

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE**

**Authorized Federal Supply Schedule Price List  
For  
PROFESSIONAL ENGINEERING SERVICES  
(PES)**

Special Item No. 871-1 Strategic Planning for Technology Programs/Activities (SIN 871-1)  
Special Item No. 871-2 Concept Developments & Requirements Analysis (SIN 871-2)  
Special Item No. 871-3 System Design, Engineering and Integration (SIN 871-3)  
Special Item No. 871-6 Acquisition & Life Cycle Management (SIN 871-6)  
Special Item No. 871-1R Strategic Planning for Technology Programs/Activities (SIN 871-1)  
Special Item No. 871-2R Concept Developments & Requirements Analysis (SIN 871-2)  
Special Item No. 871-3R System Design, Engineering and Integration (SIN 871-3)  
Special Item No. 871-6R Acquisition & Life Cycle Management (SIN 871-6)



**MCR Federal, LLC  
2010 Corporate Ridge, Ste. 350  
McLean, VA 22102  
703-506-4600  
www.mcri.com**

**CONTRACT NUMBER: GS-23F-0206R**

**Effective June 30, 2005 – June 29, 2010**

**Small Business under NAICS Code – 541710/SIC 8731  
Large Business under NAICS Code – 541330/SIC 8711**

On-line access to ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA Advantage!<sup>TM</sup> is: <http://www.GSAAdvantage.gov> For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

**Table of Contents**

**A. Customer Information**

- 1. Awarded Special Item Numbers (SINs)..... Page 3
- 2. Other Direct Cost (ODCs).....Page 3
- 3. Industrial Funding Fee.....Page 3
- 4. Prompt Payment Discount.....Page 3
- 5. Maximum Order.....Page 3
- 6. Minimum Order..... Page 3
- 7. Quantity Discounts.....Page 3
- 8. Delivery.....Page 3
- 9. Security Clearances.....Page 4
- 10. Contract Type.....Page 4
- 11. Inappropriate Use of Contract.....Page 4
- 12. Price Reduction.....Page 4
- 13. Economic Price Adjustment.....Page 4
- 14. Clause I-FSS 60.....Page 4
- 15. Ordering Address (es).....Page 4
- 16. Payment Address (es).....Page 4
- 17. Dunn & Bradstreet Number.....Page 5
- 18. Notification Regarding Central Contractor Registration Database.....Page 5

**B. Professional Engineering Services Contract**

- 1. Contract Overview.....Page 5
- 2. Contract Use.....Page 5
- 3. Contract Scope.....Page 5
- 4. MCR Primary Engineering Disciplines Approved by GSA.....Page 5 - 8
- 5. Primary Engineering Disciplines.....Page 9 - 12
- 6. Services Not Included.....Page 12 - 13

**B. Ordering Procedures for Services**

- 1. Prepare a Request for Quotes.....Page 13
- 2. Transmit the Request for Quotes to Contractors.....Page 13
- 3. Evaluate Quotes and Select the Contractor to Receive the Order.....Page 13
- 4. Blanket Purchase Agreements.....Page 13 - 14
- 5. Small Business.....Page 14
- 6. Task Records and Documentation.....Page 14
- 7. Special Provisions for Task Orders.....Page 14
- 8. PES Labor rates.....
- 9. Labor Category Qualifications

**A. CUSTOMER INFORMATION**

**1. This award covers the following Special Interest Item Numbers (SINs) and Professional Engineering Disciplines (PEDs) as follows:**

Special Items Numbers (SINs) Offered

	<b>Primary Engineering Disciplines (PEDs) Offered:</b>
<u>  X  </u> 871-1R Strategic Planning for Technology Programs/Activities	Electrical & Mechanical
<u>  X  </u> 871-2R Concept Development and Requirements Analysis	Electrical & Mechanical
<u>  X  </u> 871-3R System Design and Integration	Electrical & Mechanical
<u>  X  </u> 871-6R Acquisitions and Life Cycle Support	Electrical & Mechanical

MCR Federal, Inc. is offering thirty (30) labor categories. These labor categories are the same for all SINs. Labor categories and hourly rates are included in this price list. A 3.5% annual escalation (yearly) applies to this contract.

**2. ODC's.** For each SIN, MCR will have to determine ODC's on an individual order basis. There is no reasonable way to estimate anticipated travel and ODC's on any given contract. These costs are calculated at actual cost according to Joint Travel Regulations and in line with allocable cost and include G&A added to the actual cost in accordance with MCR's accounting practices. ODC's will be a separate line item in each individual task order/contract.

**3. Industrial Funding Fee.** MCR includes an Industrial Funding Fee of 0.75% in the labor rates included in this price list.

**4. Prompt Payment Discount.** MCR does not offer prompt payment discounts.

**5. Maximum Order.** The total dollar value of any order places under this contract will be \$750,000 except for the requirements exceeding the Maximum Order which will be processed in accordance with Clause I-FSS-125. (Oct 1977)

**6. Minimum Order** – The minimum dollar value of orders to be issued is \$100.00.

**7. Quantity Discounts:** On a case by case basis, MCR may offer discounts based on individual task order circumstances. To be negotiated at time of actual award.

