



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE  
LOGISTICS WORLDWIDE (LOGWORLD)**

**FSC Group: 874 Class: R706  
NAICS: 541614 and 561210  
(Large Business)**



**Premier Professional Systems, Inc**

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Contract Number: GS-10F-0315P  
Period Covered by Contract: May 10, 2009 thru May 9, 2014

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is [GSAAdvantage.gov](http://GSAAdvantage.gov). For more information on ordering from Federal Supply Schedules click on the **FSS Schedules** button at <http://www.fss.gsa.gov>.

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## 1.0 Customer Information

**1a. Table of awarded special item numbers (SIN):** Premier is authorized to accept Disaster Recovery purchases under each SIN contained in this schedule. See pages 11-14 for Premier LOGWORLD Services Rate Tables.

<b>SIN</b>	<b>SERVICES DESCRIPTION</b>
874-501	Supply and Value Chain Management Services
874-505	Logistics Training Services
874-507	Operations and Maintenance Logistics Management and Support Services

**1b. Identification of the Lowest Priced Model:** Not applicable as we are furnishing labor rates for services to be provided.

**1c. Labor Categories and Job Descriptions:** Labor categories and job descriptions for Professional labor categories are contained in the Labor Category Description section (pages 15-29) of this schedule. For labor categories contained (marked by ‘\*’) in the Department of Labor Wage Determination, the job description is contained in the “Services Contract Directory of Occupations.”

**2. Maximum order:** \$1,000,000.00

The maximum order is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount.

**3. Minimum order:** \$300.00

**4. Geographic coverage:** Domestic and overseas.

**5. Points of production:** 7000 Quest Circle N.W. Huntsville, AL 35806.

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

**7. Quantity discounts:** None offered.

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

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

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Accept over \$2,500.

**10. Foreign Items:** None.

- 11a. Time of delivery:** Specified on the Task Order.
- 11b. Expedited Delivery:** Items available for expedited delivery are noted in this price list. Contact Contractor.
- 11c. Overnight and 2-day delivery:** Contact Contractor.
- 11d. Urgent Requirements:** Contact Contractor.
- 12. F.O.B. point(s):** Destination.
- 13a. Ordering address:**
- Premier Professional Systems, Incorporated  
7000 Quest Circle N.W.  
Huntsville, Alabama 35806
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).
- 14. Payment address:**
- Premier Professional Systems, Incorporated  
Attn: Finance and Accounting Department  
7000 Quest Circle N.W.  
Huntsville, Alabama 35806
- 15. Warranty provision:** Not applicable.
- 16. Export packing charges:** Not applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable.
- 19. Terms and conditions of installation:** Not applicable.
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable
- 20a. Terms and conditions for any other services (if applicable):** Not applicable

21. **List of service and distribution points (if applicable):** Not applicable.
22. **List of participating dealers:** Not applicable.
23. **Preventive maintenance (if applicable):** Not applicable.
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficient, and/or reduced pollutants):** Not applicable.
- 24b: **Section 508 compliance:** Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services, and can be found at website [www.section508.gov](http://www.section508.gov).
25. **Data Universal Number System (DUNS) number:** 78-2802284.
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Premier Professional Systems, Incorporated is registered in the Central Contractor Registration (CCR) database.

## **2.0 Logistics Services Available From Premier**

Premier Professional Systems has been awarded a General Services Administration (GSA) Federal Supply Service (FSS) Schedule Contract to provide Logistics Worldwide (LOGWORLD) services to Government customers. Many federal agencies frequently require logistics management services and related products to manage material and other resources to meet their mission in a timely, efficient, and cost effective manner. It is the goal of this solicitation to help agencies utilize the latest value chain and distribution concepts, methodologies and technologies to achieve efficient logistics operations that result in improved customer service.

Contracts under this schedule are subject to the Service Contract Act of 1965 and all contractors are required to comply with prevailing wage determinations as issued by the Department of Labor.

Premier is authorized to accept Disaster Recovery purchases under each SIN contained in this schedule.

The SIN(s) available under this contract provide for a wide range of logistics services. When task orders are placed they must identify the SIN(s) under which this task is being issued. The following are SIN descriptions available under Premier's GSA Schedule contract, and are examples of tasks that may be performed under each. They are examples only and are not meant to exclude or limit services performed under this Federal Supply Schedule.

### **2.1 SIN 874-501 Supply and Value Chain Management Services**

This SIN includes Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal.

Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop

specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots.

Other examples are: Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (Non-radioactive only); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain solutions – planning and implementation. (note – acquisition functions can not be procured as stand-alone services).

