



U.S. General Services Administration

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**PROFESSIONAL ENGINEERING SERVICES (PES)  
FSC GROUP 87, FSC CLASS 871**

**CONTRACT NUMBER:  
GS-23F-0265K**

**PERIOD COVERED BY CONTRACT:  
May 22, 2000 THROUGH May 22, 2010**

**BUSINESS SIZE: LARGE**

**DUNS NUMBER: 802872148**



**communications**

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**Global Security & Engineering Solutions**

**L-3 Services, Inc.  
3750 Centerview Drive  
Chantilly, VA 20151  
Phone: 703-708-1400 Fax: 703-375-6674  
[www.gses.l-3com.com](http://www.gses.l-3com.com)**

**Contract Administrator: Sewanee Johnson**

General Services Administration  
Management Services Center Acquisition Division  
Authorized Federal Acquisition Schedule Price List

Pricelist current through Modification #PS-0011, dated June 12, 2009

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

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## CUSTOMER INFORMATION

1. Table of awarded Special Item Numbers (SINs)  
*Special Item No. 871-1/871-1RC Strategic Planning for Technology Programs/Activities*  
*Special Item No. 871-2/871-2RC Concept Development and Requirements Analysis*  
*Special Item No. 871-3/871-3RC System Design, Engineering and Integration*  
*Special Item No. 871-4/871-4RC Test and Evaluation*  
*Special Item No. 871-5/871-5RC Integrated Logistics Support*  
*Special Item No. 871-6/871-6RC Acquisition and Life Cycle Management*  
*PEDs for all SINs: Chemical, Civil, Electrical, Mechanical*
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: *Not Applicable*
2. Maximum order: *\$1,000,000*
3. Minimum order: *\$300*
4. Geographic coverage (delivery area): *Nationwide*
5. Point(s) of production (city, county, and state or foreign country): *Not Applicable*
6. Discount from list prices or statement of net price: *Government prices are net.*
7. Quantity discounts: *None*
8. Prompt payment terms: *0%--Net 30 days*
- 9a. Government purchase cards are accepted below the micropurchase threshold.
- 9b. Government purchase cards are accepted above the micropurchase threshold.
10. Foreign items (list items by country of origin): *Not Applicable*
- 11a. Time of delivery: *As negotiated between Contractor and Ordering Agency*
- 11b. Items available for expedited delivery: *Not Applicable*
- 11c. Overnight and 2-day delivery: *Call for prices.*
- 11d. Urgent Requirements: *Call for prices*
12. F.O.B. Point(s): *Destination*

13a. Ordering address:

*L-3 Services, Inc.  
Attn: Sewanee Johnson  
3750 Centerview Drive  
Chantilly, VA 20151  
Telephone Number: (703) 708-1400  
Fax Number: (703) 708-5700*

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

14. Payment address:

*L-3 Services, Inc.  
21753 Network Place  
Chicago, IL 60673-1217*

15. Warranty provision: *Not Applicable*

16. Export packing charges: *Not Applicable*

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *None*

18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*

19. Terms and conditions of installation: *Not Applicable*

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: *Not Applicable*

20a. Terms and conditions for any other services: *Not Applicable*

21. List of service and distribution points: *Not Applicable*

22. List of participating dealers: *Not Applicable*

23. Preventive maintenance: *Not Applicable*

24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: *Not Applicable*

25. Data Universal Number System (DUNS) number: *802872148*

26. L-3 Services, Inc. is registered in the Central Contractor Registration (CCR) database.  
*CAGE Code: 7Z726*

<b>L-3 SERVICES, INC. SKILL CATEGORY DESCRIPTIONS &amp; RATES</b>
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**POSITION DESCRIPTION: Engineer****LEVEL A: Associate****GSA Rate \$97.57**

Requires basic understanding of an engineering discipline. Ability to assist in designing, testing, troubleshooting, technical support, and documentation of products, processes, and systems. Should be able to provide guidance to office and or/ technical support staff and assist in the performance of electrical, mechanical, software, optical, chemical, geophysical, and/or other engineering research, design, testing, and evaluation of components, processes and systems. Requires ability to prepare and check technical drawings and documentation, and to collect and analyze data.

