GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Schedule for Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: GS-10F-0330X
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
Contract Period: June 24, 2011 – June 23, 2026
Effective as of modification PO-0036 dated 8/16/2021

Contractor:	Cortek, Inc.
	702 Russell Avenue, Suite 312
	Gaithersburg, MD 20877
Business Size:	Small, Veteran Owned, Service-Disabled Business
Telephone:	(703) 420-8809
FAX Number:	(301) 527-0660
Web Site:	www.decisionpoint.com
E-mail:	contracts@decisionpointcorp.com
Executive Point of Contact:	Brian Flood
Contract Administrator:	Dawn Haag-Hatterer

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
541330ENG	541330ENGRC	Engineering Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See below.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See below.

2. **Maximum Order:** $1,000,000.00

3. **Minimum Order:** $100.00

4. **Geographic Coverage (delivery Area):** Domestic only

   SIN 541611: 48 States, DC

   SIN 541330ENG: 50 States, DC, Territories

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

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

7. **Quantity discounts:** None

8. **Prompt payment terms: 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

10. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order

10a. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

10b. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

10c. **Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery:** Contact Contractor

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

12. **Ordering Address(es):** Same as Contractor

12a. **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.

12b. **Payment address(es):** Same as company address

13. **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 indicating date of parts price lists and any discounts from list prices (if applicable):** 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 attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (Contractor internal secure website; contact Contractor) **The EIT standards can be found at:** www.Section508.gov

23. Unique Entity Identifier Number: 624780958

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

Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN(s)	Labor Category	Min EDU	Min EXP	EPA	Year 11 06/24/2021 - 6/23/2022	Year 12 06/24/2022 - 6/23/2023	Year 13 06/24/2023 - 6/23/2024	Year 14 06/24/2024 - 6/23/2025	Year 15 06/24/2025 - 6/23/2026
541611 & 541330ENG	Analyst 1	Bachelors	0	2.60%	$95.49	$97.97	$100.52	$103.13	$105.81
541611 & 541330ENG	Analyst 2	Bachelors	4	2.60%	$98.85	$101.42	$104.05	$106.76	$109.53
541611 & 541330ENG	Analyst 3	Bachelors	8	2.60%	$100.31	$102.92	$105.59	$108.34	$111.16
541611 & 541330ENG	Analyst 4	Bachelors	11	2.60%	$103.40	$106.09	$108.85	$111.68	$114.59
541611 & 541330ENG	Analyst 5	Bachelors	15	2.60%	$107.27	$110.06	$112.92	$115.85	$118.87
541611 & 541330ENG	Analyst 6	Bachelors	18	2.60%	$119.09	$122.19	$125.36	$128.62	$131.97
541611 & 541330ENG	Business Process Analyst 1	Bachelors	0	2.60%	$107.27	$110.06	$112.92	$115.85	$118.87
541611 & 541330ENG	Business Process Analyst 2	Bachelors	4	2.60%	$119.89	$123.01	$126.20	$129.49	$132.85
541611 & 541330ENG	Business Process Analyst 3	Bachelors	8	2.60%	$131.78	$135.21	$138.73	$142.33	$146.03
541611 & 541330ENG	Business Process Analyst 4	Bachelors	11	2.60%	$145.66	$149.45	$153.33	$157.32	$161.41
541611 & 541330ENG	Business Process Analyst 5	Bachelors	15	2.60%	$173.18	$177.68	$182.30	$187.04	$191.90
541611 & 541330ENG	Business Process Analyst 6	Bachelors	19	2.60%	$194.21	$199.26	$204.44	$209.75	$215.21
541611 & 541330ENG	Project Manager	Bachelors	5	2.60%	$146.55	$150.36	$154.27	$158.28	$162.40

