



U.S. General Services Administration

ITDC Data Consulting LLC



IT Data Consulting

**GENERAL SERVICES ADMINISTRATION**  
Federal Acquisition Service



*Authorized Federal Supply Schedule Price List*

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

## **Multiple Award Schedule**

Federal Supply Groups: DAO1, N071, R799, Z2AA, 3610, R408, R703

**Contract No.: GS-35F-645GA**

**Contract Period: August 31, 2017 through August 30, 2027**

**Business Size: Small Business**

**SBA Certified 8(a)**

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**Prices Shown Herein are Net (Discount Deducted)**

**For more information on ordering from Federal Supply Schedules,  
go to the GSA Schedules page at [GSA.gov](http://GSA.gov)**

**Updated through**

**Contract Modification PO-0009 dated August 31, 2022**

## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):**

SIN	Recovery SIN(s)	Cooperative Purchasing SIN(s)	SIN Description
54151S	54151RC	54151STLOC	Information Technology Professional Services
561210FAC	561210RC	N/A	Facilities Maintenance and Management
541614OR	541614RC	N/A	Office Relocation and Reconfiguration
541611	541611RC	N/A	Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Project Management Services
541219	541219RC	N/A	Budget and Financial Management Services
ANCRA	*	*	Ancillary Repair and Alteration Services
Ancillary	*	*	Ancillary Supplies and Services
OLM	*	*	Order Level Materials

\*When used in conjunction with a SIN that is recovery or cooperative purchasing related, then these SINs are considered as though they were recovery or cooperate purchasing as well.

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

**SINs 54151S, 54151RC and 54151STLOC Data Conversion Specialist/Administration Analyst I  
\$50.12/hour**

**SINs 561210, 561210RC, 541614OR, and 541614RC Laborer \$67.71**

**1c. Descriptions of commercial job titles, experience, functional responsibility and education for those types of employees. See descriptions in subsequent pages**

**2. Maximum Order:**

SIN(s)	Maximum Order Level	SIN Description
54151S, 54151RC, 54151STLOC	\$500,000	Information Technology Professional Services
561210FAC, 561210RC	\$1,000,000	Facilities Maintenance and Management
541614OR, 541614RC	\$500,000	Office Relocation and Reconfiguration
541611	\$1,000,000	Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Project Management Services
541219	\$1,000,000	Budget and Financial Management Services
ANCRA	\$150,000	Ancillary Repair and Alteration Services
Ancillary	\$350,000	Ancillary Supplies and Services
OLM	None	Order Level Materials

**3. Minimum Order:** All SIN(s) \$100.00

**4. Geographic Coverage:** 48 Contiguous States, HI, AL, Puerto Rico and Washington, DC.

**5. Point(s) of production (city, county, and state or foreign country):** Same as Contractor

**6. Discount from list prices or statement of net price:** Price shown herein are net prices

**7. Quantity discounts:** SINs 54151S, 54151RC 1.5% on each order above \$400,000. SINs 561614OR, 561614RC, 561210FAC, 561210RC, 541611, 541611RC, 541219, 541219RC None

**8. Prompt payment terms:** 1 % 15 days, Net 30 days. "Information for Ordering Offices: Prompt payment terms cannot be negotiated

out of the contractual agreement in exchange for other concessions."

**9. Foreign items (list items by country of origin):** None

**10a. Time of Delivery:** Specified on the Task Order

**10b. Expedited Delivery:** Contact Contractor

**10c. Overnight and 2-day delivery:** Contact Contractor

**10d. Urgent Requirements:** Contact Contractor

**11. F.O.B Points(s):** Destination

**12a. Ordering Address(es):** Same as Contractor (See front page)

**12b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**13. Payment address(es):** Same as company address

**14. Warranty provision.:** Contractor's standard commercial warranty.

**15. Export Packing Charges (if applicable):**  
N/A

**16. Terms and conditions of rental, maintenance, and repair (if applicable):**  
N/A

**17. Terms and conditions of installation (if applicable):** N/A

**18a. Terms and conditions of repair parts):**  
N/A

**18b. Terms and conditions for any other services (if applicable):** N/A

**19. List of service and distribution points (if applicable):** N/A

**20. List of participating dealers (if applicable):** N/A

**21. Preventive maintenance (if applicable):**  
N/A

**22a. Special.** N/A

**22b. Section 508 compliance location.)** The

**EIT standards can be found at:**

[www.Section508.gov/](http://www.Section508.gov/). N/A

**23. Unique Entity Identifier (UEI) number:**  
XBQAX9R8K3V9

**24. Notification regarding registration in System for Award Management (SAM) database:** Registered

**GSA MULTIPLE AWARD SCHEDULE PRICE LIST**

**SINs 54151S, 54151RC, 54151STLOC**

<i>Labor Category Titles</i>	<i>GSA Hourly Rate</i>
Subject Matter Expert I	\$197.83
Project Manager III	\$174.03
Project Manager II	\$133.74
Project Manager I	\$100.44
Architect III	\$166.07
Architect II	\$149.17
Architect I	\$129.28
Software/Database Engineer III	\$149.17
Software/Database Engineer II	\$128.89
Software/Database Engineer I	\$104.42
Configuration Management Specialist II	\$133.74
Network Engineer II	\$130.27
Network Engineer I	\$99.45
Business Systems Analyst III	\$129.28
Business Systems Analyst II	\$99.45
Business Systems Analyst I	\$76.57
Test Engineer II	\$104.42
Test Engineer I	\$84.53
Technical Writer III	\$129.28
Technical Writer II	\$99.45
Technical Writer I	\$84.53
User Interface/User Experience Designer II	\$129.28
Data Conversion Specialist**	\$50.12
Administrative Specialist I **	\$50.12
Positions with asterisks (**) are covered by the Service Contract Labor Standards (SCLS) (formerly the Service Contract Act) See Matrix below.	

