

# GENERAL SERVICES ADMINISTRATION

## Professional Services Schedule

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!™ is <http://www.gsaadvantage.gov/>

### Rate Scheduling for Intuitive Research and Technology Corporation

FSC Group, Part and Section or Standard Industrial Group: Industrial Group  
00CORP

FSC Class(es)/Product Code(s) and/or Service Codes: R425

Contract Number: GS-23F-0343N

Through Mod PO-0035 executed 9/20/2018

For more information on order from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract period: September 11, 2003 – September 10, 2023

Contractor's Name, Address, and Telephone Number:

Intuitive Research and Technology Corporation  
5030 Bradford Drive, Suite 205  
Huntsville, AL 35805  
(256) 922-9300  
(256) 922-1122 fax  
[www.irtc-hq.com](http://www.irtc-hq.com)

Point of Contact: Lauren Magnusson  
[Lauren.magnusson@irtc-hq.com](mailto:Lauren.magnusson@irtc-hq.com)  
(256) 922-9300\*1175

Business Size: Large Business

NAICS Code: 541330

Capabilities: Intuitive Research and Technology Corporation provides a myriad of services that couples the latest technology with engineering expertise, analytical proficiency, and keen managerial oversight. From design through production to sustainment, *INTUITIVE* provides a wide array of capabilities including:

10/03/2018

### **Systems Analysis and Integration**

- Process Modeling & Simulation
- Life Cycle Cost Estimating
- Acquisition Planning
- Trade-off Analysis
- Producibility Analysis
- Evaluation & Reliability Analysis
- Technical Performance Measures
- Systems Engineering Management
- Root Cause Analysis
- Decision Making / Evaluation

### **Project and Technology Management**

- Project Planning, Organization & Implementation
- Acquisition Planning & Management
- Budget & Financial Management
- Obsolescence Management
- Technical Data Management
- Earned Value Management Systems & Processes
- Cost & Economic Analysis
- Risk Analysis / Management
- Technology Forecasting
- Corrosion Control
- Configuration Management

### **Production Systems Analysis & Support**

- Manufacturing Modeling & Simulation
- Production Line Validations
- Product Process Verification Reviews
- Production Readiness Review
- Value Engineering
- Lean Manufacturing
- Logistics

### **Simulation Analysis & Modeling**

- New & Existing Design Evaluations
- Cause of Failure Evaluations & Troubleshooting
- Parts Substitution & Parts Failure Analysis
- Overstress Analysis & Verification
- Operational Design Margin Verification
- Electronic Circuit Simulation
- Immersive Visualization Solutions

### **Quality & Reliability Support**

- Quality Management Systems & Compliance
- Design Reviews
- Subcontractor / Vendor Control
- Quality Engineering
- Reliability Engineering
- Predictions
- FRACAS Development

### **Mechanical and Electrical Engineering and Design**

- Development & Rapid Prototyping
- Systems Design, Engineering, & Integration
- Technology Transfer
- Mechanical Design, Engineering, and Integration
- Equipment Modifications
- Reverse Engineering, Electrical Design, Engineering, & Analysis
- Partnerships with Electronic, Material, & Mechanical Fabricators

### **Technical Services**

- On-Site Specialty Engineering & Technical Services
- Second Source Analysis & Validations
- Red Teams and 3<sup>rd</sup> Party Logistics / Logistics Analysis
- Energy Assessments
- Subject Matter Experts
- Training
- Test Support & Analysis
- Strategic Communications / Branding

### **Software Solutions**

- Software Development
- Post Development Software Support
- Immersive Visualization Solutions
- Software Independent Validation & Verification
- Information Assurance;
- Anti-Tamper

## **Customer Information**

1a. Table of awarded special item number(s):

SIN	Recovery	SIN Description
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation
871-5	871-5RC	Integrated Logistics Support
871-6	871-6RC	Acquisition and Life Cycle Management
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-501	874-501RC	Supply and Value Chain Management
874-503	874-503RC	Distribution and Transportation Logistics Services
874-504	874-504RC	Deployment Logistics
874-505	874-505RC	Logistics Training Services
874-507	874-507RC	Operations & Maintenance Logistics Management and Support Services
874-6	874-6RC	Acquisition Management Support

874-7	874-7RC	Integrated Business Program Support Services
874-9	874-9RC	Off-the-Shelf Training Devices and Training Materials: Print, Electronic, Audio-Visual, Multi-Media, and Simulation Training Devices
C132-51	C132-51RC	Information Technology Professional Services
00CORP 500	00CORP 500RC	Order Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price that model for each special item number awarded in the contract:

