



GSA Federal Supply Services  
Authorized Federal Supply Schedule Price List



## Professional Services Schedule

**Contract Number: GS-10F-0231Y**

Industrial Group: 00CORP      Class: R425

**Contract Period: March 16, 2012 – March 15, 2017**

RoundTable Defense, LLC  
1380 Central Park Blvd, Suite 201  
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<http://www.roundtabledefense.com/doing-business-with-rtd>

### Contract Administration:

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**Business Size:** Small, Service-Disabled, Veteran Owned Business

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

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

## Customer Information

### 1. Awarded SINs

SIN 871-1 / 871-1RC Strategic Planning for Technology Programs and Activities

SIN 871-2 / 871-2RC Concept Development and Requirements Analysis

SIN 871-3 / 871-3RC System Design and Integration

SIN 871-4 / 871-4RC Test and Evaluation

The “RC” following the SIN indicates that the SIN is available for State and local government use under the Disaster Recovery Purchasing provision. For additional information, see *Disaster Recovery Purchasing* below.

**2. Maximum order:** There is no maximum task order size for the contract. A maximum threshold value of \$1,000,000 for each task order was established for the contract. When task orders exceed this value, agencies should consider additional contractors and seek discounts.

**3. Minimum order:** \$100

**4. Geographic coverage (delivery area):** This contract was established to be used as sources for professional engineering services as described in the statement of work for domestic use only.

**5. Point(s) of production (city, county, and state or foreign country):** Determined by individual task order.

**6. Discount from list prices or statement of net price:** Prices shown herein are Government net (discount deducted).

**7. Quantity discounts:** N/A

**8. Prompt payment terms:** Net 30 days.

**9a. Notification that government purchase cards are accepted below the micro-purchase threshold:** Government purchase cards are accepted below the micropurchase threshold (as defined by FAR 2.101).

**9b. Notification that government purchase cards are accepted or not accepted above the micro-purchase threshold:** Accepted.

**10. Foreign items:** N/A

**11a. Time of delivery:** Specified by individual task order.

**11b. Expedited delivery:** N/A

**11c. Overnight and 2-day delivery:** N/A

**11d. Urgent requirements:** N/A

**12. FOB point(s):** Destination

**13a. Ordering address(es):** Same as Company address

**13b. 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 Schedule

homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)) and in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address(es):** Same as Company address

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

**16. Export packing charges, if applicable:** N/A

**17. Terms and conditions of government purchase card acceptance (any thresholds above the micro-purchase level):** None.

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

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

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

**20a. Terms and conditions for any other services (if applicable):** N/A

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

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

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

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

**24b. Section 508 compliance information is available at:** [www.Section508.gov](http://www.Section508.gov)

**25. Data Universal Number System No.:** 82-7911335.

**26. Notification regarding registration in System For Award Management (SAM) database:** RTD is registered in the SAM database.

**IMPORTANT:** There is NO MAXIMUM DOLLAR VALUE on task orders and no dollar ceiling for this contract. All GSA Multiple Award Schedule contracts contain a price point called a **Maximum Order (MO) Threshold**. This MO is not a ceiling on your order size; rather, it is a point where the ordering agency should consider additional contractors (more than three) and seek discounts from the listed catalog rates.

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## **RoundTable Defense, LLC (RTD) Company Overview**

RoundTable Defense, LLC (RTD) was founded in 2008 with a mission to provide our customers with knowledge and evaluated data that ensures only safe, effective, and reliable materiel is fielded to our Nation's most valuable asset; the Warfighter. RTD personnel provide Combat Developers, Evaluators, and Program Managers with the expertise needed to effectively and efficiently plan, conduct, and evaluate Special Studies, Developmental, Operational, or Mission-Based T&E. Our experience and capabilities enable RTD to rapidly synthesize data and Warfighter feedback to clearly communicate the effectiveness and suitability of a system for acquisition decision makers.

