



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 is available through **GSA Advantage!**[™], a menu-driven database system. The web address for **GSA Advantage!**[™] is: www.GSAAdvantage.gov

Schedule for - Professional Services Schedule (PSS)

Industrial Group: 00CORP

Contract Number: 47QRAA18D005Q

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

Contract Period: MARCH 1, 2018 THROUGH FEBRUARY 28, 2023

Contractor: Sigma Science, Inc.
144 Central Park Square
Los Alamos, NM 87544

Business Size: Small, Disadvantaged, 8(a) Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (505) 662-4490
FAX Number: (505) 639-5657
Web Site: www.sigmasci.com
E-mail: esilva@sigmasci.com
Contract Administration: Erlinda Silva



CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation

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.

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.

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

3. Minimum Order: \$100

4. Geographic Coverage (delivery area): Domestic Only

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

6. Discount from list price: 1% - 4.42%

7. Quantity Discounts: 1% on orders exceeding \$1,000,000

8. Prompt Payment Terms: None offered

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:
Yes



9b. Notification whether Government purchase cards are accepted or not accepted above the micro-threshold: No

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

11a. Time of Delivery (Contractor insert number of days): Specified on the task order

11b. Expedited Delivery: Contact Contractor

12. F.O.B Points: Destination

13. Ordering Address: Same as company address

14. Payment Address: 6565 Americas Parkway NE, STE 910, Albuquerque, NM 87110

15. Warranty Provision: Contractor's standard commercial warranty

16. Export Packing Charges: Not applicable

17. Terms and conditions of Government purchase card acceptance (any threshold above the micro-purchase level): Not applicable

18. Terms and conditions of rental, maintenance, and repair: Not applicable

19. Terms and conditions of installation: Not applicable

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable

20b. Terms and conditions for any other services: Not applicable

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Prevention maintenance: Not applicable

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable



24b. 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 (e.g. contractor's website or other location.) The EIT standards can be found at: www.section508.gov

25. Data Universal Numbering System (DUNS) number: 120336594

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

27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of .75%

SINs	Labor Category	Contractor/ Customer Facility	Price Offered to GSA (including IFF)
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Administrative Support I **	Both	\$59.17
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Administrative Support II **	Both	\$87.04
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Administrative Support III **	Both	\$90.32
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Administrative Support IV **	Both	\$104.85
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Administrative Support V **	Both	\$110.33
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Analyst I	Both	\$124.87
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Analyst II	Both	\$142.25
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Analyst III	Both	\$176.89
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Analyst IV	Both	\$184.93
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Analyst V	Both	\$193.42
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Business Specialist I	Both	\$92.33
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Business Specialist II	Both	\$96.55
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Business Specialist III	Both	\$104.85
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Business Specialist IV	Both	\$130.18
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Business Specialist V	Both	\$152.18
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Engineer / Scientist I	Both	\$118.94

871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Engineer / Scientist II	Both	\$154.60
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Engineer / Scientist III	Both	\$176.89
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Engineer / Scientist IV	Both	\$195.51
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Engineer /Scientist V	Both	\$230.42
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Manager I	Both	\$177.25
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Manager II	Both	\$198.42
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Manager III	Both	\$221.74
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Manager IV	Both	\$233.50
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Manager V	Both	\$279.21
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Project Manager I	Both	\$168.25
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Project Manager II	Both	\$191.23
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Project Manager III	Both	\$195.52
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Project Manager IV	Both	\$210.62
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Project Manager V	Both	\$230.42
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Subject Matter Expert I	Both	\$176.89
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Subject Matter Expert II	Both	\$193.42
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Subject Matter Expert III	Both	\$221.74
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Subject Matter Expert IV	Both	\$233.50
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Subject Matter Expert V	Both	\$279.21
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Technician I	Both	\$110.28
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Technician II	Both	\$153.05
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Technician III	Both	\$169.77
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Technician IV	Both	\$184.53
871-1, 871-2, 871-3, 871-4, 874-1, 874-7	Technician V	Both	\$191.23



