/Doctorate	10
<p>Responsible for coordinating broad phases of projects and for performing advanced development work. Scientific efforts are planned in coordination with related activities of other projects and departments. Develop and apply advanced methods, theories and research techniques to situations requiring the expert application of advanced knowledge (e.g. complex problem solving, scientific reports and/or technical papers, articles and patent disclosures). Is self starting and develops new ideas and writes proposals without oversight. Responsible for product design and development within budget and schedule parameters. Investigates and advises management on the feasibility of new projects, systems or approaches and provides work leadership to lower level employees. Will most likely perform Program Management duties, including budgeting, tasking of team members and responsible for contract deliverables.</p>		

Senior Scientist II	Master's Degree/Doctorate	15
<p>Recognized as an "external" authority. Develops highly advanced technologies, scientific principles, theories & concepts. Uncovers/ resolves problems associated with development and implementation of programs. Responsible for coordinating broad phases of projects and for performing advanced development work. Develop and apply advanced methods, theories and research techniques to situations requiring the expert application of advanced knowledge (e.g. complex problem solving, engineering reports and/or technical papers, articles and patent disclosures). Key technical resource to support project managers during the implementation phases. Serves as primary customer contact and must be able to provide expert technical and programmatic advice to clients, subcontractors, and staff. Will most likely perform Group Management duties where several related Programs are being conducted and led by Principal Scientists.</p>		
Senior Consultant Engineer I	Master's Degree	10
<p>Considered to be an expert on a specific subject or in a particular career field. Provides assistance to enhance the alignment of the area of expertise with business strategy. Supports the definition and implementation of planning processes and systems at the group level, including both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of the area of expertise and makes recommendations to improve service. May require specialized training and certification(s) in the area of expertise.</p>		
Senior Consultant Engineer II	Master's Degree	14
<p>Considered to be an expert on a specific subject or in a particular career field. Provides assistance to enhance the alignment of the area of expertise with business strategy. Supports the definition and implementation of planning processes and systems at the group level, including both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of the area of expertise and makes recommendations to improve service. May require specialized training and certification(s) in the area of expertise.</p>		
Software Engineer III	Bachelor's Degree	8
<p>Competent to work at the highest level on all phases of systems and software development. Works with technical staff to resolve any software related issues. Provides work leadership and training for less experienced staff. Evaluates new and existing software products, including tools and methodologies, for use in software development projects. Interfaces with the technical documentation team and marketing groups.</p>		
Senior Software Engineer I	Bachelor's Degree	10
<p>Directs and assigns tasks to team members. Interacts with contractors and external team members. Motivates team members. Manages interpersonal conflicts and resolves problems between team members and outside support. Identifies tasks and priorities for the team. Organizes and motivates the team to meet the project goals. Organizes testing procedures and schedules.</p>		
Software Tester I	Two Years College	1
<p>Executes test plans and test cases that have specific test criteria. Defines and executes undocumented test cases. Implements drivers, stubs and data generators used in test cases. Documents the results of executing a test plan or test case, and creates result reports for the testing team.</p>		
Software Tester II	Bachelor's Degree	3
<p>Defines, writes, and automates test cases and plans that define specific test criteria. Designs drivers, stubs and data generators used in test cases. Establishes software test standards and methods.</p>		