Under SIN 874-501, Premier provides Materiel Fielding services, track and wheel vehicle repair, upgrade, and application of Modification Work Orders (MWO). Premier also provides support for the procurement of products used by LOGWORLD customers, including the development of specifications and procurement of MWO kits and repair parts. These kits and parts may be stored and distributed worldwide at the direction of the LOGWORLD customer. Premier has performed the application of over 40,000 MWO kits to track and wheel vehicles worldwide.

**Task orders may include, but are not limited to:**

- System assessment and consultation
- Material requirements planning
- Inventory management and operation

- Asset or property visibility and management
- Operation of warehouses, stockrooms or storage facilities
- Fulfillment systems and operations
- Configuration management
- Platform management
- Vendor/acquisition management
- Information processing systems analysis, design, implementation
- Staging, shipping and receiving
- Packing and crating
- Packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance
- Operation and maintenance of distribution and/or material handling equipment
- Design and installation of material handling systems
- System modernization consultation
- Expansion and consolidation studies
- Moving and storage (excluding household goods)
- Consultation on hazardous material storage and handling
- Warehouse and location management systems
- Recycling program management of warehousing materials
- Preservation and protection of specialized inventory or documents
- Maintenance, Repair and Overhaul (MRO) support (repair, modification, upgrade)
- Maintenance, Repair and Overhaul (MRO) process management
- Property disposal management
- Logistics Strategic Planning services
- Logistics Systems Engineering services
- Global Integrated Supply Chain Solutions – planning and implementation
- Logistics Program Management services and support
- Supply Chain Logistics services, solutions and support
- Logistics Business Process Re-engineering
- Logistics Decision support solutions
- Logistics Performance Measures

## **2.2 SIN 874-505 Logistics Training Services**

SIN 874-505 provides training in system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities supporting these activities.

Under SIN 874-505, Premier provides training in operations and repair services up to the depot level for wheel, track, and marine vehicle platforms. Training services include New Equipment Training (NET), displaced equipment training, equipment refresher training, and Instructor and Key Personnel (I&KP) training.

## **2.3 SIN 874-507 Operations & Maintenance Logistics Management and Support Services**

This SIN provides a turnkey/total solution in support of a logistics function. Under the turnkey solution, a combination of support services may include, but are not limited to: janitorial services, maintenance, trash disposal, laundry, mail routing, guard, reception and related services however these services must be incidental to and in support of the logistics function. Individual support services may not be offered, ordered, or sold separately under this SIN. Examples of the type of logistics related services under this SIN include: logistical support services; integrated facility management and operations management support; supply support services; equipment asset management and maintenance support services; fleet management and maintenance support services; preventative maintenance planning support services; property management and maintenance support services; strategic and tactical planning support services; strategic account management support services; mobile utility support equipment operation, maintenance and repair support services; Base operations support (BOS); depot maintenance; project management. Note: For separate SIN requirements NOT a part of logistics management and support, refer to Schedule 03FAC, Facilities Maintenance and Hardware, SIN(s) 811 002, Complete Facilities Maintenance 811 003, Complete Facilities Management.

### **Typical services may include, but are not limited to:**

- Logistical Support Services
- Supply Services
- Equipment Asset Management and Maintenance
- Fleet Management and Maintenance
- Preventative Maintenance Planning

- Property Management and Maintenance
- Strategic and Tactical Planning
- Strategic Account Management
- Mobile Utility Support Equipment Operation, Maintenance and Repair
- Project Management, Integrated Facility Management, and Operations Management Support

Under SIN 874-507, Premier provides services for the ongoing operation of logistics facilities such as vehicle repair facilities, supply operations, logistics infrastructure support, and management of government facilities supporting logistics operations.