SIN(s)	Labor Category	Min EDU	Min EXP	EPA	Year 11 06/24/2021 - 6/23/2022	Year 12 06/24/2022 - 6/23/2023	Year 13 06/24/2023 - 6/23/2024	Year 14 06/24/2024 - 6/23/2025	Year 15 06/24/2025 - 6/23/2026
541611 & 541330ENG	Program Manager	Bachelors	8	2.60%	$177.90	$182.53	$187.27	$192.14	$197.14
541611 & 541330ENG	Program Director	Bachelors	14	2.60%	$216.46	$222.09	$227.86	$233.79	$239.87
541611 & 541330ENG	Subject Matter Expert 1	Bachelors	10	2.60%	$187.61	$192.49	$197.49	$202.63	$207.89
541611 & 541330ENG	Subject Matter Expert 2	Bachelors	16	2.60%	$209.17	$214.61	$220.18	$225.91	$231.78
541611 & 541330ENG	Subject Matter Expert 3	Masters	7	2.60%	$224.05	$229.88	$235.85	$241.99	$248.28
541611 & 541330ENG	Engineer 1	Bachelors	0	2.60%	$120.51	$123.64	$126.86	$130.16	$133.54
541611 & 541330ENG	Engineer 2	Bachelors	4	2.60%	$130.88	$134.28	$137.77	$141.36	$145.03
541611 & 541330ENG	Engineer 3	Bachelors	8	2.60%	$144.96	$148.73	$152.60	$156.57	$160.64
541611 & 541330ENG	Engineer 4	Bachelors	11	2.60%	$150.04	$153.94	$157.94	$162.05	$166.26
541611 & 541330ENG	Engineer 5	Bachelors	15	2.60%	$173.73	$178.25	$182.89	$187.64	$192.52
541611 & 541330ENG	Engineer 6	Bachelors	20	2.60%	$187.66	$192.54	$197.55	$202.68	$207.95
541611 & 541330ENG	Administrative Analyst 1**	Bachelors	0	2.60%	$82.02	$84.16	$86.35	$88.59	$90.89
541611 & 541330ENG	Administrative Analyst 2**	Bachelors	4	2.60%	$84.89	$87.09	$89.36	$91.68	$94.07
541611 & 541330ENG	Administrative Analyst 3**	Bachelors	8	2.60%	$92.86	$95.27	$97.75	$100.29	$102.90
541611 & 541330ENG	Systems Analyst I	Bachelors	0	2.60%	$81.91	$84.04	$86.22	$88.46	$90.76
541611 & 541330ENG	Systems Analyst II	Bachelors	2	2.60%	$93.89	$96.33	$98.83	$101.40	$104.04
541611 & 541330ENG	Systems Analyst III	Bachelors	5	2.60%	$118.42	$121.50	$124.66	$127.90	$131.23
541611 & 541330ENG	Systems Analyst IV	Bachelors	10	2.60%	$145.80	$149.60	$153.49	$157.48	$161.57
541330ENG	Hardware Technician I**	High School	0	2.60%	$45.37	$46.55	$47.76	$49.00	$50.28
541330ENG	Hardware Technician II	Bachelors	3	2.60%	$51.21	$52.54	$53.91	$55.31	$56.74
541330ENG	Hardware Technician III	Bachelors	7	2.60%	$63.40	$65.04	$66.74	$68.47	$70.25
541611 & 541330ENG	Drafter**	High School	5	2.60%	$47.04	$48.27	$49.52	$50.81	$52.13
541611 & 541330ENG	Logistician	Bachelors	2	2.60%	$63.50	$65.15	$66.84	$68.58	$70.37
541611 & 541330ENG	Management Support**	Bachelors	2	2.60%	$97.32	$99.85	$102.44	$105.11	$107.84

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Analyst 1	01111 General Clerk I	2015-4281
Administrative Analyst 2	01112 General Clerk II	2015-4281
Administrative Analyst 3	01113 General Clerk III	2015-4281
Hardware Technician I	14160 Personal Computer Support Technician	2015-4281

Drafter	30061 Drafter/CAD Operator I	2015-4281
Management Support	General Clerk I	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Labor Category Descriptions

Analyst 1

Functional Responsibilities: Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data.

Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner.

Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation.

Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports.

Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 0 years

Analyst 2

Functional Responsibilities: Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data.

Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner.

Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation.

Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports.

Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years

<u>**Analyst 3**</u>

Functional Responsibilities: Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data.

Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner.

Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation.

Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports.

Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 8 years

<u>**Analyst 4**</u>

Functional Responsibilities: Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data.

Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner.

Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation.

Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports.

Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 11 years

<u>**Analyst 5**</u>

Functional Responsibilities: Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data.

Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner.

Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation.

Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports.

Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 15 years

Analyst 6

Functional Responsibilities: Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data.

Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner.

Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation.

Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports.

Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 18 years

Business Process Analyst 1

Functional Responsibilities: Performs assessments of business process flows, develops re- engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or in coordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 0 years

Business Process Analyst 2

Functional Responsibilities: Performs assessments of business process flows, develops re- engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services.

Works independently or under the general guidance or in coordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years

Business Process Analyst 3

Functional Responsibilities: Performs assessments of business process flows, develops re- engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 8 years

Business Process Analyst 4

Functional Responsibilities: Performs assessments of business process flows, develops re- engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 11 years

Business Process Analyst 5

Functional Responsibilities: Performs assessments of business process flows, develops re- engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 15 years

Business Process Analyst 6

Functional Responsibilities: Performs assessments of business process flows, develops re- engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and

business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 19 years

Project Manager

Functional Responsibilities: Has management responsibility over a functional work unit within a organization. Serves as the functional discipline area lead, providing the technical resources and guidance to meet the demands of the task assignment(s), and is responsible for growing the technical capability of staff. Analyzes and reports performance measures and related statistics and supports functional training requirements. Identifies and assigns the given tasks. Develops the task implementation plan(s), and coordinates and implements through assigned technical staff. Responsible for the quality of the technical products produced by the task team, reviews the technical products, provides technical direction to the task members and manager, and supports TM s from other programs for multi-discipline tasks. Provides written and verbal reporting/presentations as needed.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 5 years

Program Manager

Functional Responsibilities: Has management responsibility over several functional work units within the organization. Serves as the expert in the units functional discipline area (s), providing management of the technical resources to meet the demands of the task assignment(s), and is responsible for building the work unit or departments technical capability and staff. Implements, analyzes, and reports performance measures. Conducts training on assigned functional disciplines. Responsible for the quality of the technical products produced by Project Manager(s)and staff, reviews the technical products and provides technical direction to the task members in the technical unit and supports Program/Project Managers from other programs for multi-discipline tasks. Provides written and verbal reporting/presentations as needed.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 8 years

Program Director

Functional Responsibilities: Develops and implements the planning, organizing, controlling, integrating and reporting of recommendations for operational, engineering, and/or technical or functional programs processes. Insures proper organizational and or systems alignment for task planning and completion to meet organizational goals/objectives. Develops and implements performance measures and processes and establishes and conducts training programs. Serves as the expert within the functional tasks assigned.

Advises and directs the Program Manager(s) in the development of the task implementation plan which includes the organizational assessment and process improvement recommendations.

Participates in the review and acceptance of the plan by the Program Manager and the client.

Responsible for the quality of the technical products produced by the technical staff, reviews the work plan, draft products and provides technical direction to the task managers. Supports TMs from other programs for multi-discipline tasks.

Reviews the performance of the units personnel with inputs from the Task Managers. Provides written and verbal reporting/presentations as needed.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 14 years

Subject Matter Expert 1

Functional Responsibilities: Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development. Considered a subject area expert by the Agency being supported.

Provides expert advice, assistance, guidance, or counseling in area of subject expertise. Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 10 years

Subject Matter Expert 2

Functional Responsibilities: Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development. Considered a subject area expert by the Agency being supported.

Provides expert advice, assistance, guidance, or counseling in area of subject expertise. Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 16 years

Subject Matter Expert 3

Functional Responsibilities: Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development. Considered a subject area expert by the Agency being supported.

Provides expert advice, assistance, guidance, or counseling in area of subject expertise. Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.