**LEVEL B: Junior****GSA Rate \$110.05**

Typically requires at least three years of relevant work experience in addition to the formal academic training or experience described for Level A. In addition, should have experience in designing, testing, troubleshooting, providing technical support, documentation of products, processes, and systems. Should be able to perform engineering research, design, testing, and evaluation; determine feasible solutions, perform cost analysis and prepare recommendations; evaluate performance, cost, reliability, and other relevant factors; integrate and coordinate multiple systems; may require previous supervision of technical support staff in design/drafting or product testing and installation.

**LEVEL C: Mid****GSA Rate \$132.74**

Typically requires at least five years of closely related experience beyond the formal academic training or experience described in Level A. May act as internal expert in an engineering design/development area; and or act as task leader in the design, testing, troubleshooting, technical support and documentation of products and processes; may require previous experience in project management activities.

**LEVEL D: Senior****GSA Rate \$155.20**

Typically requires at least seven years of closely related experience, including demonstrated technical expertise in at least one field, and proficiency in others. Should be able to perform complex design, development, fabrication, testing, installation, troubleshooting and/or operation of products, software, and processes; works on complex projects requiring original thinking and new approaches. Should possess ability to guide, assist, or manage others on a project, set priorities and ensure that the work products for the group conform to company standards. May act as internal expert within an engineering discipline; and/or may plan, conduct, and manage an engineering project, review progress and evaluate results, work with other technical and administrative disciplines, perform top-level design/development, and plan, assign and manage personnel.

**LEVEL E: Principal****GSA Rate \$176.16**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Should be able to perform top-level design, development, fabrication, testing, installation, troubleshooting and/or operation of products, software, and processes. May perform top-level engineering design/development; and/or provide overall leadership and guidance for an engineering program, organize and direct managing work, coordinate efforts with other functions, and lead personnel to achieve program objectives. Should be able to assume individual responsibility and technical leadership for a significant area of engineering responsibility; and/or oversee and lead activities of a primary functional area of a significant importance, financial impact, and technical complexity.

**LEVEL F: Principal Consulting****GSA Rate \$215.45**

This level requires comprehensive knowledge of all areas of technology related to the engineering discipline or division. May act as the senior technical resource for one or more engineering disciplines. May manage the activities of a group of technical staff to execute the company's business plan, develop plans and projects, determine needs, investigate and resolve problems, interface with other functions and outside personnel, prepare capital and operating requests, and manage staff. Should be seasoned and widely-recognized engineering expert with experience in identifying and conducting complex engineering research and design, leading the technology resources within a discipline or division, including establishing direction, cultivating internal/external relationships, and formulating/implementing plans to achieve quality objectives. May participate as a member of the executive management team to identify technical strategies and to ensure the execution of strategic plans.

**POSITION DESCRIPTION: Engineering Manager****LEVEL C: Mid****GSA Rate \$131.39**

Typically requires at least five years of closely related experience beyond the formal academic training or experience described in Level A. May act as internal expert in an engineering design/development area; and or act as task leader in the design, testing, troubleshooting, technical support and documentation of products and processes; may require previous experience in project management activities. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for staff development, planning, assigning and directing work. Responsible for addressing complaints and resolving problems. May control and be accountable for resources of department, program or subdivision of the company or company's work. Supports by action and example the corporate culture and value system.

**LEVEL D: Senior****GSA Rate \$151.88**

Typically requires at least seven years of closely related experience, including demonstrated technical expertise in at least one field, and proficiency in others. Should be able to perform complex design, development, fabrication, testing, installation, troubleshooting and/or operation of products, software, and processes; works on complex projects requiring original thinking and new approaches. Should possess ability to guide, assist, or manage others on a project, set priorities and ensure that the work products for the group conform to company standards. May

act as internal expert within an engineering discipline; and/or may plan, conduct, and manage an engineering project, review progress and evaluate results, work with other technical and administrative disciplines, perform top-level design/development, and plan, assign, and manage personnel. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for addressing complaints and resolving problems. May control and be accountable for resources of department, or programs work.