### 3.0 GSA Approved Rates

Applicable to SIN numbers 501, 505 and 507  Labor Category	Contract Year 6 5/10/09-5/9/10		Contract Year 7 5/10/10-5/9/11		Contract Year 8 5/10/11-5/9/12	
	Govn't Site Rate	Contractor Site Rate	Govn't Site Rate	Contractor Site Rate	Govn't Site Rate	Contractor Site Rate
* Administrative Assistant I	\$32.40	\$43.32	\$33.69	\$45.05	\$35.04	\$46.85
* Administrative Assistant II	\$36.74	\$49.12	\$38.21	\$51.09	\$39.74	\$53.13
Automotive Technician-Supervisor	\$53.77	\$71.89	\$55.92	\$74.76	\$58.15	\$77.75
* Automotive Technician I	\$27.33	\$36.54	\$28.43	\$38.00	\$29.56	\$39.52
* Automotive Technician II	\$34.88	\$46.64	\$36.28	\$48.50	\$37.73	\$50.44
Budget Analyst I	\$47.39	\$63.36	\$49.29	\$65.89	\$51.26	\$68.53
Budget Analyst II	\$61.33	\$81.98	\$63.77	\$85.26	\$66.32	\$88.67
* Computer Operator I	\$26.73	\$35.73	\$27.80	\$37.15	\$28.91	\$38.64
* Computer Operator II	\$32.55	\$43.52	\$33.86	\$45.26	\$35.21	\$47.07
* Computer Operator III	\$38.75	\$51.80	\$40.30	\$53.87	\$41.91	\$56.03
* Computer Operator IV	\$43.00	\$57.49	\$44.72	\$59.79	\$46.51	\$62.18
* Computer Operator V	\$47.62	\$63.66	\$49.52	\$66.20	\$51.50	\$68.85
* Computer Programmer I	\$38.27	\$51.17	\$39.80	\$53.22	\$41.39	\$55.35
* Computer Programmer II	\$45.86	\$61.33	\$47.70	\$63.78	\$49.60	\$66.33
* Computer Programmer III	\$54.72	\$73.16	\$56.91	\$76.09	\$59.19	\$79.13
Computer Scientist I	\$44.63	\$59.66	\$46.42	\$62.05	\$48.27	\$64.53
Computer Scientist II	\$58.47	\$78.16	\$60.80	\$81.29	\$63.24	\$84.54
Computer Scientist III	\$66.99	\$89.56	\$69.67	\$93.14	\$72.46	\$96.86
Computer Scientist IV	\$80.52	\$107.65	\$83.74	\$111.95	\$87.09	\$116.43
Computer Scientist V	\$87.98	\$117.63	\$91.50	\$122.33	\$95.16	\$127.22
Course Developer	\$60.52	\$80.91	\$62.94	\$84.15	\$65.46	\$87.51
* Electronic Integrated Systems Technician I	\$36.52	\$48.83	\$37.99	\$50.78	\$39.50	\$52.81
* Electronic Integrated Systems Technician II	\$41.02	\$54.84	\$42.66	\$57.03	\$44.37	\$59.31
* Graphics Assistant	\$42.79	\$57.21	\$44.50	\$59.50	\$46.28	\$61.88
* Heavy Equipment Repairer I	\$36.93	\$49.38	\$38.41	\$51.36	\$39.94	\$53.41
* Heavy Equipment Repairer II	\$40.14	\$53.63	\$41.74	\$55.78	\$43.41	\$58.01
Inspector	\$35.16	\$47.00	\$36.56	\$48.88	\$38.03	\$50.84
Junior Logistician	\$39.72	\$53.10	\$41.31	\$55.22	\$42.96	\$57.43
Logistician	\$47.39	\$63.36	\$49.29	\$65.89	\$51.26	\$68.53
Logistics Analyst	\$75.94	\$101.53	\$78.98	\$105.59	\$82.14	\$109.81
* Material Coordinator	\$35.47	\$47.42	\$36.89	\$49.32	\$38.36	\$51.29
Operations Manager	\$77.76	\$103.95	\$80.87	\$108.11	\$84.11	\$112.44
* Production Control Clerk	\$35.47	\$47.42	\$36.89	\$49.32	\$38.36	\$51.29
Program Manager	\$113.18	\$151.31	\$117.71	\$157.36	\$122.41	\$163.65
Provisioner	\$47.65	\$63.70	\$49.56	\$66.25	\$51.54	\$68.90
Publisher (Desktop)	\$45.32	\$60.58	\$47.13	\$63.00	\$49.01	\$65.52
Quality Assurance Coordinator	\$59.82	\$79.97	\$62.20	\$83.16	\$64.69	\$86.48
Quality Assurance Technician	\$35.16	\$47.00	\$36.56	\$48.88	\$38.03	\$50.84
Senior Logistician	\$61.33	\$81.98	\$63.77	\$85.26	\$66.32	\$88.67
* Servicer	\$31.55	\$42.17	\$32.81	\$43.86	\$34.13	\$45.61
Site Manager	\$68.43	\$91.48	\$71.17	\$95.14	\$74.01	\$98.95
* Supply Technician	\$43.13	\$57.64	\$44.85	\$59.94	\$46.65	\$62.34
System Analyst I	\$43.49	\$58.15	\$45.24	\$60.47	\$47.04	\$62.89
System Analyst II	\$55.92	\$74.76	\$58.15	\$77.74	\$60.48	\$80.85
System Analyst III	\$69.36	\$92.71	\$72.13	\$96.43	\$75.01	\$100.28
System Analyst IV	\$86.85	\$116.10	\$90.32	\$120.75	\$93.94	\$125.58
System Analyst V	\$105.95	\$141.64	\$110.19	\$147.31	\$114.60	\$153.20
Team Leader	\$57.73	\$77.18	\$60.05	\$80.27	\$62.44	\$83.48
* Trades Helper	\$27.33	\$36.54	\$28.43	\$38.00	\$29.56	\$39.52
Trainer/Instructor II	\$60.52	\$80.91	\$62.94	\$84.15	\$65.46	\$87.51
Trainer/Instructor, Senior	\$72.31	\$96.66	\$75.20	\$100.53	\$78.20	\$104.55
Warehouse Manager	\$48.81	\$65.26	\$50.76	\$67.87	\$52.79	\$70.58
* Warehouse Technician	\$25.26	\$33.77	\$26.28	\$35.12	\$27.33	\$36.52
* Welder I	\$40.14	\$53.63	\$41.74	\$55.78	\$43.41	\$58.01
Welder II	\$48.29	\$64.56	\$50.22	\$67.14	\$52.23	\$69.82