## **Contract Overview**

Under the General Services Administration federal supply schedule contract for professional engineering services, contract no. GS-10F-0231Y, RTD's technical experience and engineering expertise is available to all federal government and other authorized agencies using a streamlined ordering process. RTD was originally awarded the professional engineering services contract on March 16, 2012. The professional engineering services contract is an indefinite delivery indefinite quantity multiple award schedule contract that provides for task orders to be placed as firm fixed-price or time and material task orders using the labor categories and ceiling rates defined in the contract. Order type is at the discretion of the ordering agency. There is no dollar-value ceiling for this contract. To learn more about RTD's professional engineering services contract, please visit our Web site at <http://www.roundtabledefense.com/doing-business-with-rtd>.

Under the federal supply schedule program, GSA enters into contracts with commercial firms to provide supplies and services at stated prices for given periods of time. Orders are placed directly with the schedule contractor, and deliveries are made directly to the customer. The federal supply schedule program mirrors commercial buying practices more than any other procurement process in the federal government today. It provides customers with literally millions of state-of-the-art, high-quality commercial products and services at volume discount pricing on a direct delivery basis. The federal supply schedule program also offers the benefits of shorter lead times, lower administrative costs and reduced inventories.

Multiple award schedule contracts are awarded to contractors supplying comparable commercial supplies and services at government negotiated, preapproved prices. They provide federal government agencies with the variety and the flexibility necessary to select the best value professional services to meet their requirements. Consistent with the Competition in Contracting Act, multiple award schedule contracts are competitive in that participation in the program is open to all responsible sources, and orders placed following the procedures in Federal Acquisition Regulation 8.4 result in the lowest overall cost alternative. Therefore, when placing orders under federal supply schedule contracts, ordering offices need not:

- 1) seek further competition,
- 2) synopsize the requirement,
- 3) make a separate determination of fair and reasonable pricing or

4) consider small-business programs.

GSA already has determined the prices of items under schedule contracts to be fair and reasonable.

**Advantages of Using the GSA Professional Engineering Services Schedule Contract Include:**

- Five-year contract ordering period through March 15, 2017 with two five-year option periods
- Indefinite delivery/indefinite quantity contract with no ceiling and no maximum order limitations
- Available to all federal agencies and authorized organizations
- No synopsis (FedBizOpps, formerly *Commerce Business Daily*) is required — all competitive requirements have been met
- Direct customer and contractor relationship — no transfer of funds to GSA required
- Reduced lead times — procurement cost savings
- Labor categories and rates for fixed price and time and materials task orders
- Provides for teaming and subcontracts
- Blanket purchase agreements may be established
- Available to State & Local entities for Disaster Recovery Purchasing

**Contract Use**

In accordance with the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996, GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. While the federal supply schedule program already has determined these rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. Based on quotes requested from three contractors that appear to offer the best value (considering scope of services offered, hourly rates, contractor's locations and other factors, as appropriate), the ordering agency selects the one that best meets its needs.

This contract is available to all federal government agencies as a source of engineering services for domestic and overseas use. Executive agencies, other federal agencies, mixed-ownership government corporations and the District of Columbia; government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the executive branch of the federal government. GSA Order ADM 4800.2E provides a complete list of authorized schedule users.

The total price for services is established at the time the task order is placed and is based on the prices offered in the RTD Professional Engineering Services Price List. The resultant task order details the estimated number of hours, the labor categories to be provided and any related items. If the ordering agency's contracting officer chooses to purchase services on a labor hour (time and materials) basis, the resultant task order will specify the not-to-exceed price, the labor categories proposed (with the hourly rates for each) and any applicable travel and other direct costs.