**8. Delivery:** FOB Destination.

**9. Security Clearances.** MCR Federal, LLC has employee's available holding security clearances through "TOP SECRET" & "SCI" level, and we have CAGE Codes at two locations.

**10. Contract Type:** Both Firm-Fixed-Price, Fixed-Price-Level of Effort and Time and Material orders are acceptable under this contract.

**11. Inappropriate use of the contract.** The contract shall only be used for the services listed (see Section C, Scope of Work). Inappropriate use of the contract for other than Professional Engineering Services may subject the contractor/agency to penalties provided by statute and regulation.

**12. Price Reduction.** Clause 552.238-76, Price Reduction, applies to this contract. The commercial end user is MCR's most favored customer.

**13. Economic Price Adjustment.** Clause 552-216-71, Economic Price Adjustment, does not apply to this contract.

**14. Clause I-FSS-60.** Performance Incentives (April 2000) applies.

- (a) When using a performance based statement of work, performed incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under the contract in accordance with this clause.
- (b) The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders for Blanket Purchase Agreements.
- (c) To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- (d) The above procedures do not apply to Time and Material or labor hour orders.

**15. Ordering Address (es).** MCR Federal, LLC, 2000 Corporate Ridge, Ste. 400, McLean, VA 22102. Primary POC: Lawrence Lam, Contracts Manager, [llam@mcri.com](mailto:llam@mcri.com), Alternate POC: Kiu Power, Sr. Contracts Administrator, [kpower@mcri.com](mailto:kpower@mcri.com).

**16. Payment Address:**

Citizens Bank  
Checking Acct#: 62051714322  
ABA#: 036076150.  
Name: MCR Federal, LLC

**17. DUNS Number:** 02-850-9656

**18. Notification regarding registration in Central Contractor Registration (CCR) database.** MCR Federal, LLC is registered with the Central Contracting Registration. Our Cage Code is 0GYV7.

## **B. PROFESSIONAL ENGINEERING SERVICES CONTRACT**

### **1. Contract Overview**

MCR Federal, LLC has been awarded a GSA Federal Supply Schedule contract for Professional Engineering Services (PES), Contract No. GS-23F-0206R. The contract period is from January 01, 2005 – December 31, 2009. GSA may exercise an additional five-year option period at the end of this base period. The contract provides for task orders to be placed on a Firm Fixed Price, Fixed Price Level of Effort or Time & Materials basis using the labor categories and ceiling rates defined for this contract.

### **2. Contract Use**

This contract is available for use by all federal government agencies as a source for Professional Engineering Services for Worldwide use.

### **3. Contract Scope**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional engineering services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The Government will determine the Contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and materials.

### **4. MCR Federal, LLC Primary Engineering Disciplines Approved by GSA**

MCR Federal, LLC may perform Electrical and Mechanical Engineering under each of five contract SINs defined in this schedule. A description of each SIN definition and examples of the types of work covered by the SINs are provided in the following sections.

## **871-1R STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES**

Services required under this SIN involve the expertise necessary to define and interpret high-level organizational engineering performance requirements such as projects, systems, missions, objectives, as well as the best methods for achieving them.

Typical tasks include: Formulating the Mission, Determining Requirements, Conducting Special Studies and Analysis, Defining Program Goals and Objectives and Assessing Organizational Performance.

**Example:**

**Formulating the Mission:** An agency has a need for determining soil moisture levels using satellite remote sensing. Although the primary use for the data is intended for prediction of crop output, there may also be a tactical military use for the data. A feasibility study based on a series of mission concepts is required to determine the overall proposed approach and the minimum resolution to meet primary and secondary mission requirements.

**Defining Program Goals:** The next step involves defining the goals of the project. Based on the feasibility/conceptual design studies and a better understanding of overall mission requirements, your agency will now need to define mission requirements and develop an overall mission architecture. This overall mission architecture will translate into the goals you want accomplished. The products from this task will be an initial requirements document and a presentation package to be used in seeking approval to proceed with development of an acquisition package.

Inappropriate use of this SIN is providing professional engineering services not specifically related to strategic planning for technology programs/activities and its associated disciplines.

**871-2R CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

Services required under this SIN involve conducting abstract or conceptual studies and analyses, define requirements, develop primary plans and evaluate alternative technical approaches. Typical tasks include: Requirements Analysis, Cost Performance Trade-Off Analysis, Feasibility Analysis, Regulatory Compliance Support and Technological Conceptual Design.

**Example:**

Now that the mission requirements have been established and approval obtained to proceed with the project, a specific spacecraft, remote sensing payload, and ground system concept must be selected from a range of viable options. Your agency may perform the system definition study to develop the conceptual design with assistance from contractors, or may utilize contractors to develop even more detailed functional and performance requirements and interface requirements to be included in a competitive procurement package. You may also choose to use contractors to analyze the detailed system concepts proposed under a competitive procurement.

Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

**871-3R SYSTEM DESIGN, ENGINEERING AND INTEGRATION**

Services required under this SIN involve the translation of the project concept into a preliminary and detailed design, perform risk identification/analysis/mitigation and integrate the various components into a working prototype. Typical tasks include: Computer Aided Design (CAD), Design Studies and Analysis, Detailed Specification Preparation, Configuration Management and Document Control, Prototype Fabrication, Assembly and Simulation and Modeling.

**Example:**

After the system concept has been finalized and approved to proceed with procurement or development has been obtained, our company may utilize the PES contract to perform a wide range of activities including but not limited to:

- Obtain preliminary and detailed design packages for a system, subsystem, or assembly.
- Perform multidisciplinary analysis and detailed trade studies involving mass, power, data rates, etc.
- Conduct risk identification and analysis, develop mitigation plans and track progress.
- Develop detailed models and simulations to determine optimal solar array sizing or assess the impact of moving parts on stability and pointing accuracy.
- Design and fabricate prototype components or assemblies to achieve performance or cost savings.
- Provide analysis and engineering oversight of prime contractors or suppliers.

Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

**871-6R ACQUISITION AND LIFE CYCLE MANAGEMENT**

Services required under this SIN involve planning, budgetary, contract and program management execution functions required to produce, render operational and provide life cycle support to technology-based systems. Typical tasks include: Operating and Maintaining the Product, Overseeing Program/Project Management and Conducting Technology Transfer/Insertion.

**Example:**

An agency may need an unbiased third party for oversight or review, the development of procurement documents, and technical assessments of the following; received proposals; overall budget; performance measurement; scheduling; and program documentation support. Many of these activities may be included as elements of SINs 871-1 through 871-5, or may be specifically segregated under this SIN to provide clear avoidance of organizational conflict of interest.

Inappropriate use of this SIN is professional engineering services not specifically related to acquisition and life cycle management and associated disciplines.

## 5. Primary Engineering Disciplines

### 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	✓ Antennas and Propagation	✓ Broadcast Technology
✓ Circuits and Systems	✓ Communications	✓ Components Packaging, & Manufacturing Technology
✓ Computer	✓ Consumer Electronics	✓ Control Systems
✓ Dielectrics and Electrical Insulation	✓ Education	✓ Electromagnetic Compatibility
✓ Remote Sensing Sensing	✓ Engineering Management	✓ Industry Applications
✓ Information Theory	✓ Industrial Electronics	✓ Instrumentation and Measurement
✓ Lasers & Electro-Optics	✓ Intelligent Transportation Systems	✓ Microwave Theory and Techniques
✓ Nuclear and Plasma Sciences	✓ Magnetics	✓ Oceanic Engineering
✓ Power Electronics	✓ Neural Networks Council	✓ Professional Communication
✓ Reliability	✓ Robotics & Automation	
✓ Solid-State Circuits	✓ Systems, Man, and Cybernetics	
✓ Vehicular Technology	✓ Ultrasonics, Ferroelectrics, and Frequency Control	
✓ Signal Processing on Social Implications of Technology		

### 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, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

Within the mechanical PED, there are several specialties within the scope of this work. A partial listing follows:

✓ ASME K-16-Heat Transfer	✓ Advanced Energy Systems	✓ Aerospace Engineering
✓ Applied Mechanics	✓ Bioengineering	✓ Tribology
✓ Dynamic Systems and Control	✓ Electrical and Electronic Packaging	✓ Fluids Engineering
✓ Fluids Power System and Technology Systems	✓ Fuels and Combustion Technologies	✓ Heat Transfer
✓ Materials	✓ Manufacturing Engineering	✓ International Gas Turbine
✓ Management	✓ Internal Combustion Engineering	✓ Microchannel flow and heat transfer
✓ Nuclear Engineering	✓ Materials Handling Engineering	✓ Noise Control and Acoustics
✓ Offshore Mechanics and Arctic Engineering	✓ Textile Engineering	✓ Design/Specification-associated personal property
✓ Power	✓ Non-Destructive Evaluation Engineering	✓ Ocean Engineering
✓ Rail Transportation	✓ Pressure Vessels and Piping	✓ Process Industries
✓ Technology and Society	✓ Safety Engineering and Risk Analysis	✓ Solar Energy

Personnel categories for professional engineering services anticipated include, but are not limited to:

- Administrative Support I
- Administrative Support II
- Administrative Support III
- Sr. Consultant I
- Sr. Consultant II
- Sr. Consultant III
- Documentation Specialist
- Sr. Engineer I
- Sr. Cost Analyst I
- Systems Engineer I
- Engineer/Analyst I
- Engineer/Analyst II
- Engineer/Analyst III
- Technical Analyst I
- Technical Analyst II
- Sr. Application Engineer
- Information Specialist
- Logistics Engineer I
- Logistics Engineer II
- Logistics Engineer III
- Operations Research Specialist I
- Operations Research Specialist II
- Operations Research Specialist III
- Project Director I
- Project Director II
- Project Manager
- Sr. Cost Engineer (PM)
- Quality Control Specialist
- Statistician
- Writer

#### **6. \*Services Not Included:**

A number of services are not currently being solicited. GSA reserves the sole right to include these services under PES at a future time during the period of performance. If GSA exercises this right, it will refresh the solicitation and consider offers from all eligible sources.