Labor Category Descriptions

Labor Category Title	Labor Category Description	Minimum Education / Experience
<p style="text-align: center;">Manager I</p>	<p>Directs the performance of various projects that support a specific customer technology, or program. They oversee the project implementation, technology development, and resource allocations. They provide leadership and technical direction.</p> <p>Typical duties include being accountable for the quality and timely delivery of all contractual deliverables; being responsible for the quality and effective management of personnel, funds and facility allocations; ensuring compliance with client/ agency guidance, contractual limitations, and policy directives; providing leadership and guidance to task managers; and being responsible for timely and effective problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 5 years of experience of directly relevant experience or equivalent</p>
<p style="text-align: center;">Manager II</p>	<p>Directs the performance of various projects that support a specific customer technology, or program. They oversee the project implementation, technology development, and resource allocations. They provide leadership and technical direction.</p> <p>Typical duties include being accountable for the quality and timely delivery of all contractual deliverables; being responsible for the quality and effective management of personnel, funds and facility allocations; ensuring compliance with client/ agency guidance, contractual limitations, and policy directives; providing leadership and guidance to task managers; and being responsible for timely and effective problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 10 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
<p style="text-align: center;">Manager III</p>	<p>Directs the performance of various projects that support a specific customer technology, or program. They oversee the project implementation, technology development, and resource allocations. They provide leadership and technical direction.</p> <p>Typical duties include being accountable for the quality and timely delivery of all contractual deliverables; being responsible for the quality and effective management of personnel, funds and facility allocations; ensuring compliance with client/ agency guidance, contractual limitations, and policy directives; providing leadership and guidance to task managers; and being responsible for timely and effective problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
<p style="text-align: center;">Manager IV</p>	<p>Directs the performance of various projects that support a specific customer technology, or program. They oversee the project implementation, technology development, and resource allocations. They provide leadership and technical direction.</p> <p>Typical duties include being accountable for the quality and timely delivery of all contractual deliverables; being responsible for the quality and effective management of personnel, funds and facility allocations; ensuring compliance with client/ agency</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 20 years of directly relevant experience or equivalent. Education may substitute for experience.</p>

	guidance, contractual limitations, and policy directives; providing leadership and guidance to task managers; and being responsible for timely and effective problem resolution.	
Manager V	<p>Directs the performance of various projects that support a specific customer technology, or program. They oversee the project implementation, technology development, and resource allocations. They provide leadership and technical direction.</p> <p>Typical duties include being accountable for the quality and timely delivery of all contractual deliverables; being responsible for the quality and effective management of personnel, funds and facility allocations; ensuring compliance with client/ agency guidance, contractual limitations, and policy directives; providing leadership and guidance to task managers; and being responsible for timely and effective problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 25 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Project Manager I	<p>Manages project operations. Ensures schedules are met and resources are used effectively.</p> <p>Typical duties include managing program staff and day-to-day operations; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and service; coordinating problem resolution; and being accountable to customer for successful project completion within schedule and cost.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: 1 year of experience of directly relevant experience or equivalent. Education may substitute for experience.</p>
Project Manager II	<p>Manages project operations. Ensures schedules are met and resources are used effectively.</p> <p>Typical duties include managing program staff and day-to-day operations; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and service; coordinating problem resolution; and being accountable to customer for successful project completion within schedule and cost.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 5 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Project Manager III	<p>Manages project operations. Ensures schedules are met and resources are used effectively.</p> <p>Typical duties include managing program staff and day-to-day operations; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and service; coordinating problem resolution; and being accountable to customer for successful project completion within schedule and cost.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 10 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Project Manager IV	<p>Manages project operations. Ensures schedules are met and resources are used effectively.</p> <p>Typical duties include managing program staff and day-to-day operations; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and service; coordinating problem resolution; and being accountable to customer for</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent. Education may substitute for experience.</p>

	successful project completion within schedule and cost.	
Project Manager V	<p>Manages project operations. Ensures schedules are met and resources are used effectively.</p> <p>Typical duties include managing program staff and day-to-day operations; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and service; coordinating problem resolution; and being accountable to customer for successful project completion within schedule and cost.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum of 20 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Subject Matter Expert I	<p>They are recognized for achievements and expertise in the specific industry or subject matter. Coordinates and manages the preparation of analyses, evaluations and recommendations for programs and system specifications.</p> <p>Typical duties include defining issues and develops plans and requirements, acting as consultant and advisor, and assisting in technology research and problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 5 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Subject Matter Expert II	<p>They are recognized for achievements and expertise in the specific industry or subject matter. Coordinates and manages the preparation of analyses, evaluations and recommendations for programs and system specifications.</p> <p>Typical duties include defining issues and develops plans and requirements, acting as consultant and advisor, and assisting in technology research and problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 10 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Subject Matter Expert III	<p>They are recognized for achievements and expertise in the specific industry or subject matter. Coordinates and manages the preparation of analyses, evaluations and recommendations for programs and system specifications.</p> <p>Typical duties include defining issues and develops plans and requirements, acting as consultant and advisor, and assisting in technology research and problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Subject Matter Expert IV	<p>They are recognized for achievements and expertise in the specific industry or subject matter. Coordinates and manages the preparation of analyses, evaluations and recommendations for programs and system specifications.</p> <p>Typical duties include defining issues and develops plans and requirements, acting as consultant and advisor, and assisting in technology research and problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 20 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Subject Matter Expert V	<p>They are recognized for achievements and expertise in the specific industry or subject matter. Coordinates and manages the preparation of analyses, evaluations and recommendations for programs and system specifications.</p> <p>Typical duties include defining issues and develops plans and requirements, acting as consultant and advisor, and assisting in technology research and problem resolution.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum of 25 years of directly relevant experience or equivalent. Education may substitute for</p>

