

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>.

Schedule Title: Professional Engineering Services

Industrial Group Number: 871

Contract Number: GS-23F-0225M

For more information on ordering from Federal Supply Schedules, click on the GSA Schedules link at <http://www.gsa.gov/>.

Contract Period: June 28, 2012 - June 27, 2017 (Option Period 2)

Contractor Name:

Eastern Research Group, Inc. (ERG)
110 Hartwell Avenue, Lexington, MA 02421
(781) 674-7200 (telephone)
(781) 674-2851 (fax)
<http://www.erg.com> (Web site)

Contract Administration:

Dickran Babigian, GSA FSS Contract Administrator
Eastern Research Group, Inc. (ERG)
110 Hartwell Avenue
Lexington, MA 02421-3134
(781) 674-7310 (telephone)
(781) 674-2851 (fax)
dickran.babigian@erg.com (email)

Laurie A. Morgan, GSA FSS Contract Administrator
Eastern Research Group, Inc. (ERG)
107 Walker Street
Black Mountain, NC 28711
(828) 669-7626 (telephone)
laurie.morgan@erg.com (email)

Business Size: Large

Customer Information

1a. Awarded Special Item Numbers (SINs):

SIN 871-1, 871-1 RC Strategic Planning for Technology Programs/Activity
SIN 871-2, 871-2 RC Concept Development and Requirements Analysis
SIN 871-3, 871-3 RC System Design, Engineering and Integration
SIN 871-4, 871-4 RC Test and Evaluation
SIN 871-5, 871-5 RC Integrated Logistics Support
SIN 871-6, 871-6 RC Acquisition and Life Cycle Management

Primary Engineering Disciplines (PEDs) Offered:

- Chemical for SINs 871-1 through 871-6; 871-1RC through 871-6RC
- Civil for 871-2, 871-5, and 871-6; 871-2RC, 871-5RC, and 871-6RC
- Mechanical for 871-3 through 871-6; 871-3RC through 871-6RC

1b. Lowest Price Model Number and Lowest Unit Price: Not Applicable

1c. Labor category descriptions are below.

2. Maximum Order: Not obligated to honor orders exceeding \$1,000,000. Orders exceeding \$1,000,000 are eligible for discounts in accordance with I-FSS-125.

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic delivery

5. Points of Production: Ten U.S. offices (Lexington and Boston, MA; Chantilly and Arlington, VA; Morrisville, NC; Austin, TX; Sacramento, CA; Nashua, NH; Prairie Hills, KS; and Atlanta, GA)

6. Prices Shown in Catalog: Net Prices

7. Quantity Discounts: None offered

8. Prompt Payment Terms: Net 30 Days

9a./9b. Government Credit Card: ERG will accept the government credit card below, at, and above the micropurchase threshold

10. Foreign Items: As required on a task-order basis.

11a./11b./11c./11d. Time of Delivery: As agreed upon between ERG and the ordering agency and as specified in each Task Order

12. F. O. B. Point(s): FOB Destination

13. Ordering Address:

Dickran Babigian, GSA FSS Contract Administrator
Eastern Research Group, Inc. (ERG)
110 Hartwell Avenue
Lexington, MA 02421-3134
(781) 674-7310 (telephone)
(781) 674-2851 (fax)
dickran.babigian@erg.com (email)

Laurie A. Morgan, GSA FSS Contract Administrator
Eastern Research Group, Inc. (ERG)
107 Walker Street
Black Mountain, NC 28711
(828) 669-7626 (telephone)
laurie.morgan@erg.com (email)

14. Payment Address:

Eastern Research Group, Inc.
c/o Eastern Bank
P.O. Box 843043
Boston, MA 02284-3043

15. Warranty Provision: None offered

16. Export Packing Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card: Government credit card is accepted at all dollar levels

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

19. Terms and Conditions of Installation: Not Applicable

20. Terms and Conditions of Repair Parts: Not Applicable

20a. Terms and Conditions of Other Services: Not Applicable

21. List of Service and Distribution Points: Not Applicable

22. List of Participating Dealers: Not Applicable

23. Preventative Maintenance: Not Applicable

24a. Environmental Attributes: Not Applicable

24b. ERG adheres to 508 compliance on a task-order basis as required.