\* See the SCA matrix following the price list for additional information regarding these SCA labor categories

The above rates are CONUS rates. For OCONUS rates a Danger Pay (and/or Hardship Post) differential of up to 35% each is authorized on this contract. This differential is directly tied to the differential listed in the DSSR table on the date that a specific task order is written. Usage of the rate is limited to U.S. based contract employees performing work in the designated locale. The ordering agency has the sole authority to authorize or not authorize the Danger Pay and/or the Hardship Post rate on an order by order basis. Current Hardship and Post differential rates can be found at the Department of State website, [http://www.state.gov/rates/by\\_location.asp](http://www.state.gov/rates/by_location.asp) and selecting the appropriate country.

Rates for SCA and non-SCA labor categories are escalated 4% per year

Applicable to SIN numbers 501, 505 and 507	Contract Year 9 5/10/12-5/9/13		Contract Year 10 5/10/13-5/9/14	
	Govn't Site Rate	Contractor Site Rate	Govn't Site Rate	Contractor Site Rate
* Administrative Assistant I	\$36.44	\$48.73	\$37.90	\$50.68
* Administrative Assistant II	\$41.33	\$55.26	\$42.98	\$57.47
Automotive Technician-Supervisor	\$60.48	\$80.85	\$62.90	\$84.09
* Automotive Technician I	\$30.75	\$41.10	\$31.98	\$42.74
* Automotive Technician II	\$39.24	\$52.46	\$40.81	\$54.56
Budget Analyst I	\$53.31	\$71.27	\$55.44	\$74.12
Budget Analyst II	\$68.98	\$92.22	\$71.74	\$95.90
* Computer Operator I	\$30.06	\$40.19	\$31.27	\$41.79
* Computer Operator II	\$36.62	\$48.96	\$38.08	\$50.91
* Computer Operator III	\$43.59	\$58.27	\$45.33	\$60.60
* Computer Operator IV	\$48.37	\$64.67	\$50.31	\$67.26
* Computer Operator V	\$53.56	\$71.60	\$55.70	\$74.47
* Computer Programmer I	\$43.05	\$57.56	\$44.77	\$59.86
* Computer Programmer II	\$51.59	\$68.99	\$53.65	\$71.74
* Computer Programmer III	\$61.56	\$82.30	\$64.02	\$85.59
Computer Scientist I	\$50.20	\$67.11	\$52.21	\$69.80
Computer Scientist II	\$65.77	\$87.92	\$68.40	\$91.44
Computer Scientist III	\$75.35	\$100.74	\$78.37	\$104.77
Computer Scientist IV	\$90.57	\$121.09	\$94.20	\$125.93
Computer Scientist V	\$98.97	\$132.30	\$102.93	\$137.60
Course Developer	\$68.08	\$91.01	\$70.80	\$94.65
* Electronic Integrated Systems Technician I	\$41.08	\$54.93	\$42.73	\$57.12
* Electronic Integrated Systems Technician II	\$46.15	\$61.68	\$47.99	\$64.15
* Graphics Assistant	\$48.13	\$64.35	\$50.06	\$66.93
* Heavy Equipment Repairer I	\$41.54	\$55.55	\$43.20	\$57.77
* Heavy Equipment Repairer II	\$45.15	\$60.33	\$46.95	\$62.74
Inspector	\$39.55	\$52.87	\$41.14	\$54.99
Junior Logistician	\$44.67	\$59.72	\$46.47	\$62.11
Logistician	\$53.31	\$71.27	\$55.44	\$74.12
Logistics Analyst	\$85.43	\$114.20	\$88.84	\$118.76
* Material Coordinator	\$39.90	\$53.35	\$41.49	\$55.48
Operations Manager	\$87.47	\$116.93	\$90.97	\$121.62
* Production Control Clerk	\$39.90	\$53.35	\$41.49	\$55.48
Program Manager	\$127.31	\$170.20	\$132.41	\$177.01
Provisioner	\$53.60	\$71.65	\$55.74	\$74.52
Publisher (Desktop)	\$50.97	\$68.15	\$53.01	\$70.87
Quality Assurance Coordinator	\$67.28	\$89.95	\$69.97	\$93.55
Quality Assurance Technician	\$39.55	\$52.87	\$41.14	\$54.99
Senior Logistician	\$68.98	\$92.22	\$71.74	\$95.90
* Servicer	\$35.49	\$47.44	\$36.91	\$49.33
Site Manager	\$76.97	\$102.91	\$80.06	\$107.03
* Supply Technician	\$48.51	\$64.83	\$50.45	\$67.43
System Analyst I	\$48.92	\$65.41	\$50.88	\$68.03
System Analyst II	\$62.90	\$84.09	\$65.42	\$87.45
System Analyst III	\$78.01	\$104.30	\$81.13	\$108.47
System Analyst IV	\$97.70	\$130.60	\$101.61	\$135.83
System Analyst V	\$119.19	\$159.34	\$123.95	\$165.70
Team Leader	\$64.94	\$86.82	\$67.54	\$90.29
* Trades Helper	\$30.75	\$41.10	\$31.98	\$42.74
Trainer/Instructor II	\$68.08	\$91.01	\$70.80	\$94.65
Trainer/Instructor, Senior	\$81.34	\$108.73	\$84.59	\$113.08
Warehouse Manager	\$54.90	\$73.40	\$57.10	\$76.34
* Warehouse Technician	\$28.42	\$37.98	\$29.56	\$39.50
* Welder I	\$45.15	\$60.33	\$46.95	\$62.74
Welder II	\$54.31	\$72.62	\$56.49	\$75.52