		experience.
Engineer/ Scientist I	<p>Supports technical and engineering projects. They may supervise project technical staff.</p> <p>Typical duties include performing computer and engineering tasking as assigned and reporting to a technical team leader for direction.</p>	<p>Education: Minimum of Bachelor of Science Degree</p> <p>Experience: 1 year of directly relevant experience or equivalent.</p>
Engineer/ Scientist II	<p>Supports technical and engineering projects. They may supervise project technical staff.</p> <p>Typical duties include performing computer and engineering tasking as assigned and reporting to a technical team leader for direction.</p>	<p>Education: Minimum of Bachelor of Science Degree</p> <p>Experience: Minimum 5 years of directly relevant experience or equivalent.</p>
Engineer/ Scientist III	<p>Supports technical and engineering projects. They may supervise project technical staff.</p> <p>Typical duties include planning and performing engineering research, design development, and other assignments in conformance with design, engineering and customer specifications; performing engineering planning, performance management, capacity planning, testing and validation, benchmarking; developing and staffing of an engineering management plan; analyzing and developing technical documentation detailing the integration and system performance; and may supervise technical team through project completion.</p>	<p>Education: Minimum of Bachelor of Science Degree</p> <p>Experience: Minimum 10 years of directly relevant experience or equivalent.</p>
Engineer/ Scientist IV	<p>Supports technical and engineering projects. They may supervise project technical staff.</p> <p>Typical duties include planning and performing engineering research, design development, and other assignments in conformance with design, engineering and customer specifications; performing engineering planning, performance management, capacity planning, testing and validation, benchmarking; developing and staffing of an engineering management plan; analyzing and developing technical documentation detailing the integration and system performance; and may supervise technical team through project completion.</p>	<p>Education: Minimum of Bachelor of Science Degree</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent.</p>
Engineer/ Scientist V	<p>Supports technical and engineering projects. They may supervise project technical staff.</p> <p>Typical duties include planning and performing engineering research, design development, and other assignments in conformance with design, engineering and customer specifications; performing engineering planning, performance management, capacity planning, testing and validation, benchmarking; developing and staffing of an engineering management plan; analyzing and developing technical</p>	<p>Education: Minimum of Bachelor of Science Degree</p> <p>Experience: Minimum of 20 years of directly relevant experience or equivalent.</p>

	documentation detailing the integration and system performance; and may supervise technical team through project completion.	
Analyst I	<p>Performs analysis in support of engineering and technical programs and deliverables.</p> <p>Typical duties include performing analytical tasking as a member of a technical team and reporting to a technical team leader for direction.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: 1 year of directly relevant experience or equivalent. Education may substitute for experience.</p>
Analyst II	<p>Performs analysis in support of engineering and technical programs and deliverables.</p> <p>Typical duties include performing analytical tasking as a member of a technical team and reporting to a technical team leader for direction.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 5 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Analyst III	<p>Performs analysis in support of engineering and technical programs and deliverables.</p> <p>Typical duties include performing independent analyses; defining techniques and conducting technical studies and drafts documentation; editing functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents; conducting systems analysis and integrates engineering solutions; and conducting research and developing position papers.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 10 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Analyst IV	<p>Performs analysis in support of engineering and technical programs and deliverables.</p> <p>Typical duties include performing independent analyses; defining techniques and conducting technical studies and drafts documentation; editing functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents; conducting systems analysis and integrates engineering solutions; and conducting research and developing position papers.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Analyst V	<p>Performs analysis in support of engineering and technical programs and deliverables.</p> <p>Typical duties include performing independent analyses; defining techniques and conducting technical studies and drafts documentation; editing functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents; conducting systems analysis and integrates engineering solutions; and conducting research and developing position papers.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum of 20 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Technician I	A technician performs in specific engineering or technical area	Education: Minimum of