25 Data Universal Number Systems (DUNS) Number: 11-294-7395

26. Central Contractor Registration: ERG is registered in the Central Contractor Registration database.

Background

ERG is a nationally recognized consulting firm specializing in chemical and environmental engineering, environmental and occupational health assessment, economics, pollution control and prevention, and communications and outreach. Our firm has a staff of approximately 378 and is headquartered in Lexington, Massachusetts with additional offices in Boston, MA; Chantilly and Arlington, VA; Morrisville, NC; Austin, TX; Sacramento, CA; Nashua, NH; Prairie Hills, KS; and Atlanta, GA. ERG has provided continuous technical services world-wide for the past 28 years for clients such as the U.S. Environmental Protection Agency, U.S. Department of Defense, Occupational Safety and Health Administration, Agency for Toxic Substances and Disease Registry, Food and Drug Administration, U.S. Department of Transportation, U.S. Department of Energy, U.S. Department of Health and Human Resources, and U.S. Department of the Interior. With an expert staff of engineers, scientists, CAD operators, economists, conference planners, trainers, financial analysts, computer specialists, and writer/editors, we can provide a wealth of experience and knowledge to serve your engineering needs.

Why Choose ERG?

ERG is a versatile mid-size company, ensuring prompt, cost-effective delivery of quality products to meet your needs. While we offer a number of diverse services, we often combine different areas of expertise to provide our clients with broader, more comprehensive services. We are large enough to offer a wide array of technical support, but small enough to ensure that our clients get the attention of our best staff. This versatility and responsive team support is what sets ERG apart from many other consulting firms.

Professional Engineering Services Areas

You can access ERG's expertise in the following engineering service area under this GSA Federal Supply Schedule:

SIN 871-1, 871-1 RC	Strategic Planning for Technology Programs/Activity
SIN 871-2, 871-2 RC	Concept Development and Requirements Analysis
SIN 871-3, 871-3 RC	System Design, Engineering and Integration
SIN 871-4, 871-4 RC	Test and Evaluation
SIN 871-5, 871-5 RC	Integrated Logistics Support
SIN 871-6, 871-6 RC	Acquisition and Life Cycle Management

Descriptions of Special Item Numbers

Below are descriptions of the Special Items Numbers (SINs) for which ERG is approved. PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

871-1 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, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.

871-2 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 of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual designs, training, and consulting.

871-3 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, traceability, 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 (e.g. CADD, design studies and analysis), design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.

871-4 TEST AND EVALUATION

Services required under this SIN involve the application of various techniques demonstrating that a 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 to testing of a prototype, and first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting.

871-5 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 lifecycles, excluding those systems associated with real property. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy

standards/procedures development, conducting research studies, long-term reliability and maintainability, training, and consulting.

871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management 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, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

How to Access the Professional Engineering Services Federal Supply Schedule

GSA has established this Federal Supply Schedule (FSS) to allow customers to expedite the procurement process by prequalifying contractors that provide engineering services. GSA has already reviewed and approved contractor qualifications, cost schedules, small and disadvantaged business subcontracting plans, and other contract requirements so that you don't have to. This streamlined system makes it faster and easier for you to select qualified contractors who best support your needs. You retain control of your project by dealing directly with the contractor and can have long-term support with the FSS evergreen contracts (5-year base period and three 5-year option periods = 20 years).

For more information on ordering from Federal Supply Schedules, select the "For Customers – Ordering from Schedules" link under the GSA Schedules link at <http://www.gsa.gov>. Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through [GSA Advantage!](#)TM, a menu-driven database system.

Who Can Use This Schedule?

- Executive agencies, including executive departments, wholly owned government corporations, and independent establishments in the executive branch of the Government;
- Other federal agencies, including mixed ownership government corporations and the District of Columbia;
- The Senate, House of Representatives and activities under the direction of the Architect of the Capitol;
- Other organizations authorized under the authority of 40 CFR Sections 501-502; and
- Specific organizations authorized under statutes to use GSA sources of supply and services.

For more information on who can use this schedule, go to <http://www.gsa.gov>, select the "GSA Schedules" link, then click on "For Customers – Ordering from Schedule," and finally click on the "Eligibility to Use GSA Sources" link.