\* See the SCA matrix following the price list for additional information regarding these SCA labor categories

The above rates are CONUS rates. For OCONUS rates a Danger Pay (and/or Hardship Post) differential of up to 35% each is authorized on this contract. This differential is directly tied to the differential listed in the DSSR table on the date that a specific task order is written. Usage of the rate is limited to U.S. based contract employees performing work in the designated locale. The ordering agency has the sole authority to authorize or not authorize the Danger Pay and/or the Hardship Post rate on an order by order basis. Current Hardship and Post differential rates can be found at the Department of State website, [http://www.state.gov/rates/by\\_location.asp](http://www.state.gov/rates/by_location.asp) and selecting the appropriate country.

Rates for SCA and non-SCA labor categories are escalated 4% per year

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant I	01312 – Secretary II	94-2007
Administrative Assistant II	01313 – Secretary III	94-2007
Automotive Technician I	05220 – Motor Vehicle Mechanic Helper	94-2007
Automotive Technician II	05190 – Motor Vehicle Mechanic	94-2007
Computer Operator I	03041 – Computer Operator I	94-2007
Computer Operator II	03042 – Computer Operator II	94-2007
Computer Operator III	03042 – Computer Operator III	94-2007
Computer Operator IV	03042 – Computer Operator IV	94-2007
Computer Operator V	03042 – Computer Operator V	94-2007
Computer Programmer I	03071 – Computer Programmer I	94-2007
Computer Programmer II	03072 – Computer Programmer II	94-2007
Computer Programmer III	03073 – Computer Programmer III	94-2007
Electronic Integrated Systems Technician I	05070 – Automotive Electrician	94-2007
Electronic Integrated Systems Technician II	23460 – Instrument Mechanic	94-2007
Graphics Assistant	21150 – Graphic Artist	94-2007
Heavy Equipment Repairer I	23550 – Machinist Maintenance	94-2007
Heavy Equipment Repairer II	23430 – Heavy Equipment Mechanic	94-2007
Material Coordinator	21020 – Material Coordinator	94-2007
Production Control Clerk	01270 – Production Control Clerk	94-2007
Servicer	05100 – Mobile Equipment Servicer	94-2007
Supply Technician	01400 – Supply Technician	94-2007
Trades Helper	05220 – Motor Vehicle Mechanic Helper	94-2007
Warehouse Technician	21400 – Warehouse Specialist	94-2007
Welder I	23960 – Welder, Combination Maintenance	94-2007

The Service Contract Act (SCA) is applicable to this contract. This contract includes SCA applicable labor categories. The awarded prices for the SCA applicable labor categories are ceiling rates based on the U.S. Department of Labor Wage Determination #(s) identified in the matrix above. Should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the prices offered will be discounted accordingly.