See rate list

2. Maximum Order: \$1,000,000.00 (The contractor may honor orders exceeding the maximum in accordance with Clause 52.216-19)
3. Minimum Order: \$100.00
4. Geographic coverage: Worldwide
5. Point(s) of production (city, county, and State): Not Applicable
6. Discount from list prices or statement of net prices: In order to assure that Government Agencies obtain the best value, *INTUITIVE* offers a discount [of at least 3%] off of labor category rates for work performed at the customer (government) sites. The discount will be negotiated on a task order by task order basis and will be determined based on volume; location; equipment and supplies provided by customer at the location; duration of tasks under contract; and dedication of support.
7. Quantity discounts: none
8. Prompt payment terms: none
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase: Yes
- 9b. Notification whether Government purchase cards are accepted or not-accepted above the micro-purchase threshold: Yes
10. Foreign Items: Not applicable
- 11a. Time of delivery: To be determined on task order
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list
- 11c. Overnight and 2-day delivery: Not applicable

10/03/2018

11d. Urgent requirements: Not applicable

12. F.O.B. Points: Destination, Worldwide

13. Ordering Address:

Intuitive Research and Technology Corporation  
5030 Bradford Drive, Ste. 205  
Huntsville, AL 35805

14. Payment Address:

Intuitive Research and Technology Corporation  
5030 Bradford Drive, Ste. 205  
Huntsville, AL 35805

15. Warranty Provision: None

16. Export packing charges: Not Applicable

17. Terms and Conditions of Government purchase cards acceptance: Contact Contractor

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 price lists:

Not Applicable

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

21. List of service and distribution points: Worldwide

22. List of participating dealers: Not Applicable

23. Preventive Maintenance: Not Applicable

24. Environmental attributes: Not Applicable

25. Data Universal Number System (DUNS) Number: 034964945

10/03/2018

26. Notification regarding registration in System for Award Management (SAM)  
Database: Yes

## **SIN Descriptions**

### **871-1 & 871-1RC**

#### **STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES**

Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting..

### **871-2 & 871-2RC**

#### **CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development 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, consulting, define interfaces and environments, collision avoidance analysis, perform plume impingement analysis, coupled load analysis, conduct spacecraft / satellite manifesting, and creating interface control documents.

### **871-3 & 871-3RC**

#### **SYSTEM DESIGN, ENGINEERING AND INTEGRATION**

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, 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,

10/03/2018

fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions, and mission design analysis.

#### **871-4 & 871-4RC 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, 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, consulting, reception and inspection of Government Furnished Equipment / Satellite, conduct testing and safety audits.

#### **871-5 & 871-5RC INTEGRATED LOGISTICS SUPPORT**

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their 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, conducting research studies, long-term reliability and maintainability, training, consulting, conduct acceptance, functional and post acceptance testing, testing, integration of the payload for flight Customer Agency, support provided during launch, orbital maneuvering and satellite separation from the spacecraft.

#### **871-6 & 871-6RC ACQUISITION AND LIFE CYCLE MANAGEMENT**

Services required under this SIN involve all of the planning, budget, 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.

#### **874-1 & 874-1RC INTEGRATED CONSULTING SERVICES**

10/03/2018

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation \* Facilitation and related decision support services \* Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings \* Advisory and assistance services in accordance with FAR 37.203.

#### **874-4 & 874-4RC**

### **TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION, LEARNING MANAGEMENT, INTERNSHIPS**

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.). Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated.

#### **874-6 & 874-6RC**

### **ACQUISITION MANAGEMENT SUPPORT**

Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-

76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

#### **874-7 & 874-7RC**

### **INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include: all phases of program or project management, from planning to closeout; operational/administrative business support services in order to carry out program objectives.

#### **874-9 & 874-9RC**

### **OFF-THE-SHELF TRAINING DEVICES AND TRAINING MATERIALS: PRINT, ELECTRONIC, AUDIO-VISUAL, MULTI-MEDIA, AND SIMULATION TRAINING DEVICES**

Off-the-Shelf Training Devices: Proposed training devices shall be commercially-available off-the-shelf training devices available as stand-alone or ancillary to other services being offered on this schedule. They can include software programs, teaching machines and devices, simulators such as driving simulators, flight simulators, etc., prepared printed instructional material, medical models and simulators, prepared audio and visual instruction material and multimedia program kits. Customizable Training Devices: Proposed customized training devices and simulators shall be in addition to the or the result of planning, designing, and/or producing customized training products that include but are not limited to print, audio/visual, audio, digital formats and emerging technologies. Proposed training devices shall directly train students in a specific subject matter(s) or assist in the training of a specific subject matter(s). Customizable Training Devices/Materials: Proposed off-the-shelf devices and simulators may be customized to customer specifications via a scope of work and priced on a firm fixed price or labor hour basis. All proposed print materials, audio-visual and multi-media formats, electronic media, etc., shall directly train students in a specific subject or assist in the training of specific subject matter.

#### **874-501 & 874-501RC**

### **SUPPLY AND VALUE CHAIN MANAGEMENT**

Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management;

10/03/2018

develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (Non-radioactive only); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions planning and implementation. (note: acquisition functions cannot be procured as stand-alone services).