Computer Engineering and Information Technology. Offerors interested in providing computer/software engineering and information technology services are directed to use the GSA's Group 70 Schedule for Information Technology. MCR Federal, LLC has a Federal Supply Service Authorized Information Technology Schedule Pricelist under Special Item Number 132-51. The MCR Contract No. is GS-35F-5792H.

### **C. ORDERING PROCEDURES FOR SERVICES**

When ordering services, ordering offices shall:

#### **1. Prepare a Request for Quotes:**

a. Performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance, criteria, and any special requirement (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

b. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or Time and Material NTE price to provide the services outlined in the statement of work. A firm-fixed price or time and material order shall be requested. If a time and material order is requested, the ordering office should reasonably estimate the extent or duration of the work or anticipated cost with a reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance or the services ordered, unless the order provides the reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and materials orders.

c. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

d. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

## **2. Transmit the Request for Quotes to Contractors:**

a. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractor's locations, as appropriate).

b. The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractor's costs associated with responding to request for quotes for specific orders.

## **3. Evaluate quotes and select the contractor to receive the order:**

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

## **4. Blanket Purchase Agreements**

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPA's, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

**SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternatives to meet the agency's needs should be awarded the BPA.

**MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPA's are established, the authorized users must follow the procedures in II.B above and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

**Review BPAs periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

## **5. Small Business**

The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

## **6. Task Records and Documentation**

The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractor's quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

## **7. Special Provisions for Task Orders**

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g. security clearances, special handling, key personnel, etc.). These provisions when required will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price items in the contract to the maximum extent practicable.

### Professional Engineering Services Contract Base Year Labor Rates

Labor Category	06/30/2005 Thru 06/29/2006	06/30/2006 thru 06/29/2007	06/30/2007 thru 06/29/2008	06/30/2008 thru 06/29/2009	06/30/2009 thru 06/29/2010
Administrative Support I	\$55.57	\$57.46	\$59.41	\$61.43	\$63.52
Administrative Support II	\$47.73	\$49.35	\$51.03	\$52.77	\$54.56
Administrative Support III	\$35.93	\$37.15	\$38.41	\$39.72	\$41.07
Sr. Consultant I	\$213.44	\$220.70	\$228.20	\$235.96	\$243.98
Sr. Consultant II	\$190.27	\$196.74	\$203.43	\$210.35	\$217.50
Sr. Consultant III	\$152.89	\$158.09	\$163.46	\$169.02	\$174.77
Documentation Specialist	\$67.98	\$70.29	\$72.68	\$75.15	\$77.71
Sr. Engineer I	\$128.97	\$133.35	\$137.88	\$142.57	\$147.42
Sr. Cost Analyst I	\$97.89	\$101.22	\$104.66	\$108.22	\$111.90
Systems Engineer I	\$118.04	\$122.05	\$126.20	\$130.49	\$134.93
Engineer/Analyst I	\$102.68	\$106.17	\$109.78	\$113.51	\$117.37
Engineer/Analyst II	\$89.38	\$92.42	\$95.56	\$98.81	\$102.17
Engineer/Analyst III	\$76.61	\$79.21	\$81.90	\$84.68	\$87.56
Technical Analyst I	\$134.38	\$138.95	\$143.67	\$148.55	\$153.60
Technical Analyst II	\$118.73	\$122.77	\$126.94	\$131.26	\$135.72
Sr. Application Engineer	\$70.77	\$73.18	\$75.67	\$78.24	\$80.90
Information Specialist	\$42.74	\$44.19	\$45.69	\$47.24	\$48.85
Logistics Engineer I	\$108.47	\$112.16	\$115.97	\$119.91	\$123.99
Logistics Engineer II	\$91.55	\$ 94.66	\$97.88	\$101.21	\$104.65
Logistics Engineer III	\$81.52	\$84.29	\$87.15	\$90.11	\$93.17
Operations Res. Spec. I	\$125.34	\$129.60	\$134.01	\$138.57	\$143.28
Operations Res. Spec. II	\$122.06	\$126.21	\$130.50	\$134.94	\$139.53
Operations Res. Spec. III	\$116.04	\$119.99	\$124.07	\$128.29	\$132.65
Project Director I	\$143.63	\$148.51	\$153.56	\$158.78	\$164.18
Project Director II	\$134.80	\$139.38	\$144.12	\$149.02	\$154.09
Project Manager	\$111.45	\$115.24	\$119.16	\$123.21	\$127.40
Sr. Cost Engineer (PM)	\$139.76	\$144.51	\$149.42	\$154.50	\$159.75
Quality Control Specialist	\$69.33	\$71.69	\$74.13	\$76.65	\$79.26
Statistician	\$ 96.57	\$99.85	\$103.24	\$106.75	\$110.38
Writer	\$57.52	\$59.47	\$61.49	\$63.58	\$65.74