	<p>using knowledge of principles, methods, and techniques acquired through on-the-job or classroom training and practice. Supports engineer and technical projects. They provide technical expertise in areas including, but not limited to computer hardware and software; electronics; electrical and mechanical engineering. They work under supervision to perform a variety of engineering tasks.</p> <p>Typical duties include supporting performance of engineering projects in accordance with customer specifications and management direction; reading and executing plans, layout drawings, blueprints, and schematics; and performing other duties as assigned.</p>	<p>Bachelor's Degree or Equivalent</p> <p>Experience: 1 year of directly relevant experience or equivalent. Education may substitute for experience.</p>
Technician II	<p>A technician performs in specific engineering or technical area using knowledge of principles, methods, and techniques acquired through on-the-job or classroom training and practice. Supports engineer and technical projects. They provide technical expertise in areas including, but not limited to computer hardware and software; electronics; electrical and mechanical engineering. They work under supervision to perform a variety of engineering tasks.</p> <p>Typical duties include supporting performance of engineering projects in accordance with customer specifications and management direction; reading and executing plans, layout drawings, blueprints, and schematics; and performing other duties as assigned.</p>	<p>Education: Minimum of Bachelor's Degree or Equivalent</p> <p>Experience: Minimum 5 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Technician III	<p>A technician performs in specific engineering or technical area using knowledge of principles, methods, and techniques acquired through on-the-job or classroom training and practice. Supports engineer and technical projects. They provide technical expertise in areas including, but not limited to computer hardware and software; electronics; electrical and mechanical engineering. They work under supervision to perform a variety of engineering tasks.</p> <p>Typical duties include supporting performance of engineering projects in accordance with customer specifications and management direction; reading and executing plans, layout drawings, blueprints, and schematics; and performing other duties as assigned.</p>	<p>Education: Minimum of Bachelor's Degree or Equivalent</p> <p>Experience: Minimum 10 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Technician IV	<p>A technician performs in specific engineering or technical area using knowledge of principles, methods, and techniques acquired through on-the-job or classroom training and practice. Supports engineer and technical projects. They provide technical expertise in areas including, but not limited to computer hardware and software; electronics; electrical and mechanical engineering. They work under supervision to perform a variety of engineering tasks.</p> <p>Typical duties include supporting performance of engineering projects in accordance with customer specifications and management direction; reading and executing plans, layout drawings, blueprints, and schematics; and performing other</p>	<p>Education: Minimum of Bachelor's Degree or Equivalent</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent. Education may substitute for experience.</p>

	duties as assigned.	
Technician V	<p>A technician performs in specific engineering or technical area using knowledge of principles, methods, and techniques acquired through on-the-job or classroom training and practice. Supports engineer and technical projects. They provide technical expertise in areas including, but not limited to computer hardware and software; electronics; electrical and mechanical engineering. They work under supervision to perform a variety of engineering tasks.</p> <p>Typical duties include supporting performance of engineering projects in accordance with customer specifications and management direction; reading and executing plans, layout drawings, blueprints, and schematics; and performing other duties as assigned.</p>	<p>Education: Minimum of Bachelor's Degree or Equivalent</p> <p>Experience: Minimum of 20 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Business Specialist I	<p>Includes business and financial personnel performing functions such as contract management, project control, finance and accounting, project planning and scheduling, and cost estimating.</p> <p>Typical duties include performing accounting, program management, financial reporting and/or program control functions, and reporting to a manager or team leader for directions.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: 1 year of directly relevant experience or equivalent. Education may substitute for experience.</p>
Business Specialist II	<p>Includes business and financial personnel performing functions such as contract management, project control, finance and accounting, project planning and scheduling, and cost estimating.</p> <p>Typical duties include performing accounting, program management, financial reporting and/or program control functions, and reporting to a manager or team leader for directions.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 5 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Business Specialist III	<p>Includes business and financial personnel performing functions such as contract management, project control, finance and accounting, project planning and scheduling, and cost estimating.</p> <p>Typical duties include developing program management and analytical tools for tracking and reporting; providing financial and business advice, support and guidance to technical managers; evaluating, developing and implementing procedures, processes, techniques, models, and/or systems required to effectively manage programs; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and problem resolution; and providing daily supervision and direction to administrative staff.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum 10 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Business Specialist IV	<p>Includes business and financial personnel performing functions such as contract management, project control, finance and accounting, project planning and scheduling, and cost estimating.</p> <p>Typical duties include developing program management and analytical tools for tracking and reporting; providing financial and business advice, support and guidance to technical managers;</p>	<p>Education: Minimum of Bachelor's Degree or Equivalent</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent. Education may substitute for experience.</p>



