



**TELEDYNE SOLUTIONS, INC.**

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

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

**MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT SERVICES  
(MOBIS)**

FSC Group: 874; Standard Industry Group: 541614  
FSC Class/Product Code: R499

Contract Number: GS-10F-0421P

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at: [fss.gsa.gov](http://fss.gsa.gov).

Period Covered by Contract: July 13, 2004 through July 12, 2014

**Teledyne Solutions, Inc.**  
5000 Bradford Drive, Suite 200  
Huntsville, AL 35805  
256-726-4345  
[www.teledynesolutions.com](http://www.teledynesolutions.com)  
Type of Contractor: Large Business

SIN 874-1 – CONSULTING SERVICES  
SIN 874-1RC – CONSULTING SERVICES  
SIN 874-2 – FACILITATION SERVICES  
SIN 874-2RC – FACILITATION SERVICES  
SIN 874-3 – SURVEY SERVICES  
SIN 874-3RC – SURVEY SERVICES  
SIN 874-7 – PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES  
SIN 874-7RC – PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

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*Prices Shown Herein are Net (discount deducted)*

## CUSTOMER INFORMATION

**1a. Awarded Special Item Numbers:**

SIN 874-1 – CONSULTING SERVICES

SIN 874-2 – FACILITATION SERVICES

SIN 874-3 – SURVEY SERVICES

SIN 874-7 – PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

See Pages 8 and 11 for item descriptions and awarded prices, respectively

**1b. Lowest prices/Government prices are shown in the Rate Tables included.** These tables anticipate that task orders will be performed by personnel based in and operating out of our Huntsville, Alabama facilities. If a task order requires the establishment of a local office in one of the 11 GSA geographic regions outside of Huntsville, Alabama, indexed surcharges will be added to reflect the current cost of living in that region. The index will be based on then-current Geographic Salary Differentials Report by William M. Mercer, Inc., of Louisville, Kentucky. The surcharge would only be applied to the Customer Facilities (On-Site) rate table, and would be applied in the quotation.

**1c. Services are offered based on hourly rates.** See Page 9 for description of corresponding job titles, experience requirements, functional responsibility and education requirements for those types of employees or subcontractors who will perform services

**2 a. Maximum Order:** The maximum dollar value per order will be \$1,000,000 for MOBIS Services, in accordance with Clause 52.216-19 (Variation 1 – Aug. 1999).

**2 b. Notwithstanding Paragraph 2a, for larger orders see contract clause** “Orders That Exceed the Maximum Order (I-FSS-125) (AUG 1995).”

**3. Small Order Requirements:** The minimum dollar value of orders is \$300.00.

**4. Geographic Coverage (delivery area):** The geographic scope of this contract is the 48 contiguous United States, Alaska, Hawaii, the District of Columbia, the Commonwealth of Puerto Rico, and all U.S. Government installations overseas.

**5. Production Points:**

Teledyne Solutions, Inc., 5000 Bradford Drive, Suite 200, Huntsville, Madison County, AL 35805

**6-8. Discounts:** Prices shown herein are net. (Any applicable discount deducted.)

(a) Prompt Payment: None

(b) Quantity - None

(c) Dollar Volume – None

(d) Government Educational Institutions - None

(e) Discount for use of Government Credit Card - None

(f) Other - None

**9. Government Commercial Credit Cards will be accepted for payment,** both up to and above the micropurchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

**10. Foreign Items:** None

**11a. Time of Delivery:** TSI will provide MOBIS Services at a place and time mutually agreed upon by TSI and the Government.