### **874-503 & 874-503RC**

#### **DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES**

Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline. Typical tasks include moving and storage (excluding household goods), location modeling, transportation system development and management, carrier management and routing, and facilitating customs processing. Commercial passenger airline services covered by the Airline City Pair Program are excluded.

### **874-504 & 874-504RC**

#### **DEPLOYMENT LOGISTICS**

Typical tasks include contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, including project/asset/construction management, space planning and project integration/implementation, pre-positioning assets, facilitating customs processing/accountability; and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment.

### **874-505 & 874-505RC**

10/03/2018

## **LOGISTICS TRAINING SERVICES**

Training in system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities supporting these activities.

### **874-507 & 874-507RC**

## **OPERATIONS AND MAINTENANCE LOGISTICS MANAGEMENT AND SUPPORT SERVICES**

Planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs. Typical tasks include complete turnkey operations, maintenance and support services, base operations support (BOS), depot maintenance, preventative maintenance planning, fleet/property management and maintenance, mobile utility support equipment operation, maintenance and repair, strategic account/project management, integrated facility management and operations management support. Excluded from these services are construction, and the operation of computer centers (which is covered under the IT Schedule). Teaming with other GSA Schedule holders may be a viable method of acquisition, particularly considering satisfaction of small business goals (e.g., providing pest control, guard services, elevator maintenance, fire suppression support, beautification services, etc).

### **C132-51 & C132-51RC**

## **INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400.

## Intuitive Research and Technology Corporation Current Labor Rates

Contractor Site	Year 16	Year 17	Year 18	Year 19	Year 20
SINs	9/22/2018	9/22/2019	9/22/2020	9/22/2021	9/22/2022
871-1 thru 871-6, 132-51, 874-1, 874-4, 874-6, 874-7, 874-9, 874-501, 874-503, 874-504, 874-505, 874-507	to 9/21/2019	to 9/21/2020	to 9/21/2021	to 9/21/2022	to 9/10/2023
Labor Categories					
Administrative Specialist I	\$40.70	\$41.92	\$43.17	\$44.47	\$45.80
Administrative Specialist II	\$52.44	\$54.01	\$55.63	\$57.30	\$59.02
Administrative Specialist III	\$84.88	\$87.43	\$90.05	\$92.75	\$95.54
Financial Analyst I	\$78.32	\$80.67	\$83.09	\$85.58	\$88.15
Financial Analyst II	\$114.68	\$118.12	\$121.66	\$125.31	\$129.07
Financial Analyst III	\$154.81	\$159.45	\$164.24	\$169.16	\$174.24
Graphics Artist I	\$47.08	\$48.49	\$49.95	\$51.45	\$52.99
Information Systems Specialist I	\$102.26	\$105.33	\$108.49	\$111.74	\$115.09
Information Systems Specialist II	\$121.09	\$124.72	\$128.46	\$132.31	\$136.28
System/Program Analyst I	\$68.94	\$71.01	\$73.14	\$75.33	\$77.59
System/Program Analyst II	\$91.72	\$94.47	\$97.31	\$100.23	\$103.23
System/Program Analyst III	\$117.37	\$120.89	\$124.52	\$128.25	\$132.10
System/Program Analyst IV	\$138.83	\$143.00	\$147.29	\$151.71	\$156.26
System/Program Analyst V	\$206.96	\$213.17	\$219.56	\$226.15	\$232.93
System/Program Analyst VI	\$239.16	\$246.33	\$253.72	\$261.33	\$269.17
Programmer I	\$88.16	\$90.80	\$93.53	\$96.33	\$99.22
Programmer II	\$116.59	\$120.08	\$123.69	\$127.40	\$131.22
Programmer III	\$148.50	\$152.95	\$157.54	\$162.26	\$167.13
Technical Writer I	\$66.47	\$68.46	\$70.51	\$72.63	\$74.81
Technical Writer II	\$98.86	\$101.83	\$104.88	\$108.03	\$111.27
Program Manager I	\$167.82	\$172.85	\$178.04	\$183.38	\$188.88
Program Manager II	\$213.99	\$220.41	\$227.02	\$233.84	\$240.85
Program Manager III	\$243.97	\$251.28	\$258.82	\$266.59	\$274.59
Project/Task Order Lead	\$147.63	\$152.06	\$156.62	\$161.32	\$166.16
Engineer/Scientist I	\$77.93	\$80.27	\$82.68	\$85.16	\$87.71
Engineer/Scientist II	\$93.05	\$95.84	\$98.72	\$101.68	\$104.73
Engineer/Scientist III	\$105.85	\$109.03	\$112.30	\$115.67	\$119.14
Engineer/Scientist IV	\$117.08	\$120.59	\$124.21	\$127.94	\$131.77
Engineer/Scientist V	\$139.95	\$144.14	\$148.47	\$152.92	\$157.51
Designer I	\$133.85	\$137.86	\$142.00	\$146.26	\$150.65