### SIN OLM

Order Level Materials (OLMs) OLMs are priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

<b>SCA-Eligible Contract Labor Category</b>	<b>SCA Equivalent Code and Title</b>	<b>WD Number</b>
Data Conversion Specialist	01052 Data Entry Operator II	2015-4281
Administrative Specialist I	01612, Word Processor II	2015-4281

### SINs 541611, 541611RC, 541219, 541219RC

<i>Labor Category Titles</i>	<i>GSA Hourly Rate</i>
Business/Financial Subject Matter Expert I	\$197.83
Business/Financial Project Manager III	\$174.03
Business/Financial Project Manager II	\$133.74
Business/Financial Project Manager I	\$100.44
Business/Financial Architect III	\$166.07
Business/Financial Architect II	\$149.72
Business/Financial Architect I	\$129.28
Business/Financial /Systems Analyst III	\$129.28
Business/Financial /Systems Analyst II	\$99.45
Business/Financial /Systems Analyst I	\$76.57
Business/Financial Data Analyst I	\$100.03
Technical Writer III	\$129.28
Technical Writer II	\$99.45
Technical Writer I	\$84.53

**SINs 561210FAC, 561210RC, 541614OR, 541614RC**

<i>Labor Category Titles</i>	<i>GSA Hourly Rate</i>
Asbestos Site Supervisor	\$154.96
Acoustical Site Supervisor	\$132.00
Carpenter, Lead	\$132.00
Electrical/Fire Alarm Supervisor**	\$132.00
Mechanical/Plumber Site Supervisor**	\$132.00
Laborer -Asbestos**	\$120.52
Supervisor	\$120.52
Demolition Site Supervisor	\$109.05
Locksmith**	\$109.05
Designer	\$105.12
Site Supervisor	\$103.30
Sprinkler Fitter	\$103.30
Electrician Mechanic**	\$103.30
Fire Alarm Mechanic*	\$103.30
Acoustic Mechanic**	\$97.57
Carpenter **	\$97.57
Finisher Carpentry**	\$97.57
Painter**	\$97.57
HVAC Mechanic**	\$97.57
Plumbing Mechanic**	\$97.57
Project Manager	\$97.57
Tile Finisher **	\$97.57
Tile Setter **	\$97.57
Designer	\$93.85
Mechanic**	\$91.83
Demolition Laborer**	\$86.09
Electrical Helper**	\$86.09

Fire Alarm Helper**	\$86.09
Truck Driver, Light**	\$86.09
Acoustic Laborer**	\$74.61
Trade Worker**	\$74.45
Laborer**	\$67.71

ANCRA Ancillary Repair and Alterations Includes ancillary repair and alteration services ordered in conjunction with the delivery, or installation of products or services. These services are non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping. For ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on [www.gsa.gov](http://www.gsa.gov).

ANCILLARY SUPPLIES AND/OR SERVICES Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

Positions with \*\* are covered by the Services Contract Labor Standards (SCLS) formerly the Service Contract Act See Matrix Below

The Service Contract Labor Standards (SCLS), formerly Service Contract Act (SCA) is applicable to this contract, and it includes SCLS applicable labor categories. The prices for the indicated (\*\*) SCLS labor categories are based on the U. S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide)





<b>SCA-Eligible Contract Labor Category</b>	<b>SCA Equivalent Code and Title</b>	<b>WD Number</b>
Carpenter, Lead	23130 Carpenter Maintenance	2015-4281
Electrical/Fire Alarm Supervisor	47050 Electrician	2015-4281
Mechanical/Plumber Site Supervisor	23810 Plumber Maintenance	2015-4281
Laborer -Asbestos	22370 General Laborer	2015-4281
Locksmith	23510 Locksmith	2015-4281
Electrician Mechanic	28183 Electronics Technician	2015-4281
Fire Alarm Mechanic	23290 Fire Alarm Mechanic	2015-4281
Carpenter	23130 Carpenter Maintenance	2015-4281
Finishing Carpentry	23140 Carpet Layer	2015-4281
Painter	23760 Painter, Maintenance	2015-4281
HVAC Mechanic	23410 HVAC Mechanic	2015-4281
Plumbing Mechanic	23810 Plumber, Maintenance	2015-4281
Tile Finisher	23370 General Laborer	2015-4281
Tile Setter	23370 General Laborer	2015-4281
Mechanic	23530 Machinery Maintenance Mechanic	2015-4281
Demolition Laborer	23370 General Laborer	2015-4281
Electrical Helper	23370 General Laborer	2015-4281
Fire Alarm Helper	23370 General Laborer	2015-4281
Truck Driver, Light	31361 Truck Driver, Light	2015-4281
Acoustic Laborer	22370 General Laborer	2015-4281
Trade Worker	23580 Maintenance Tradeshelper	2015-4281
Laborer	23370 General Laborer	2015-4281

## LABOR CATEGORY DESCRIPTIONS

### SINs 54151S, 54151RC, 54151STLOC

<b>Subject Matter Expert I</b>
<p><b>Duties/Responsibilities:</b> Develops requirements from a project’s inception to its conclusion in the subject matter area for simple to moderately complex IT systems, products, infrastructure and/or methodologies. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development and/or maintenance efforts related to topics such as information systems architecture, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation.</p>
<p><b>Experience:</b> Minimum of ten (10) years of experience with half applicable to subject matter expertise.</p>
<p><b>Education:</b> Bachelor’s degree in computer science, engineering, or related field from an accredited university or college</p>
<b>Project Manager III</b>
<p><b>Duties/Responsibilities:</b> Directly supervises IT software development, integration, maintenance projects, and/or telecommunications systems. Manages projects involving teams of data processing and other information management professionals engaged in analysis, design, integration, testing, documenting, converting, extending, and implementing technology systems. Manages overall contract support operations, involving multiple projects and multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Negotiates and makes binding decisions for the company.</p>
<p><b>Experience:</b> Minimum eight (8) years of experience which includes six (6) years of direct supervision experience of which three (3) years are direct supervision of IT projects</p>
<p><b>Education:</b> Bachelor’s degree in any discipline from an accredited university or college</p>
<b>Project Manager II</b>
<p><b>Duties/Responsibilities:</b> Directly supervises IT software development, integration maintenance projects, and/or telecommunications systems. Manages delivery order projects that involve teams of data management and other information system and management professionals who are engaged in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates written and oral communication skills.</p>
<p><b>Experience:</b> Minimum six (6) years of experience which includes 3 years of IT or telecommunications experience</p>
<p><b>Education:</b> Bachelor’s degree in any discipline from an accredited university or college</p>

### Project Manager I

**Duties/Responsibilities:** Directly supervises IT software development, systems integration, maintenance projects, and/or telecommunications management. Is technically proficient in managing advanced technology, delivery order projects involving data processing and other information systems and in management of professionals engaged in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates written and oral communication skills.

**Experience:** Minimum four (4) years of experience which includes 2 years of software management experience

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Architect III

**Duties/Responsibilities:** Responsible for the IT architecture and overall direction for the organization's technical infrastructure. Assures that systems are operating and performing at the highest level. Provides direction to other IT architects to develop the organization's technical staff, guiding principles, standards, methods, processes and tools. May facilitate systems solutions discussions with Application, Integration, Infrastructure, Business Stakeholders and Delivery Teams to maintain awareness for change management, and impacts related to cross-system dependencies. Provides updates to the IT Infrastructure Executive on the performance and operation of all systems and recommends improvements. Manages mission-critical tasks across multiple functional areas. Manages, controls and directs the activities of multiple functional areas through program and project/task managers with overall responsibility for the implementation of project phases.