**11b., c. Expedited delivery, overnight, and 2-day delivery do not apply.**

- 11d. Urgent Requirements:** Clause I-FSS-140-B, URGENT REQUIREMENTS (JAN 1994), in the Contract is noted. Agencies can contact TSI's Contracts Representative to effect accelerated delivery of MOBIS Services, to the extent achievable by reasonable and practical means.
- 12. FOB Destination.**
- 13a. To Place Orders, Please Contact:**  
Ed Russell, Contracts Department  
Teledyne Solutions, Inc.  
5000 Bradford Drive, Suite 200  
Huntsville, AL 35805  
Voice: (256) 726-4345  
Facsimile: (256) 726-3644  
E-mail: ed.russell@tdytsi.com
- Ordering agencies may also contact to obtain ordering assistance:  
256-726-1211 (Angie Stevens); or for technical assistance: 256-726-1113 (Rick Defatta)
- 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/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. To Make Payment, Please Contact:**  
Teledyne Solutions, Inc.  
Dept. AT 40157  
Atlanta, Georgia 31192-0157
- 15. Warranty provision:** See "Terms and Conditions," Page 5
- 16. Statement Concerning Availability of Export Packing:** N/A
- 17. Terms and Conditions of Government purchase card acceptance:** See Item 9.
- 18-24.** N/A
- 25. DUNS Number:** 15-118-4574
- 26. Central Contractor Registration is in place.**

## ORDERING PROCEDURE FOR MOBIS SERVICES

Ordering and receiving MOBIS Services from Teledyne Solutions, Inc. via the GSA Schedule is very easy. In fact, it is as easy as 1, 2, 3, 4, 5. Just follow the five easy steps shown below. That's all there is to it!

**Step 1:** The end-user who has need of our services provides information regarding their need to their normal procurement or ordering officer in the normal fashion. The information provided would typically include a Statement of Work (indicating deliverables and schedule requirements), Government cost estimate, and funding documentation.

### Typical items included in the Statement of Work might be:

- ◆ Scope of Work
- ◆ Location of Work
- ◆ Period of Performance
- ◆ Deliverables Required (Type, quantity, and schedule)
- ◆ Applicable Standards, if any
- ◆ Acceptance Criteria
- ◆ Special Requirements (e.g., security clearances, travel, special knowledge, etc.)

### Useful information regarding our TSI GSA Schedule contract is:

◆ Contract Number:	GS-10F-0421P
◆ Contractor Establishment Code (DUNS):	15-118-4574
◆ Type of Contractor:	Large Business
◆ Woman Owned?	No
◆ TSI Taxpayers ID Number (TIN):	63-1248629
◆ CCR Registered	Yes
◆ CAGE Code	1P9G8

**Step 2:** The ordering officer contacts TSI in one of the following ways (By phone: 256-726-4345 or 256-726-1211, by Facsimile: 256-726-3644, or by E-mail: ed.russell@tdytsi.com) and provides us with a written preliminary Delivery Order, Statement of Work, and a request for cost estimate.

**Step 3:** TSI responds to the request with a price estimate based upon the stated requirement and in accordance with the established fixed rates for our labor categories in our GSA Schedule Contract. Elements of our response include:

- Total hours and price for labor
- Proposed completion/delivery date
- Other Direct Costs (ODCs), such as travel costs, if any, consistent with Joint Travel Regulations, or any other Open Market items (e.g., any other item not on the TSI Schedule contract, to be procured in order to meet the ordering agency's requirements).
- Total price for the order

**Step 4:** The ordering officer upon receiving the TSI response, reviews it, makes a best value determination and awards the Delivery Order to TSI.

**Step 5:** Upon notification of acceptance, TSI will take action to provide our services in the manner agreed upon and will strive to deliver the highest quality professional services possible in a timely and cost efficient manner in order to satisfy the end-user's need.

## TERMS AND CONDITIONS

### 1. ORDER

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

### 2. INVOICES AND PAYMENT

Invoices for MOBIS Services shall be submitted by the contractor as soon as possible after completion of the work. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each Government office ordering services under the contract.

### 3. SERVICE ORDERS

Any Delivery Order format may be used (e.g. DD-1155). Orders should be accompanied by a Statement of Work indicating:

- Other unique project requirements
- Scope of work
- Period of performance
- Deliverables
- Government and/or commercial standards
- Data item descriptions
- Acceptance criteria
- Travel requirements

### 4. CHARGES OTHER THAN LABOR

All charges for project support other than Labor will be calculated under the current applicable government regulations. If Other Direct Costs (ODCs) exceed \$2,500, they may be competed on an open market basis or added through modification to this contract.

### 5. GOVERNMENT SITE SERVICES

For services performed at the government site, the Government will provide all standard office support including office space, computer work stations, telephone, facsimile machine, supplies and copier access.

### 6. MINIMUM ORDER

The minimum dollar value of orders is \$300.00.