## **Ordering Instructions**

The recently updated Federal Acquisition Regulation Part 8.4 provides procedures for the acquisition of services using federal supply schedule contracts. To summarize the process for ordering engineering services, the government agency:

1. Prepares a request for quotation that includes:
  - A performance-based statement of work that outlines the work to be performed
  - Type of task order — time and materials or firm fixed price
  - Basis to be used for contractor selection (best value, etc.)
2. Transmits the requests for quotation to contractors to:
  - Select at least three (more if task order value is more than \$750,000) qualified contractors on the schedule. Note: Department of Defense agencies should refer to DFAR 208.4 when ordering services over \$100,000 using federal supply schedule contracts.
  - Send requests for quotations to selected contractors. GSA's E-buy provides ordering agencies a streamlined Web-based system for ordering services using the federal supply schedules.
3. Evaluates quotes and selects the contractor to receive the order:
  - Evaluate responses based on the factors identified in the requests for quotations
  - Place the order directly with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.).

The requesting government agency's contracting office directly issues the task order to the selected contractor without GSA involvement in the procurement process. All task order reporting requirements and remission of fees to GSA are the responsibility of the contractor.

## **Engineering Services Available from RTD**

RTD offers services under the SINs defined below:

<b>SIN 871-1 / 871-1RC</b>	<b>Strategic Planning For Technology Programs/Activities</b>
<b>SIN 871-2 / 871-2RC</b>	<b>Concept Development and Requirements Analysis</b>
<b>SIN 871-3 / 871-3RC</b>	<b>System Design, Engineering and Integration</b>
<b>SIN 871-4 / 871-4RC</b>	<b>Test and Evaluation</b>

### **SIN 871-1 / 871-1RC Strategic Planning For Technology Programs/Activities**

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

### **SIN 871-2 / 871-2RC Concept Development and Requirements Analysis**

Services offered under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual designs, training, and consulting.

### **SIN 871-3 / 871-3RC System Design, Engineering and Integration**

Services offered under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.

### **SIN 871-4 / 871-4RC Test and Evaluation**

Services offered under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives



outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype, and first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting.

**Disaster Recovery Purchasing**

In accordance with Section 833 of the 2007 National Defense Authorization Act (Public Law 109-364) amended 40 U.S.C. 502, State and local governments can now use GSA Schedule contracts for products and services needed to help prevent, prepare for, and respond to a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack. State and local government entities includes any states of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments. It does not include contractors of State or local governments. State and local government entities are responsible for ensuring that the products or services purchased are used to prevent, prepare for, respond or facilitate recovery from a major disaster declared by the President.

**Examples of the Engineering Services Available from RTD**

Under this contract, RTD provides engineering services for civil, electrical, and mechanical engineering and all related sub-disciplines under each of the contract SINs. Examples of engineering services available from RTD under this contract include, but not limited to:

Acquisition and Life Cycle management	Flight Test Engineering	Reliability & Maintainability Analysis
Quality Assurance	Fuel Storage & Distribution Studies	Requirements Analysis and Definition
Blast Mitigation Techniques	Hazard and Accident Analysis	Reverse Engineering
C4ISR Analysis & Architecture Design	Health and Safety Compliance	Risk Assessments
Capability Document Development	Homeland Security	Root Cause Analyses
Computer Modeling and Simulation	Human Factors Analysis	Safety Analysis
Concept Development	Impact statements/analysis	Safety Requirements Development

Configuration & Data Management	Independent Verification & Validation	Simulation and modeling
Cost Estimating and Scheduling	Instrumentation	Statistical analysis
Cost Benefit Studies	Investigative Engineering Service	Strategic Planning
Criticality Safety Analysis & Engineering	JCIDS Document Development	Systems Engineering
Demonstration and Validation	Life Cycle Costing	Systems Integration
Design Documents Development	Mechanical Engineering	Test & Evaluation (T&E)
Design Reviews	Militarized System Design/Testing	Test and Evaluation Master Plans
Design & Specifications	O&M (operation and maintenance)	Threat Assessments and Threat Reduction
Economic Impact Evaluations	Occupational Health and Safety	Trade Studies
Economic & Business Case Analysis	Operations Research (Non R&D)	Unmanned Vehicles
Failure Modes Effect Analysis	Probabilistic Risk Assessment	Vulnerability Assessments
Fault Tree Analysis	Process Safety Engineering	Value Engineering
Feasibility Studies	Program and Project management	Weapon Systems