**LEVEL E: Principal**

**GSA Rate \$178.04**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Should be able to perform top-level design, development, fabrication, testing, installation, troubleshooting and/or operation of products, software, and processes. Ability to work on complex projects requiring original thinking and new approaches; should be able to guide, aid and manage others on a major engineering program, set priorities and ensure that the work products for the group conform to company standards. May perform top-level engineering design/development; and/or provide overall leadership and guidance for an engineering program, organize and direct managing work, coordinate efforts with other functions, and lead personnel to achieve program objectives. Should be able to assume individual responsibility and technical leadership for a significant area of engineering responsibility; and or oversee and lead activities of a primary functional area of significant importance, financial impact, and technical complexity. Directly supervises one or more employees. Responsible for interviewing, hiring and training employees. Responsible for staff development, planning, assigning, and directing work. Responsible for addressing complaints and resolving problems. May control and be accountable for resources of department, or programs work.

**LEVEL F: Principal Consulting**

**GSA Rate \$211.18**

This level requires comprehensive knowledge of all areas of technology related to the engineering discipline or division, as well as a thorough understanding of the company's business objectives, processes and strategies. May act as the senior technical resource for one or more engineering disciplines. May manage the activities of a group of technical staff to execute the company's technical effort, develop plans and projects, determine needs, investigate and resolve problems, interface with other functions and outside personnel, prepare capital and operating requests, and manage staff. Should be a seasoned and widely-recognized engineering expert with experience in identifying and conducting complex engineering research and design, leading the technology resources within a discipline or division, including establishing direction, cultivating internal/external relationships, and formulating/implementing plans to achieve quality, and other business objectives. May participate as a member of the executive management team to identify technical strategies and to ensure the execution of strategic plans. Directly supervises on or more employees. Responsible for interviewing, hiring and training employees. Responsible for staff development, planning, assigning, and directing work. Responsible for addressing complaints and resolving problems. May control and be accountable for resources of department, or programs work.

## **POSITION DESCRIPTION: Engineering Director**

### **LEVEL D: Senior**

**GSA Rate \$173.12**

Typically requires at least seven years of closely related experience, including demonstrated technical expertise in at least one field, and proficiency in others. Should be able to perform complex design, development, fabrication, testing, installation, troubleshooting and/or operation of products, software, and processes; works on complex projects requiring original thinking and new approaches. Should possess ability to guide, assist, or manage others on a project, set priorities and ensure that the work products for the group conform to company standards. May act as internal expert within an engineering discipline; and/or conduct, and manage an engineering project review progress and evaluate results, work with other technical and administrative disciplines, perform top-level design/development, and plan, assign and manage personnel. Directly supervises one or more employees. Responsible for interviewing, hiring and training employees. Responsible for staff development, planning, assigning, and directing work. Responsible for addressing complaints and resolving problems. May control and be accountable for resources (e.g. people, budget, etc.) of department, program or subdivision of the company or company's work.

### **LEVEL E: Principal**

**GSA Rate \$186.72**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Should be able to perform top-level design, development, fabrication, testing, installation, troubleshooting and/or operation of products, software, and processes. Ability to work on complex projects requiring original thinking and new approaches; should be able to guide, aid and manage others on a major engineering program, set priorities and ensure that the work products for the group conform to company standards. May perform top level engineering design/development; and or/or provide overall leadership and guidance for an engineering program, organize and direct managing work, coordinate efforts with other functions, and lead personnel to achieve program objectives. Should be able to assume individual responsibility and technical leadership for a significant area of significant importance, financial impact, and technical complexity. Directly supervises one or more employees. Responsible for interviewing, hiring and training employees. Responsible for staff development, planning, assigning, and directing work. Responsible for addressing complaints and resolving problems. May control and be accountable for resources of department, or programs work.

### **LEVEL F: Principal Consulting**

**GSA Rate \$208.76**

This level requires comprehensive knowledge of all areas of technology related to the engineering discipline or division, as well as a thorough understanding of the company's business objectives, processes and strategies. May act as the senior technical resource for one or more engineering disciplines. May manage the activities of a group of technical staff to execute the company's business plan, develop plans and projects, determine needs, investigate and resolve problems, interface with other functions and outside personnel, prepare capital and operating requests, and manage staff. Should be a seasoned and widely recognized engineering expert with experience in identifying and conducting complex engineering research and design, leading the technology resources within a discipline or division, including establishing direction, cultivating internal/external relationships, and formulating/implementing plans to achieve profitability, quality, and other business objectives. May participate as a member of the

executive management team to identify technical strategies and to ensure the execution of strategic plans. Directly supervises one or more employees. Responsible for interviewing, hiring and training employees. Responsible for staff development, planning, assigning, and directing work. May control and be accountable for resources (e.g. people, budget, etc.) of department, program or subdivision of the company or company's work.