Subject Matter Expert D	Bachelor's Degree	10
<p>Ensures implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Oversees program planning, budgeting and schedules prepared by staff. Controls expenditures in accordance with budget allocations. May specialize in managing government programs and/or highly technical programs. Manages subcontractors to assure program performance. Serves as primary customer contact and must be able to provide expert technical and programmatic advice to clients, subcontractors, and staff. Responsible for program growth, marketing new technology and/or follow-on business acquisition. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of those assigned from various departments or areas of organization.</p>		
Subject Matter Expert C	Master's Degree	10
<p>Considered to be an expert on a specific subject or in a particular career field. Provides assistance to enhance the alignment of the area of expertise with business strategy. Supports the definition and implementation of planning processes and systems at the group level, including both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of the area of expertise and makes recommendations to improve service. May require specialized training and certification(s) in the area of expertise.</p>		
Subject Matter Expert B	Bachelor's Degree	12
<p>Programs managed will generally involve government programs, highly technical programs and/or complex high-risk corporate-wide programs. Ensures implementation and prescribed activities are carried out in accordance with specified objectives. Plans and develops methods and procedures for implementing program, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases of program. Selects personnel according to knowledge and experience in area with which program is concerned. Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of program. Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors. Oversees program planning, budgeting and schedules prepared by staff. Controls expenditures in accordance with budget allocations. Manages subcontractors to assure program performance. Serves as primary customer contact and must be able to provide expert technical and programmatic advice to clients, subcontractors, and staff. Coordinates with customers to provide program status and obtain customer feedback. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of those assigned from various departments or areas of organization. Responsible for program growth, marketing new technology and/or follow-on business acquisition. Ensures program(s) meet or exceed quality standards and is delivered on time. Leads and directs Project Managers and Projects Teams facilitating communication and interaction with customers. Develops and implements recovery plans for off-schedule and unanticipated eventualities. Recommends and leads efforts to improve existing processes to improve quality or on-time completion.</p>		
Subject Matter Expert A	Master's Degree	14
<p>Considered to be an expert on a specific subject or in a particular career field. Provides assistance to enhance the alignment of the area of expertise with business strategy. Supports the definition and implementation of planning processes and systems at the group level, including both strategic and operational activities. Assists in the development and implementation of effective performance measurement approaches. Evaluates expectations for and capabilities of the area of expertise and makes recommendations to improve service. May require specialized training and certification(s) in the area of expertise.</p>		

Support Engineer I	High School Diploma/GED	6
<p>Provides testing, training and fielding support to customers regarding technical aspects of designated systems and services. Intermediate level knowledge of designated systems. Answers questions about installation, operation, configuration, customization and usage of designated systems and services. Applies experienced level diagnostic techniques to identify problems, investigate causes and recommend solutions to correct common failures. Escalates complex issues to more experienced Technical Support Specialists. Must have strong customer service awareness and oral communications proficiency. Must be able to collaborate in a team environment and mentor other Technical Support Specialists.</p>		
Support Engineer II	Two Years College	8
<p>Provides testing, training and fielding support to customers regarding technical aspects of designated systems and services. Fully proficient level knowledge of designated systems. Answers questions about installation, operation, configuration, customization and usage of designated systems and services. Applies fully proficient level diagnostic techniques to identify problems, investigate causes and recommend solutions to correct common failures. Escalates complex issues to more experienced Technical Support Specialists. Must have strong customer service awareness as well as written and oral communications proficiency. Must be able to facilitate collaboration in a team environment and mentor other Technical Support Specialists.</p>		
Support Engineer III	Bachelor's Degree	8
<p>Provides testing, training and fielding support to customers regarding technical aspects of designated systems and services. Senior level knowledge of designated systems. Answers questions about installation, operation, configuration, customization and usage of designated systems and services. Applies senior diagnostic techniques to identify problems, investigate causes and recommend solutions to correct common failures. Escalates complex issues to more experienced Technical Support Specialist. Must have strong customer service awareness as well as written and oral communications proficiency. Must be able to facilitate collaboration in a team environment. Leads teams on projects with duties of instructing, directing and checking the work of other team members. Accountable to the Project Manager for results. May work cooperatively with other leads assigned to the same project.</p>		
Senior Systems Consultant	Master's Degree	10
<p>Understands and can perform all system engineering tasks from design synthesis to operation and maintenance beginning with concepts and basic mission need identification. Plans and performs technical duties on new and varied system design and development problems where only general objectives are stated. Acts as an internal expert and represents the organization to external groups, agencies, customers, stockholders and vendors. Coordinates broad phases of projects and performs advanced development work. Capable of life-cycle planning and coordinates plans with all related activities of other projects and departments.</p>		
Systems Engineer III	Bachelor's Degree	5
<p>Responsible for system engineering tasks, including functional analysis, trade studies, requirements allocation, design synthesis, interface definition, configuration management, validation and verification, and logistics support studies. System Engineer II staff translate customer requirements into hardware and software specifications. Will work with the design, development, test and logistics support teams. Requires demonstrated knowledge of multiple systems engineering disciplines and systems life cycle. Should have knowledge and experience in systems engineering in one or more of the following areas: Concept Definition and Mission Requirements Analysis, System Hierarchy and Specification Tree development; Functional Analysis; Systems Integration; Requirements Flowdown and Allocation; Configuration Management; Trade Studies; System Synthesis; Configuration Definition and Management; Risk Analysis and Management; Technical Performance Management; Performance Verification (V&V); Integrated Logistics Support (ILS); Logistics Analysis and Engineering (Reliability, Availability and Maintainability) and/or; Modification Management.</p>		