Minimum Education: Master's Degree

Minimum/General Experience: 7 years

Engineer 1

Functional Responsibilities: Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical

disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 0 years

Engineer 2

Functional Responsibilities: Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years

Engineer 3

Functional Responsibilities: Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 8 years

Engineer 4

Functional Responsibilities: Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 11 years

<u>**Engineer 5**</u>

Functional Responsibilities: Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 15 years

<u>**Engineer 6**</u>

Functional Responsibilities: Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 20 years

<u>**Administrative Analyst 1 ****</u>

Functional Responsibilities: Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Establishes and maintains confidential files and records. Under supervision prepares special reports.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 0 years

<u>**Administrative Analyst 2 ****</u>

Functional Responsibilities: Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials

and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Establishes and maintains confidential files and records. Under supervision prepares special reports.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years

<u>**Administrative Analyst 3 ****</u>

Functional Responsibilities: Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Establishes and maintains confidential files and records. Under supervision prepares special reports.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 8 years

<u>**Systems Analyst I**</u>

Functional Responsibility: Interfacing effectively with the customer to develop and support technical positions and to justify technical recommendations; communicating effectively and presenting oral presentations and written reports

Minimum Education: A Bachelor's degree from an accredited college or university in an engineering, scientific, business,

Minimum/General Experience: No Minimum experience required.

<u>**Systems Analyst II**</u>

Functional Responsibility: Interfacing effectively with the customer to develop and support technical positions and to justify technical recommendations; communicating effectively and presenting oral presentations and written reports

Minimum Education: A Bachelor's degree from an accredited college or university in an engineering, scientific, business, or technical discipline

Minimum/General Experience: Two (2) years Minimum experience required to include the analysis of definition and direction of technology development, production, test and integration of systems and operating systems; acquisition planning, source selection, contract definition and management, or budget planning and financial program execution

<u>**Systems Analyst III**</u>

Functional Responsibility: Interfacing effectively with the customer to develop and support technical positions and to justify technical recommendations; communicating effectively and presenting oral presentations and written reports

Minimum Education: A Bachelor's degree from an accredited college or university in an engineering, scientific, business, or technical discipline

Minimum/General Experience: Five (5) years Minimum experience required to include the analysis of definition and direction of technology development, production, test and integration of systems and operating systems;

acquisition planning, source selection, contract definition and management, or budget planning and financial program execution

Systems Analyst IV

Functional Responsibility: Interfacing effectively with the customer to develop and support technical positions and to justify technical recommendations; communicating effectively and presenting oral presentations and written reports

Minimum Education: A Bachelor's degree from an accredited college or university in an engineering, scientific, business, or technical discipline

Minimum/General Experience: Ten (10) years Minimum experience required to include the analysis of definition and direction of technology development, production, test and integration of systems and operating systems; acquisition planning, source selection, contract definition and management, or budget planning and financial program execution;

Hardware Technician I**

Functional Responsibility: Computer processors, displays, input/output devices, and hardware interfaces.

Minimum Education/Training: High School Diploma

Minimum/General Experience: 0 years of experience in the check out and replacement of computer components and/or networking hardware.

Hardware Technician II

Functional Responsibility: Computer processors, displays, input/output devices, and hardware interfaces

Minimum Education/Training: A Bachelor's degree from an accredited college or university in an engineering, scientific, business, or technical discipline

Minimum/General Experience: Minimum of three (3) years of experience in the design, implementation, and check out of computer components and/or networking hardware

Hardware Technician III

Functional Responsibility: Systems analysis, technical documentation, systems/software design, maintenance, repair, operation, and support.

Minimum Education/Training: A Bachelor's degree from an accredited college or university in an engineering, scientific, business, or technical discipline

Minimum/General Experience: Minimum of seven (7) years of experience in the design, implementation, and check out of computer components, peripheral equipment, and/or networking hardware; Minimum of five (5) years' experience and knowledge of computer processors, displays, input/output devices, and hardware interfaces

Drafter**

Functional Responsibility: Technical specifications to prepare drawings and performs design drafting; consulting with engineers regarding model accuracy, design, and drafting standards; transforming initial rough product designs using computer aided design (CAD) into working documents; reviewing engineering drawing and designs to ensure adherence to established specifications and standards.