# LABOR CATEGORY DESCRIPTIONS

## *Administrative Support I*

**Duties:** Capability to assist cost analysts/budget analyst/schedule analyst by collection, organizing and maintaining cost and cost related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source material in support of engineering or cost analysis activities. Ability to perform some computer assisted analysis of data.

**Minimum Requirements:** Shall have, as a minimum, eight (8) years of experience working with technical, schedule, or cost information including indexing, cataloging, processing and abstracting cost, schedule, or technical information. A Bachelor's degree may be substituted for two years of the experience requirement.

## *Administrative Support II*

**Duties:** Capability to assist cost analysts/budget analyst/schedule analyst by collection, organizing and maintaining cost and cost related data. This includes carrying out literature and reference searches to extract and/or abstract pertinent information from source material in support of engineering or cost analysis activities. Ability to perform some computer assisted analysis of data.

**Minimum Requirements:** Shall have, as a minimum, four (4) years of experience working with technical, schedule, or cost information including indexing, cataloging, processing and abstracting cost, schedule, or technical information. A Bachelor's degree may be substituted for two years of the experience requirement.

## *Administrative Support III*

**Duties:** Provide administration support to staff. Responsibilities include filing, maintaining the library; typing and preparation of letters and technical documentation

such as TR's, Working Notes, briefings, monthly progress reports, and spreadsheets, etc. Supporting staff in preparation of proposals.

**Minimum Requirements:** High School Diploma. Knowledge of IBM compatible computers and knowledge of Microsoft Office, Lotus 1-2-3 or excel, etc.

***Sr. Consultant I***

**Duties:** Provides consulting and executive support to defense/government programs and personnel. Provides executive knowledge and insight on government issues. Leads analysis and develops recommendations that may have substantial impact of government programs and activities. Provides key insight into government plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

**Minimum Requirements:** BS/BA Degree with over twenty (20) years of experience. Must have experience and ability to provide key insight into government level plans, policies and system acquisition. As well as be able to support the resolution of extremely complex systems engineering, computer science, or other related field issues. Advanced Degrees may substitute for ten (10) years of experience.

***Sr. Consultant II***

**Duties:** Provides consulting and executive support to defense/government programs and personnel. Provides advanced knowledge and insight on government issues. Performs analysis and develops recommendations that may have substantial impact of government programs and activities. Provides key insight into government plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

**Minimum Requirements:** BS/BA Degree with over fifteen (15) years of experience. Must have experience and ability to provide key insight into government level plans, policies and system acquisition. As well as be able to support the resolution of extremely complex systems engineering, computer science, or other related field issues. Advanced Degrees may substitute for 5 years of experience.

***Senior Consultant III***

**Duties:** Provides consulting and executive support to defense/government programs and personnel. Delivers knowledge and insight on government issues. Provides analysis and develops recommendations that may have substantial impact of government programs and activities. Provides key insight into government plans, policies and system acquisition. Supports the resolution of extremely complex systems engineering, computer science, or other related field issues.

**Minimum Requirements:** BS/BA Degree with over 10 years of experience. Must have experience and ability to provide key insight into government level plans, policies and system acquisition. As well as be able to support the resolution of extremely complex systems engineering, computer science, or other related field issues. Advanced Degrees may substitute for three (3) years of experience.

***Documentation Specialist***

**Duties:** Prepares support documentation and technical operations manuals for selected systems and networks, including related hardware and software. Implements automation and standardization to enable effective use of digital documents. Generates technical materials and manuals. Write documentation, operator manuals, and checklist procedures for hardware and software systems. Analyze requirements for needed documentation and completeness. Ensures that technical subject materials are presented clearly and succinctly.

**Minimum Requirements:** BS/BA Degree with at least four (4) years of experience working with technical writing, documentation development, including indexing, cataloging, processing and abstracting cost, schedule, or technical information. Good oral skills, excellent writing skills, and team skills are required. Experience and fluency in standard office software, including MSWord and MSOffice is required.

***Sr. Engineer I***

**Duties:** Ability to advise on and perform professional or technical work in system and subsystem design and engineering analysis required in support of cost analysis

activities. Processes knowledge and experience in material properties, design and performance analysis and parts requirements.

**Minimum Requirements:** Must have, as a minimum, a Bachelor's degree in Engineering, or Science, with eight years of professional-level technical experience, at least four of which involved military equipment. An advanced scientific or engineering degree may be substituted for two years of the experience requirement.