## **4.0 Professional Labor Category Descriptions**

### ***Automotive Technician-Supervisor***

#### ***Job Duties***

This person must be knowledgeable of field operations and concepts and be able to manage multi-discipline teams in various locations. Responsible for pre-site inspections, coordination, and customer interface, and capable of performing introductory briefings. Capable of performing customer status briefings and surveys. Acts as the primary interface with Quality Assurance representatives. Responsible for site start up and closeout. Responsible for working and resolving all field issues. Responsible for administrative coordination with support staff members.

#### ***Job Qualifications***

Must have a high school diploma or equivalent and a minimum of 15 years of logistics/management experience, including 5 years of demonstrated management experience and field operations.

### ***Budget Analyst I***

#### ***Job Duties***

Prepares, consolidates and distributes budget and related cost performance reports for departments and divisions throughout the organization or relating to particular programs. Analyzes operating results, develops reports and provides recommendations to management.

#### ***Job Qualifications***

Requires a high school diploma or equivalent and 1-5 years relevant experience.

### ***Budget Analyst II***

#### ***Job Duties***

Prepares, consolidates and distributes budget and related reports for departments and divisions throughout the organization or relating to particular programs. Works directly with project managers to analyze operating results, offer alternatives, and present results in report or briefing formats. Develops special reports and provides recommendations to senior management.

#### ***Job Qualifications***

Requires BA degree and 5 years or more of relevant experience.

### ***Computer Scientist I***

### ***Job Duties***

Assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. May perform routine programming assignments under close supervision. In addition, to assist higher level staff, may perform elementary fact-finding concerning a specified work process. Reports findings to higher level staff.

### ***Job Qualifications***

Requires a BA degree and no minimum experience. Eight years of related experience may be substituted for degree.

## ***Computer Scientist II***

### ***Job Duties***

At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Works according to clear cut and complete specifications. The data are refined and the format of the final product is very similar to that of the input or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding. May guide or instruct lower level programmers; may supervise technicians and others who assist in specific assignments.

### ***Job Qualifications***

Requires a BA degree and 3-5 years of related experience. Eight years of additional experience may be substituted for degree.

## ***Computer Scientist III***

### ***Job Duties***

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system that meets the data processing needs of a broad area (e.g., logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements that are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management

practices. Develops, modifies, and maintains complex programs. Performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources. Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. May function as team leader or supervise a few lower level programmers or technicians on assigned work.

### ***Job Qualifications***

Requires a BA degree and 5-8 years of related experience. Eight years of additional experience may be substituted for degree.

## ***Computer Scientist IV***

### ***Job Duties***

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Develops, modifies, and maintains complex programs. Designs and implements the interrelations of files and records within programs that will effectively fit into the overall design of the project. Working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed. Develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects. Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs that must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. Functions as leader over group of lower-level Computer Scientists.

### ***Job Qualifications***

Requires a BA degree and 10 years of related experience or a Masters degree and 5 years of experience. Eight additional years of experience may be substituted for the BA degree.

## ***Computer Scientist V***

### ***Job Duties***

Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops

programming specifications. Assigned programs typically affect a broad multi-user computer system that meets the data processing needs of a broad area (e.g., logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements that are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. Develops, modifies, and maintains complex programs. Designs and implements the interrelations of files and records within programs that will effectively fit into the overall design of the project. Working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed. Develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects. Works independently under overall objectives and direction, apprising the supervisor about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs that must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. Functions as leader over a project group or as a subject matter expert.

### ***Job Qualifications***

Requires BS degree and 15 years experience or a MS degree and 10 years experience.

## ***Course Developer***

### ***Job Duties***

Must possess a bachelor's degree and have a minimum of five years in military course development. Must be capable of working with Subject Matter Experts (SMEs), multimedia personnel and Government customer personnel to develop multimedia instructional courses.

### ***Job Qualifications***

Must have experience in development of military courses suitable for platform instruction, hands-on practical exercises, videotape instruction, and distance learning techniques.