**Experience:** Minimum fifteen (15) years of related experience

**Education:** Master's degree from an accredited university or college

As an alternative, a Bachelor's degree in computer science, engineering, or related field plus eight additional years of work experience (total of 23) may be substituted for the Master's degree.

### Architect II

**Duties/ Responsibilities:** Possesses and applies expert technical knowledge in multiple professional fields with direct responsibility for the successful completion of projects of major complexity and importance. Establishes goals, plans and practices and manages the technical development work plans on complex projects. Provides technical leadership and expert consultation to the client. Operates independently with responsibility for major contract tasks and deliverables.

**Experience:** Minimum of ten (10) years of related experience

**Education:** Bachelor's degree in computer science, engineering or related field from an accredited university or college

### Architect I

**Duties/Responsibilities:** Addresses problems of IT systems integration, compatibility, and multiple platforms. Responsible for delivery of technical solutions. Performs feasibility analysis and develops proof of concepts on potential future projects to management. Responsible for the technical correctness and completeness of the integrated system design, including work of others. Applies comprehensive knowledge across multiple functional areas and task environments in strategizing approaches, managing project objectives, planning, and execution. Operates across multiple tasks and works independently, contributes to deliverables and performance metrics.

**Experience:** Minimum of seven (7) years of related experience

**Education:** Bachelor's degree in computer science or engineering or related field from an accredited university or college

### Software/ Database Engineer III

**Duties/Responsibilities:** Performs requirements analysis and programming in various technologies, custom software and database design and development, and/or structured and unstructured database management tasks, analytics platforms and solutions. Designs and develops complex data driven applications in different project methodologies such as traditional software development life cycle (SDLC) and agile approaches. Evaluates and recommends available technical products to support validated user requirements. Defines methods and procedures for applications. Develops, tests, implements, and maintains software and database artifacts, analytics platforms, operations, backup and recovery solutions and procedures. Provides daily supervision to support staff.

**Experience:** Minimum seven (7) years of experience

**Education:** Bachelor's degree in computer science or engineering from an accredited university or college

### Software/Database Engineer II

**Duties/ Responsibilities:** Experienced in requirements analysis and programming in various technologies, custom software and database development, and/or structured and unstructured database management tasks, application design and development in different project settings such as traditional software development life cycle (SDLC) and agile approaches. Able to evaluate and recommend available technical products to support validated user requirements. Defines methods and procedures for applications. Develops, tests, implements and maintains software and database artifacts, operations and backup and recovery procedures.

**Experience:** Minimum of five (5) years of experience

**Education:** Bachelor's degree in computer science or engineering from an accredited university or college

### Software/Database Engineer I

**Duties/Responsibilities:** Applies a uniform set of disciplines for planning, analysis, design, testing, and maintenance techniques to custom software and database development, and/or structured and unstructured database management tasks, application design and development in different project settings such as traditional software development life cycle (SDLC) and agile approaches. Configures and supports internal and/or external information management systems business wide or across a major sector of the business. Performs process and data modeling in support of the planning and analysis efforts. Provides technical input on software and/or database engineering techniques and approaches. Under general direction, designs, develops, tests, debugs, integrates and troubleshoots software and database solutions.

**Experience:** Minimum three (3) years of experience

**Education:** Bachelor's degree in computer science or engineering from an accredited university or college

### Configuration Management Specialist II

**Duties/Responsibilities:** Maintains and enforces software release and change control while facilitating tracking of all systems configuration items. This includes implementing, enhancing and maintaining software configuration plans, policies and procedures. Manage and support any audit needs by providing adequate documentation to manage, validate and oversee software releases to make sure necessary steps and approvals are in place in compliance with the defined SDLC processes. Possess strong expertise in administering and customizing software change control tool-set allowing enforcement of configuration management policies and procedures.

**Experience:** Minimum seven (7) years of experience which includes over 4 years of software configuration and release management experience.

**Education:** Bachelor's degree in computer science, engineering, or related field from an accredited university or college

### Network Engineer II

**Duties/Responsibilities:** Supervises installation technicians; supervises and/or performs analysis, design, and installation of hardware, software, voice networks, LAN and WAN data networks, wireless networks, and/or network management systems to support communications systems. Directs preparation of engineering plans and site installation technical design packages, security access controls, installation schedules and documentation. Provides technical support and guidance to users, prepares and maintains disaster recovery plans, site installation and test reports. Coordinates post-installation operations and maintenance support.

**Experience:** Minimum of four (4) years of experience

**Education:** Bachelor's degree in computer science, engineering, or related field from an accredited university or college

### Network Engineer I

**Duties/Responsibilities:** Works independently, or under general direction, on moderately complex requirements. Performs analysis, design, development, configuration and installation of hardware, software, voice networks, LAN and WAN data networks, wireless networks, and/or network management systems to support voice and data services. Closely coordinates with other information system professionals and functional users in order to maintain systems, applications, networks, and security configurations, and troubleshoot network related issues. Creates and maintains disaster recovery plans, applies system updates and patches, installs new applications and equipment.

**Experience:** Minimum two (2) years of experience

**Education:** Bachelor's degree in computer science, engineering, or related field from an accredited university or college

### Business Systems Analyst III

**Duties/Responsibilities:** Under general direction, formulates and defines IT systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analyzing business and user needs, documenting requirements, and translating them into proper systems requirement specifications. Guides and advises less experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.

**Experience:** Minimum six (6) years of experience with three (3) years in IT projects

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Business Systems Analyst II

**Duties/Responsibilities:** Under general supervision, formulates and defines IT systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analyzing business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. May guide and advise less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current and future business environment.

**Experience:** Minimum of four (4) years of experience with two (2) years in IT projects

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Business Systems Analyst I

**Duties/Responsibilities:** Under direct supervision, assists in formulating and defining IT systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Analyzes business and user needs, documents requirements, and revises existing system logic difficulties as necessary under direction of experienced Business System Analysts. Competent to consider most business implications of the application of technology to the current business environment.

**Experience:** Minimum of two (2) years of experience with one (1) year in IT projects

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Test Engineer II

**Duties/Responsibilities:** Establishes and maintains software evaluation and quality processes, plans and associated documentation. Determines resources required for IT quality control. Facilitates and executes applicable systems testing tasks and maintains quality throughout the software lifecycle.

**Experience:** Minimum of four (4) years of experience which includes quality assurance and quality control of IT systems, including verification and validation, software testing and integration, and software metrics, and their application in software quality assessment.

**Education:** Bachelor's degree in computer science, engineering, or related field from an accredited university or college

### Test Engineer I

**Duties/Responsibilities:** Evaluates software and associated documentation, prepares and executes applicable test plans. Participates in determination of IT quality and in the development of software quality assurance plans. Examines and evaluates the software quality assurance process and recommends enhancements and modifications. Develops information technology quality standards.