**LEVEL F: Principal Consulting**

**GSA Rate \$231.02**

This level requires comprehensive knowledge of all areas of technology related to the engineering discipline or division, as well as a thorough understanding of the company's business objectives, processes and strategies. May act as the senior technical resource for one or more engineering disciplines. May manage the activities of a group of technical staff to execute the company's business plan, develop plans and projects, determine needs, investigate and resolve problems, interface with other functions and outside personnel, prepare capital and operating requests, and manage staff. Should be a seasoned and widely recognized engineering expert with experience in identifying and conducting complex engineering research and design, leading the technology resources within a discipline or division, including establishing direction, cultivating internal/external relationships, and formulating/implementing plans to achieve profitability, quality, and other business objectives. May participate as a member of the executive management team to identify technical strategies and to ensure the execution of strategic plans. May directly supervises one or more employees, carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. May control and be accountable for resources (e.g. people, budget, etc.) of department, or program's work. Ensures sufficient personnel with the requisite skills and that commitments are executed on-time with budget and to the highest quality standards.

**POSITION DESCRIPTION: Analytical/Scientific Engineer**

**LEVEL A: Associate**

**GSA Rate \$81.97**

Should have experience with performance of systems analysis and/or computer hardware/software support. Ability to perform analyses of environmental and other policy; planning & scheduling; geological analyses; and/or other analytical, scientific or information systems assignments. May have experience in analyzing, evaluating, testing, troubleshooting, and providing analytical or technical support and documentation in information systems and/or customer products, processes, and systems.

**LEVEL B: Junior**

**GSA Rate \$99.82**

Typically requires at least three years of relevant work experience in addition to the formal academic training or experience described for Level A. Should be able to perform analytical, scientific, or information systems research and applications work. Requires experience determining feasible solutions, performing cost analysis, and preparing evaluations & recommendations. Ability to evaluate performance, cost, environmental, and other relevant factors; to integrate and coordinate multiple systems. May require supervision experience of technical support staff in analysis and testing. May analyze, evaluate, test, troubleshoot, and provide analytical and/or technical support and documentation in information systems and/or customer products, processes, and systems.

**LEVEL C: Mid****GSA Rate \$106.90**

Typically requires at least five years of closely related experience beyond the formal academic training or experience described in Level A. Experience in planning and performing complex analytical, scientific, or information systems research and applications, developing, recommending and testing new concepts, products, processes and systems. Ability to coordinate activities involving application or implementation of recommendations. May serve as a resource for others based on technical and analytical expertise. Ability to act as internal resource for others based on technical analytical expertise. Ability to act as internal resource or project team leader in the analysis, evaluation, testing, troubleshooting, and documentation of information systems and/or customer products, processed, and systems; assistance in project management activities. Experience with planning, organizing, leading and carrying out complex projects. Ability to determine overall approach, monitor standards or technical quality and financial performance, and ensure achievement of time/budget constraints.

**LEVEL D: Senior****GSA Rate \$138.22**

Typically requires at least seven years of closely related experience, including demonstrated technical expertise in at least one field, and proficiency in others. Experience in guiding, aiding and/or managing others in the analysis, design, development, planning, and application & implementation of systems, products, services, and processes. Experience working on complex projects requiring original thinking and new approaches. Ability to set priorities and ensure that the work products for the group conform to company & customer standards. Experience planning, conducting, and manages assignments, reviews progress and evaluates results, works with other technical and administrative disciplines, performs top-level analysis/research and plans, assigns and manages personnel, or leading a major function or project, typically with responsibility for activities of a group of technical staff and support staff, or with responsibility for an important and complex area of research and investigation.

**LEVEL E: Principal****GSA Rate \$149.81**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Experience directing the activities of a group of technical, scientific, and/or information systems staff, developing plans and projects, determining needs, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, and managing staff. Should be able to act as a senior resource for a specific discipline or function. Requires overall leadership and guidance abilities for a function or department. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives.