### 7. TRAVEL

Any travel required by an ordering agency, in the performance of Services under this contract, will be reimbursed by the ordering agency. Contractor travel will be in accordance with the Federal Travel Regulation or Joint Travel Regulations, as applicable. Established Federal Government per diem rates will apply to Contractor travel. The Contractor shall not add the Industrial Funding Fee onto travel costs.

## **8. OTHER DIRECT COSTS (ODCs)**

Other Direct Costs (ODCs) are available outside the scope of this contract. These costs will be negotiated separately with the ordering agency per the guidelines set forth in the FAR. ODCs may be written as a separate line item.

## **9. RESUMES**

Resumes shall be provided to the User Agency upon request.

## **10. GUARANTEE**

People provided under the contract by the Contractor shall have the experience, education, and expertise as delineated in this pricelist.

## **11. SECURITY REQUIREMENTS.**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the Schedule Contractor on an open market basis, outside the scope of the contract.

## COMPANY OVERVIEW

Teledyne Solutions, Incorporated (TSI) is a young company that, nevertheless, has over 35 years experience in providing systems engineering and technical assistance, including Management, Organizational and Business Improvement Services (MOBIS), to missile defense and space programs and organizations. We were spun off as a separately incorporated, wholly owned subsidiary of Teledyne Brown Engineering (TBE) in April, 2000. When combined with our experience as an integral part of TBE, our corporate experience in delivering professional engineering and MOBIS services to space and military Government customers dates from 1953. This work draws on a broad array of management science business skills and scientific disciplines.

We provide system and project engineering support, which includes MOBIS, in a much larger set of engineering, physics, mathematical, scientific, and other related disciplines. Our core business includes all the MOBIS identified by the Special Item Numbers listed on Pages 1 and 2, performed for Federal Government customers. Our independence provides our customers with support dedicated to their needs. They can count on unbiased products since TSI is not in the business of developing any other hardware or software product, just solid MOBIS and systems engineering and analysis.

With our lengthy history of delivering system engineering/MOBIS services and products to the Government, the majority of TSI MOBIS personnel have been working MOBIS-related System Engineering and Technical Assistance Contractor (SETAC) projects for many years. SETAC is comprised of many highly technical and complex projects, a number of which incorporate MOBIS elements specified in the Schedule for the SINs awarded us (874-1, 2, 3, and 7). Customers include the U.S. Army, Air Force, Navy, Missile Defense Agency, NASA/MSFC, and other contractors.

We receive project assignments by specific Task Orders (TOs), to provide systems engineering and other technical services to our customers. To do this we conduct studies; provide independent analyses; identify issues/risks, formulate and provide alternatives for resolution. We analyze, critique, assess adequacy, timeliness, and cost effectiveness of government programs and those of other contractors' work. We provide planning, coordination, and results analysis; prepare and deliver management and technical data and reports; host and conduct meetings. Each of the Projects/TOs is multidiscipline and multi-service in nature. Our capacity to perform multiple tasks in parallel with combinations of services is amply documented.

TSI's project management methodology, processes, and resources support quick-reaction to changing contract requirements with clear visibility and control of on-site and off-site support task efforts. A state-of-the-art communications network; appropriately selected analytical tools; experienced management, technical, and support staff; and well understood and executed procedures support flexibility and project status insight. We incorporate relevant "World Class Practices" such as Earned Value Management (EVM), Integrated Product and Process Development (IPPD), Just-in-Time Supplies, M&S, Simulation Based Acquisition (SBA), Partnering, and Risk Management in our planning and execution.

For more information on our capabilities and other information about our company please visit our website, [www.teledynesolutions.com](http://www.teledynesolutions.com).