**Experience:** Minimum two (2) years of experience which includes working with IT quality control methods and tools and in software testing and integration.

**Education:** Bachelor's degree in computer science, engineering, or related field from an accredited university or college

### Technical Writer III

**Duties/Responsibilities:** Ensures writing and presentation standards and guidelines are uniformly applied. Establishes processes for collection and organization of information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, proposals, and reports. Writes and edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently, supervises other writers and the processes and manages the writing function.

**Experience:** Minimum seven (7) years of experience to include three (3) years of experience as writer

and manager, including drafting, editing and reviewing IT documents such as but not limited to technical documents, manuals, plans, procedures and deliverables.

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Technical Writer II

**Duties/Responsibilities:** Collects and organizes information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, proposals, and reports. Develops guidelines and standards for written products. Writes and edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently and supervises other writers.

**Experience:** Minimum five (5) years of experience to include two (2) years of experience as writer and supervisor, including drafting, editing and reviewing IT documents, including technical documents, manuals, plans, procedures and deliverables.

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Technical Writer I

**Duties/Responsibilities:** Assists in collecting and organizing information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently or under general direction.

**Experience:** Minimum three (3) years of experience to include one (1) year of experience drafting, editing and reviewing IT documents such as but not limited to technical documents, manuals, plans, procedures and deliverables.

**Education:** Bachelor's degree in any discipline from an accredited university or college

### User Interface/User Experience Designer II

**Duties/Responsibilities:** Own and manage the end-to-end process of launching key new software products and features including: researching, sketching, designing, launching, measuring, & iterating to solve customer needs. Create wire-frames, live prototypes, high fidelity user interface mock ups. Maintain the overall design language and library. Work closely with business and technology stakeholders to define detailed feature requirements, including advanced computer vision and computer graphics, and ensure the features work as intended.

**Experience:** Minimum five (5) years of related experience

**Education:** Bachelor's degree in digital design, computer science or similar discipline from an accredited university or college



### Data Conversion Specialist

**Duties/Responsibilities:** Understands fundamental concepts, processes, practices, and procedures for the specific IT data management assignment and specialty area. Performs tasks that are routine and applies training to tasks. Works under close supervision.

**Experience:** Minimum three (3) years of experience with one (1) year experience in IT related projects

**Education:** Bachelor's degree in any discipline from an accredited university or college

As an alternative, a high school diploma or GED plus one additional year of work experience (total of 4) may be substituted for the Bachelor's degree

### Administrative Specialist I

**Duties/Responsibilities:** Provides administrative and clerical support for IT project tasks. May include secretarial, word-processing, graphics, desktop publishing, record-keeping, editing, and coordination.

**Experience:** Minimum three (3) years of experience

**Education:** Bachelor's degree in any discipline from an accredited university or college

As an alternative, a high school diploma or GED plus one additional year of work experience (total of 4) may be substituted for the Bachelor's degree

## SIN OLM - ORDER LEVEL MATERIALS (OLMs)

Supplies and/or services acquired in direct support of an individual task or delivery order placed against the Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time and Materials (T&M) or Labor Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINS), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."

## SINs 541611, 541611RC

### Business Subject Matter Expert I

**Duties/Responsibilities:** Serves as an expert advisor in specialized areas for simple to moderately complex projects. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development and/or maintenance efforts related to topics such as extracting data, putting together analytics solutions, and review of current systems requirements. Evaluates government plans, processes, polices and organization using methodologies and processes that have been applied to similar endeavors such as business process reengineering, results of statistical analysis and trends and best practices. Offers expertise in systems management and business perspectives including analysis of pros and cons, costs and benefits and implications of solutions to executive management to select the optimal course of action. Interacts and provides expert advice and analysis of technical issues for Program Manager and task teams engaged in resolution of challenging technical project matters, quality assurance, and process improvement projects

**Experience:** Minimum of ten (10) years of experience with half applicable to subject matter expertise.

**Education** Bachelor's degree in business administration, public administration, or related specialized field from an accredited university or college

### Business Project Manager III

**Duties/Responsibilities:** Manages projects involving teams of professionals engaged in project execution, interoperability or integration of tasks related to business process improvement, re-engineering or realignment of functions for client operation. Manages overall contract support operations, involving multiple projects and multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Negotiates and makes binding decisions for the company.

**Experience:** Minimum eight (8) years of experience which includes six (6) years of direct supervision experience of which three (3) years are direct supervision of projects with specific experience areas such as requirements definition, work planning, control of budget, schedule, task execution, and personnel management and supervision related to the technical tasks in the customer's order.

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Business Project Manager II

**Duties/Responsibilities:** Directly supervises teams of professionals engaged in project execution, interoperability or integration of tasks related to business process improvement, re-engineering or realignment of functions for client operation. Provides business support in one or more key areas associated with project execution. Demonstrates written and oral communication skills.

**Experience:** Minimum six (6) years of experience which includes 3 years of business administration experience

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Business Project Manager I

**Duties/Responsibilities:** Directly supervises teams of professionals engaged in project execution, interoperability or integration of tasks related to business process improvement, re-engineering or realignment of functions for client operation. Demonstrates written and oral communication skills.

**Experience:** Minimum four (4) years of experience which includes 2 years of business administration experience

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Business Architect III

**Duties/Responsibilities:** Responsible for the overall direction for the organization's technical infrastructure. Assures that systems are operating and performing at the highest level. Provides direction to other architects to develop the organization's technical staff, guiding principles, standards, methods, processes and tools. May facilitate systems solutions discussions with Application, Integration, Infrastructure, Business Stakeholders and Delivery Teams to maintain awareness for change management, and impacts related to cross-system dependencies. Provides updates to the client on the performance and operation of all systems and recommends improvements. Manages mission-critical tasks across multiple functional areas. Manages, controls and directs the activities of multiple functional areas through program and project/task managers with overall responsibility for the implementation of project phases.

**Experience:** Minimum fifteen (15) years of related experience

**Education:** Master's degree from an accredited university or college

As an alternative, a Bachelor's degree in business administration, public administration or related field plus eight additional years of work experience (total of 23) may be substituted for the Master's degree.

### Business Architect II

**Duties/ Responsibilities:** Possesses and applies expert technical knowledge in multiple professional fields with direct responsibility for the successful completion of projects of major complexity and importance. Establishes goals, plans and practices and manages the technical development work plans on complex projects. Provides technical leadership and expert consultation to the client. Operates independently with responsibility for major contract tasks and deliverables.