**LEVEL F: Principal Consulting****GSA Rate \$165.12**

Requires comprehensive knowledge of all areas of technology related to the analytical discipline or division. Experience as a senior technical resource for one or more engineering disciplines; and/or management of technical staff to execute technical work. Ability to develop plans and projects, determine needs, investigate and resolve problems, interface with other functions and outside personnel, prepare capital and operating requests, and manage staff. Should be seasoned and widely-recognized engineering expert, with ability to identify and conduct complex engineering research and design, and/or lead the technology resources within a discipline or

division. She be experienced in establishing direction, cultivating internal/external relationships, and formulating/implementing plans to achieve quality, and other business objectives.

**POSITION DESCRIPTION: Analytical/Scientific Manager**

**LEVEL D: Senior**

**GSA Rate \$146.90**

Typically requires at least seven years of closely related experience, including demonstrated technical expertise in at least one field, and proficiency in others. Experience in guiding, aiding and/or managing others in the analysis, design, development, planning, and application & implementation of systems, products, services, and processes. Experience working on complex projects requiring original thinking and new approaches. Experience working on complex projects requiring original thinking and new approaches. Ability to set priorities and ensure that the work products for the group conform to company & customer standards. Experience planning, conducting, and manages assignments, reviews progress and evaluates results, works with other technical and administrative disciplines, performs top- level analysis/research and plans, assigns and manages personnel. Experience planning, organizing, leading and carrying out several projects, or leading a major function or project, typically with responsibility for activities of a group of technical staff and support staff, or with responsibility for an important and complex area of research and investigation. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for addressing complaints and resolving problems. May control and be accountable for resources (e.g. people, budget, etc.) of department, program or subdivision of the company or company's work.

**LEVEL E: Principal**

**GSA Rate \$162.69**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Experience managing the activities of a group of technical, scientific, and/or information systems staff to execute the company's business plan, developing plans and projects, determining needs, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, and managing staff. Should be able to act as a senior resource for a specific discipline or function. Requires overall leadership and guidance abilities for a function or department. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for staff development, planning, assigning, and directing work. Responsible for addressing complaints and resolving problems. May control and be accountable for resources of department, program or subdivision of the company or company's work.

**POSITION DESCRIPTION: Analytical/Scientific Division Manager**

**LEVEL E: Principal**

**GSA Rate \$203.35**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Experience managing the activities of a group of technical, scientific, and/or information systems staff to execute the company's business plan, developing plans and projects, determining needs, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, and managing staff. Should be able to act as a senior resource for a specific discipline or function. Requires overall leadership and guidance abilities for a function or department. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Directs and coordinates all Division operations. Coordinates the Division's capabilities to develop new markets, establishes and maintains satisfactory customer relations. Reviews analyses of activities, costs, operations and forecast data to determine Division's progress toward stated goals and objectives. Reviews and evaluates contracts, appropriations, and expenditure requests submitted by division staff. Ensures business initiatives are identified, developed and maintained to provide sufficient work to sustain the current work force. Ensures sufficient personnel with requisite skills are available to meet contractual commitments. Develops and trains personnel within assigned Division and reviews and appraises their performance either personally or through subordinates.

**LEVEL F: Principal Consulting**

**GSA Rate \$216.64**

Requires comprehensive knowledge of all areas of technology related to the analytical discipline or division, as well as a thorough understanding of the company's business objectives and strategies. Experience as a senior technical resource for one or more engineering disciplines; and/or management of technical staff to execute business plans. Ability to develop plans and projects, determine needs, investigate and resolve problems, interface with other functions and outside personnel, prepare capital and operating requests, and manage staff. Should be a seasoned and widely recognized engineering expert, with ability to identify and conduct complex engineering research and design, and/or lead the technology resources within a discipline or division. Should be experienced in establishing direction, cultivating internal/external relationships, and formulating/implementing plans to achieve profitability, quality, and other business objectives. Directs and coordinates all division operations. Coordinates the divisions capabilities to develop new markets, establishes and maintains satisfactory customer relations. Reviews analyses of activities, costs, operations and forecast data to determine divisions progress towards stated goals and objectives. Reviews and evaluates contracts, appropriations, and expenditure requests submitted by Division staff. Ensures business initiatives are identified, developed and maintained to provide sufficient work to sustain the current work force. Ensures sufficient personnel with requisite skills are available to meet contractual commitments. Develops and trains personnel within assigned Division and reviews and appraises their performance

**POSITION DESCRIPTION: Analytical/Scientific Director**

**LEVEL E: Principal**

**GSA Rate \$184.66**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Experience directing the activities of a group of technical, scientific, and/or information systems staff to execute the company's business plan, developing plans and projects, determining needs, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, and managing staff. Should be able to act as a senior resource for a specific discipline or function. Requires overall leadership and guidance abilities for a function or department. Ability to organize and direct work, coordinate efforts with other functions, and direct personnel to achieve objectives. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for staff development, planning, assigning, and directing work. May control and be accountable for resources of department, program or subdivision of the company or company's work.

