

**AUTHORIZED FEDERAL SUPPLY SERVICE
FSC GROUP 873**

LABORATORY TESTING AND ANALYSIS SERVICES

SPECIAL ITEM NO. 873-2 – Chemical Testing and Analysis Services



**APPLIED QUALITY COMMUNICATIONS, INC.
6009 OXON HILL ROAD, SUITE 212
OXON HILL, MD 20745
(301) 749-7270
CONTRACTS@AQCI.COM**

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

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through, a menu-driven database system. The INTERNET address for GSA Advantage! is: www.gsaadvantage.gov.

Schedule Title: Schedule 873, Laboratory Testing and Analysis Services

FSC Class(es): 873
NAICS Code: 541380, 541690

Contract Number: GS-24F-0079N

Contract Period: 08/04/03 through 08/03/08

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CONTRACTOR: Applied Quality Communications
AQC
6009 Oxon Hill Road, Suite 212
Oxon Hill, MD 20745-3170
(Phone) 301-749-7270 X224

CONTRACTOR'S ADMINISTRATION SOURCE: Alma Cravins-Essex

BUSINESS TYPE AND SIZE: Service Disabled Veteran Owned, Small Disadvantaged Business

INFORMATION FOR ORDERING ACTIVITIES:

1. a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN's)

873 2 Chemical Testing and Analysis Services

b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

873 2 See Attached Price List

c. HOURLY RATES: See attached Price List for Labor Category Descriptions and Hourly Prices

2. MAXIMUM ORDER: \$100,000.00

This maximum order is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: 1) Offer a new lower price, 2) Offer the lowest price available under the contract, or 3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order.

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE: 50 United States and Washington DC, Puerto Rico & U.S. Territories

5. POINT(S) OF PRODUCTION: N/a

6. BASIC DISCOUNT: 0%

The customer deducts a 0% discount off of all Price List Labor Categories , then adds the prevailing IFF rate to the discounted price. Currently the IFF rate is .75%. Attached Price List is a "net" price list; i.e. discounts have been deducted and .75% IFF has been added

7. QUANTITY DISCOUNT: 0%

8. PROMPT PAYMENT TERMS: Net 30 days

9. a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD

- b. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**
10. **FOREIGN ITEMS:** None
 11.
 - a. **TIME OF DELIVERY AFTER RECEIPT OF ORDER (ARO):** 10 working days
 - b. **EXPEDITED DELIVERY:** 10 days
 - c. **OVERNIGHT AND 2-DAY DELIVERY:** Customer may call for availability and rates for overnight and 2-day delivery.
 - d. **URGENT REQUIREMENT:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
 12. **FOB POINT:** N/A (FAR authorized applicable JTR Travel and Per Diem , including 10% G&A will be charged for each labor category)
 13.
 - a. **ORDERING ADDRESS:** Same as Contractor
 - b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
 14. **PAYMENT ADDRESS:**

Please remit checks to:	Please route wires via:
AQC, Inc. #212	Cardinal Bank (McLean VA)
6009 Oxon Hill Rd.	FBO AQC, Inc.
Oxon Hill, MD 20745	ABA # 056008849
	Acct #5046011887
 15. **WARRANTY PROVISION:** Standard Commercial Warranty
 16. **EXPORT PACKAGING CHARGES:** N/A
 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):** N/A
 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** N/A
 19. **TERMS AND CONDITIONS OF INSTALLATION:** N/A
 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** N/A
 21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A
 22. **LIST OF PARTICIPATING DEALERS:** N/A

23. **PREVENTATIVE MAINTENANCE:** N/A
- 24 a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS):** N/A
- b. **IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (CONTRACTOR WEBSITE OR OTHER LOCATION). THE EIT STANDARDS CAN BE FOUND AT: WWW.SECTION508.GOV/:** N/A
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 60-802-5359
26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Registration Valid Until 7/6/06.