### **Additional Services Available**

Tasks under this schedule may require additional services to support the primary engineering requirements. Task orders issued under professional engineering services may include other services, such as: logistics, information technology (systems integration, network services, information technology hardware, software or software development, database planning, etc.), environmental, business improvement and management, financial, and marketing and media services, provided that these services are integral and incidental to the central role of the engineering services offered.

When an agency requires additional services other than as integral or incidental to the engineering requirements, other GSA schedules awarded to RTD may be combined on a single task order or blanket purchase agreement to provide a total solution to the customer's requirements.

### **Blanket Purchase Agreements (BPAs)**

Blanket Purchase Agreements (BPAs) for recurring services are permitted under this contract and provide the opportunity to secure volume discounts. When establishing BPAs, ordering offices should inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPA(s). Please contact RTD at (540) 318-8247 or visit our web site <http://www.roundtabledefense.com/doing-business-with-rtd> for assistance and additional information on establishing a BPA for engineering services.

### **Contractor Team Arrangements**

Contractor Team Arrangements are encouraged under the Federal Supply Schedules Program. Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together, by complementing each other's capabilities, to offer a total solution to meet an ordering activity's requirement rather than ordering activity making separate buys for each part of a requirement. The CTA combines the supplies and/or services from the team members' separate GSA Schedule contracts. It permits contractors to compete for orders for which they may not independently qualify. A customer benefits from a CTA by buying a solution rather than making separate buys from various contractors. Contractor Team Arrangements provide a "win-win" situation for both GSA Schedule contractors and ordering activities.

For additional information see FAR 9.6 and "Contractor Team Arrangements" at the GSA website <http://www.gsa.gov> under "Acquisition Solutions", click on "GSA Schedules", click on "Contractor Team Arrangements" or contact the RTD Contract Manager.

### **Labor Rates**

RTD offers services under all the SINs using the 21 labor ceiling rates specified in the following tables (contractor site and government site). Note: Discounted rates may be offered on individual task orders. All rates shown are USD per hour.

### **Differentials/Allowances**

The rates included herein (both RTD site and Government site rates) do not include Danger Pay or Hardship/Hazardous Duty Pay, War Hazards Compensation Act (WHCA) benefits, nor do they include Site Differentials, Cost of Living Allowance, Housing Allowance, or Relocation Costs. These costs shall be negotiated separately on a case-by-case basis with the ordering agencies.

**RoundTable Defense, LLC Labor Rates**

<b>Labor Category – Applicable to all SINs</b>	<b>Government Site Rate</b>	<b>RTD Site Rate</b>
<b>Program Manager</b>	\$ 110.16	\$ 125.90
<b>Senior Project Leader</b>	\$ 104.97	\$ 119.97
<b>Senior Test Manager/Consultant</b>	\$ 96.31	\$ 111.11
<b>Test Manager/Consultant</b>	\$ 85.53	\$ 96.23
<b>Subject Matter Expert</b>	\$ 110.16	\$ 125.90
<b>Senior Operations Research Systems Analyst</b>	\$ 86.27	\$ 98.60
<b>Operations Research Systems Analyst</b>	\$ 59.33	\$ 67.81
<b>Senior Engineer</b>	\$ 93.33	\$ 109.80
<b>Mid Engineer</b>	\$ 68.86	\$ 85.54
<b>Junior Engineer</b>	\$ 50.13	\$ 58.35
<b>Senior Software Engineer</b>	\$ 79.52	\$ 92.22
<b>Mid Software Engineer</b>	\$ 71.28	\$ 77.06
<b>Junior Software Engineer</b>	\$ 50.19	\$ 61.64
<b>Senior Systems Engineer</b>	\$ 93.97	\$ 107.40
<b>Mid Systems Engineer</b>	\$ 67.03	\$ 76.61
<b>Junior Systems Engineer</b>	\$ 50.13	\$ 58.35
<b>Senior Administrative Specialist **</b>	\$ 31.81	\$ 34.39
<b>Junior Administrative Specialist **</b>	\$ 25.67	\$ 27.74
<b>Technical Writer/Editor **</b>	\$ 43.87	\$ 50.13
<b>Senior Business Specialist</b>	\$ 49.32	\$ 56.37
<b>Junior Business Specialist</b>	\$ 31.81	\$ 34.39