10/03/2018

Designer II	\$170.20	\$175.30	\$180.56	\$185.98	\$191.56
Designer III	\$193.69	\$199.50	\$205.49	\$211.65	\$218.00
Designer IV	\$217.12	\$223.64	\$230.35	\$237.26	\$244.37
Designer V	\$312.64	\$322.01	\$331.68	\$341.63	\$351.87
Co-Op Student Assistant I	\$41.32	\$42.56	\$43.84	\$45.16	\$46.51
Technical/Industrial Specialist I	\$55.11	\$56.76	\$58.46	\$60.21	\$62.02
Technical/Industrial Specialist II	\$103.56	\$106.66	\$109.86	\$113.16	\$116.55
Subject Matter Expert I	\$158.44	\$163.20	\$168.09	\$173.14	\$178.33
Subject Matter Expert II	\$188.82	\$194.48	\$200.32	\$206.33	\$212.52
Subject Matter Expert III	\$224.18	\$230.90	\$237.83	\$244.97	\$252.32
Subject Matter Expert IV	\$374.38	\$385.62	\$397.18	\$409.10	\$421.37
Sr. Executive I	\$305.38	\$314.55	\$323.98	\$333.70	\$343.71
Sr. Executive II	\$363.84	\$374.75	\$385.99	\$397.57	\$409.50
Principle Investigator I	\$184.28	\$189.81	\$195.50	\$201.36	\$207.41

## Substitution Chart

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Administrative Specialist I	High School	3	0	0	0	1	3
Administrative Specialist II	High School	4	0	0	1	2	4
Administrative Specialist III	High School	5	0	0	2	3	5
Financial Analyst I	High School	3	0	0	0	3	3
Financial Analyst II	Associate	6	0	1	3	6	NA
Financial Analyst III	Associate	9	2	4	6	9	NA
Graphics Artist I	High School	3	0	0	0	1	3
Information Systems Specialist I	High School	4	0	0	1	2	4
Information Systems Specialist II	High School	6	0	1	3	4	6
System/Program Analyst I	High School	3	0	0	0	1	3
System/Program Analyst II	High School	6	0	1	3	4	6
System/Program Analyst III	High School	11	4	6	8	9	11
System/Program Analyst IV	High School	12	5	7	9	10	12
System/Program Analyst V	High School	17	10	12	14	15	17
System/Program Analyst VI	High School	22	15	17	19	20	22
Programmer I	Associate	6	0	1	4	6	NA
Programmer II	Associate	12	5	7	8	12	NA
Programmer III	Associate	15	6	8	9	15	NA
Technical Writer I	High School	8	0	2	4	6	8
Technical Writer II	Bachelors	6	1	3	6	NA	NA
Program Manager I	Bachelors	15	8	10	15	NA	NA
Program Manager II	Bachelors	17	10	12	17	NA	NA
Program Manager III	Bachelors	20	13	15	20	NA	NA
Project/Task Order Lead	Bachelors	12	8	10	12	NA	NA
Engineer/Scientist I	Bachelors	0	0	0	0	NA	NA
Engineer/Scientist II	Bachelors	4	0	2	4	NA	NA
Engineer/Scientist III	Bachelors	10	5	8	10	NA	NA
Engineer/Scientist IV	Bachelors	15	8	12	15	NA	NA
Engineer/Scientist V	Bachelors	20	10	15	20	NA	NA
Designer I	Bachelors	1	0	0	1	NA	NA
Designer II	Bachelors	4	0	2	4	NA	NA
Designer III	Bachelors	6	0	4	6	NA	NA
Designer IV	Bachelors	12	6	10	12	NA	NA
Designer V	Bachelors	15	8	12	15	NA	NA
Co-Op Student Assistant I	High School	0	0	0	0	0	0
Technical/Industrial Specialist I	High School	5	0	0	2	3	5
Technical/Industrial Specialist II	High School	10	3	5	7	8	10
Subject Matter Expert I	High School	15	0	0	0	0	15
Subject Matter Expert II	High School	20	0	0	0	0	20
Subject Matter Expert III	High School	25	5	8	10	12	25
Subject Matter Expert IV	High School	30	8	12	15	17	30
Sr. Executive I	High School	20	11	13	15	18	20
Sr. Executive II	High School	25	16	18	20	23	25
Principle Investigator I	Bachelors	8	2	4	8	NA	NA

10/03/2018

## **LABOR CATEGORY DESCRIPTIONS**

### Administrative Specialist I

- a. Minimum Education - High School Graduate (or equivalent)
- b. Minimum Years of Experience – 3 Years
- c. Functional Responsibilities - Administrative, professional, investigative, technical, or other responsible work related to a broad range of fields including, but not limited to, personnel management, funds management, management analysis, procurement, contract management, data processing, property management, space management, travel and transportation management, public information, office management, safety, and security.