APPLIED QUALITY COMMUNICATIONS, INC. LABOR CATEGORY DESCRIPTIONS

GSA SCIENTIFIC SCHEDULE

1. Job Title: Project Manager

- a.. Minimum/General Experience: This position requires a minimum of twelve years experience, of which at least nine years must be specialized. Specialized experience includes: complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the representative scenarios provided by the customer, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or with minimal direction.
- b. Functional Responsibility. Serves as the project manager for a large, complex task order (or a group of task orders), shall be the contractor's authorized interface with the Government Contracting Officer's Technical Representative, Government management personnel and customer Agency representatives. Responsible for the management of the task order, including: enforcing work standards, ensuring that task order schedules are met, reviewing work, supervising contractor personnel, and enforcing policies, purposes, and goals of the organization. Shall be responsible for the overall task performance.
- c. Minimum Education. A Bachelors Degree in Engineering, Business, or other scientific technical discipline.
- d. With a Master of Sciences degree (In the fields described in Section A above), minimum requirements are: ten years general experience of which at least seven years specialized experience is required.
- e. With a Ph.D. (In the fields described in Section A above), minimum requirements are: eight years general experience of which at least six years must be specialized experience.
- f. With fifteen years general experience of which at least twelve years specialized experience, a degree is not required.

2. Job Title: Subject Matter Expert III

- a. Minimum/General Experience: This position requires a minimum of twelve years experience managing or performing scientific activities, of which at least ten years must be as a subject matter expert in one of the following specialties: Microbiology; organic chemistry; genetics; pharmacology; toxicology; physics; electrical or

mechanical engineering; infectious disease control and elimination; chromatography. In addition, the individual shall be knowledgeable of the specific disciplines, Government regulations, manuals, technical orders, standards, and industry publications related to the disciplines required to perform the order. Must demonstrate the ability to work independently or with minimal direction.

- b. Functional Responsibility. Analyzes and studies complex system requirements. Designs firmware and software tools and subsystems to support software reuse and domain analyses and manages its implementation. Manages development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises configuration management.
- c. Minimum Education. A Masters Degree or higher is desirable in a field directly related to the discipline; as a minimum a Masters Degree in Chemistry, Biology, Computer Science, Engineering, or other related scientific technical discipline.
- d. With a Bachelor of Sciences degree (In the fields described in Section A above), minimum requirements are: fifteen years general experience of which at least twelve years specialized experience is required.
- e. With twenty years general experience of which at least fifteen years specialized experience, a degree is not required.

3. **Job Title: Subject Matter Expert II**

- a. Minimum/General Experience: This position requires a minimum of nine years experience managing or performing managing or performing scientific activities, of which at least six years must be as a subject matter expert in one of the following specialties: Microbiology; organic chemistry; genetics; pharmacology; toxicology; physics; electrical or mechanical engineering; infectious disease control and elimination; chromatography. In addition, the individual shall be knowledgeable of the specific disciplines, Government regulations, manuals, technical orders, standards, and industry publications related to the disciplines required to perform the order. Must demonstrate the ability to work independently or with minimal direction.
- b. Functional Responsibility. Analyzes and studies complex system requirements. Designs firmware and software tools and subsystems to support software reuse and domain analyses and manages its implementation. Manages development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.

- c. Minimum Education. A Masters degree or higher is desirable in a field directly related to the discipline. As a minimum a Masters Degree in Chemistry, Biology, Computer Science, Engineering, or other related scientific technical discipline.
- d. With a Bachelor of Sciences degree (In the fields described in Section A above), minimum requirements are: fifteen years general experience of which at least twelve years specialized experience is required.
- e. With twenty years general experience of which at least fifteen years specialized experience, a degree is not required.

4. Job Title: Subject Matter Expert I

- a. Minimum/General Experience: This position requires a minimum of seven years experience in as a minimum a Masters Degree in Chemistry, Biology, Computer Science, Engineering, or other related scientific technical discipline. managing or performing managing or performing scientific activities, of which at least six years must be as a subject matter expert in one of the following specialties: Microbiology; organic chemistry; genetics; pharmacology; toxicology; physics; electrical or mechanical engineering; infectious disease control and elimination; chromatography. In addition, the individual shall be knowledgeable of the specific disciplines, Government regulations, manuals, technical orders, standards, and industry publications related to the disciplines required to perform the order. Must demonstrate the ability to work independently or with minimal direction.
- b. Functional Responsibility. Analyzes and studies complex system requirements. Designs firmware and software tools and subsystems to support software reuse and domain analyses and manages its implementation. Manages development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates development costs and schedules. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques.
- c. Minimum Education. A Masters of Sciences degree in Computer Science, Information Systems, Systems Engineering, or other related scientific or technical discipline.
- d. With a Bachelor of Sciences degree (In the fields described in Section A above), minimum requirements are: twelve years general experience of which at least ten years specialized experience is required.
- e. With fifteen years general experience of which at least twelve years specialized experience, a degree is not required.