**Experience:** Minimum of ten (10) years of related experience

**Education:** Bachelor's degree in business administration, public administration or related field from an accredited university or college

### Business Architect I

**Duties/Responsibilities:** Addresses problems of systems integration, compatibility, and multiple platforms. Responsible for delivery of technical solutions. Performs feasibility analysis and develops proof of concepts on potential future projects to management. Responsible for the technical correctness and completeness of the integrated system design, including work of others. Applies comprehensive knowledge across multiple functional areas and task environments in strategizing approaches, managing project

objectives, planning, and execution. Operates across multiple tasks and works independently, contributes to deliverables and performance metrics.

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**Experience:** Minimum of seven (7) years of related experience

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**Education:** Bachelor's degree in business administration, public administration or related field from an accredited university or college

### **Business Systems Analyst III**

**Duties/Responsibilities:** Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering systems/equipment capacity and limitations, operating time, and form of desired results. Includes analyzing business and user needs, documenting requirements, and translating them into proper systems requirement specifications. Guides and advises less experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.

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**Experience:** Minimum six (6) years of experience with one (1) year in management duties

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**Education:** Bachelor's degree in business administration, computer science or related field from an accredited university or college

### **Business Systems Analyst II**

**Duties/Responsibilities:** Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex business systems. Includes analyzing business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. May guide and advise less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current and future business environment.

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**Experience:** Minimum of four (4) years of experience

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**Education:** Bachelor's degree in business administration, computer science or related field from an accredited university or college

### **Business Systems Analyst I**

**Duties/Responsibilities:** Under direct supervision, assists in formulating and defining business systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Analyzes business and user needs, documents requirements, and revises existing system logic difficulties as necessary under direction of experienced Business System Analysts. Competent to consider most business implications of the application of technology to the current business environment.

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**Experience:** Minimum of two (2) years of experience

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**Education:** Bachelor's degree in business administration, computer science or related field from an accredited university or college

### Business Data Analyst I

**Duties/Responsibilities:** Performs analytic methodologies such as data collection, data modeling, statistical analysis, life cycle cost estimation, business case development and risk research and analysis to address client needs.

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**Experience:** 3 years

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**Education:** Bachelor's degree in computer science, engineering, economics or related field from an accredited university or college

### Technical Writer III

**Duties/Responsibilities:** Ensures writing and presentation standards and guidelines are uniformly applied. Establishes processes for collection and organization of information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, proposals, and reports. Writes and edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently, supervises other writers and the processes and manages the writing function.

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**Experience:** Minimum seven (7) years of experience to include three (3) years of experience as writer and manager, including drafting, editing and reviewing documents such as but not limited to technical documents, manuals, plans, procedures and deliverables.

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**Education:** Bachelor's degree in any discipline from an accredited university or college

### Technical Writer II

**Duties/Responsibilities:** Collects and organizes information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, proposals, and reports. Develops guidelines and standards for written products. Writes and edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently and supervises other writers.

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**Experience:** Minimum five (5) years of experience to include two (2) years of experience as writer and supervisor, including drafting, editing and reviewing documents, including technical documents, manuals, plans, procedures and deliverables.

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**Education:** Bachelor's degree in any discipline from an accredited university or college

### Technical Writer I

**Duties/Responsibilities:** Assists in collecting and organizing information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently or under general direction.

**Experience:** Minimum three (3) years of experience to include one (1) year of experience drafting, editing and reviewing documents such as but not limited to technical documents, manuals, plans, procedures and deliverables.

**Education:** Bachelor's degree in any discipline from an accredited university or college

### SINs 541219, 541219RC

#### Financial Subject Matter Expert I

**Duties/Responsibilities:** : Guides or performs complex accounting, budgeting or financial projects, processes and staff. Evaluates government accounting, budgeting and financial programs, plans, policies and organizations using knowledge of methodologies and practices that have been applied to similar projects. Provides subject matter expertise in financial systems management from government and business perspectives, including requirements associated with planning, budgeting, costing, staffing, training, and justifying new or revised financial program directions

**Experience:** Minimum of ten (10) years of experience with half applicable to subject matter expertise.

**Education:** Bachelor's degree in business administration, economics or related field from an accredited university or college

#### Financial Project Manager III

**Duties/Responsibilities:** Manages projects involving teams of professionals engaged in project execution, interoperability or integration of tasks related to accounting, budgeting or financial management services for client operation. Manages overall contract support operations, involving multiple projects and multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Negotiates and makes binding decisions for the company.

**Experience:** Minimum eight (8) years of experience which includes six (6) years of direct supervision experience of which three (3) years are direct supervision of projects with specific experience areas such as requirements definition, work planning, control of budget, schedule, task execution, and personnel management and supervision related to the technical tasks in the customer's order.

**Education:** Bachelor's degree in any business or financial discipline for related field from an accredited university or college

#### Financial Project Manager II

**Duties/Responsibilities:** Directly supervises teams of professionals engaged in project execution, interoperability or integration of tasks related to accounting, budgeting or financial operations for client operation. Provides business support in one or more key areas associated with project execution. Demonstrates written and oral communication skills.

**Experience:** Minimum six (6) years of experience which includes 3 years of business administration experience

**Education:** : Bachelor's degree in any business or financial discipline from an accredited university or college

### **Financial Project Manager I**

**Duties/Responsibilities:** Directly supervises teams of professionals engaged in accounting, budgeting or financial management functions for client operation. Demonstrates written and oral communication skills.

**Experience:** Minimum four (4) years of experience which includes 2 years of business administration experience

**Education:** Bachelor's degree in any business or financial discipline from an accredited university or college

### **Financial Architect III**

**Duties/Responsibilities:** Responsible for the overall direction for the organization's business infrastructure. Provides direction to other architects to develop the organization's staff, standards, methods, processes and tools. May facilitate systems solutions discussions with Business Stakeholders and Delivery Teams to maintain awareness for financial management, and impacts related to cross-system dependencies. Provides updates to the client on the performance and operation of all systems, including accounting and budgeting and recommends improvements. Manages mission-critical tasks across multiple functional areas. Manages, controls and directs the activities of multiple functional areas through program and project/task managers with overall responsibility for the implementation of project phases.

**Experience:** Minimum fifteen (15) years of related experience

**Education:** Master's degree from an accredited university or college

As an alternative, a Bachelor's degree in business administration, economics or related field plus eight additional years of work experience (total of 23) may be substituted for the Master's degree.

### **Financial Architect II**

**Duties/ Responsibilities:** Possesses and applies expert technical knowledge in multiple professional fields including financial management with direct responsibility for the successful completion of projects of major complexity and importance. Establishes goals, plans and practices and manages the technical development work plans which can include accounting and budgeting on complex projects. Provides technical leadership and expert consultation to the client. Operates independently with responsibility for major contract tasks and deliverables

**Experience:** Minimum of ten (10) years of related experience

**Education:** Bachelor's degree in business administration, economics or related field from an accredited university or college

### Financial Architect I

**Duties/Responsibilities:** Responsible for delivery of technical solutions. Performs feasibility analysis on potential future projects to management. Responsible for the technical correctness and completeness of the integrated system design, including work of others. Applies comprehensive knowledge across multiple functional areas and task environments including budgeting and accounting in strategizing approaches, managing project objectives, planning, and execution. Operates across multiple tasks and works independently, contributes to deliverables and performance metrics..