**Note: Criteria for Government Site Rates**

RTD has provided discounted rates for tasks performed at government sites. Such work must be performed on a sufficiently continuous basis such that the customer will provide office space,

supplies, reproduction, telephone service, laboratory or automated data processing facilities, as required, for the performance of the contract. A sufficiently continuous basis is further clarified as offsite at a customer location for a period of three consecutive months for each assigned employee with no onsite (RTD) facility costs.

### **Labor Categories**

Each labor category offered by RTD is provided with a set of qualifications that consider both education and years of experience. The range of labor categories enables RTD to assemble a team with the right expertise and experience to meet your unique task requirements. Labor categories offered by RTD under this schedule are also described in the RTD PES catalog available on our web site at <http://www.roundtabledefense.com/doing-business-with-rtd>.

#### **RoundTable Defense, LLC Labor Categories**

<b>Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>	<b>Position Duties/ Responsibilities/ Qualifications</b>
Program Manager	BS/BA or equivalent	10 years general experience with at least 3 years of program management	<b>Position Duties/Responsibilities:</b> Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items. Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities. Ensures that all required resources including manpower, funding, and facilities are available for program implementation. Manages program consisting of multiple projects including project identification, design, development and delivery. Maintains the development and execution of business opportunities based on broad, general guidance. Responsible for marketing new technology and follow-on business acquisitions. Confers with project manager to provide technical advice and to assist with problem resolution.
			<b>Qualifications:</b> Demonstrated experience in project management. Possess comprehensive knowledge, in all phases of the program/project lifecycle.
Senior Project Leader	BS/BA or equivalent	6 years general with at least 3 years of project management	<b>Position Duties/Responsibilities:</b> Directs, coordinates, and exercises supervisory authority for planning, organizing controlling and integrating projects. Develops and implements procedures and guidelines for daily operation of assigned projects. Executes and implements program directives and develops systems and controls to carry out project tasks. Evaluates performance of assigned program tasks in terms of quality, cost control and program schedules.
			<b>Qualifications:</b> Demonstrated experience in project management. Possess comprehensive knowledge, in all phases of the program/project lifecycle.
Senior Test Manager/ Consultant	MS/MA or equivalent	6 years general experience	<b>Position Duties/Responsibilities:</b> Performs a variety of technical, managerial, administrative, and/or project support tasks which are broad in nature. Uses a wide application of