5. Job Title: Senior Systems Engineer

- a. Minimum/General Experience: This position requires a minimum of eleven years experience, of which at least eight years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and document preparation. The following experience is also required: demonstrated experience in managing the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. Must demonstrate the ability to work independently or with minimal direction.
- b. Functional Responsibility. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system, architecture objectives. Provides daily supervision and direction to subordinates.
- c. Minimum Education. A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
- d. With a Masters Degree (In the fields described in Section A above), minimum requirements are: eight years general experience of which at least six years must be specialized experience.
- e. With a Ph.D. (In the fields described in Section A above), minimum requirements are: six years general experience of which at least five years must be specialized experience.
- f. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

6. Job Title: Systems Engineer

- a. Minimum/General Experience: This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and document preparation. The following experience is also required: demonstrated experience in managing the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning,

business information planning, and business analysis. Must demonstrate the ability to work independently or with minimal direction.

- b. Functional Responsibility. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and architecture objectives.
- c. Minimum Education. A Bachelors degree in Computer Science, Information Systems, Systems Engineering, Business, or other related scientific or technical discipline.
- d. With a Masters Degree (In the fields described in Section A above), minimum requirements are eight years general experience of which at least six years must be specialized experience.
- e. With a Ph.D. (In the fields described in Section A above), minimum requirements are six years general experience of which at least five years must be specialized experience.
- f. With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

THE FOLLOWING LABOR CATEGORY DESCRIPTIONS APPLY TO SCA WAGE DETERMINATION NO. 1994-2103 R28 DATED 10/4/02

7. Job Title: Senior Systems Analyst (Computer Systems Analyst III)

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically

processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.

8. Job Title: Systems Analyst (Computer Systems Analyst II)

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies. Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. May provide functional direction to lower level assistants on assigned work.

OR

Works on a segment of a complex data processing scheme or broad system, as described for computer systems analyst, level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system.

9. **Job Title: Sr. Computer Operator (Computer Operator IV)**

Adapts to a variety of nonstandard problems that require extensive operator intervention (e.g., frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g., reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems. Typically, completed work is submitted to users without supervisory review.

10. **Job Title: Medical Assistant (Medical Assistant)**

Assists physicians in examination and treatment of patients, and performs clerical tasks related to administration of office. Prepares treatment rooms for examination of patient. Interviews patient and checks pulse, temperature, blood pressure, weight and height. Drapes patient with covering and positions instruments and equipment. Hands instruments and materials to doctor as directed. Collects and prepares specimens for shipment to medical laboratories. Takes electrocardiograms. Telephones prescriptions to pharmacy, and authorizes refills as directed. Schedules appointments; arranges for hospital admission and laboratory services; receives money for bills; completes insurance forms; maintains financial records; and records and files patient charts and medical records. May use word processor and personal computer to perform administrative duties.

11. **Job Title: Laboratory Technician (Laboratory Tester)(Laboratory Technician)**

Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. Sets up and adjusts laboratory apparatus and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and pH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications. Examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes

laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

12. Job Title: Medical Record Clerk (Medical Record Clerk)

Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys. Prepares folders and maintains records of newly admitted patients. Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure. Reviews inpatient and emergency room records to insure presence of required reports and physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration. Checks list of discharged patients to insure receipt of all current records. Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered. Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms. May maintain death log. May type and process birth certificates. May assist other workers with coding of records. May make copies of medical records, using duplicating equipment. May schedule and post results of laboratory tests to records.

13. Job Title: Medical Record Technician (Medical Record Administrator) Medical Record Technician

Maintains medical records of hospital and clinic patients. Reviews medical records for completeness and accuracy. Codes diseases, operations, diagnoses, and treatments. Compiles medical care and census data for statistical reports. Transcribes medical reports. Maintains indexes on patient, disease, operation, and other categories. Directs routine operation of medical record department. Files, or directs Medical Record Clerk to file, patient records. Maintains flow of medical records and reports to departments. May assist medical staff in special studies or research.