Senior Systems Engineer I	Bachelor's Degree	8
<p>Requires in-depth knowledge of system engineering, including planning, analysis, design, configuration management, development, integration, verification and validation, and cost and risk, and logistics analyses for total systems. System Engineer III staff complete the logical systematic conversion of customer or product requirements into total systems solutions that acknowledge technical, schedule, and cost constraints. System Engineers translate customer requirements into hardware and software specifications. Will work with the design, development, and test teams in support of advanced software/hardware efforts. Must have experience with multiple systems engineering disciplines and the systems life cycle. Should have knowledge and experience in systems engineering in three or more of the following areas: Concept Definition and Mission Requirements Analysis, System Hierarchy and Specification Tree development; Functional Analysis; Systems Integration; Requirements Flowdown and Allocation; Configuration Management; Trade Studies; System Synthesis; Configuration Definition and Management; Risk Analysis and Management; Technical Performance Management; Performance Verification (V&V); Integrated Logistics Support (ILS); Logistics Analysis and Engineering (Reliability, Availability and Maintainability) and/or; Modification Management.</p>		
Junior Technician	High School Diploma/GED	2
<p>Under general supervision, performs tasks such as test, fabrication, assembly, modification and installation of apparatus and control instrumentation used in support of mechanical, electrical and/or environmental engineering activities utilizing engineering principles and test technology. Interprets change orders, diagrams, sketches, photographs, or other process and product documentation as they relate to assigned duties. Participates in the development of process control manuals/documentation. Works cooperatively with other personnel and functions to exchange information and resolve problems.</p>		
Technician I	High School Diploma/GED	5
<p>Under general supervision, performs tasks such as test, fabrication, assembly, modification and installation of apparatus and control instrumentation used in support of mechanical, electrical and/or environmental engineering activities utilizing engineering principles and test technology. Interprets change orders, diagrams, sketches, photographs, or other process and product documentation as they relate to assigned duties. Participates in the development of process control manuals/documentation. Works cooperatively with other personnel and functions to exchange information and resolve problems.</p>		
Senior Technician I	High School Diploma/GED	8
<p>Performs tasks such as test, fabrication, assembly, modification and installation of apparatus and control instrumentation used in support of electro-optical, mechanical, electrical and/or environmental engineering activities utilizing engineering principles and test technology. Interprets change orders, diagrams, sketches, photographs, or other process and product documentation as they relate to assigned duties. Participates in the development of process control manuals/documentation. Works cooperatively with other personnel and functions to exchange information and resolve problems.</p>		
Test Engineer III	Bachelor's Degree	5
<p>Applies knowledge of electrical, mechanical, optical and electro-optical systems to plan and test components and systems which consist of some or all of the following: electrical, mechanical, electro-optical and optical components. Familiar with environmental test procedures and manages the environmental testing, including temperature, humidity, vibration and shock at in-house or contract facilities. Plans and develops test procedures; run tests on systems to demonstrate functionality and correctness of embedded firmware. Will use electronics test equipment such as oscilloscopes and logic analyzers to test circuit boards. Will use integrating spheres and radiometric measurement tools to test imaging systems and CCD cameras. Recommends, plans and oversees the development of test fixtures used to make the test process more efficient. Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using independent judgment in making adaptations and modifications in testing components, equipment, and systems.</p>		

Senior Test Engineer I	Bachelor's Degree	8
<p>Applies test engineering principles and techniques for testing of electrical, mechanical, optical and electro-optical systems to plan and test components and systems which consist of some or all of the following: electrical, mechanical, electro-optical and optical components. Familiar with environmental test procedures and manages the environmental testing, including temperature, humidity, vibration and shock at in-house or contract facilities. Plans and develops test procedures; run tests on systems to demonstrate functionality and correctness of embedded firmware. Will use electronics test equipment such as oscilloscopes and logic analyzers to test circuit boards. Will use integrating spheres and radiometric measurement tools to test imaging systems and CCD cameras. Recommends, plans and oversees the development of test fixtures used to make the test process more efficient.</p>		

Education substituted for general experience: Formal education resulting in a Bachelor's, Master's or Ph.D. degree may be substituted as the equivalent of four (4) years of experience for each degree earned.