**LEVEL F: Principal Consulting**

**GSA Rate \$222.29**

Typically requires at least ten years of closely related experience, including comprehensive knowledge of several related fields, and recognition as a leader within the technical function. Experience directing the activities of a group of technical, scientific, and/or information systems staff to execute the company's business plan, developing plans and projects, determining needs, investigating and resolving problems, interfacing with other functions and outside personnel, preparing capital and operating requests, and managing staff. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for staff development, planning, assigning, and directing work. May control and be accountable for resources of department, program or subdivision of the company or company's work.

**POSITION DESCRIPTION: Analytical/Scientific Vice President**

**LEVEL E: Principal**

**GSA Rate \$216.87**

May directly supervise one or more employees, carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. May control and be accountable for resources of department, program or subdivision of the company or company's work. Ensures sufficient personnel with the requisite skills and that commitments are executed on-time within budget and to the highest quality standards to meet contractual commitments. Develops and trains personnel within assigned Division and reviews and appraises their performance.

**LEVEL F: Principal Consulting**

**GSA Rate \$246.71**

May directly supervise one or more employees, carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. May control and be accountable for resources (e.g. people, budget, etc.) of department, program or subdivision of the company or company's work. Ensures sufficient personnel with the requisite skills and that commitments are executed on-time within budget and to the highest quality standards to meet contractual commitments. Develops and trains personnel within assigned Division and reviews and appraises their performance

## **POSITION DESCRIPTION: Administration Analyst**

### **LEVEL A: Associate**

**GSA Rate \$83.91**

Ability to perform a variety of administrative duties requiring discretion and judgment, including the analysis, preparation, and reconciliation of data and reports; administration of company policies and procedures; interpretation and application of statutory/regulatory requirements; research, guidance, consultation, development of recommendations, and negotiation in an area of administrative specialization. Experience in establishing procedures and performing administrative duties to complete tasks. May require prior experience providing first-line supervision to nonexempt staff. Ability to apply and interpret policies within work unit and for other departments or employees.

### **LEVEL B: Junior**

**GSA Rate \$92.81**

Typically requires at least three years of relevant experience in addition to the formal academic training or experience described for Level A. In addition to Level A duties, should be able to perform special administrative projects, coordinate the completion of assignments with other departments and staff, and assist in the development or modification of company policy in an administrative area. Ability to perform varied duties in accordance with standard procedures, requiring independent judgment and knowledge and the exercise of initiative to achieve work goals.

### **LEVEL C: Mid**

**GSA Rate \$114.76**

Typically requires at least five years of closely related experience beyond the formal academic training or experience described in Level A. Should be able to perform complex assignments. Requires experience in planning, assigning and coordinating activities and serving as a resource for others in the work group. Ability to oversee the implementation of new systems and systems modifications. Should be able to perform diverse duties, requiring a specific knowledge of practices and procedures in an area of administrative specialization.

### **LEVEL D: Senior**

**GSA Rate \$117.03**

Typically requires at least seven years of closely related experience, including demonstrated expertise and competency in leadership and/or supervision. Ability to perform functions to accomplish departmental objectives and to set priorities and ensure that work products for the group conform to company standards. Experience in leadership role for other staff in the performance of diverse duties, requiring a broad and in-depth knowledge of functional operations and corporate policies and procedures. Should have experience in planning, organizing, leading and overseeing a functional area, typically with responsibility for a group of administrative staff.