14. Job Title: Exhibits specialist II (Exhibits Specialist II)

At this level Exhibits Specialists are responsible for the construction of portions of more complex exhibits, such as models, three dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

15. Job Title: Exhibits Specialist III

At this level Exhibits Specialists are responsible for the construction of portions of more complex exhibits, such as models, three dimensional training aids, or complex exhibit cases and other exhibit furniture. Complexity of work may be indicated by: (a) subject matter which requires extensive study and search of the literature; (b) the need to demonstrate the significance of an event or development; (c) the need to present the development or evaluation of an event; and (d) subject matter involving several disciplines. Another area of work at this level includes the planning of detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill than is required for the work at the Exhibits Specialist II level. At level III, Exhibits Specialists are comparatively free to use judgment in selecting work methods and materials, and developing techniques and color schemes.

16. Job Title: Illustrator II (Illustrator II)

This worker usually is assigned to projects involving several of the common art media such as pen-and-ink, pencil, tempera, wash, oils, and airbrush over a period of time. These projects require the illustrator to be proficient in the use of these media and in executing acceptable drawings in many styles. Generally speaking, Illustrator II executes drawings that have been conceived by others and presented in the form of rough sketches.

Does not exercise an extensive knowledge of the subject matter involved when preparing medical, scientific or technical equipment illustrations. Acquires information about the subject assigned to illustrate and develop a background of subject matter knowledge through carrying out these illustrating assignments. However, the kind of illustrating work assigned does not require an extensive prior knowledge about the subjects illustrated.

17. Job Title: Illustrator III (Illustrator III)

The projects to which this worker is assigned usually involve several of the common art media (as in the case of Illustrator II), but the illustrations themselves typically require a higher degree of skill in the use of many of the media. This degree of skill is required because (a) the speed with which the illustration must be completed requires the ability to work quickly and competently in order to produce an acceptable finished product within the available time limit; (b) the illustration calls for the use of fine detail, special artistic effects, or an unusual use of the chosen medium; or (c) the method of reproduction, the use to which the illustration is to be put, or the information or artistic results desired calls for exceptional care and skill in the use of the medium. The themes illustrated may be either concrete in nature or they may represent ideas and abstract concepts. The illustrations differ from those typical of Illustrator II in that they are expected to interpret the publications,

chart, poster, or exhibit in which they appear, while Illustrator II presents factual rather than interpretative material.

Illustrator III is required to have knowledge of a specialized subject matter field such as medicine, science, or technical equipment. Prepares illustrations that are designed to reproduce the appearance of specific medical or scientific specimens or of pieces of technical equipment.

18. Job Title: Librarian (Librarian)

Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. May compile list of library materials according to subjects or interests. May select, order, catalog and classify materials.

19. Job Title: Library Technician (Library Technician)

Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Files cards in catalog drawers according to system used. Answers routine inquiries, and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works or directs workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

20. Job Title: Material Coordinator (Material Coordinator)

Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to

locate material in process of production, using manual or computerized system. May maintain employee records.

21. Job Title: MATERIAL EXPEDITER (Material Expediter)

Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to predetermined schedules and priorities, and keeps related records: Reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders. Confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials. Locates and moves materials to specified production areas, using cart or hand truck. Records quantity and type of materials distributed and on hand. May direct power-truck operator or Material Handling Laborer to expedite movement of materials between storage and production areas. May compare work ticket specifications with material at work stations to verify appropriateness of material in use. May prepare worker production records and timecards. May update and maintain inventory records, using computer terminal.

22. Job Title: Shipping/Receiving Clerk(Shipping/Receiving Clerk)

Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

23. Job Title: Electrician, Maintenance (Electrician Maintenance)

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance

electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

24. **Job Title: ELECTRONICS TECHNICIAN, MAINTENANCE I (Electronics Tech Maint)**

Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Receives technical guidance, as required, from supervisor or higher level technician. Work is spot-checked for accuracy.