ERG's Pricelist for the Professional Engineering Services Contract

Below is ERG's GSA Approved Pricing for our Professional Engineering Services contract. The labor rates presented in the table below are applicable to each of the Special Item Numbers (SINs)

for which we are approved under this Federal Supply Schedule. The labor category rates include the 0.75% Industrial Funding Fee (IFF). Our rates are provided for each of the five years of Option Period 2 of the contract, starting June 28, 2012 through June 27, 2017.

Option Period 2					
Labor Category	Year 11 (6/28/12- 6/27/13)	Year 12 (6/28/13- 6/27/14)	Year 13 (6/28/14- 6/27/15)	Year 14 (6/28/15- 6/27/16)	Year 15 (6/28/16- 6/27/17)
Principal Consultant	\$165.03	\$169.99	\$175.08	\$180.34	\$185.75
Senior Consultant	\$152.82	\$157.40	\$162.12	\$166.99	\$172.00
Principal II	\$167.96	\$172.99	\$178.18	\$183.53	\$189.04
Principal I	\$141.34	\$145.58	\$149.95	\$154.44	\$159.08
Senior Engineer II	\$122.91	\$126.59	\$130.39	\$134.30	\$138.33
Senior Engineer I	\$114.04	\$117.46	\$120.98	\$124.61	\$128.35
Engineer III	\$95.13	\$97.98	\$100.92	\$103.95	\$107.07
Engineer II	\$88.77	\$91.43	\$94.17	\$97.00	\$99.91
Engineer I	\$79.46	\$81.84	\$84.30	\$86.82	\$89.43
Senior Scientist II	\$128.07	\$131.91	\$135.86	\$139.94	\$144.14
Senior Scientist I	\$107.88	\$111.12	\$114.45	\$117.89	\$121.42
Scientist III	\$89.96	\$92.66	\$95.44	\$98.30	\$101.25
Scientist II	\$84.41	\$86.94	\$89.55	\$92.23	\$95.00
Scientist I	\$59.78	\$61.58	\$63.42	\$65.33	\$67.29
Senior Computer Specialist II	\$146.88	\$151.29	\$155.83	\$160.50	\$165.31
Senior Computer Specialist I	\$109.49	\$112.78	\$116.16	\$119.65	\$123.24
Computer Specialist III	\$95.32	\$98.17	\$101.12	\$104.15	\$107.28
Computer Specialist II	\$82.47	\$84.94	\$87.49	\$90.12	\$92.82
Computer Specialist I	\$60.46	\$62.27	\$64.14	\$66.06	\$68.04
Senior Economist	\$116.83	\$120.34	\$123.95	\$127.67	\$131.50
Economist III	\$78.40	\$80.75	\$83.18	\$85.67	\$88.24
Economist II	\$67.40	\$69.42	\$71.50	\$73.65	\$75.86
Economist I	\$51.63	\$53.18	\$54.78	\$56.42	\$58.11
Senior Communications Specialist	\$104.23	\$107.36	\$110.58	\$113.90	\$117.31
Communications Specialist III	\$82.75	\$85.23	\$87.79	\$90.42	\$93.13
Communications Specialist II	\$65.27	\$67.23	\$69.24	\$71.32	\$73.46
Communications Specialist I	\$43.12	\$44.42	\$45.75	\$47.12	\$48.54
CAD Operator II	\$80.72	\$83.14	\$85.64	\$88.21	\$90.85
CAD Operator I	\$64.24	\$66.16	\$68.15	\$70.19	\$72.30
Technician III	\$63.30	\$65.20	\$67.15	\$69.17	\$71.24
Technician II	\$56.60	\$58.29	\$60.04	\$61.84	\$63.70
Technician I	\$40.38	\$41.59	\$42.84	\$44.12	\$45.45
Principal Admin	\$148.06	\$152.50	\$157.08	\$161.79	\$166.65