## MOBIS SERVICES OFFERED

Teledyne Solutions, Inc. offers MOBIS in the following specialties. Specific tasks include but are not limited to the examples in the following list:

**874-1/874-1RC Consulting Services** - expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts.

Examples of consultation include but aren't limited to:

- strategic, business and action planning
- systems alignment
- cycle time
- high performance work
- process and productivity improvement
- leadership systems
- organizational assessments
- performance measures and indicators
- program audits, and evaluations

**874-2/874-2RC Facilitation Services** - facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in:

- the use of problem solving techniques
- defining and refining the agenda
- debriefing and overall meeting planning
- resolving disputes, disagreements, and divergent views
- logistical meeting/conference support when performing technical facilitation
- convening and leading large and small group briefings and discussions
- providing a draft for the permanent record
- recording discussion content and focusing decision-making
- preparing draft and final reports for dissemination

**874-3/874-3RC Survey Services** - expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Assistance with and/or performance of all phases of the survey process include but aren't limited to:

- planning survey design
- sampling; survey development

- pretest/pilot surveying
- defining and refining the agenda
- survey database administration
- assessing reliability and validity of data
- determining proper survey data collection methodology
- administering surveys using various types of data collection methods
- analyses of quantitative and qualitative survey data
- production of reports to include, but not limited to:
  - description and summary of results with associated graphs, charts, and tables;
  - description of data collection and survey administration methods;
  - discussion of sample characteristics and the representative nature of data;
  - analysis of non-response; and
  - briefings of results to include discussion of recommendations and potential follow-up actions

**874-7/874-7RC Program Integration And Project Management Services** - services in the management, integration, programs and projects. These services may include, but are not limited to:

- program management
- program oversight
- project management
- program integration

## LABOR CATEGORY DEFINITIONS

### SENIOR MANAGER

#### Summary:

Defines objectives and policies for multiple and complex tasks/programs managed at the program and/or company level. Reviews overall effectiveness, adherence to policy, and achievement of program objectives. Monitors daily operations of the programs. Responsible for planning, staffing, and business-development activities and interfaces with company/corporate officers. Deals with Company-related activities/duties.

#### Principal Duties And Responsibilities:

- Responsible for all management activities relative to multiple tasks/programs. Interfaces with divisional branches, staff, and other technical and support personnel on all matters pertaining to technical capabilities and solutions, resource requirements and allocation, personnel matters, and business development and maintenance. Performs administrative and supervisory duties required for operation of the tasks and programs. Maintains an appropriate skills mix of the staff through the professional development of the existing staff and the recruitment of new personnel.
- Interfaces with subcontractors on technical, limited financial, and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Develops and maintains employee-coverage projections.
- Identifies business opportunities with current and potential clients through developing and maintaining positive, professional relationships with clients, establishing personal and corporate credibility, developing an understanding of the clients operational environment, and identification of appropriate contractual vehicles. Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the tasks or programs. Conducts presentations, lectures, or discussions. Initiates meetings, ensuring representation from each operating element of the task or program. Ensures that meetings are timely and allow realistic decisions to be made relative to program policies, plans, and changes to allow the least adverse effect on program funds, schedules, manpower, and performance.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Labor category levels defined by required experience for complex tasks/programs
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Senior Manager II	Bachelors Degree or equivalent and 28 years of work experience*
Senior Manager I	Bachelors Degree or equivalent and 22 years of work experience*

\*Six (6) years of work experience is equivalent to a Bachelors Degree.

## PROGRAM MANAGER

### Summary:

Defines objectives and policies of tasks or programs. Reviews overall effectiveness, adherence to policy, and achievement of program objectives. Monitors daily operations of task and/or program. Responsible for planning, staffing, and business-development activities and interfaces with senior management. Tasks/Programs managed by Program Managers are less complex and less in number than those managed by a Senior Manager.

### Principal Duties And Responsibilities:

- Responsible for all management activities relative to a task or program. Interfaces with divisional branches, staff, and other technical and support personnel on all matters pertaining to capabilities and solutions, resource requirements and allocation, personnel matters, and business development and maintenance. Performs administrative and supervisory duties required for operation of the task/program. Maintains an appropriate skills mix of the task/program staff through the professional development of the existing staff and the recruitment of new personnel.
- Interfaces with subcontractors on technical, limited financial, and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Develops and maintains employee-coverage projections.
- Identifies business opportunities with current and potential clients through developing and maintaining positive, professional relationships with clients, establishing personal and corporate credibility, developing an understanding of the clients operational environment, and identification of appropriate contractual vehicles. Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the task/program. Conducts presentations, lectures, or discussions. Initiates meetings, ensuring representation from each operating element of the task/program. Ensures that meetings are timely and allow realistic decisions to be made relative to program policies, plans, and changes to allow the least adverse effect on program funds, schedules, manpower, and performance.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Increasing labor category levels defined by required experience for more and more complex task/program
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Program Manager IV	Bachelors Degree or equivalent and 18 years of work experience*
Program Manager III	Bachelors Degree or equivalent and 16 years of work experience*
Program Manager II	Bachelors Degree or equivalent and 14 years of work experience*
Program Manager I	Bachelors Degree or equivalent and 12 years of work experience*

\*Six (6) years of work experience is equivalent to a Bachelors Degree.