### Administrative Specialist II

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 4 Years overall, 2 of which are concentrated in the functional responsibility area of the position to be filled
- c. Functional Responsibilities – Administrative, professional, investigative, technical, or other responsible work related to a broad range of fields including, but not limited to, personnel management, funds management, management analysis, procurement, contract management, data processing, property management, space management, travel and transportation management, public information, office management, safety, and security.

### Administrative Specialist III

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 5 Years overall, 3 of which are concentrated in the functional responsibility area of the position to be filled
- c. Functional Responsibilities - Administrative, professional, investigative, technical, or other responsible work related to a broad range of fields including, but not limited to, personnel management, funds management, management analysis, procurement, contract management, data processing, property management, space management, travel and transportation management, public information, office management, safety, and security.

### Financial Analyst I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 3 Years
- c. Functional Responsibilities - Knowledge of the principles of organization, management and financial administration.

1. Develop financial controls, interpret and apply special laws, regulations, and decisions, examine financial transactions, and administer programs and systems for control of appropriated and non-appropriated funds.
2. Experience working with people in a supervisory position is also required, as is exposure to a variety of financial management techniques.
3. Plan, direct, supervise, perform, or report upon fiscal work.

#### Financial Analyst II

- a. Minimum Education – Two-Year Degree (or equivalent certification) in Accounting or Finance
- b. Minimum Years of Experience - 6 Years
- c. Functional Responsibilities - Knowledge of the principles of organization, management and financial administration.
  1. Develop financial controls, interpret and apply special laws, regulations, and decisions, examine financial transactions, and administer programs and systems for control of appropriated and non-appropriated funds.
  2. Experience working with people in a supervisory position is also required, as is exposure to a variety of financial management techniques.
  3. Plan, direct, supervise, perform, or report upon fiscal work.

#### Financial Analyst III

- a. Minimum Education – Two – Year Degree (or equivalent certification) in Accounting or Finance
- b. Minimum Years of Experience – 9 Years
- c. Functional Responsibilities – Knowledge of the principles of organization, management and financial administration.
  1. Develop financial controls, interpret and apply special laws, regulations, and decisions, examine financial transactions, and administer programs and systems for control of appropriated and non-appropriated funds.
  2. Experience working with people in a supervisory position is also required, as is exposure to a variety of financial management techniques.
  3. Plan, direct, supervise, perform, or report upon fiscal work.

#### Graphics Artist I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 3 Years
- c. Functional Responsibilities - Knowledge of various graphic software packages as well as the hardware utilizing the graphics software. Ability to produce accurate detailed two dimensional computer images from sketches. Will work independently and direct the efforts of other artists to ensure the images produced are applicable to project requirements. Must be capable of providing leadership and technical guidance to project teams.

### Information Systems Specialist I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 4 Years concentrated in one of the functional areas listed below
- c. Functional Responsibilities – Experience in basic understanding of information systems products and services. Ability to support one of the following functional areas:
  1. Application Programming
  2. Computer Operations
  3. Data Base Administration
  4. Data Security
  5. Programmer
  6. Personal Computer Operations
  7. Telecommunication
  8. LAN Administration

### Information Systems Specialist II

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 6 Years concentrated in one of the functional areas listed below
- c. Functional Responsibilities – Experience in basic understanding of information systems products and services. Ability to support one of the following functional areas:
  1. Application Programming
  2. Computer Operations
  3. Data Base Administration
  4. Data Security
  5. Programmer
  6. Personal Computer Operations
  7. Telecommunication
  8. LAN Administration

### System / Program Analyst I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 3 Years concentrated in functional responsibility area of the position to be filled
- c. Functional Responsibilities – Tasks will be assigned based on guidance from Senior Level Managers and / or engineers. Position must be able to work as part of a team to accomplish assigned tasks.

### System / Program Analyst II

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 6 Years concentrated in functional responsibility area of the position to be filled

- c. Functional Responsibilities – Tasks will be assigned based on guidance from Senior Level Managers and / or engineers. Position must be able to work independently and as part of a team to accomplish assigned tasks.

#### System / Program Analyst III

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience - 11 Years concentrated in functional responsibility area of the position to be filled
- c. Functional Responsibilities –
  - 1. Responsible for formulation of the opinions, decisions, and the ultimate performance of the task specified in the statement of work contained in the task order.
  - 2. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications, and perform system integration.

#### System / Program Analyst IV

- a. Minimum Education - High School Graduate (or equivalent)
- b. Minimum Years of Experience – 12 years concentrated in functional responsibility area of the position to be filled
- c. Functional Responsibilities –
  - 1. Responsible for formulation of the opinions, decisions, and the ultimate performance of the task specified in the statement of work contained in the task order.
  - 2. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications, and perform system integration.

#### System / Program Analyst V

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 17 years concentrated in functional responsibility area of the position to be filled
- c. Functional Responsibilities –
  - 1. Responsible for formulation of the opinions, decisions, and the ultimate performance of the task specified in the statement of work contained in the task order.
  - 2. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications, and perform system integration.