**Experience:** Minimum of seven (7) years of related experience

**Education:** Bachelor's degree in business administration, economics or related field from an accredited university or college

### Financial Systems Analyst III

**Duties/Responsibilities:** Under general direction, formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex financial problems considering systems/equipment capacity and limitations, operating time, budgeting and accounting. May include analyzing business and user needs, review of accounting and budgeting systems, documenting requirements, and translating them into proper systems requirement specifications. Guides and advises less experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of financial analysis while considering the business implications of the application of technology to the current and future business environment.

**Experience:** Minimum six (6) years of experience with one (1) year in management duties

**Education:** Bachelor's degree in business administration, economics, or any related discipline from an accredited university or college

### Financial Systems Analyst II

**Duties/Responsibilities:** Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex business systems. Includes analyzing business and user needs, accounting and budgeting systems, documenting requirements, and revising existing financial systems. May guide and advise less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current and future business environment.

**Experience:** Minimum of four (4) years of experience

**Education:** Bachelor's degree in business administration, economics or any related discipline from an accredited university or college



### Financial Systems Analyst I

**Duties/Responsibilities:** Under direct supervision, assists in formulating and defining business systems scope and objectives through research, statistical analysis and fact-finding combined with a basic understanding of business systems and industry requirements. Analyzes business and user needs, documents requirements, and revises existing financial systems as necessary under direction of experienced Business System Analysts

**Experience:** Minimum of two (2) years of experience

**Education:** Bachelor's degree in business administration, economics or any related discipline from an accredited university or college

### Financial Data Analyst I

**Duties/Responsibilities:** Performs analytic methodologies such as extracting data, statistical analysis, econometric data modeling, data analysis and technical support for financial valuation and budget projections.

**Experience:** 3 years

**Education:** Bachelor's degree in computer science, engineering, economics or related field from an accredited university or college

### Technical Writer III

**Duties/Responsibilities:** Ensures writing and presentation standards and guidelines are uniformly applied. Establishes processes for collection and organization of information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, proposals, and reports. Writes and edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently, supervises other writers and the processes and manages the writing function.

**Experience:** Minimum seven (7) years of experience to include three (3) years of experience as writer and manager, including drafting, editing and reviewing documents such as but not limited to technical documents, manuals, plans, procedures and deliverables.

**Education:** Bachelor's degree in any discipline from an accredited university or college

### Technical Writer II

**Duties/Responsibilities:** Collects and organizes information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, proposals, and reports. Develops guidelines and standards for written products. Writes and edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently and supervises other writers.

**Experience:** Minimum five (5) years of experience to include two (2) years of experience as writer and supervisor, including drafting, editing and reviewing documents, including technical documents, manuals, plans, procedures and deliverables.

**Education:** Bachelor’s degree in any discipline from an accredited university or college

**Technical Writer I**

**Duties/Responsibilities:** Assists in collecting and organizing information for preparation of software, hardware, business and/or technology user manuals, training materials, installation guides, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Works independently or under general direction.

**Experience:** Minimum three (3) years of experience to include one (1) year of experience drafting, editing and reviewing documents such as but not limited to technical documents, manuals, plans, procedures and deliverables.

**Education:** Bachelor’s degree in any discipline from accredited university or college

**LABOR CATEGORY DESCRIPTIONS**  
**SINs 561210FAC, 561210RC, 541614OR, 541614RC**

**Title: Asbestos Site Supervisor**

**Duties/Responsibilities:** Organize and direct asbestos removal efforts. Supervise and direct work schedule for all personnel including subcontractors charged with asbestos removal. Direct safety and health activities to protect employees from harm and maintain safe working conditions. Track work status, completion and coordinate pass down of work orders. Prepare and present weekly/monthly Technical Progress Reports as required. Inspect and diagnose problems to determine corrective actions / repairs. Advise Project Manager of major problems and recommend corrective action. Conduct random inspections to review work while in progress. Ensure procedures are being followed while making certain highest level of safety and quality standards are met. Closely monitor and evaluate safety performance.. Review completed site work to verify compliance in accordance with applicable plans, procedures and all governing codes. Maintain personal and workplace safety at all times by wearing proper protective equipment and adhering to all safety protocols

**Experience:** Minimum 5 years related experience

**Education:** High School diploma or GED. Trade School certification Possesses certifications and licenses required by state and local jurisdictions.

**Title: Acoustical Site Supervisor**

**Duties/Responsibilities:** Supervise and direct work schedule for all personnel including subcontractors working with acoustical installation. Direct safety and health activities to protect employees from harm and maintain safe working conditions. Track work status, completion and coordinate pass down of work orders. Prepare and present weekly/monthly Technical Progress Reports as required. Inspect and

diagnose problems to determine corrective actions/repairs. Conduct random inspections to review work while in progress. Ensure procedures are being followed while making certain highest level of safety and quality standards are met. Closely monitor and evaluate safety performance Review completed site work to verify compliance in accordance with applicable plans, procedures and all governing codes.

**Experience:** Minimum 3 years

**Education:** High School diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Carpenter, Lead**

**Duties/Responsibilities:** Supervise and direct work schedule of carpentry personnel including subcontractors. Design, develop and implement project goals using blueprints, drawings, and models. Possess extensive experience using a variety of hand tools, portable power tools and standard measuring instruments. Make standard shop computations relating to dimensions of work, and selecting materials necessary for the work. Track work status and completion. Conduct random inspections to review work while in progress. Review completed site work to verify compliance in accordance with applicable plans, procedures and all governing codes.

**Experience:** Minimum 3 years related experience

**Education:** High School diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Electrical/Fire Alarm Site Supervisor**

**Duties/Responsibilities:** Supervise and direct work schedule of electrical and/ fire alarm technicians. Design, develop and implement project goals using blueprints, drawings, and models. Plan, organize and direct maintenance and repair on center electrical infrastructure and/or including switchgear equipment, generators and electrical infrastructure. Supervise and direct work schedules for all electrical/fire alarm personnel, including subcontractors. Track work status, completion and coordinate pass down of work orders and preventative maintenance work. Prepare and presents weekly/monthly Technical Progress Reports as required. Inspect and diagnose problems to determine corrective actions / repairs in all the trade levels. Advise Project Manager of major problems and recommend corrective action. Conduct random inspections to review work while in progress. Ensure procedures are being followed while making certain highest level of quality standards are met. Review completed site work to verify compliance in accordance with applicable plans, procedures and all governing codes.