### **LEVEL E: Principal**

**GSA Rate \$171.13**

Typically requires at least ten years of administrative and/or management experience, including a thorough understanding and competency in the management of relationships within and among internal and external organizations. Previous experience directing a group to execute the company's business plan, determining needs, developing plans and projects. Should be able to investigate and resolve problems, interface with other functions and outside personnel. Should have prior experience providing overall leadership and guidance for a function or department, organizing and directing work, coordinating efforts with other functions, and directing personnel

to achieve objectives. Should possess skills to oversee and lead activities of a primary administrative area of significant importance, financial impact, and diversity of responsibilities.

**LEVEL F: Principal Consulting**

**GSA Rate \$199.83**

Requires comprehensive knowledge of all aspects of the organization. Should be able to act as a top administrative executive of the company, including establishing direction, cultivating internal/external relationships, and formulating/ implementing plans to achieve profitability, quality, and other business objectives. Experienced in providing the vision and direction for the administration of the company, and participating as a senior member of the management team in the formulation and implementation of strategic business objectives.

**POSITION DESCRIPTION: Administration Manager**

**LEVEL C: Mid**

**GSA Rate \$114.49**

Typically requires at least five years of closely related experience beyond the formal academic training or experience described in Level A. Should be able to perform complex assignments. Requires experience in planning, assigning and coordinating activities and serving as a resource for others in the work group. Ability to oversee the implementation of new systems and systems modifications. Should be able to perform diverse duties, requiring a specific knowledge of practices and procedures in an area of administrative specialization. Directly supervises one or more employees. Responsible for staff development, planning, assigning, and directing work. Responsible for addressing complaints and resolving problems. May control and be accountable for resources or department, or programs work.

**LEVEL D: Senior**

**GSA Rate \$135.97**

Typically requires at least seven years of closely related experience, including demonstrated expertise and competency in leadership and/or supervision. Ability to perform functions to accomplish departmental objectives and to set priorities and ensure that work products for the group conform to company standards. Experience in leadership role for other staff in the performance of diverse duties, requiring a broad and in-depth knowledge of functional operations and corporate policies and procedures. Should have experience in planning, organizing, leading and overseeing a functional area, typically with the responsibility for a group of administrative staff. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for staff development, planning, assigning, and directing work. May control and be accountable for resources of department, program or subdivision of the company or company's work

**LEVEL E: Principal**

**GSA Rate \$159.29**

Typically requires at least ten years of administrative and/or management experience, including a thorough understanding and competency in the management of relationships within and among internal and external organizations. Previous experience directing a group to execute the company's business plan, determining needs, developing plans and projects. Should be able to investigate and resolve problems, interface with other functions and outside personnel. Should have prior experience providing overall leadership and guidance for a function or department, organizing and directing work, coordinating efforts with other functions, and directing personnel to achieve objectives. Should possess skills to oversee and lead activities of a primary

administrative area of significant importance, financial impact, and diversity of responsibilities. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for staff development, planning, assigning, and directing work. May control and be accountable for resources of department, or programs work.

**POSITION DESCRIPTION: Administration Director**

**LEVEL E: Principal**

**GSA Rate \$180.09**

Typically requires at least ten years of administrative and/or management experience, including a thorough understanding and competency in the management of relationships within and among internal and external organizations. Previous experience directing a group to execute the company's business plan, determining needs, developing plans and projects. Should be able to investigate and resolve problems, interface with other functions and outside personnel. Should have prior experience providing overall leadership and guidance for a function or department, organizing and directing work, coordinating efforts with other functions, and directing personnel to achieve objectives. Should possess skills to oversee and lead activities of a primary administrative area of significant importance, financial impact, and diversity of responsibilities. Directly supervises one or more employees. Responsible for interviewing, hiring, and training employees. Responsible for staff development, planning, assigning, and directing work. May control and be accountable for resources of department, or programs work.

**POSITION DESCRIPTION: Administration Vice President**

**LEVEL F: Principal Consulting**

**GSA Rate \$235.38**

Requires comprehensive knowledge of all aspects of the organization, as well as a thorough understanding and vision of the company's business objectives and strategies. Ability to serve as a senior executive within the company. Should be able to act as a top administrative executive of the company, including establishing direction, cultivating internal/external relationships, and formulating/ implementing plans to achieve profitability, quality, and other business objectives. Experienced in providing the vision and direction for the administration of the company, and participating as a senior member of the management team in the formulation and implementation of strategic business objectives. Experienced in providing the vision and direction for the administration of the company, and participating as a senior member of the management team in the formulation and implementation of strategic business objectives. May directly supervise one or more employees, carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws. May control and be accountable for resources of department, program or subdivision of the company or companies work. Ensures sufficient personnel with the requisite skills and that commitments are executed on-time within budget and to the highest quality standards to meet contractual commitments. Develops and trains personnel within assigned Division and reviews and appraises their performance.