Support					
Senior Admin Support	\$114.69	\$118.13	\$121.67	\$125.32	\$129.08
Admin Support III	\$93.43	\$96.23	\$99.12	\$102.09	\$105.15
Admin Support II	\$58.76	\$60.53	\$62.34	\$64.21	\$66.14
Admin Support I	\$41.59	\$42.84	\$44.13	\$45.45	\$46.82
Senior Project Support	\$94.96	\$97.80	\$100.74	\$103.76	\$106.87
Project Support III	\$69.03	\$71.11	\$73.24	\$75.44	\$77.70
Project Support II	\$62.37	\$64.24	\$66.17	\$68.15	\$70.20
Project Support I	\$45.83	\$47.20	\$48.62	\$50.08	\$51.58

The Service Contract Act (SCA) applies to this contract for the labor categories listed below. The prices for the cited SCA applicable labor categories are based on the U.S. Department of Labor Wage Determination Numbers identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should ERG perform in an area with lower SCA rates for these categories, resulting in lower wages being paid, ERG will discount the task order prices accordingly.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Technician III	30210-Laboratory Technician	2005-2401
Technician II	30082 - Engineering Technician II	2005-2401
Technician I	30081 - Engineering Technician I	2005-2401
Sr. Project Support	01313 -Secretary III	2005-2401
Project Support III	01113 - General Clerk III	2005-2255
Project Support II	01112 - General Clerk II	2005-2255
Project Support I	01111 - General Clerk I	2005-2255

Labor Category Descriptions for ERG's GSA Professional Engineering Schedule Contract

Experience/Education Substitutions

1. Any combination of additional years of experience in the proposed field of expertise and/or full time college level study in a particular field totaling four (4) years will be an acceptable substitute for a B.A./B.S. degree.
2. A B.A./B.S. degree plus any combination of additional years of experience and/or graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a Master's degree.
3. Years of graduate study (beyond undergraduate degree) may substitute one-for-one for years of experience (up to 4 years).

Principal II

Senior staff manager who manages multiple contracts. Responsibilities include directing multiple contracts, overseeing contract costs and administration, managing QA/QC reviews under contracts, and overseeing staff development. Must possess a graduate degree or equivalent and have a minimum of 15 years of experience.

Principal I

Senior technical staff manager. Responsibilities include directing multiple projects, overseeing contract costs and administration, managing QA/QC reviews under contracts, and overseeing staff development. Must possess a graduate or bachelor's degree or equivalent and have a minimum of 10 years of experience.

Principal Consultant

Senior technical staff member who is a nationally recognized expert in their field. Responsibilities include providing specialized technical expertise and oversight on projects in their field. Supplies technical advice and counsel to other professionals. Operates with wide latitude for independent action. Must possess a graduate degree or equivalent and have a minimum of 20 years of experience.

Senior Consultant

Senior technical staff member. Responsibilities include providing specialized technical expertise. Supplies technical advice and counsel to other professionals. Operates with wide latitude for independent action. Must possess a graduate degree or equivalent and have a minimum of 15 years of experience.

Senior Engineer II/Scientist II

Plans, conducts, and supervises major projects, necessitating advanced knowledge and the ability to develop and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Operates with wide latitude for independent action. Must possess a bachelor's degree in engineering, science, or a related discipline and have a minimum of 10 years of experience.

Senior Engineer I/Scientist I

Plans, conducts, and supervises larger projects, necessitating advanced knowledge and the ability to develop and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Operates with wide latitude for independent action. Must possess a bachelor's degree in engineering, science, or a related discipline and have a minimum of 8 years of experience.

Engineer III/Scientist III

Under general supervision of senior technical staff, plans, conducts, and supervises assignments normally involving medium-sized projects or tasks. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress and evaluates results, makes changes in methods, design, or equipment where necessary. Operates with some latitude for independent action or decision. Must possess a bachelor's degree in engineering, science, or a related discipline and have a minimum of 4 years of experience.

Engineer II/Scientist II

Under general supervision of senior technical staff, plans, conducts, and supervises assignments normally involving smaller projects or tasks. Estimates and schedules work to meet completion

dates. Directs assistants, reviews progress and evaluates results, makes changes in methods, design, or equipment where necessary. Generally operates under supervision of Engineer/Scientist III or Senior Engineer/Scientist. Must possess a bachelor's degree in engineering, science, or a related discipline and have a minimum of 2 years of experience.