#### System / Program Analyst VI

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience - 22 years concentrated in functional responsibility area of the position to be filled
- c. Functional Responsibilities –
  - 1. Responsible for formulation of the opinions, decisions, and the ultimate performance of the task specified in the statement of work contained in the task order.
  - 2. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications, and perform system integration.

#### Programmer I

- a. Minimum Education – Two-Year Degree (or equivalent certification)
- b. Minimum Years of Experience – 6 Years in computer science or related field
- c. Functional Responsibilities – Provides direction for others in the developing of new projects. Reviews requirements and ensures that target hardware and computer programs are adequate to meet project performance goals. Responsible for the writing of program code for complex projects. Function as lead programmer on complex projects. Work independently on complex projects. Capable of developing utility programs and providing technical guidance to project teams. Develop interactive courseware from script storyboards using various authoring systems. Capable of performing interim and final testing of developed programs and supervising and training beginning employees.

#### Programmer II

- a. Minimum Education – Two-Year Degree (or equivalent certification)
- b. Minimum Years of Experience - 12 Years in computer science or related field
- c. Functional Responsibilities – Provides direction for others in the developing of new projects. Reviews requirements and ensures that target hardware and computer programs are adequate to meet project performance goals. Responsible for the writing of program code for complex projects. Function as lead programmer on complex projects. Function as Project Manager on various concurrent complex projects. Work independently on complex projects. Capable of developing utility programs and providing technical guidance to project teams. Develop interactive courseware from script storyboards using various authoring systems. Possess the experience and skills to independently research solutions to complex simulation and/or computational problems, and determine optimal solutions. Required to do technical reports, direct and supervise the technical work of senior staff members, and make formal technical presentations as required.

#### Programmer III

- a. Minimum Education – Two-Year Degree (or equivalent certification)
- b. Minimum Years of Experience - 15 Years in computer science or related field

- c. Functional Responsibilities – Provides direction for others in the developing of new projects. Reviews requirements and ensures that target hardware and computer programs are adequate to meet project performance goals. Responsible for the writing of program code for complex projects. Function as lead programmer on complex projects. Function as Project Manager on various concurrent complex projects. Work independently on complex projects. Capable of developing utility programs and providing technical guidance to project teams. Develop interactive courseware from script storyboards using various authoring systems. Possess the experience and skills to independently research solutions to complex simulation and/or computational problems, and determine optimal solutions. Required to do technical reports, direct and supervise the technical work of senior staff members, and make formal technical presentations as required.

#### Technical Writer I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 8 Years concentrated in functional responsibility area of the position to be filled
- c. Functional Responsibilities – Experience in writing or editing scientific technical engineering or other professional materials. Capable of developing technical manuals, technical documentation, and training materials in accordance with applicable Government standards.

#### Technical Writer II

- a. Minimum Education – BS/BA degree in a project – related discipline
- b. Minimum Years of Experience – 6 Years of related professional experience
- c. Functional Responsibilities – Experience in writing or editing scientific technical engineering or other professional materials. Capable of developing technical manuals, technical documentation, and training materials in accordance with applicable Government standards.

#### Program Manager I

- a. Minimum Education – Bachelor’s degree from an accredited college or university in business, management, engineering or science related field
- b. Minimum Years of Experience – 15 Years total- 10 of which demonstrate management experience or project level management in major systems; or 15 Years total - 10 of which as a Senior position in government Program Offices or other government organizations closely related to the Defense Acquisition Process
- c. Functional Responsibilities –
  - 1. Must be knowledgeable of the program acquisition life cycle process as addressed in the DoD 5000 series.
  - 2. Requires knowledge of the Federal Acquisition Regulation (FAR), Department of Defense (DoD), regulations, requirements, policies, and procedures, cost and scheduling estimating, systems disciplines, engineering specifications, and commercial practices.
  - 3. Shall be knowledgeable of overall organization, direction, and requirements of the contract efforts.

4. Experience in interfacing directly with the government designated representatives and supervising various task order activities is required.

#### Program Manager II

- a. Minimum Education – Bachelor’s degree from an accredited college or university in business, management, engineering or science related field
- b. Minimum Years of Experience – 17 Years total- 12 of which demonstrate management experience or project level management in major systems; or 15 Years total - 12 of which as a Senior position in government Program Offices or other government organizations closely related to the Defense Acquisition Process
- c. Functional Responsibilities –
  1. Must be knowledgeable of the program acquisition life cycle process as addressed in the DoD 5000 series.
  2. Requires knowledge of the Federal Acquisition Regulation (FAR), Department of Defense (DoD), regulations, requirements, policies, and procedures, cost and scheduling estimating, systems disciplines, engineering specifications, and commercial practices.
  3. Shall be knowledgeable of overall organization, direction, and requirements of the contract efforts.
  4. Experience in interfacing directly with the government designated representatives and supervising various task order activities is required.