## SENIOR PRINCIPAL INVESTIGATOR (PI)

**Summary:** Defines objectives and policies of specific work areas of a program within the individual's specialized area of expertise. Reviews overall effectiveness, adherence to policy, and achievement of program objectives in that specialized area. Monitors operations of program in that area. Responsible for planning, staffing, and specialized area execution activities and interfaces with program and senior managers.

### Principal Duties And Responsibilities:

- Utilizes advanced experience, plus special expertise in solving problems which are expansive in nature and leads large teams to do so. Performs responsibilities using broad-based experience in multiple areas of expertise, and may be a nationally-recognized authority in applicable specialty area.
- Responsible for management activities relative to specialized areas of expertise on single or multiple tasks/programs. Interfaces with other company personnel on all matters pertaining to capabilities and solutions, resource requirements and allocation, personnel matters, and business development and maintenance. Performs administrative and supervisory duties required for specific work areas of the task/program. Maintains an appropriate skills mix of the staff through the professional development of the existing staff and the recruitment of new personnel.
- Interfaces with subcontractors as required. Ensures adequacy, accuracy, and quality of contract deliverables in areas of responsibility. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan.
- Identifies business opportunities with current and potential clients through developing and maintaining positive, professional relationships with clients, establishing personal and corporate credibility, developing an understanding of the clients operational environment, and identification of appropriate contractual vehicles. Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the specific areas of the task/program for which they are responsible. Conducts presentations, lectures, or discussions. Initiates meetings, ensuring representation from each operating element of the program. Ensures that meetings are timely and allow realistic decisions to be made relative to program policies, plans, and changes to allow the least adverse effect on program funds, schedules, manpower, and performance.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Senior PI III	Bachelors Degree or equivalent and 35 years of work experience*
Senior PI II	Bachelors Degree or equivalent and 30 years of work experience*
Senior PI I	Bachelors Degree or equivalent and 25 years of work experience*

\*Six (6) years of work experience is equivalent to a Bachelors Degree.

## ANALYST

### Summary:

Performs professional analytical work in research, development, design, testing, analysis, production, maintenance, operation, planning, estimating, application, or standardization of MOBIS facilities, systems, structures, software applications, firmware, processes, equipment, devices, or materials.

### Principal Duties And Responsibilities:

- Applies intensive and diversified knowledge of analytical principles and practices in broad areas. Makes decisions independently on problems and methods, and represents the organization in meetings/conferences to resolve important questions and to plan and coordinate work.
- Maintains a comprehensive knowledge of analytical models and simulations. Validates the use of models and simulations for performance of sensitivity analysis for decision-making under extreme uncertainty.
- May require use of advanced technology and the modification and extension of theories, precepts, and practices in the field.
- Plans, directs, and coordinates a large project or a number of small ones with many complex features. Assesses the feasibility and soundness of proposed tests, products, or equipment.
- May direct the work of a staff of analysts and specialists. Makes recommendations for hire, promotion, and other changes of status.
- Responsible for compliance with company policy on equal employment opportunity and affirmative action in all personnel actions under their jurisdiction.
- Travels on an as required basis.
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Analyst VIII	Bachelors Degree or equivalent and 25 years work experience*
Analyst VII	Bachelors Degree or equivalent and 16 years of work experience*
Analyst VI	Bachelors Degree or equivalent and 14 years of work experience*
Analyst V	Bachelors Degree or equivalent and 10 years of work experience*
Analyst IV	Bachelors Degree or equivalent and 8 years of work experience*
Analyst III	Bachelors Degree or equivalent and 6 years of work experience*
Analyst II	Bachelors Degree or equivalent and 3 years of work experience*
Analyst I	Bachelors Degree or equivalent and 0 years of work experience*

\*Six (6) years of work experience is considered equivalent to a Bachelors Degree.