Experience substituted for formal education: Four (4) years of experience in a related field or discipline may be substituted for a Bachelor's degree. Eight (8) years of experience in a related field or discipline may be substituted for a Master's degree.

Personnel Categories for Professional Engineering Services anticipated include, but are not limited to:

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| Administrative | Biologists |
| Chemists | Consultants |
| Documentation specialists | Economists |
| Engineering and technical analysts | Engineering software developers and analysts |
| Engineers | Information specialists |
| Logistics engineers and technical specialists | Material management engineers and technical specialists |
| Naval architects | Operations research specialists |
| Physicists | Project/program analysts/leaders/managers |
| Scientists | Statisticians/mathematicians |
| Support | Technicians |
| Trainers | Writers |

Professional Engineering Disciplines Applicable to All Labor Categories and All Hourly Rates

Mechanical Engineering -- Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

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| ASME Heat Transfer/K16 | Advanced Energy Systems |
| Aerospace Engineering | Applied Mechanics |
| Bioengineering | Design Engineering* |
| Dynamic Systems and Control | Electrical and Electronic Packaging |
| Fluids Engineering | Fluids Power Systems and Technology Systems |
| Information Storage and Processing Systems | Fuels and Combustion Technologies |

Internal Combustion Engine
International Gas Turbine
Manufacturing Engineering *
Management
Noise Control and Acoustics
Offshore Mechanics and Arctic Engineering
Rail Transportation
Petroleum
Safety Engineering and Risk Analysis
Plant Engineering and Maintenance
Solar Energy
Other Mechanical Engineering Specialties not listed
in the “Services not Included” paragraph.

Heat Transfer
Materials
Microchannel flow and heat transfer
Materials Handling Engineering*
Nuclear Engineering
Power
Technology and Society
Pressure Vessels and Piping
Textile Engineering
Process Industries
Tribology

Electrical Engineering -- Planning, design, development, evaluation and operation of electrical principles, models and processes. It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.). Within the electrical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

Aerospace and Electronic Systems
Broadcast Technology
Computer*
Consumer Electronics

Dielectrics and Electrical Insulation
Control Systems
Engineering Management
Information Theory
Industrial Electronics
Magnetics
Power Electronics
Instrumentation and Measurement
Power Engineering
Solid-State Circuits
Oceanic Engineering
Systems, Man, and Cybernetics
Signal Processing on Social Implications of
Technology
Other Electrical Engineering Specialties not listed in
the “Services not Included” paragraph.

Antennas and Propagation
Circuits and Systems
Communications
Components Packaging, and Manufacturing
Technology
Education
Geoscience & Remote Sensing
Electromagnetic Compatibility
Lasers & Electro-Optics
Intelligent Transportation Systems
Industry Applications
Neural Networks Council
Reliability
Microwave Theory and Techniques
Robotics & Automation
Vehicular Technology
Professional Communication
Ultrasonics, Ferroelectrics, and Frequency Control

Civil Engineering --It includes, but is not limited to, planning, evaluation, operations, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning for such vessels and/or aircraft. Within the civil engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

Geotechnical
Surveying

Other Civil Engineering Specialties not listed in the
“Services not Included” paragraph.

Sampling of the Types of Engineering Tasks Contemplated

Acquisition and life cycle management	Analysis of program goals, mission, objectives, performance
Assessment Support	Computer Aided Design (CAD)
Computer Aided Engineering (CAE)	Computer Aided Management (CAM)
Concept development	D&D (decontamination and decommissioning)
Demonstration and Validation	Design/Specifications
Documentation and Information Dissemination	Economic/Business case analysis
Economic impact evaluations	Education/training
Environmental control for electrical units (e.g., cooling units)	Forensic engineering
Independent Verification and Validation (IV&V)	Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)
Instrumentation	Integration
Investigative Engineering Service	Life Cycle Costing
Logistics	Long-term Reliability and Maintainability
Migration Strategy	National Academy of Sciences studies
O&M (operation and maintenance)	Operations Research (Non R&D)
Permitting and Licensing	Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems
Privatization	Program and Project management
Prototype development and first article(s) production	Radar/Sonar
Regulatory compliance support	Reliability and Maintainability Analysis
Reverse engineering	Signal processing
Simulation and modeling	Site development
Source data development (forward engineering hardware and software systems)	Source data validation (existing hardware and software systems)
Special projects and studies	Statistical analysis
Support services	Systems engineering data base development, maintenance, and analysis
Technical analysis	Technical and management support
Technical writing/editorial support	T&E (test and evaluation) of products and systems.