### *Sr. Cost Analyst I*

**Duties:** Capable of assuming full responsibility to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Processes an in-depth knowledge of the techniques, uses and content of cost analysis to accomplish the most complex of estimating or research efforts. This encompasses a basic knowledge of statistical techniques, scheduling, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Requirements:** Minimum education requirement is a bachelor's degree in Business, Engineering, Science (Physics or Chemistry Only) or Mathematics with at least eight years of cost estimating, cost analysis, budgeting, scheduling, operations research or engineering experience, at least four of which involved military equipment. An advanced business, math, science (physics or chemistry only), or engineering degree may substitute for two years of the experience requirements. If the Bachelor's degree is in a field not listed, two additional years of direct experience may be substituted. **Four (4) years of experience may be substituted for a Bachelor's Degree.**

### *Systems Engineer I*

**Duties:** Capable of assuming responsibility to advise on and perform professional or technical work in performing engineering trades of alternatives and development of technical/cost assessments. Leads team. Possesses knowledge of the techniques, uses and content of technical/cost assessments to accomplish the most complex of analyses or research efforts. Responsible for aiding the establishment of cost targets/goals, architecture of trade study cost/technical analytical models and establishing cost reduction plans and programs. This encompasses knowledge of statistical techniques, applied mathematics, economics and the engineering disciplines.

**Minimum Requirements:** BS/BA Degree with eight (8) years relevant experience working in a technical engineering environment; or ten (10) years related experience in lieu of bachelor's degree. Project Management experience required.

*Engineer/Analyst I*

**Duties:** Leads the planning, organizing, and directs the efforts of a group of analysts. Must have the ability to advice on and perform professional or technical work in technical assessment, cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Must process substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Requirements:** Minimum education requirement is a bachelor's degree in Business, Engineering, Science (Physics or Chemistry Only), or Mathematics with at least eight (8) years of cost estimating, cost analysis, budgeting, scheduling, operations research or engineering experience, at least four of which involved military equipment. An advanced business, math, science (physics or chemistry only), or engineering degree may substitute for two years of the experience requirements. If the Bachelor's degree is in a field not listed, two additional year of direct experience may be substituted. **Four (4) years of experience may be substituted for a Bachelor's Degree.**

*Engineer/Analyst II*

**Duties:** Conducts weapons systems cost estimating and/or technical assessment tasks in problem areas of extensive scope and complexity. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Has extensive technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of new weapons-system cost estimating methodologies, databases and assessment tools. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies.

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and at least six (6) years of weapons system acquisition cost analysis experience (excluding C/SCSC experience and cost performance report analysis experience), demonstrating progressively more responsible assignments and has managed to provide overall direction and leadership for the preparation of cost estimates.

*Engineer/Analyst III*

**Duties:** Conducts weapons systems cost estimating and/or technical assessment tasks in problem areas of routine scope and complexity. Has technical responsibility for interpreting, organizing, executing and coordinating assignments, including the direction of other cost estimators. Keeps abreast of new weapons-system cost estimating methodologies, databases and assessment tools. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies.

**Minimum Requirements:** BS/BA with 24 semester hours in quantitative analysis courses and at least three (3) years of weapons system acquisition cost analysis experience, demonstrating progressively more responsible assignments and has managed to provide overall direction and leadership for the preparation of cost estimates.

*Technical Analyst I*

**Duties:** Provides authoritative technical inputs to project/process system cost estimating/research tasks in the areas of (1) systems hardware design, process re-engineering, or manufacturing engineering, or (2) software design/development and other related tasks.

**Minimum Requirements:** BS/BA with major in engineering or computer science or equivalent. At least seven (7) years of professional experience in actual project/system design, or manufacturing engineering, or six years of software design/development: (1) at least three years of which involved computer technology systems/applications (e.g., software, command, control, and communications); or (2) at least two years of which involved decision support, management information, and database systems. Expert in

technical field. An MS/MA will substitute for two years of the design, development, or manufacturing experience requirement.

### *Technical Analyst II*

**Duties:** Provides authoritative technical inputs to project/process system cost estimating/research tasks in the areas of (1) systems hardware design, process re-engineering, or manufacturing engineering, or (2) software design/development and other related tasks.

**Minimum Requirements:** BS/BA with major in engineering or computer science or equivalent. At least five (5) years of professional experience in actual project/system design, or manufacturing engineering, or six years of software design/development: (1) at least three years of which involved computer technology systems/applications (e.g., software, command, control, and communications); or (2) at least two years of which involved decision support, management information, and database systems. Expert in technical field. An MS/MA will substitute for two years of the design, development, or manufacturing experience requirement.