## ***Inspector***

### ***Job Duties***

Must have background and experience as it applies to the inspection of equipment or processes associated with logistics and weapon systems. Involves analyzing equipment for adherence to a

set of standards or regulations. Infractions are recorded, documented, and reported. Digital photography may be required. Required to formulate statistical data and analyze inspection results. Writing skills are a must. May supervise other inspectors in the performance of their jobs.

### ***Job Qualifications***

Must have strong personnel interface skills and logistics experience. Must have a high school diploma or equivalent. BS degree and 8-10 years of logistics experience desired.

## ***Junior Logistician***

### ***Job Duties***

Supports logistics staff in routine duties. Assists supply technicians in the performance of their duties to include ordering repair parts, maintenance of inventories, stockage and issue of repair parts; inspection of Basic Issue Items; documentation of receipts and issues; maintenance of document registers; maintenance of production boards; custody and maintenance of vehicle records; and tracking of spares and repairs. Reviews government regulations and policies to effectively coordinate transportation, supply and maintenance requirements. Assists supply personnel in the identification, inspection, and classification of basic issue items and components of end items. Assists in tracking and maintenance of Government Furnished Equipment. Utilizes current Army Regulations, policies, and procedures manuals in accomplishment of duties.

### ***Job Qualifications***

Requires a high school diploma or equivalent and 1-5 years experience in a staff or management position involving logistics systems.

## ***Logistician***

### ***Job Duties***

Responsible for the development, preparation and coordination of retail and wholesale and military level logistics plans and procedures. Advises and assists supply technicians and schedulers in the performance of their duties to include ordering repair parts, maintenance of inventories, stockage and issue of repair parts; inspection of Basic Issue Items; documentation of receipts and issues; maintenance of document registers; maintenance of production boards; custody and maintenance of vehicle records; and tracking of spares and repairs. Reviews government regulations and policies to effectively coordinate transportation, supply and maintenance requirements. Assists supply personnel in the identification, inspection, and classification of basic issue items and components of end items. Responsible for tracking and maintenance of Government Furnished Equipment. Utilizes current Army Regulations, policies, and procedures manuals in accomplishment of duties. Coordinates field site activities prior to maintenance team or equipment arrival. Makes initial coordination efforts for Memorandums of Agreement (MOAs) and other related agreements.

### ***Job Qualifications***

Requires a BS degree and 5 years of related experience. Eight years of experience may be substituted for degree.

## ***Logistics Analyst***

### ***Job Duties***

Defines, develops, directs, and monitors customer support programs from concept through disposal to satisfy requirements for on-going product support, equipment provisioning, tooling, data, and other related services. Plans, budgets and schedules support programs with military customers. Performs statistical and performance analyses of logistics information, assimilating the information into professional presentations that clearly show alternatives and the core issues and pacing factors. Consults with field operations within logistics performance analyses and provides independent perspective to program managers.

### ***Job Qualifications***

Must have a BS degree and 10 years of related experience.

## ***Operations Manager***

### ***Job Duties***

Must have hands-on journeyman experience at the field mechanic or technician/instructor level, and experience in a staff or management position in large scale training, maintenance or logistics operation working with wheeled vehicles, tracked combat vehicles, construction equipment, material handling equipment, generators, small arms, chemical or any other military field support equipment. Must be familiar with development of a wide range of logistics systems, MWO applications, MOA negotiations, training programs, quality/safety programs, and administration of field and staff personnel. Familiarity with Army technical manuals and documentation is also required.

### ***Job Qualifications***

Must possess a bachelor's degree from an accredited college and/or university and 8 years directly related logistics or training experience. Eight years of experience may be substituted for bachelor's degree.

## ***Program Manager***

### ***Job Duties***

Is responsible for the overall management of a project or several projects. Must be knowledgeable of the program acquisition life cycle. Requires knowledge of the Federal Acquisition Regulations (FAR), Department of Defense (DoD) regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, engineering specifications, MWO work instructions and commercial practices relating to weapon systems

procurement and production and maintenance. Shall be knowledgeable of overall organization, direction, and requirements of the contract efforts. Experience in interfacing directly with the contract designated representatives and supervising various task order activities is also required.

### ***Job Qualifications***

Senior level manager who has a minimum of ten (10) years experience, including five (5) years of demonstrated management experience or project level management in major systems. Must show completion of a full four year course of study in an accredited college or university leading to a bachelors or higher degree in business, management, engineering or science.