*Services Not Included

- Construction and Architect-Engineering services as set forth in FAR Part 36 (including construction, alteration or repair (including dredging, excavating and painting) of buildings, structures, or other real property).
- Computer Engineering and Information Technology. Offices interested in ordering computer/software engineering and information technology services are directed to contact GSA's Group 70 Schedule for Information Technology for additional information.
- Environmental Advisory Services as listed below are not being offered:
 - Environmental Planning Services & Documentation (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs)
 - Environmental compliance services (i.e., environmental compliance audits; compliance management planning; pollution prevention surveys;
 - Environmental/occupational training services specific to environmental planning and environmental compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)

- Waste management services (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.
 - Hazardous materials management advisory services (i.e., furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software and other related software/services.
 - Telephone advisory services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services).
 - Offices interested in environmental advisory services are directed to contact GSA's group 899 Schedule for additional information.
- Foundations and Landscaping Engineering. Offices interested in foundations and landscaping engineering are directed to contact GSA's PBS for additional information.
 - Heating, Ventilation and Air-Conditioning (HVAC) related to buildings, structures, or other real property set forth for Construction and Architect-Engineering services governed by FAR Part 36. Offices interested in these services are directed to contact GSA's PBS for additional information. Please note that HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included within the scope of Professional Engineering Services.
 - Research and Development as set forth in FAR Part 35.
 - Surveying as it relates to Real Property.
 - Products/materials already solicited under other Federal Supply Service (FSS) Schedule contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, SEA may team across FSS Schedules to provide a total solution to agency requirements.
2. Maximum Order: \$750,000.00. However, requirements exceeding the Maximum Order will be processed in accordance with clause I-FSS-125.
 3. Minimum Order: \$100.00.
 4. Geographic Coverage: Domestic and overseas delivery can be provided. Domestic is defined as within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, and Washington, DC.
 5. Points of Production: N/A
 6. Discount from List Prices: All prices are net.
 7. Quantity Discounts: None.
 8. Prompt Payment Terms: Net 30 days.
 - 9a. SEA will accept Government purchase cards up to the micro-purchase threshold.
 - 9b. SEA will accept Government purchase cards above the micro-purchase threshold.
 10. Foreign Items: None

- 11a. Time of Delivery: All services noted in this price list shall be delivered as negotiated in individual orders.
- 11b. Expedited Delivery - All services noted in this price list are available for expedited delivery when requested and negotiated in individual orders.
- 11c. Overnight and 2-Day Delivery - All services noted in this price list are available for overnight and 2-day delivery when requested and negotiated in individual orders.
- 11d. Urgent Requirements - All services noted in this price list are available to meet Urgent Requirements when requested and negotiated in individual orders. When the Federal Supply Schedule contract delivery period does not meet the bona fide Urgent delivery Requirements of an ordering agency, agencies are encouraged, if time permits, to contact SEA for the purpose of obtaining accelerated delivery. SEA shall reply to the inquiry within three (3) business days after receipt. (Telephonic replies shall be confirmed by SEA in writing.) If SEA offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
12. F.o.b. Point(s): Destination.
- 13a. Ordering Addresses:
- | | |
|---|--|
| <p>Science & Engineering Associates, Inc.
Attention: Contracts Manager
100 Sun Ave. NE, Suite 500
Albuquerque, NM 87109 USA
Phone: (505) 884-2300
Fax: (505) 346-0642</p> | <p>SEA Technology, Inc.
Attention: Contracts Manager
100 Sun Ave. NE, Suite 500
Albuquerque, NM 87109 USA
Phone: (505) 884-2300
Fax: (505) 346-0642</p> |
| <p>SEA/Quest Technology, Inc.
Attention: Contracts Manager
4045 South Spencer Street, Suite 402
Las Vegas, NV 89119 USA
Phone: (702) 341-7700
Fax: (702) 341-9030</p> | <p>Science & Engineering Associates, Inc.
Attention: Contracts Manager
2219 Lakeshore Drive, Suite 300
New Orleans, LA 70122 USA
Phone: (504) 304-2460
Fax: (504) 304-2461</p> |
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.fss.gsa.gov/schedules>).
14. Payment Address:
- Science & Engineering Associates, Inc.
Attention: Accounts Receivable
100 Sun Ave. NE, Suite 500
Albuquerque, NM 87109
Phone: (505) 884-2300
Fax: (505) 346-0642
15. Warranty provision: SEA warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract. Except as otherwise provided by an express or implied warranty, SEA will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