**Experience:** Minimum 3 years related experience

**Education:** High School diploma or GED Trade School Certification. Possess certifications

and licenses required by State and local jurisdictions.

**Title: Mechanical/Plumber Site Supervisor**

**Duties/Responsibilities:** Supervise and direct work schedule of mechanical and plumbing personnel including subcontractors. Study building plans and working drawings to determine work aids required and sequence of installations. Track work status, completion and coordinate pass down of work orders and preventative maintenance work. Prepare and present weekly/monthly Technical Progress Reports as required. Inspect and diagnose problems to determine corrective actions / repairs in all the trade levels. Advise Project Manager of major problems and recommend corrective action. Conduct random inspections to review work while in progress. Ensure procedures are being followed while making certain highest level of quality standards are met. Review completed site work to verify compliance in accordance with applicable plans, procedures and all governing codes.

**Experience:** Minimum 3 years related experience

**Education:** High School diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Supervisor**

**Duties and Responsibilities:** Supervise and direct work schedule of demolition team, including subcontractors. Study building plans and working drawings to determine work aids required and sequence of demolition. Track work status, completion and coordinate pass down of work orders. Prepare and present daily progress reports as required. Advise Project Manager of major problems and recommend corrective action. Conduct random inspections to review work while in progress. Ensure safety procedures are being followed while making certain highest level of quality standards are met. Review completed site work to verify compliance in accordance with applicable plans, procedures and all governing codes. Supervise/coordinate the removal of demolition debris from the work site.

**Experience:** Minimum 3 years of related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Demolition Site Supervisor**

**Duties and Responsibilities:** Supervise and direct work schedule of demolition team, including subcontractors. Study building plans and working drawings to determine work aids required and sequence of demolition. Track work status, completion and coordinate pass down of work orders. Prepare and present daily progress reports as required. Advise Project Manager of major problems and recommend corrective action. Conduct random inspections to review work while

in progress. Ensure safety procedures are being followed while making certain highest level of quality standards are met. Review completed site work to verify compliance in accordance with applicable plans, procedures and all governing codes. Supervise/coordinate the removal of demolition debris from the work site.

**Experience:** Minimum 3 years of related experience

**Education:** High school diploma or GED Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Locksmith**

**Duties and Responsibilities:** Install, repair, rebuild, and service mechanical or electrical locking devices, using hand tools and special equipment. Disassemble locks, such as padlocks, safe locks, and door locks, and repair or replace worn tumblers, springs, and other parts. Insert new or repaired tumblers into lock to change combination. Cut new or duplicate keys, using key cutting machine. Move lock pick in cylinder to open door locks without keys. Open safe locks by drilling. May keep records/key control of company locks and keys.

Experience: Minimum 2 years related experience

Education: High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Site Supervisor**

**Duties and Responsibilities:** Oversee and direct all project activities in coordination with the Project Manager. Implement schedules for operating and maintaining activities at facilities. Maintain close relationships with the client to ensure all requirements are fully met in accordance with the contract requirements. Direct overall activities of workers in a variety of trades and custodial capacities through subordinate trade supervisors or contractor operations. Plan operating programs, develop standard schedules for operating and maintenance activities, and make periodic inspections.

**Experience:** Minimum 5 years of related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Sprinkler Fitter**

**Duties and Responsibilities:** : Lay out, assemble or install pipe systems, pipe supports, or related hydraulic or pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, or industrial production or processing systems.

**Experience:** 2 years of related experience

**Education:** High school diploma or GED Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Electrician Mechanic**

**Duties and Responsibilities:** Perform 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.

**Experience:** Minimum 3 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Fire Alarm Mechanic**

**Duties and Responsibilities:** Inspect, test, service, maintain, and repair installed fire alarm detection and suppression systems in accordance with manufacturer's specifications and National Fire Protection Association standards. Inspect fire alarm equipment visually and replace defective components, test initiating and signal circuits, detectors, and system transmitter, make needed repairs, and check pressure gauges on suppression system storage containers and recharge or replace containers. Responsible for the development and propagation of signals, measurement of forces, computation of data and control systems, as well as mechanical and hydraulic knowledge. Maintenance and repairs shall be executed as set forth by the manufacturer manuals. May install low voltage systems; ensure compliance with all applicable codes and standards; prepare service reports; may terminate devices and panel wiring.

**Experience:** Minimum of 3 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Acoustic Mechanic**

**Duties and Responsibilities:** Responsible for setting up any required sound equipment for a recording or live performance. This may include soundboards, microphones, amplifiers, audio lines, monitors and speakers, just to name a few. The type of recording or performance will determine how large of a setup is needed, but Acoustical Mechanic must be comfortable with setting up all common sound equipment. Must also know how to test all the equipment and use it as well. Responsible for recording the music or monitoring the sound levels

**Experience:** Minimum of 3 years related acoustical experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Carpenter**

**Duties and Responsibilities:** Under general supervision, performs a variety of skilled and semiskilled work at the full- performance level in the carpentry trades in connection with the maintenance and repair of facilities, institutions, and buildings. Work assignments usually require skill in and knowledge of maintenance and repair methods and practices in carpentry trades.

**Experience:** Minimum 3 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions

**Title: Finishing Carpenter**

**Duties and Responsibilities:** Under general supervision, performs a variety of skilled carpentry work at the full performance level in the carpentry trades in connection with the maintenance and repair of facilities, institutions, and buildings. Work assignments usually require skill in and knowledge of maintenance and repair methods and practices in finish carpentry. May operate hand and power tools of all types and a variety of other equipment and instruments.

**Experience:** Minimum 5 years related experience.

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Painter**

**Duties and Responsibilities:** Cover surfaces with drop-cloths or masking tape and paper to protect surfaces during painting. Fill cracks, holes, or joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives. Apply primers or sealers to prepare new surfaces, such as bare wood or metal, for finish coats. Apply paint, stain, varnish, enamel, or other finishes to equipment, buildings, bridges, or other structures, using brushes, spray guns, or rollers. Calculate amounts of required materials and estimate costs, based on surface measurements or work orders. Read work orders or receive instructions from supervisors or homeowners to determine work requirements. Erect scaffolding or swing gates, or set up ladders, to work above ground level. Remove fixtures such as pictures, door knobs, lamps, or electric switch covers prior to painting. Wash and treat surfaces with oil, turpentine, mildew remover, or other preparations, and sand rough spots to ensure that finishes will adhere properly. Mix and match colors of paint, stain, or varnish with oil or thinning and drying additives to obtain desired colors and consistencies.