### *Sr. Application Engineer*

**Duties:** Individual needs to have eight years recent experience in engineering analysis with a minimum of four (4) years recent analytical experience in estimating life cycle cost of state of the art weapon system/subsystem components. Individual requires experience in developing cost estimates based on weapon system and subsystem technical and performance characteristics, as well as knowledge of state of the art design and manufacturing processes required to produce these systems and subsystems. Position also requires experience in developing cost estimating relationships using technical and performance attributes as a basis for estimating labor and material costs of systems and subsystems/components. Experience in defining weapons system programmatic and technical requirements related to system development, production, and operation and support, is also required as well as experience in performing life cycle cost trade-off analysis. Four additional years of related cost analysis experience may be substituted for the degree requirement.

**Minimum Requirements:** Minimum educational requirement is a bachelor's degree from an accredited college or university in engineering, mathematics, statistics, or business which includes at least 24 semester credit house in any combination of the

following: operations research mathematics, statistics, mathematical logic, science, and subject matter courses which require substantial competence in college level mathematics or statistics.

### *Information Specialist*

**Duties:** Requires the individual to have a minimum of four (4) years of recent experience in the development of cost models, databases and corresponding documentation, including computer program users' manuals. The position requires training and experience in computer programming and operations analysis in order to perform equation and logic coding in a minimum of FORTRAN, C and Lotus Command languages. Working knowledge of VAX and MS DOS systems is required. Also requires experience of the concepts and tools relating to computer science applications in cost analysis such as: uni and multi-variate statistical and regression analysis, learning curve analysis, computer graphics, cost accounting, direct and indirect costs, development of escalation indices, development of cost estimating relationships, development of large file structures for data manipulation, data base management systems, and structured programming.

**Minimum Requirements:** Minimum educational requirement is a bachelor's degree from an accredited college or university in computer science or a computer related field, with emphasis on applying analytical and statistical techniques within a computer discipline.

### *Logistics Engineer I*

**Duties:** Performs a variety of engineering tasks which are broad in nature and are concerned with the logistic support and operation of systems, including personnel, hardware, software, and support facilities and/or equipment. Performs with some latitude for under review actions and decisions. Plans and performs engineering research, design development, manufacturing initiatives, system implementation and deployment, and other assignments in conformance with design, engineering and customer specifications. Responsible for the logistics technical/engineering part of a major project or the entire project of lesser complexity and importance.

**Minimum Requirements:** Minimum educational requirement is a bachelor's degree or equivalent and seven (7) years of general experience.

*Logistics Engineer II*

**Duties:** Under supervision performs a variety of engineering tasks which are concerned with the logistic support and operation of systems, including personnel, hardware, software, and support facilities and/or equipment. **Performs with some latitude for under review actions and decisions. Plans and** performs engineering research, design development, manufacturing initiatives, system implementation and deployment, and other assignments in conformance with design, engineering and customer specifications. Supports the logistics technical/engineering part of projects. Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.

**Minimum Requirements:** Minimum educational requirement is a bachelor's degree or equivalent and five (5) years of general experience.

*Logistics Engineer III*

**Duties:** Under supervision performs a variety of engineering tasks which are broad in nature and are concerned with the logistic support and operation of systems, including personnel, hardware, software, and support facilities and/or equipment. Supports engineering research and analysis.

**Minimum Requirements:** Minimum educational requirement is a bachelor's degree or equivalent and two (2) years of general experience.

### *Operations Research Specialist I*

**Duties:** Provides expertise and leads the conduct of operations research or other complex operational systems analysis. Provides expertise and supports the conduct of the full range of investment analysis activities including market survey, cost analysis, benefits analysis, risk analysis, economic analysis, requirements definition schedule development, and tradeoff studies. Provides operational analysis support to all Life Cycle acquisition phase. Conducts operational analysis of existing systems using subsystem performance measures, criteria and standards to determine requirements for needed changes. Evaluates, selects, and uses the tools of modern operations research.

**Minimum Requirements:** Requires experience in conducting quantitative analysis using the operations research tools, economics, and other quantitative techniques. Masters Degree and eight (8) years of experience or Bachelors Degree and ten (10) years of experience in operations research. Masters or a Bachelors Degree in a related field with at least 24 semester hours in a combination of operations research, mathematics, quantitative analysis, statistics, or subject-matter courses requiring substantial competence in college-level mathematics. Must demonstrate competence in the rigorous methods of scientific inquiry and analysis.

### *Operations Research Specialist II*

**Duties:** Completes the conduct of operations research or other complex operational systems analysis. Provides expertise and completes the conduct of the full range of investment analysis activities including market survey, cost analysis, benefits analysis, risk analysis, economic analysis, requirements definition schedule development, and tradeoff studies. Provides operational analysis support to all Life Cycle acquisition phase. Conducts operational analysis of existing systems using subsystem performance measures, criteria and standards to determine requirements fro needed changes. Evaluates, selects, and uses the tools of modern operations research.

**Minimum Requirements:** Requires experience in conducting quantitative analysis using the operations research tools, economics, and other quantitative techniques. Masters Degree and 4 years of experience or Bachelors Degree and 6 years of experience in operations research. Masters or a Bachelors Degree in a related field with at least 24 semester hours in a combination of operations research, mathematics, quantitative analysis, statistics, or subject-matter courses requiring substantial competence in college-level mathematics. Must demonstrate competence in the rigorous methods of scientific inquiry and analysis.