Labor Category	Minimum Education	Minimum Experience	Position Duties/ Responsibilities/ Qualifications
			<p>principles, theories, and techniques to assess a specific area and then develop innovative solutions. Performs with latitude for un-reviewed actions and decisions.</p> <p><b>Qualifications:</b> Demonstrated industry or academic experience in a discipline or associated area. Has knowledge of applicable strategic planning, Acquisition management, six sigma, LEAN management, business process reengineering, technical areas and/or associated systems, their operation, capabilities, reporting mechanisms, or planned improvements.</p>
Test Manager/ Consultant	BS/BA or equivalent	2 years general experience	<p><b>Position Duties/Responsibilities:</b> Assists in defining and executing technical, managerial, and/or administrative activities and services within a project.</p> <p><b>Qualifications:</b> Industry or academic experience in a discipline or associated area. Has knowledge of applicable strategic planning, Acquisition management, six sigma, LEAN management, business process reengineering, technical areas and/or associated systems, their operation, capabilities, reporting mechanisms, or planned improvements.</p>
Subject Matter Expert	Ph.D. Degree in related discipline	10 years general experience	<p><b>Position Duties/Responsibilities:</b> Lead and provide technical direction on projects; provide guidance and direction for accomplishment of multiple, complex and interrelated projects; design and implement programs/applications using commercial or proprietary products, lead/manage multi-task/enterprise projects of high complexity while providing primary interface with client management personnel regarding enterprise strategic issues; ensure completion of programs, projects or tasks within estimated time frames and budget constraints; coordinate with all parties to tasks; review design, programming and test work products for completeness, and adherence to customer requirements; brief and lead strategic level client meetings.</p> <p><b>Qualifications:</b> Recognized expert who has demonstrated industry and public service leadership in the applicable work area. Possess comprehensive knowledge or associated operational experience in a relevant field. Expert in one of the following areas: strategic planning, cost/benefit analysis, process improvement, technical/engineering, and risk mitigation.</p>
Senior Operations Research Systems Analyst	BS/BA or equivalent	6 years general experience	<p><b>Position Duties/Responsibilities:</b> Progressively responsible for requirements analysis, developing measures of effectiveness, risk assessment, and finally, statistical analysis of collected data. The analyst will be responsible for the development of data collection plans, data collection activities, analysis of alternatives, and final reporting. Utilize modern qualitative and quantitative analysis tools to apply to the solution of problems and to provide guidance to subordinates on the selection and use of such tools.</p>

Labor Category	Minimum Education	Minimum Experience	Position Duties/ Responsibilities/ Qualifications
			<p><b>Qualifications:</b> Experience and training in operations research, management, economics or social sciences. Expertise in statistical analysis and Design of experiments. Familiarity with relational database design, programming and modeling &amp; simulation applications. Must possess sufficient familiarity with modern qualitative and quantitative analysis tools.</p>
Operations Research Systems Analyst	BS/BA or equivalent	2 years general experience	<p><b>Position Duties/Responsibilities:</b> Progressively responsible for requirements analysis, developing measures of effectiveness, risk assessment, and finally, statistical analysis of collected data. The analyst will be responsible for the development of data collection plans, data collection activities, analysis of alternatives, and final reporting. Utilize modern qualitative and quantitative analysis tools to apply to the solution of problems.</p> <p><b>Qualifications:</b> Experience and training in operations research, management, economics or social sciences. Expertise in statistical analysis and Design of experiments. Familiarity with relational database design, programming and modeling &amp; simulation applications. Must possess sufficient familiarity with modern qualitative and quantitative analysis tools.</p>
Senior Engineer	BS/BA or equivalent	10 years general experience	<p><b>Position Duties/Responsibilities:</b> Progressively responsible experience in the management of acquisition programs. Support the process improvement effort of an organization by providing specific, high-level, technical expertise as required by the team leader. Assist with benchmarking and surveys. Develop or apply advanced quality tools, metrics, or techniques.</p> <p><b>Qualifications:</b> Must possess sufficient familiarity with modern qualitative and quantitative analysis tools to apply to the solution of problems and to provide guidance to subordinates on the selection and use of such tools. Must possess managerial or supervisory experience sufficient to ensure positive direction of subordinates. Must be familiar with systems integration techniques, system trade-off analysis, and/or program planning.</p>
Mid Engineer	BS/BA or equivalent	4 years general experience	<p><b>Position Duties/Responsibilities:</b> Progressively responsible experience in the management of acquisition programs. Support the process improvement effort of an organization by providing specific, high-level, technical expertise as required by the team leader. Assist with benchmarking and surveys. Develop or apply advanced quality tools, metrics, or techniques.</p> <p><b>Qualifications:</b> Must possess sufficient familiarity with modern qualitative and quantitative analysis tools to apply to the solution of problems. Must be familiar with systems integration techniques, system trade-off analysis, and/or</p>