## MANAGEMENT/BUSINESS SPECIALIST

### Summary:

Provides semi-professional support for analysts working in MOBIS-related areas of performance. Applies practical skill and knowledge in any number of areas.

### Principal Duties And Responsibilities:

- Supervisor outlines objectives, requirements, and approaches. Reviews completed work is for adequacy and satisfaction of requirements.
- Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger more diverse project. Selects and adapts plans, processes, techniques, designs or layouts. Contacts personnel in related activities to resolve mutual problems and coordinate work.
- Constructs models to meet requirements. Conducts tests and experiments and redesigns as necessary. Records and evaluates data and reports findings.
- Constructs activities requiring selection and adaptation or modification of a variety of critical resources; records data; analyzes data and prepares reports.
- Reviews, analyzes and integrates the work of other specialists. May train or be assisted by lower-level specialists.
- Performs other duties as assigned.

Labor Category	Educational Requirements Plus Required Experience
Specialist VI	HS Diploma or GED or Equivalent and 20 years of work experience
Specialist V	HS Diploma or GED or Equivalent and 15 years of work experience
Specialist IV	HS Diploma or GED or Equivalent and 12 years of work experience
Specialist III	HS Diploma or GED or Equivalent and 10 years of work experience
Specialist II	HS Diploma or GED or Equivalent and 5 years of work experience
Specialist I	HS Diploma or GED or Equivalent and 0 years of work experience

## ADMINISTRATIVE SUPPORT

**Summary:**

Coordinates and participates in clerical/administrative support for an organizational segment of the company. Under general direction of supervisor and cognizant of organization's goals, priorities, policies, and practices, handles many office situations or minor problems.

**Principal Duties And Responsibilities:**

- Responsible for typing and other administrative duties under the general supervision of a specialist, analyst, or manager.
- Uses a thorough knowledge of standards, government publications, manuals, various dictionaries and handbooks and standard lists of symbols and abbreviations prepared by management or technical societies.
- Checks, explains and assigns work to lower-level admin support personnel engaged in the administrative duties, typing and layout of reproducible manuscripts and other documentation.
- Prepares draft and final copy of written materials using personal computers and various other machines for typing, word processing, reproduction, facsimile, electronic mailing, and printing.
- Reviews written material for consistency, format, grammar and conformance to applicable specification. Coordinates and/or performs proof reading assignments.
- Assists in meeting coordination and participation.
- Sets up files and maintains records and documentation.
- Performs other duties as required.

Labor Category	Educational Requirements Plus Required Experience
Admin III	HS Diploma or GED or Equivalent and 10 years of work experience
Admin II	HS Diploma or GED or Equivalent and 4 years of work experience
Admin I	HS Diploma or GED or Equivalent and 0 years of work experience

## LABOR RATES

**Rate Table A - Customer Facilities (On-Site)**

Direct Labor Category	Contract Year 1 7/13/04 - 7/12/05	Contract Year 2 7/13/05 - 7/12/06	Contract Year 3 7/13/06 - 7/12/07	Contract Year 4 7/13/07 - 7/12/08	Contract Year 5 7/13/08 - 7/12/09	Option Year 1 7/13/09 - 7/12/10
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**Senior Management**

Senior Program Mgr II	218.95	227.71	236.82	246.29	256.14	263.57
Senior Program Mgr I	156.09	162.33	168.82	175.58	182.60	187.90

**Program Management**

Program Manager IV	144.95	150.74	156.77	163.04	169.57	174.79
Program Manager III	128.63	133.78	139.13	144.70	150.48	154.84
Program Manager II	113.22	117.75	122.46	127.36	132.45	136.29
Program Manager I	102.42	106.51	110.77	115.20	119.81	123.28

**Senior Principal Investigator**

Sr Prin Investigator III	171.81	178.68	185.83	193.26	200.99	206.82
Sr Prin Investigator II	155.67	161.89	168.37	175.10	182.11	187.39
Sr Prin Investigator I	145.41	151.22	157.27	163.56	170.11	175.04