***Operations Research Specialist III***

**Duties:** Supports the conduct of operations research or other complex operational systems analysis. Supports the conduct of the full range of investment analysis activities including market survey, cost analysis, benefits analysis, risk analysis, economic analysis, requirements definition schedule development, and tradeoff studies. Provides operational analysis support to all Life Cycle acquisition phase. Conducts operational analysis of existing systems using subsystem performance measures, criteria and standards to determine requirements for needed changes. Evaluates, selects, and uses the tools of modern operations research.

**Minimum Requirements:** Requires experience in conducting quantitative analysis using the operations research tools, economics, and other quantitative techniques. Masters Degree and two (2) years of experience or Bachelors Degree and at least four (4) years of experience in operations. Masters or a Bachelors Degree in a related field with at least 24 semester hours in a combination of operations research, mathematics, quantitative analysis, statistics, or subject-matter courses requiring substantial competence in college-level mathematics. Must demonstrate competence in the rigorous methods of scientific inquiry and analysis.

***Project Director I***

**Duties:** Provides business, technical, and personnel management across multiple projects. Manages all aspects of a diverse group of functional activities and subordinate groups of technical and administrative personnel. Develops and implements high level requirements.

**Minimum Requirements:** BS/BA Degree. Master Degree desired. At least fifteen (15) years minimum experience. Education may be substituted for experience: Master: three (3) years, PHD: five (5) years.

*Project Director II*

**Duties:** Provides business, technical, and personnel management across multiple projects. Manages all aspects of a diverse group of functional activities and subordinate groups of technical and administrative personnel. Develops and implements high level requirements.

**Minimum Requirements:** BS/BA Degree. Master Degree desired. At least twelve (12) years minimum experience. Education may be substituted for experience: Master: 3 years, PHD: 5 years.

*Project Manager*

**Duties:** Effective and timely customer communications and coordination of project activities including front-end team organization, assistance in providing methodology and general project approaches/concepts, schedule and cost management of the project, technical reviews of in-process and completed products.

**Minimum Requirements:** BS/BA Degree with at least ten (10) yrs of system acquisition experience. At least seven (7) of the ten (10) years must be high technology or information system acquisition. Demonstrate progressively more responsible assignments.

*Sr. Cost Engineer (PM)*

**Duties:** Demonstrate the ability to plan, organize, and direct the efforts of a group of analysts. Must have the ability to advise on and perform professional or technical work in cost estimating, cost analysis, budgeting, scheduling, performance measurement, and/or cost research. Must possess substantial knowledge of the techniques, uses and content of the work described above to accomplish the most complex of efforts. This encompasses a basic knowledge of statistical techniques, scheduling techniques, network analysis, applied mathematics, economics and the engineering disciplines.

**Minimum Requirements:** Must have, as a minimum, a Bachelor's Degree in Business Engineering, Science (Physics or Chemistry only) or Mathematics with eight (8) years of cost estimating, scheduling, budgeting, cost analysis, operations research or engineering experience, at least four of which involved military equipment. Two years of the experience must have been in a leadership/management role. An advanced business, math, science (physics or chemistry only), or engineering degree may substitute for two years of the experience requirements. If the Bachelor's degree is in a field not listed, two (2) additional years of direct experience may be substituted.

### *Quality Control Specialist*

**Duties:** Must be capable of maintaining and establishing a process for evaluation of functional requirements and associated documentation. Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the life cycle of the project. Develops quality assurance plans and conducts formal and informal reviews at predetermined points throughout the development life cycle.

**Minimum Requirements:** BA/BS Degree with at least six (6) yrs of experience in quality assurance and quality control or related discipline. At least three (3) years experience should be in verification and validation, testing and integration, and metrics, and their application to quality assurance.

### *Statistician*

**Duties:** Provides expert statistical analysis in support of strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management services tasks.

**Minimum Requirements:** BS/BA in statistics. At least five (5) years of professional experience providing statistical analysis support related to aerospace, electronic, or mechanical systems and to strategic planning for high technology programs, concept development and requirements analysis, or acquisition and life-cycle management services tasks. Expert in field of predictive statistics. An MS/MA will substitute for two (2) years of the statistical analysis support experience requirement.

*Writer*

**Duties:** Write technical materials and manuals. Works with others to document complete and accurate systems descriptions and required operating procedures are properly captured. Write documentation, operator manuals, and checklist procedures for hardware and software systems. Ensures that technical subject materials are presented clearly and succinctly.

**Minimum Requirements:** Two (2) years of experience working with technical writing, documentation development, including indexing, cataloging, processing and abstracting cost, schedule, or technical information. Good oral skills, excellent writing skills, and team skills are required. Experience and fluency in standard office software, including MSWord and MSOffice is required.

**\*Annual Escalation Factor is 3.4%. No quantity discounts are offered.**