25. **Job Title: ELECTRONICS TECHNICIAN, MAINTENANCE II (Electronics Tech Maint II)**

Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers' manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

26. **Job Title: ELECTRONICS TECH, MAINTENANCE III (Electronics Tech Maint III)**

Applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Examples of such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationships of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

27. **Job Title: Technical Writer (Technical Writer)**

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. Receives assignment from supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other

material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures.

28. Job Title: HIPAA Technical Writer Supervisor (29480)

Supervises Development writing, and editing of material for reports, manuals, briefs, proposals, instruction books, related technical and administrative publications concerned with work methods and procedures. Supervise writing regarding work methods and procedures. Requires competence in all phases of Health Insurance Portability and Accountability Act of 1996 (HIPAA). Requires extensive knowledge of HIPAA's four primary objectives:

- a. Assure health insurance portability by eliminating job-lock due to pre-existing medical conditions.
- b. Reduce healthcare fraud and abuse.
- c. Enforce standards for health information.
- d. Guarantee security and privacy of health information.

Incumbent is knowledgeable of and proficient in the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Oversees, provides quality control and conducts on the job training of HIPAA Technical Writers.

Reviews proposals, which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis, which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives. Works independently under overall project objectives and requirements. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. Provides

functional direction to lower level assistants on assigned work. Reviews completed work for timeliness, compatibility with other work, and effectiveness in meeting requirements.

29. Job Title: Job Title: HIPAA Technical Writer (29480)

Develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures. May specialize in writing material regarding work methods and procedures. Requires competence in most phases of Health Insurance Portability and Accountability Act of 1996 (HIPAA). Requires working knowledge of HIPAA's four primary objectives:

- a. Assure health insurance portability by eliminating job-lock due to pre-existing medical conditions.
- b. Reduce healthcare fraud and abuse.
- c. Guarantee security and privacy of health information.
- d. Enforce standards for health information.

Incumbent is knowledgeable of and proficient in the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Oversees, provides quality control and conducts on the job training of HIPAA Technical Writers.

Writes proposals, which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis, which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. May conduct special projects such as data element and code standardization throughout a broad system, working under objectives established by supervisor objectives. Works under supervisory direction under overall project objectives and requirements. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements.

AUTHORIZED FSS LABORATORY TESTING AND ANALYSIS SERVICES PRICE LIST (SIN 873-2)