	evaluating, developing and implementing procedures, processes, techniques, models, and/or systems required to effectively manage programs; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and problem resolution; and providing daily supervision and direction to administrative staff.	
Business Specialist V	<p>Includes business and financial personnel performing functions such as contract management, project control, finance and accounting, project planning and scheduling, and cost estimating.</p> <p>Typical duties include developing program management and analytical tools for tracking and reporting; providing financial and business advice, support and guidance to technical managers; evaluating, developing and implementing procedures, processes, techniques, models, and/or systems required to effectively manage programs; developing and maintaining relationships with customers, subcontractors, consultants and vendors to facilitate successful program performance and problem resolution; and providing daily supervision and direction to administrative staff.</p>	<p>Education: Minimum of Bachelor of Science Degree or Equivalent</p> <p>Experience: Minimum of 20 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Administrative Support I**	<p>They provide administrative support to technical and management level personnel. Includes, but is not limited to, project administration, planning and coordination, documentation and briefing support, general office support, secretarial support, human resource support, and conference planning.</p> <p>Typical duties include coordinating and planning project/ office administration and support; providing general office support, documentation support, project administration, administrative and secretarial support, and human resource support; and performing other administrative and support functions as assigned.</p>	<p>Education: High School Diploma or equivalent</p> <p>Experience: 1 year of directly relevant experience or equivalent. Education may substitute for experience.</p>
Administrative Support II**	<p>They provide administrative support to technical and management level personnel. Includes, but is not limited to, project administration, planning and coordination, documentation and briefing support, general office support, secretarial support, human resource support, and conference planning. Performs an increasing range of administrative duties under general supervision.</p> <p>Typical duties include coordinating and planning project/ office administration and support; providing general office support, documentation support, project administration, administrative and secretarial support, and human resource support; supporting project financial tracking and reporting requirements including project control and account resolution; and performing other administrative and support functions as assigned.</p>	<p>Education: High School Diploma or Equivalent</p> <p>Experience: Minimum 5 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Administrative Support III**	They provide administrative support to technical and management level personnel. Includes, but is not limited to, project administration, planning and coordination,	Education: High School Diploma or Equivalent



	<p>documentation and briefing support, general office support, secretarial support, human resource support, and conference planning.</p> <p>Typical duties include coordinating and planning project/ office administration and support; providing general office support, documentation support, project administration, administrative and secretarial support, and human resource support; supporting project financial tracking and reporting requirements including project control and account resolution; and performing other administrative and support functions as assigned.</p>	<p>Experience: Minimum 10 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Administrative Support IV**	<p>They provide administrative support to technical and management level personnel. Includes, but is not limited to, project administration, planning and coordination, documentation and briefing support, general office support, secretarial support, human resource support, and conference planning.</p> <p>Typical duties include coordinating and planning project/ office administration and support; providing general office support, documentation support, project administration, administrative and secretarial support, and human resource support; supporting project financial tracking and reporting requirements including project control and account resolution; and performing other administrative and support functions as assigned.</p>	<p>Education: High School Diploma or Equivalent</p> <p>Experience: Minimum 15 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
Administrative Support V**	<p>They provide administrative support to technical and management level personnel. Includes, but is not limited to, project administration, planning and coordination, documentation and briefing support, general office support, secretarial support, human resource support, and conference planning.</p> <p>Typical duties include coordinating and planning project/ office administration and support; providing general office support, documentation support, project administration, administrative and secretarial support, and human resource support; supporting project financial tracking and reporting requirements including project control and account resolution; and performing other administrative and support functions as assigned.</p>	<p>Education: High School Diploma or Equivalent</p> <p>Experience: Minimum of 20 years of directly relevant experience or equivalent. Education may substitute for experience.</p>
<p>Equivalency Requirements: General Educational Development (GED) or vocational degree = high school diploma A.S./A.A. degree = two (2) years of experience B.S./B.A. = four (4) years of experience M.S./M.A = six (6) years of experience Ph.D. = three (3) years of experience</p>		



Service Contract Act (SCA) Matrix

SCA Cross-Reference Labor Category Matrix		
SCA Eligible Labor Category/Service**	SCA Equivalent Code & Title	WD Number
Administrative Support I	01020 - Administrative Assistant	2015-5463
Administrative Support II	01020 - Administrative Assistant	2015-5463
Administrative Support III	01020 - Administrative Assistant	2015-5463
Administrative Support IV	01020 - Administrative Assistant	2015-5463
Administrative Support V	01020 - Administrative Assistant	2015-5463

**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 WD Number(s) identified in the SCA matrix. 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.