#### Program Manager III

- a. Minimum Education – Bachelor’s degree from an accredited college or university in business, management, engineering or science related field
- b. Minimum Years of Experience - 20 Years total- 14 of which demonstrate management experience or project level management in major systems; or 20 Years total - 14 of which as a Senior position in government Program Offices or other government organizations closely related to the Defense Acquisition Process
- c. Functional Responsibilities –
  1. Must be knowledgeable of the program acquisition life cycle process as addressed in the DoD 5000 series.
  2. Requires knowledge of the Federal Acquisition Regulation (FAR), Department of Defense (DoD), regulations, requirements, policies, and procedures, cost and scheduling estimating, systems disciplines, engineering specifications, and commercial practices.
  3. Shall be knowledgeable of overall organization, direction, and requirements of the contract efforts.
  4. Experience in interfacing directly with the government designated representatives and supervising various task order activities is required.

#### Project/Task Order Lead

- a. Minimum Education – – Bachelor’s degree from an accredited college or university in acquisition, logistics, business, management, engineering, science, or the appropriate field of expertise relative to the task as stated in the task order.

- b. Minimum Years of Experience – 12 Years
- c. Functional Responsibilities – Must have relevant experience related to the task order of the work to be performed.

#### Engineer / Scientist I

- a. Minimum Education – Bachelor’s degree in Engineering or Science from an accredited college or university
- b. Minimum Years of Experience – 0 Years
- c. Functional Responsibilities – Will receive guidance from senior level managers / engineers / scientists and then should be able to work independently to accomplish assigned tasks.

#### Engineer / Scientist II

- a. Minimum Education – Bachelor’s degree in Engineering or Science from an accredited college or university
- b. Minimum Years of Experience – 4 Years of related job experience after receiving the related degree as specified in Minimum Education
- c. Functional Responsibilities – Will receive guidance from senior level managers / engineers / scientists and then should be able to work independently to accomplish assigned tasks.

#### Engineer / Scientist III

- a. Minimum Education – Bachelor’s degree in Engineering or Science from an accredited college or university
- b. Minimum Years of Experience – 10 Years of related job experience after receiving the related degree as specified in Minimum Education
- c. Functional Responsibilities – Will receive guidance from senior level managers / engineers / scientists and then should be able to work independently to accomplish assigned tasks.

#### Engineer / Scientist IV

- a. Minimum Education - Bachelor’s degree in Engineering or Science from an accredited college or university
- b. Minimum Years of Experience - 15 Years of related job experience after receiving the related degree as specified in Minimum Education
- c. Functional Responsibilities –
  - 1. Responsible for formulation of the opinions, decisions, and ultimate performance of the task specified in the SOW contained in the task order.

2. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices / principles necessary to assess advanced systems concepts, assess specifications, and perform system integration.

#### Engineer / Scientist V

- a. Minimum Education – Bachelor’s degree in Engineering or Science from an accredited college or university
- b. Minimum Years of Experience – 20 Years of related job experience after receiving the related degree as specified in Minimum Education
- c. Functional Responsibilities –
  1. The engineer/scientist must possess at least 2 years of managerial/supervisory experience sufficient to ensure positive direction of subordinates.
  2. Shall be used in those environments where an extremely high level of expertise is necessary to perform designated tasks.
  3. Experience in complex engineering, design, analysis, performance, test, and/or evaluation.

#### Designer I

- a. Minimum Education – Bachelor’s degree in Engineering from an accredited college or university
- b. Minimum Years of Experience - 1 Year
- c. Functional Responsibilities –
  1. Will receive guidance from senior level designers / managers / engineers / scientists and then should be able to work independently to accomplish assigned tasks.
  2. Requires the experience and ability to conduct the design of advanced system concepts.

#### Designer II

- a. Minimum Education – Bachelor’s degree in Engineering from an accredited college or university
- b. Minimum Years of Experience – 4 Years of related job experience after receiving the related degree as specified in Minimum Education
- c. Functional Responsibilities –
  1. Will receive guidance from senior level managers / engineers / scientists and then should be able to work independently to accomplish assigned tasks.
  2. Requires the experience and ability to conduct the design of advanced system concepts.

#### Designer III

- a. Minimum Education – Bachelor’s degree in Engineering from an accredited college or university
- b. Minimum Years of Experience - 6 Years of related job experience after receiving the related degree as specified in Minimum Education
- c. Functional Responsibilities –

1. Will receive guidance from senior level managers / engineers / scientists and then should be able to work independently to accomplish assigned tasks.
2. Requires the experience and ability to conduct the design of advanced system concepts.

#### Designer IV

- a. Minimum Education – Bachelor’s degree in Engineering from an accredited college or university
- b. Minimum Years of Experience – 12 Years of related job experience in their related field of expertise at the program/project level in major systems
- c. Functional Responsibilities –
  1. Responsible for formulation of the opinions, decisions, and ultimate performance of the task specified in the SOW contained in the task order.
  2. Requires experience and the ability to perform detailed and complex calculations plus knowledge of practices / principles necessary to assess advanced systems concepts, assess specifications, and perform system integration.
  3. Requires the experience and ability to conduct the design of advanced system concepts.