**Analyst**

Analyst VIII	136.75	142.22	147.91	153.82	159.97	164.61
Analyst VII	120.78	125.61	130.63	135.86	141.29	145.39
Analyst VI	107.91	112.23	116.72	121.38	126.24	129.90
Analyst V	96.42	100.27	104.28	108.46	112.79	116.06
Analyst IV	82.86	86.18	89.62	93.21	96.94	99.75
Analyst III	64.98	67.58	70.28	73.10	76.02	78.22
Analyst II	52.94	55.06	57.26	59.55	61.93	63.73
Analyst I	46.02	47.86	49.77	51.77	53.84	55.40

**Specialist**

Specialist VI	100.29	104.30	108.47	112.81	117.33	120.73
Specialist V	86.93	90.41	94.02	97.78	101.69	104.64
Specialist IV	69.38	72.16	75.04	78.05	81.17	83.52
Specialist III	59.25	61.62	64.09	66.65	69.32	71.33
Specialist II	48.33	50.26	52.27	54.36	56.54	58.18
Specialist I	42.24	43.93	45.69	47.51	49.42	50.85

**Administrative**

Administrator III	39.54	41.12	42.76	44.47	46.25	47.59
Administrator II	33.77	35.12	36.53	37.99	39.51	40.66
Administrator I	29.76	30.95	32.19	33.48	34.82	35.83

This schedule supports SINs 874-1, 874-2, 874-3, 874-7, 874-1RC, 874-2RC, 874-3RC, and 874-7RC.

## Rate Table B - Contractor Facilities (Off-Site)

Direct Labor Category	Contract Year 1 7/13/04 - 7/12/05	Contract Year 2 7/13/05 - 7/12/06	Contract Year 3 7/13/06 - 7/12/07	Contract Year 4 7/13/07 - 7/12/08	Contract Year 5 7/13/08 - 7/12/09	Option Year 1 7/13/09 - 7/12/10
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### Senior Management

Senior Program Mgr II	233.21	242.54	252.24	262.33	272.82	280.73
Senior Program Mgr I	166.25	172.90	179.82	187.01	194.49	200.13

### Program Management

Program Manager IV	154.39	160.56	166.98	173.66	180.61	185.85
Program Manager III	137.01	142.49	148.19	154.11	160.28	164.93
Program Manager II	120.60	125.42	130.44	135.66	141.08	145.17
Program Manager I	109.10	113.46	118.00	122.72	127.63	131.33

### Senior Principal Investigator

Sr Prin Investigator III	182.99	190.31	197.92	205.84	214.07	220.28
Sr Prin Investigator II	165.82	172.46	179.35	186.53	193.99	199.62
Sr Prin Investigator I	154.88	161.07	167.52	174.22	181.19	186.44

### Analyst

Analyst VIII	145.65	151.48	157.54	163.84	170.39	175.33
Analyst VII	128.66	133.80	139.16	144.72	150.51	154.87
Analyst VI	114.93	119.53	124.31	129.28	134.45	138.35
Analyst V	102.70	106.81	111.08	115.53	120.15	123.63
Analyst IV	88.25	91.78	95.45	99.27	103.24	106.23
Analyst III	69.21	71.98	74.86	77.86	80.97	83.32
Analyst II	56.39	58.64	60.99	63.43	65.96	67.87
Analyst I	49.03	50.99	53.03	55.15	57.36	59.02

### Management Specialist

Specialist VI	106.83	111.10	115.55	120.17	124.98	128.60
Specialist V	92.59	96.30	100.15	104.15	108.32	111.46
Specialist IV	73.90	76.85	79.93	83.12	86.45	88.96
Specialist III	63.12	65.65	68.27	71.00	73.84	75.98
Specialist II	51.47	53.53	55.67	57.90	60.21	61.96
Specialist I	44.98	46.78	48.65	50.60	52.62	54.15

### Administrative

Administrator III	42.12	43.80	45.55	47.37	49.27	50.70
Administrator II	35.97	37.41	38.91	40.46	42.08	43.30
Administrator I	31.73	32.99	34.31	35.69	37.11	39.19

This schedule supports SINS 874-1, 874-2, 874-3, 874-7, 874-1RC, 874-2RC, 874-3RC, and 874-7RC.