## **POSITION DESCRIPTION: Technical Support**

### **LEVEL A: Associate**

**GSA Rate \$71.57**

Requires ability to follow instructions, to operate a variety of equipment, and to effectively perform in a scientific/technical/engineering environment. Ability to use computer and other technical tools to record and maintain data, etc. Should be able to perform routine operation and maintenance of equipment. Requires ability to assist in the assembly, installation, and testing of equipment or connection of components. Should possess skills to perform a variety of related tasks that require an understanding of company and work group procedures, as well as scientific/technical/engineering standards in assigned areas.

### **LEVEL B: Junior**

**GSA Rate \$76.80**

Typically requires at least two years of related experience in addition to qualifications described in Level A. In addition to Level A duties, should be able to set up, operate and adjust equipment, analyze and/or prepare engineering, biomedical, geophysical or other technical data, and may assist in the design of tests or clinical trials, and be able to diagnose and correct electrical or mechanical malfunctions.

### **LEVEL C: Mid**

**GSA Rate \$86.52**

Typically requires at least four years of related experience or education in addition to qualifications described in Level A, and demonstrated proficiency and understanding in assigned areas. In addition to Level B duties, should have experience in devising, evaluating and troubleshooting tests and equipment, and may assist in the training/supervision of other technical support staff.

### **LEVEL D: Senior**

**GSA Rate \$99.89**

Typically requires at least six years of closely related experience or education in addition to qualifications described in Level A, and demonstrated expertise and knowledge in assigned and related areas, including the ability to apply advanced mathematical concepts and operations. In addition to Level C duties, should be able to serve as resource and team leader in the analysis, reporting and troubleshooting of engineering, biomedical, geophysical, or other technical data, or in the design/testing/maintenance of equipment, in the coding/documentation of computer programs, and/or in scientific analysis.

## **POSITION DESCRIPTION: Office Support/Clerical**

### **LEVEL A: Associate**

**GSA Rate \$64.31**

Requires ability to follow instructions, to operate a variety of office equipment, and to effectively perform in a business environment. Ability to answer telephones, operate basic office and/or computer equipment, and dispense supplies and materials; receive visitors, file, log and record information, make copies, assist with mailings, and perform data entry.

### **LEVEL B: Junior**

**GSA Rate \$68.24**

Typically requires at least two years of related experience in addition to qualifications described in Level A. In addition to Level A duties, should be able to prepare and analyze documents and reports, and perform additional clerical/secretarial duties of a more complex nature. Ability to perform a variety of related tasks that require good knowledge of procedures and the ability to perform with only general instructions.

### **LEVEL C: Mid**

**GSA Rate \$75.12**

Typically requires at least four years of related experience or education in addition to qualifications described in Level A, and demonstrated proficiency and understanding in assigned areas. In addition to Level B duties, requires some experience in preparing complicated reports, reconciling and resolving financial or other discrepancies, composing non-routine correspondence, and serving as resource for information and assistance in the work unit. Ability to perform a variety of difficult but related tasks that require good knowledge of procedures and precedent, the use of independent judgment and initiative, and the application of a high level of knowledge and experience regarding office procedures and practices. Assignments are moderately complex requiring judgment and the ability to recognize and respond to deviations from normal practice.

### **LEVEL D: Senior**

**GSA Rate \$87.88**

Typically requires at least six years of closely related experience or education in addition to qualifications described in Level A, and demonstrated expertise and knowledge in assigned and related areas. In addition to Level C duties, should possess experience in providing oversight and coordination of support staff, serving as resource and group leader in establishment of standard office practices, reviewing and preparing a wide variety of material, coordinating meetings, and performing complex clerical or administrative duties. Ability to perform a wide range of difficult but related tasks that require in-depth knowledge of company procedures, frequent use of independent judgment and initiative, and the application of considerable knowledge and experience in the area of office practices. Experience in applying and interpretation policies within the work unit. Assignments are complex and require initiative, judgment and discretion in problem identification and resolutions.