SEA warrants that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by SEA, provided that all products (e.g., hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to SEA in writing within ninety (90) days after acceptance (installation is considered acceptance). SEA may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known SEA in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance), whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

16. Export Packing Charges: When requested and negotiated in individual orders.
17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds above the Micro-Purchase Level): As determined in individual orders. SEA will accept Government Commercial Credit Cards for purchases greater than \$2,500.00 or over the micro-purchase threshold currently in effect from Executive agencies; other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to GSA.) If SEA will not accept payment by the purchase card for an order exceeding the micro-purchase threshold, SEA must advise the ordering agency within 24 hours of receipt of the order.
18. Terms and Conditions of Rental, Maintenance, and Repair: When requested and negotiated in individual orders.
19. Terms and Conditions of Installation: As negotiated in individual orders.
20. Terms and Conditions of Repair Parts indicating Date of Parts Price Lists and any Discounts from List Prices: As negotiated in individual orders.
- 20a. Terms and Conditions for any Other Services: SEA personnel are reimbursed for personal automobile use for authorized project travel. Highway tolls and parking expense are reimbursed at actual cost. All travel expenses shall be billed at actual cost plus a fee for administration and handling.

SEA has an extended work week compensation policy and procedure to address situations where employees exempt from the overtime provisions of the Fair Labor Standards Act and the Service Contracts Act are required to work significant amounts of overtime, either by client direction or demands of meeting critical deadlines. Contact SEA for details of the policy.

The rates and prices quoted herein are exclusive of any sales, use, or gross receipts taxes. Should any such taxes be applicable, they will be included on the invoices at the appropriate tax rate.

Compensation due SEA shall be billed at monthly intervals and shall be due and payable upon receipt. Invoices shall be prepared in such form and supported by such documents as Client may reasonably require. Special reporting and documentation requirements of Client must be identified and agreed to prior to commencement of work. Outstanding invoices shall accrue interest at a rate of one percent (1%) per month beginning thirty (30) days after Client's receipt of invoice. Any additional costs incurred by SEA in collecting overdue accounts and/or for audits of charges requested by Client shall be paid by Client.

21. List of Service and Distribution Points: The SEA facilities listed below are service and distribution points:

NEW MEXICO OFFICES

SEA

100 Sun Ave. NE, Suite 500
Albuquerque, NM 87109, USA

SEA

1350 Central Ave; 3rd floor
Los Alamos, NM 87544-3244

NEW ORLEANS OFFICE

SEA

111 Veterans Memorial Blvd Ste 230
Metairie, La 70005-3030

LAS VEGAS OFFICES

SEA

4045 South Spencer St., Suite 402
Las Vegas, NV 89119, USA

SEA/QUEST TECHNOLOGY, INC.

4045 South Spencer St., Suite 402
Las Vegas, NV 89119, USA

ARIZONA OFFICES

SEA

2414 West 12th Street, #5
Tempe, AZ 85281, USA

SEA Technology, Inc.

2414 West 12th Street, #5
Tempe, AZ 85281, USA

SAN DIEGO OFFICE

SEA

7545 Metropolitan Dr., Suite 102
San Diego, CA 92108-4402, USA

WASHINGTON D.C. OFFICE

SEA

7918 Jones Branch Drive, Suite 440
McLean, Virginia 22102, USA

22. List of Participating Dealers: None.
23. Preventive Maintenance: As negotiated in individual orders.
- 24a. Special Attributes, such as Environmental Attributes: None.
- 24b. Section 508 Compliance Information: N/A
25. Data Universal Number System (DUNS) number: 038302634
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: SEA is registered in the CCR database.
27. NOTICE: This schedule and these prices are not to be utilized for A&E Services as defined by FAR Part 36 as it relates to real property.