**Experience:** Minimum 2 years

**Education:** High School diploma or GED Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Heating Ventilation and Air Conditioning (HVAC) Mechanic**

**Duties and Responsibilities:** Install, service and repair environmental control systems, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mount compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricate, assemble and install ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, wraps pipes in insulation batting and secures them in place with cement or wire bands. Replace defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units using hand tools and test equipment. May install, repair, and service air conditioners ranging from 15 to 20 tons cooling capacity. Performs maintenance and service repairs on heating, ventilating, and air conditioning systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.



**Experience:** Minimum 2 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Plumbing Mechanic**

**Duties and Responsibilities:** Assemble, install and repair pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Study building plans and working drawings to determine work aids required and sequence of installations. Inspect structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locate and mark position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cut openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cut and thread pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bend pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assemble and install valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic.

Experience: Minimum 2 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions

**Title: Project Manager**

**Duties/Responsibilities:** Provides managerial oversight, direction and coordination of all functions and tasks associated with performance. Provides effective and efficient operation of all activities. Provides overall project management coordination. Responsible for project correspondence and project deliverables. Serves as the central point of contact to the customer for all work. Manages and commits resources including materials, equipment and labor force. Responsible for support staff coordination and ensuring required supervision of contractor personnel is carried out. Attends all meetings that involve customers or representatives. Ensures that all employees are properly trained and licensed, if required, prior to appointment to a position or performing work.

**Experience:** Minimum 3 years related experience.

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Tile Finisher**

<b>Title: Tile Setter</b>
<p><b>Duties and Responsibilities:</b> Apply a mixture of cement, sand, pigment, or marble chips to floors, stairways, and cabinet fixtures to fashion durable and decorative surfaces.</p> <p><b>Experience:</b> Minimum 2 years related experience</p> <p><b>Education:</b> High school diploma or GED Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.</p>
<b>Title: Tile Setter</b>
<p><b>Duties and Responsibilities:</b> Remove, install, and apply tiles or panels; sets materials in place using setting mixtures and adhesives. May use hand tools.</p> <p><b>Experience:</b> Minimum 2 years related experience</p> <p><b>Education:</b> High school diploma or GED Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.</p>
<b>Title: Designer</b>
<p><b>Duties and Responsibilities:</b> Design floor plans for furniture placement on large projects. Use computer assisted design software and equipment to perform design tasks. Evaluate current layouts and makes recommendations for changes to improve traffic flow.</p> <p><b>Experience:</b> Minimum 5 years related experience</p> <p><b>Education:</b> High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.</p>
<b>Title: Mechanic</b>
<p><b>Duties and Responsibilities:</b> Repair machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation.</p> <p>Excluded from this classification are workers whose primary duties involve setting up or</p>

adjusting machines.

**Experience:** Minimum 1 year related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Demolition Laborer**

**Duties/Responsibilities:** Use tools and manual labor to remove unsound structures, mold-damaged carpeting and flooring, and other building materials that cannot be restored or repaired. This includes breaking up concrete, removing roofs, and tearing down walls. Clean up and remove all hazardous materials and debris from jobsites. Control traffic by placing traffic control signs and physically directing cars and people away from jobsites and debris areas. Provide assistance to heavy equipment operators, helping them place attachments on and move equipment. This also includes signaling heavy equipment operators to help them position vehicles and machinery. Operate pumps to remove water, run generators to provide electricity, and use other equipment to facilitate demolition work. Unload tools and equipment from trucks and load trash into vehicles and dumpsters to be hauled away. clean all tools and equipment used at jobsites. This includes performing general maintenance on tools and equipment, such as replacing broken parts and refueling gas-powered vehicles. Maintain personal and workplace safety at all times by wearing proper protective equipment and adhering to all safety protocols. Some demolition jobs require the use of explosives, which means safety must be paramount at all times and all protocols must be followed to the letter.

**Experience:** Minimum 1 year related experience

**Education:** High school diploma or GED . Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Electrical Helper**

**Duties/Responsibilities:** Assist electrician by keeping the worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman.

**Experience:** Minimum 2 years related experience

**Education:** High school diploma or GED . Trade School Certification. Possess certifications and

licenses required by State and local jurisdictions.

**Title: Fire Alarm Helper**

**Duties/Responsibilities:** Assist fire alarm electrician by keeping the worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman.

**Experience:** Minimum 2 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Driver, Light**

**Duties and Responsibilities:** Drives a truck of one and one half tons or less to transport materials, merchandise or equipment, between various types of establishments such as but not limited to: freight depots, warehouses, or between multiple customer locations. Driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

**Experience:** Minimum 2 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions, and valid commercial driver’s license.

**Title: Acoustical Laborer**

**Duties and Responsibilities:** Responsible for assisting in the set-up of all common sound equipment for a recording or live performance. The laborer will assist in set up of soundboards, microphones, amplifiers, audio lines, monitors and speakers, just to name a few. May also assist in testing all the equipment. Assist in monitoring the sound levels.

**Experience:** Minimum 2 years related experience

**Education:** High school diploma or GED

**Title: Trade Worker**

**Duties/Responsibilities:** Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, HVAC and electrical work. Work involves a variety of the following duties: replacing electrical fixtures, patching holes and cracks in walls and ceilings, repairing or replacing sinks, water coolers, and bathroom fixtures painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks, replacing damaged paneling and floor tiles, hanging doors and installing door locks, replacing broken window panes, and performing general maintenance on equipment and machinery. Fabricate, assemble and install ductwork and chassis parts, using portable metalworking tools and welding equipment. Cut and bends tubing to correct length and shape, using cutting and bending equipment and tools. Observe gauges and adjusts controls to insure proper operation. Wrap pipes in insulation batting and secures them in place with cement or wire bands. Replace defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment.

**Experience:** Minimum 3 years related experience

**Education:** High school diploma or GED. Trade School Certification. Possess certifications and licenses required by State and local jurisdictions.

**Title: Laborer**

**Duties/Responsibilities:** Performs physical labor as required. Duties may include such activities as cleaning and preparing interior and exterior work areas of buildings for trade services to be performed. Assists trade personnel by unloading and loading materials, helping to maintain materials, supplies and tools. Assists in building structures for commercial business, and construction sites. Participates in demolitions. Mixes paint and or plaster. Uses brushes and rollers for application of material to ceilings or walls. Installs safety control devices for work to be performed. Able to operate a variety of hand and power tools used in maintenance or construction of buildings. Cleans and prepares construction sites as needed, including erecting scaffolding, removing and properly disposing of debris and waste materials.

**Experience:** One year

**Education:** High school diploma or GED.

**ANCRA Ancillary Repair and Alterations** Includes ancillary repair and alteration services ordered in conjunction with the delivery, or installation of products or services. These services are non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping. For ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on [www.gsa.gov](http://www.gsa.gov).

**ANCILLARY SUPPLIES AND/OR SERVICES** Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to

provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.