Labor Category	Minimum Education	Minimum Experience	Position Duties/ Responsibilities/ Qualifications
Junior Engineer	BS/BA or equivalent	1 year general experience	<p>program planning.</p> <p><b>Position Duties/Responsibilities:</b> Progressively responsible experience in the management of acquisition programs. Support the process improvement effort of an organization by providing specific, high-level, technical expertise as required by the team leader. Assist with benchmarking and surveys. Develop or apply advanced quality tools, metrics, or techniques.</p> <p><b>Qualifications:</b> Must possess sufficient familiarity with modern qualitative and quantitative analysis tools to apply to the solution of problems. Must be familiar with systems integration techniques, system trade-off analysis, and/or program planning.</p>
Senior Software Engineer	BS/BA or equivalent	10 years general experience	<p><b>Position Duties/Responsibilities:</b> Design and implement specific plans for complex technical operations, business or process models; verify, validate, and support the accreditation/ certification of information technology enterprise models or data considered for use (VV&amp;A and VV&amp;C); build, refine and validate requirements databases; conduct and deliver course-of-action technical analyses; lead/manage information technology programs, projects or tasks which involve constant status or process oversight; ensure completion of technical applications, programs, projects or tasks within estimated time frames and budget constraints; ensure the quality of the program, project or task deliverable meets the established standards or metrics; brief and lead process teams; ensure the quality design, programming, and testing of the program, project or task deliverable meets the established standards or metrics.</p> <p><b>Qualifications:</b> Demonstrates sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary. Expertise in computer and IT systems analysis.</p>
Mid Software Engineer	BS/BA or equivalent	4 years general experience	<p><b>Position Duties/Responsibilities:</b> Design and implement specific plans for complex technical operations, business or process models; verify, validate, and support the accreditation/ certification of information technology enterprise models or data considered for use (VV&amp;A and VV&amp;C); build, refine and validate requirements databases; conduct and deliver course-of-action technical analyses; lead/manage information technology programs, projects or tasks which involve constant status or process oversight; ensure completion of technical applications, programs, projects or tasks within estimated time frames and budget constraints; ensure the quality of the program, project or task deliverable meets the established standards or metrics; brief and lead process teams; ensure the quality design, programming, and testing of the program, project or task deliverable meets the established standards or metrics.</p>



Labor Category	Minimum Education	Minimum Experience	Position Duties/ Responsibilities/ Qualifications
			<b>Qualifications:</b> Demonstrates sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary. Expertise in computer and IT systems analysis.
Junior Software Engineer	BS/BA or equivalent	1 year general experience	<b>Position Duties/Responsibilities:</b> Design and implement specific plans for complex technical operations, business or process models; verify, validate, and support the accreditation/ certification of information technology enterprise models or data considered for use (VV&A and VV&C); build, refine and validate requirements databases; conduct and deliver course-of-action technical analyses; lead/manage information technology programs, projects or tasks which involve constant status or process oversight; ensure completion of technical applications, programs, projects or tasks within estimated time frames and budget constraints; ensure the quality of the program, project or task deliverable meets the established standards or metrics; brief and lead process teams; ensure the quality design, programming, and testing of the program, project or task deliverable meets the established standards or metrics.
			<b>Qualifications:</b> Demonstrates sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary. Expertise in computer and IT systems analysis.
Senior Systems Engineer	MS Degree in related discipline	10 years general experience	<b>Position Duties/Responsibilities:</b> Performs a variety of engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supervises team of engineers through project completion.
			<b>Qualifications:</b> Ability to apply expert practices and procedures within the specified area of discipline, accomplish scientific and engineering analysis, provide professional findings of technical analysis in the form of reports and presentations, and execute complex technical tasks.
Mid Systems Engineer	BS/BA or equivalent	4 years general experience	<b>Position Duties/Responsibilities:</b> Under supervision performs a variety of engineering tasks which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Performs with some latitude for un-reviewed actions and decisions.
			<b>Qualifications:</b> Ability to apply expert practices and procedures within the specified area of discipline, accomplish scientific and engineering analysis, provide professional findings of technical analysis in the form of reports and presentations, and execute complex technical tasks.
Junior Systems Engineer	BS Degree in related	1 year general	<b>Position Duties/Responsibilities:</b> Under supervision, assists in defining and executing engineering activities within a