Minimum Education/Training: High School Diploma

Minimum/General Experience: Five (5) years of experience preparing routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches.

Logistician

Functional Responsibility: Various equipment storage, operational checks, routine maintenance of equipment and materials, materials packaging, preparation and receipt from shipment and materials inspections, and other warehouse operations; general inventory processes and databases.

Minimum Education/Training: A Bachelor's degree from an accredited college or university

Minimum/General Experience: Minimum of two (2) years of experience in planning, developing and executing logistic program activities from conceptual stage through life cycle of product; demonstrated experience in one or more of the following areas of developing and implementing logistics program activities including: ILS; technical documentation; RAM; provisioning, etc.; coordinating efforts of subcontractors and field service personnel; resolving logistics problems; and compiling data on standardization and interchangeability of parts to expedite logistic activities.

Management Support **

Functional Responsibility: Support the contract billing, time recording and tracking, cost tracking vs funding ceiling, monthly reports and CDRL preparation, and or file keeping of contract related documents.

Minimum Education/Training: A Bachelor's degree from an accredited college or university.

Minimum/General Experience: Minimum of two (2) years of experience project billing or project costing or project contracting or project tracking and reporting, or contract and/or subcontracting support; Proficiency in MS Word and/or Excel.

Education/Experience Substitutions

Labor category minimum requirements			Substitutions				
Labor Category	Min EDU	Min EXP	PhD	Masters	Bachelors	Associate	High School
Analyst 1	Bachelors	0	N/A	N/A		2	4
Analyst 2	Bachelors	4	0	2		6	8
Analyst 3	Bachelors	8	4	6		10	12
Analyst 4	Bachelors	11	7	9		13	15
Analyst 5	Bachelors	15	11	13		17	N/A
Analyst 6	Bachelors	18	14	16		20	N/A
Business Process Analyst 1	Bachelors	0	N/A	N/A		2	4
Business Process Analyst 2	Bachelors	4	0	2		6	8
Business Process Analyst 3	Bachelors	8	4	6		10	12
Business Process Analyst 4	Bachelors	11	7	9		13	15
Business Process Analyst 5	Bachelors	15	11	13		17	19
Business Process Analyst 6	Bachelors	19	15	17		21	23
Project Manager	Bachelors	5	1	3		7	9
Program Manager	Bachelors	8	4	6		10	12
Program Director	Bachelors	14	10	8		16	18
Subject Matter Expert 1	Bachelors	10	6	8		12	14
Subject Matter Expert 2	Bachelors	16	12	14		18	20
Subject Matter Expert 3	Masters	7	5		9	11	13
Engineer 1	Bachelors	0	N/A	N/A		N/A	N/A
Engineer 2	Bachelors	4	0	2		N/A	N/A
Engineer 3	Bachelors	8	4	6		N/A	N/A
Engineer 4	Bachelors	11	7	9		N/A	N/A
Engineer 5	Bachelors	15	11	13		N/A	N/A

Labor category minimum requirements			Substitutions				
Labor Category	Min EDU	Min EXP	PhD	Masters	Bachelors	Associate	High School
Engineer 6	Bachelors	20	16	18		N/A	N/A
Administrative Analyst 1	Bachelors	0	N/A	N/A		2	4
Administrative Analyst 2	Bachelors	4	0	2		6	8
Administrative Analyst 3	Bachelors	8	3	5		10	12
Systems Analyst I	Bachelors	0	N/A	N/A		2	4
Systems Analyst II	Bachelors	2	0	0		4	6
Systems Analyst III	Bachelors	5	1	3		7	9
Systems Analyst IV	Bachelors	10	6	8		12	14
Hardware Technician I	High School	0	0	0	0	0	
Hardware Technician II	Bachelors	3	0	1		5	7
Hardware Technician III	Bachelors	7	3	5		9	11
Drafter	High School	5	0	0	1	3	
Logistician	Bachelors	2	0	0		4	6
Management Support	Bachelors	2	0	0		4	6