#### Designer V

- a. Minimum Education – Bachelor’s degree in a recognized engineering or scientific discipline from an accredited college or university
- b. Minimum Years of Experience – 15 years in complex engineering, design, analysis, performance, test, and/or evaluation
- c. Functional Responsibilities –
  1. Must possess at least 2 years of managerial/supervisory experience sufficient to ensure positive direction of subordinates.
  2. Responsible as technical lead for formulation of the opinions, decisions, and ultimate development, implementation and performance of the task specified in the SOW contained in the task order.
  3. Requires expertise and experience with the ability to perform detailed and complex calculations, plus knowledge of practices / principles necessary to assess and conduct the design of complex advanced systems concepts, assess specifications, create system design and architecture and perform large system level integration.
  4. Shall be used in those environments where an extremely high level of expertise is necessary to perform designated tasks.

#### Co-Op Student Assistant I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 0 Years
- c. Functional Responsibilities –
  1. The Co-Op must be enrolled and must have completed one (1) year of education in an accredited program of study and be pursuing a Bachelor’s degree or higher advanced degree.
  2. The Co-Op Student Assistant must have a minimum 3.0 grade point average out of a 4.0.

3. Must be enrolled in an official cooperative education/training program at the accredited college or university.

#### Technical / Industrial Specialist I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 5 Years directly related to the requirements of the position
- c. Functional Responsibilities –
  1. Must have technical /military school experience in military equipment related disciplines
  2. Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

#### Technical / Industrial Specialist II

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 10 Years directly related to the requirements of the position
- c. Functional Responsibilities –
  1. Must have technical /military school experience in military equipment related disciplines
  2. Works to perform detailed information search, correlation, interpretation of technical data and the preparation of technical documentation.

#### Subject Matter Expert I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 15 Years in defense, industrial, or acquisition experience in the field of expertise
- c. Functional Responsibilities –
  1. Highly skilled individual who has an acknowledged specialized acquisition, logistics, and/or technological expertise in the specific functional tasks required for performance in an individual task order.
  2. Possess unique capability or experience not available under basic labor categories set forth.

#### Subject Matter Expert II

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 20 Years in defense, industrial, or acquisition experience in the field of expertise
- c. Functional Responsibilities –
  1. Highly skilled individual who has an acknowledged specialized acquisition, logistics, and/or technological expertise in the specific functional tasks required for performance in an individual task order.

2. Possess unique capability or experience not available under basic labor categories set forth.

#### Subject Matter Expert III

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 25 Years of defense, industrial, or acquisition experience in the field of expertise
- c. Functional Responsibilities –
  1. Highly skilled individual who has an acknowledged specialized acquisition, logistics, and/or technological expertise in the specific functional tasks required for performance in an individual task order.
  2. Possess unique capability or experience not available under basic labor categories set forth.

#### Subject Matter Expert IV

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 30 Years of defense, industrial, or acquisition experience in the field of expertise
- c. Functional Responsibilities –
  1. Highly skilled individual who has an acknowledged specialized acquisition, logistics, and/or technological expertise in the specific functional tasks required for performance in an individual task order.
  2. Possess unique capability or experience not available under basic labor categories set forth.

#### Sr. Executive I

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 20 Years
- c. Functional Responsibilities – A highly skilled and extremely knowledgeable individual who has comprehensive knowledge within a specific technical, or business operational area. Responsible for the effective assessment, resolution and implementation of creative and innovative solutions to complex business and technical problems.

#### Sr. Executive II

- a. Minimum Education – High School Graduate (or equivalent)
- b. Minimum Years of Experience – 25 Years
- c. Functional Responsibilities – A highly skilled and extremely knowledgeable individual who has comprehensive knowledge within a specific technical, or business operational area. Responsible for the effective assessment, resolution and implementation of creative and innovative solutions to complex business and technical problems.

#### Principle Investigator I

- a. Minimum Education – BS/BA
- b. Minimum Years of Experience – 8 Years
- c. Functional Responsibilities –
  - 1. A highly skilled and extremely knowledgeable individual who has comprehensive knowledge of a specific technology, or technical/operational area.
  - 2. Duties may be logistics, research, analyst, or other value-added duty that requires independent judgment and knowledge of military programs, weapon systems, or similar complex program.
  - 3. Works independently with little or no supervisory oversight necessary.
  - 4. May conduct studies, technical assessments, analyses, and evaluations to determine recommended "path ahead" for the customer.
  - 5. Contributes subject matter expertise and advice to the customer at a level that is typically attained via a related technical education.

NOTE:

While the Service Contract Act (SCA) is applicable to this contract, none of the above labor categories as listed have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300). If in the future any SCA labor categories / employees are added to this contract through modification, the Contracting Officer will be informed and establish an SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number.