CONTRACT NUMBER: GS-24F-0079N

Category Number	LABOR CATEGORY	YEAR ONE		YEAR TWO		YEAR THREE		YEAR FOUR		YEAR FIVE	
		8/4/03 - 8/3/04		8/4/04 - 8/3/05		8/4/05 - 8/3/06		8/4/06 - 8/3/07		8/4/07 - 8/3/08	
		OFF SITE	AQC SITE								
		GSA NET	GSA NET								
		LABOR RATE	LABOR RATE								
1	PROJECT MANAGER	\$104.61	\$117.07	\$114.83	\$122.95	\$119.31	\$127.74	\$123.97	\$132.72	\$128.80	\$137.90
2	SUBJECT MATTER EXPERT III	\$163.68	\$183.18	\$179.69	\$192.38	\$186.69	\$199.88	\$193.98	\$207.68	\$201.54	\$215.78
3	SUBJECT MATER EXPERT II	\$119.61	\$133.86	\$131.31	\$140.59	\$136.44	\$146.07	\$141.76	\$151.77	\$147.29	\$157.69
4	SUBJECT MATER EXPERT I	\$81.84	\$91.59	\$89.83	\$96.18	\$93.34	\$99.93	\$96.98	\$103.83	\$100.76	\$107.88
5	SR SYSTEMS ENGINEER	\$71.85	\$80.41	\$78.87	\$84.44	\$81.95	\$87.73	\$85.14	\$91.16	\$88.46	\$94.71
6	SYSTEMS ENGINEER	\$63.27	\$70.81	\$69.45	\$74.35	\$72.16	\$77.25	\$74.97	\$80.27	\$77.90	\$83.40
7	SR SYSTEMS ANALYST	\$58.38	\$62.50	\$60.66	\$64.94	\$63.02	\$67.47	\$65.48	\$70.10	\$68.04	\$72.84
8	SYSTEMS ANALYST	\$48.09	\$51.49	\$49.96	\$53.49	\$51.91	\$55.58	\$53.94	\$57.75	\$56.04	\$60.00
9	SR COMPUTER OPERATOR	\$35.67	\$38.20	\$37.07	\$39.68	\$38.51	\$41.23	\$40.01	\$42.84	\$41.57	\$44.51
10	MEDICAL ASSISTANT	\$22.53	\$24.12	\$23.41	\$25.06	\$24.32	\$26.04	\$25.27	\$27.05	\$26.26	\$28.11
11	LABORATORY TECHNICIAN	\$29.37	\$31.45	\$30.52	\$32.67	\$31.71	\$33.95	\$32.94	\$35.27	\$34.23	\$36.65
12	MEDICAL RECORDS CLERK	\$23.68	\$25.35	\$24.60	\$26.34	\$25.56	\$27.37	\$26.56	\$28.43	\$27.59	\$29.54
13	MEDICAL RECORDS TECHNICIAN	\$26.06	\$27.91	\$27.08	\$28.99	\$28.14	\$30.12	\$29.23	\$31.30	\$30.37	\$32.52
14	EXHIBITS SPECIALIST II	\$39.14	\$41.90	\$40.67	\$43.54	\$42.25	\$45.24	\$43.90	\$47.00	\$45.61	\$48.83
15	EXHIBITS SPECIALIST III	\$44.99	\$48.17	\$46.74	\$50.05	\$48.57	\$52.00	\$50.46	\$54.03	\$52.43	\$56.13
16	ILLUSTRATOR II	\$37.07	\$39.69	\$38.51	\$41.23	\$40.02	\$42.84	\$41.58	\$44.51	\$43.20	\$46.25
17	ILLUSTRATOR III	\$50.18	\$53.72	\$52.14	\$55.82	\$54.17	\$58.00	\$56.28	\$60.26	\$58.48	\$62.61
18	LIBRARIAN	\$38.88	\$41.63	\$40.39	\$43.25	\$41.97	\$44.94	\$43.61	\$46.69	\$45.31	\$48.51
19	LIBRARY TECHNICIAN	\$28.34	\$30.35	\$29.45	\$31.53	\$30.60	\$32.76	\$31.79	\$34.04	\$33.03	\$35.37
20	MATERIAL COORDINATOR	\$29.81	\$31.91	\$30.97	\$33.16	\$32.18	\$34.45	\$33.43	\$35.79	\$34.74	\$37.19
21	MATERIAL EXBEDITER	\$29.81	\$31.91	\$30.97	\$33.16	\$32.18	\$34.45	\$33.43	\$35.79	\$34.74	\$37.19
22	SHIPPING RECEIVING CLERK	\$22.79	\$24.40	\$23.68	\$25.35	\$24.60	\$26.34	\$25.56	\$27.37	\$26.56	\$28.44
23	ELECTRICIAN MAINTENANCE	\$39.33	\$42.11	\$40.87	\$43.75	\$42.46	\$45.46	\$44.11	\$47.23	\$45.84	\$49.07
24	ELECTRONICS TECH. MAINTENANCE I	\$29.39	\$31.47	\$30.54	\$32.69	\$31.73	\$33.97	\$32.96	\$35.29	\$34.25	\$36.67
25	ELECTRONICS TECH. MAINTENANCE II	\$38.16	\$40.86	\$39.65	\$42.45	\$41.20	\$44.11	\$42.81	\$45.83	\$44.48	\$47.62
26	ELECTRONICS TECH. MAINTENANCE III	\$41.56	\$44.50	\$43.18	\$46.23	\$44.86	\$48.03	\$46.61	\$49.91	\$48.43	\$51.85
27	TECHNICAL WRITER	\$43.67	\$46.75	\$45.37	\$48.57	\$47.14	\$50.47	\$48.98	\$52.44	\$50.89	\$54.48
28	HIPPA TECH WRITER SUPERVISOR	\$48.02	\$51.41	\$49.89	\$53.42	\$51.84	\$55.50	\$53.86	\$57.66	\$55.96	\$59.91
29	HIPPA TECHNICAL WRITER	\$43.67	\$46.75	\$45.37	\$48.57	\$47.14	\$50.47	\$48.98	\$52.44	\$50.89	\$54.48