Labor Category	Minimum Education	Minimum Experience	Position Duties/ Responsibilities/ Qualifications
	discipline	experience	<p>project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, engineering, and development and staffing of a engineering management plan.</p> <p><b>Qualifications:</b> Possesses the ability to apply practices and procedures within the specified area of discipline, accomplish scientific and engineering analysis, provide professional findings of technical analysis in the form of reports and presentations, and execute complex technical tasks.</p>
Senior Administrative Specialist	AA/AS or equivalent	6 years general experience and 3 years' experience in program administration, to include coordination with users and technical personnel	<p><b>Position Duties/Responsibilities:</b> Provides administrative and data support to technical and management-level personnel. Coordinates program schedules. Reviews, analyzes, and recommends improvements to processes to ensure effective data transfer, processing, and storage and available for use by all program personnel. This includes documentation planning and support, project administration, program management support, event planning and other office administration functions. May perform other duties as assigned.</p> <p><b>Qualifications:</b> Experience in support of a related S&amp;T discipline or Program Area. Knowledge and skill in Word Processing, database processing, meeting coordination, and document development. Requires tasking, but can work independently on tasks.</p>
Junior Administrative Specialist	High school diploma or equivalent	2 years general experience	<p><b>Position Duties/Responsibilities:</b> Provides administrative and data support to technical and management-level personnel. Coordinates program schedules. This includes documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, data input and other office administration functions. May perform other duties as assigned.</p> <p><b>Qualifications:</b> Knowledge and skill in Word Processing, database processing, meeting coordination, and document development.</p>
Technical Writer/Editor	BS/BA or equivalent	4 years general experience	<p><b>Position Duties/Responsibilities:</b> Writes and prepares technical documentation using outlines and resource material provided by Subject Matter Experts, Consultants and Analysts. Review the grammar, writing styles, and syntax of quality materials and technical reports. Assist in rewrites of quality materials and technical reports. Interprets documentation standards and instructions listed in the Statement of Work and produces documents that conform to instructions and applicable Government and industry standards. Provides documentation and library support.</p> <p><b>Qualifications:</b> Demonstrated experience in the preparation of technical documentation including program plans, progress reports and technical papers; preparation and review</p>

Labor Category	Minimum Education	Minimum Experience	Position Duties/ Responsibilities/ Qualifications
			of policy procedure; and the preparation of new instructions.
Senior Business Specialist	AA/AS or equivalent	6 years general experience	<b>Position Duties/Responsibilities:</b> Progressively responsible experience in performing evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to administrative staff.
			<b>Qualifications:</b> Trained (familiar with) government progress/status report format and government invoicing procedures.
Junior Business Specialist	High school diploma or equivalent	6 years general experience	<b>Position Duties/Responsibilities:</b> Progressively responsible experience in performing evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.
			<b>Qualifications:</b> Trained (familiar with) government progress/status report format and government invoicing procedures.

**Substitution/Equivalency:**

GED or vocational degree = high school diploma.

Two years of higher-level education = one (1) year general experience.

BS/BA = six (6) years general experience.

MS/MA = ten (10) years general experience, or BS/BA + four (4) years general experience.

Ph.D. = thirteen (13) years general experience, or BS/BA + six (6) years general experience, or MS/MA and three (3) years general experience.

## Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Senior Administrative Specialist	01020 Administrative Assistant	05-2103
Junior Administrative Specialist	01113 General Clerk III	05-2103
Technical Writer/Editor	30463 Technical Writer III	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.