Engineer I/Scientist I

Entering classification for professional staff. Works under close supervision of senior or midlevel technical staff. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments. Must possess a bachelor's degree in engineering, science, or a related discipline and have a minimum of 0 to 2 years of experience.

Senior Computer Specialist II

Generally the lead designer or programmer on projects of major significance. Designs, develops, and maintains software tools, database systems, report generators, and data entry programs. Capable of managing data in PC, web-based, and mainframe environments. Operates with wide latitude for independent action. Must possess a bachelor's degree/certificate in computer science, mathematics, or a related discipline and have a minimum of 10 years of experience.

Senior Computer Specialist I

Designs, develops, and maintains software tools, database systems, report generators, and data entry programs. Capable of managing data in PC, web-based, and mainframe environments. Operates with wide latitude for independent action. Must possess a bachelor's degree/certificate in computer science, mathematics, or a related discipline and have a minimum of 8 years of experience.

Computer Specialist III

Provides support in designing, developing, and maintaining software tools, database systems, report generators, and data entry programs. Capable of managing data in PC, web-based, and mainframe environments. Operates with wide latitude for independent action or decision. Must possess a bachelor's degree/certificate in computer science, mathematics, or a related discipline and have a minimum of 6 years of experience.

Computer Specialist II

Provides support in designing, developing, and maintaining software tools, database systems, report generators, and data entry programs. Generally operates under supervision of Computer Specialist III or Senior Computer Specialist. Must possess a bachelor's degree/certificate in computer science, mathematics, or a related discipline and have a minimum of 3 years of experience.

Computer Specialist I

Entering classification for professional staff. Works under close supervision of senior or midlevel technical staff. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments. Must possess a degree/certificate in computer science, mathematics, or a related discipline and have a minimum of 0 to 3 years of experience.

Senior Economist

Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to original and develop analytical methodologies and research approaches. Supplies technical advice and counsel to other professionals. Operates with wide latitude for

independent action. Must possess a bachelor's degree in economics, statistics, or a related discipline and have a minimum of 8 years of experience.

Economist III

Plans, conducts, and supervises smaller assignments and projects. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress and evaluates results, makes changes in methods, design, or equipment where necessary. Operates with some latitude for independent action or decision. Must possess a bachelor's degree in economics, statistics, or a related discipline and have a minimum of 4 years of experience.

Economist II

Under supervision of senior economists, conducts assignments normally involving smaller projects. Estimates and schedules work to meet completion dates. Directs assistants, reviews progress and evaluates results. Must possess a bachelor's degree in economics, statistics, or a related discipline and have a minimum of 2 years of experience.

Economist I

Entering classification for professional staff. Works under close supervision of senior or midlevel economists. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments. Must possess a bachelor's degree in economics, statistics, or related discipline and have a minimum of 0 to 2 years of experience.

Senior Communications Specialist

Senior staff member with broad background in researching, writing, editing, and producing communications products in related disciplines; manages multiple tasks (and/or contracts). Plans, conducts and supervises assignments; oversees staffing and allocation of resources; supplies technical expertise and QA/QC review; initiates liaison between staff and client; and oversees budget. Operates with wide latitude for independent action. Must possess a bachelor's degree and have a minimum of 8 years of experience.

Communications Specialist III

Mid-level staff member with related experience researching, writing, editing, and producing communications products. Under general supervision of Senior Communications Specialist, conducts and schedules work to meet completion deadlines. Directs junior staff members; reviews progress of task; monitors budget; contributes direction and technical expertise; and suggests changes in method where necessary. Operates with some latitude for independent action or decision. Must possess a bachelor's degree and have a minimum of 4 years of experience.

Communication Specialist II

Staff member with related experience researching, writing, editing, and producing communications products. Under general supervision of Senior Communications Specialist or Communications Specialist III, conducts and schedules work to meet completion deadlines. Works on task levels that require less independent action or decision-making latitude. Must possess a bachelor's degree and have a minimum of 2 years of experience.

Communication Specialist I

Entering classification for professional staff with some related experience and relevant academic discipline. Under close supervision of senior or mid-level staff; performs basic research, writing, and editing. Relies on senior or mid-level staff for direction and evaluation. Must possess a bachelor's degree and have a minimum of 0 to 2 years of experience.

CAD Operator II

Prepares nonroutine and complex computer aided design (CAD) drawings. Works under the general supervision of a project scientist or engineer. May install CAD software or set up computer equipment. May supervise lower-level CAD technicians. Must have high school diploma or GED and a minimum of 3 years of related experience.

CAD Operator I

Prepares, edits, and prints simple and routine computer aided design (CAD) drawings under close supervision. May install CAD software or set up computer equipment. Entering classification for CAD Operators; must have high school diploma or GED and must have 0 to 3 years of related experience.

Technician III

Performs nonroutine assignments related to the operation, testing, building, and maintenance of chemical, electrical, mechanical, electronic or industrial equipment. Performs experiments or tests which may require nonstandard procedures and complex instrumentation. Records, computes and analyzes test data; prepares test results. Works under the direction of an engineer or scientist. May supervise lower-level technicians. May have associate degree, bachelor's degree or trade school certificate in technology or science discipline. Must have a minimum of 8 years of related experience.

Technician II

Operates, tests, builds, maintains and repairs chemical, electrical, mechanical, electronic or industrial equipment. Records, computes and analyzes test data; prepares test results. Works under the supervision of an engineer or scientist or senior technician. May have associate degree, bachelor's degree or trade school certificate in technology or science discipline. Must have minimum of 3 years of related experience.

Technician I

Performs simple and routine tasks or tests under close supervision. Records test data and may prepare simple charts or graphs. Performs routine work and may install or set up test equipment. Entering classification for technicians; must have high school diploma or GED and 0 to 3 years of related experience.

Principal Administrative Support*

The most senior contract administrators in the company. Responsibilities include oversight of business and contract administration systems, and overseeing contract administrator staff development. Must have a bachelor's degree and a minimum of 15 years of related experience.

Senior Administrative Support*

Senior contract administrators and business support staff in the company. Administers and negotiates contracts, prepares and/or reviews all cost estimates, interfaces with client contract administrators. Serves as in-house contractual consultants. Operates with wide latitude for independent action. Must have a bachelor's degree and a minimum of 10 years of related experience.

Administrative Support III*

Mid-level contract administrators and business support staff in the company. Administers and negotiates contracts, prepares and/or reviews cost estimates, interfaces with client contract

administrators. Operates with some latitude for independent action. Must have high school diploma or GED and a minimum of 6 years of related experience.

Administrative Support II*

Support contract administrators and business support staff in the company. Assists in administering contracts, preparing cost estimates, may have contact with client contract administrators. Works under the supervision of senior administrative staff. Must have high school diploma or GED and a minimum of 2 years of related experience.

Administrative Support I*

Entry-level or junior business support staff in the company. Assists in administering contracts, preparing cost estimates, may have contact with client contract administrators. Works under the close supervision of senior administrative staff. Must have high school diploma or GED and a minimum of 0 to 2 years of experience.

Senior Project Support

Senior project support providing oversight to other that perform progress reporting, record maintenance and retrieval, document control, literature searches, project budget and schedule tracking and reporting, data entry, and word processing. Works closely with technical staff, but with wide latitude for independent action. Must have high school diploma or GED and a minimum of 10 years of related experience.

Project Support III

Performs progress reporting, record maintenance and retrieval, document control, literature searches, project budget and schedule tracking and reporting, data entry, and word processing. Works closely with technical staff, but with some latitude for independent action. May supervise junior project support staff. Must have high school diploma or GED and a minimum of 6 years of related experience.

Project Support II

Performs progress reporting, record maintenance and retrieval, document control, literature searches, project budget and schedule tracking and reporting, data entry, and word processing. Works under the close supervision of more senior project support staff and technical staff. Must have high school diploma or GED and a minimum of 2 years of related experience.

Project Support I

Works under close supervision of more senior project support or technical staff in performing progress reporting, record maintenance and retrieval, document control, literature searches, project budget and schedule tracking and reporting, data entry, and word processing. Must have high school diploma or GED and 0 to 2 years of experience.

**Note that the Administrative Support is Contract Administration and Business Administration, and not secretarial and clerical, which are covered under the Project Support categories.*