### ***Provisioner***

#### ***Job Duties***

Responsibilities include receipt of a Bill of Material (BOM) and assigning of a Logistics Control Number (LCN) and Parts List in Sequence Number (PLISN) and entering into a logistics database. The use of the BOM quantities, part numbers, TDP, and actual property to create RPSTL mark-ups to provide illustrations and to create electronic TM lines from the logistics database. Responsible for either fitting new/modified parts into existing structure or recreating new LCN/PLISN structure. The Provisioner will also conduct In-Process Reviews (IPRs) and Provisioning Conferences with the customer at their request. Reports and preliminary illustration may be required. Responsible for provisioning (and LSA) that will feed the Illustrator and Technical Writers work from their analysis.

#### ***Job Qualifications***

Must have a BS degree and 5 years of experience. Eight years of experience may be substituted for degree.

### ***Publisher (Desktop)***

#### ***Job Duties***

Using computer software, Desktop Publishers format and combined text, numerical data, photographs, charts, and other visual or graphic elements to produce publication-ready material. Publishers required to write and edit text, create graphics to accompany text, convert photographs and drawings into digital images, and then manipulate those images, design page layouts, typeset and do color separation, or translate electronic information onto film or other traditional forms. Must be able to scan line art and half tones and keyline art to produce final formatted pages using various software programs. Desktop publishers use scanners to capture photographs, images, or art as digital data that can be incorporated directly into electronic page layouts or further manipulated using computer software. The desktop publisher must be able to correct mistakes or compensate for deficiencies in the original color print or transparency. The Desktop Publisher incorporates art, graphics, and text into book format.

### ***Job Qualifications***

Must have a BS degree and 5-7 years of related experience. Eight years of experience may be substituted for degree.

## ***Quality Assurance Technician***

### ***Job Duties***

Assigned to a specific program to ensure compliance with specified standards and controls. Responsible for monitoring both products and processes to ensure proper compliance to quality standards of the project. Required to monitor and control the progress of unsatisfactory services until satisfactory corrective action has been taken. Inspects, tests, samples lots of materials (and any other products) as required by quality plan or documented procedures. Must identify any non-conforming products with proper quality deficiency reports where appropriate.

### ***Job Qualifications***

Must have a high school diploma or equivalent and 1-3 years of experience in quality systems.

## ***Quality Assurance Coordinator***

### ***Job Duties***

Responsible for ensuring that the incorporation of quality processes is throughout the entire work force at all levels. Must be able to:

- Identify problems affecting compliance with the quality management system and analyze solutions to quality issues.
- Investigate the cause of non-conforming products and services and corrective actions needed to prevent recurrence
- Monitor and control the progress of unsatisfactory services until satisfactory corrective action has been taken.
- Implement and update procedures resulting from corrective action.
- Inspect, test and identify any product as required by the quality plan or documented procedures; identify any non-conforming products and initiate a Quality Deficiency Report (QDR) when appropriate.
- Ensure the protection of the quality of the products after final inspection and test.
- Analyze Quality Assurance parameters and documents to detect and eliminate potential causes of non-conformance of products and services.
- Establish and maintain procedures for identification, collection, indexing, filing, storage, maintenance and disposition of quality records.
- Conduct comprehensive internal quality audits and document whether quality activities comply with planned arrangements
- Assess the quality program for adherence to standards established by DoD certification programs.

### ***Job Qualifications***

Must have a BS degree and 5 years of experience in quality related disciplines using DoD quality assurance management concepts. Eight years of experience may be substituted for degree. Experience in and knowledge of current quality assurance certification programs required. Must have strong technical and writing skills. Must have significant knowledge of multi-discipline quality assurance processes.

### ***Senior Logistician***

#### ***Job Duties***

Responsible for the development, preparation and coordination of military, retail and wholesale level logistics plans and procedures. Advises and assists logisticians in the performance of their duties. Advises program personnel of logistics requirements and priorities. Develops, collects, reviews and analyzes logistics data. Prepares briefings, presentations, and reports to recommend solutions to logistics problems. Participates in quality and technical operations reviews, obtains customer data feedback, and proposes improvements in logistics operations support. Interfaces with program management personnel, major subordinate command item managers, team personnel, Government representatives, and other personnel to obtain and track logistics data and to provide training. Advises program management on status of parts and funding. Develops logistics procedures and associated quality assurance provisions. Responsible for execution of delivery orders for the contracts stated herein. Insures all deliverable products and services are submitted within the contract requirements. Evaluates contract performance through the use of metrics measurement tools.

#### ***Job Qualifications***

Requires 10+ years of experience in a staff or management position involving logistics. A Bachelors Degree or equivalent government/civilian education and experience in a field related to management or logistics is required. Must be proficient as a computer user and logistics support software.

### ***Site Manager***

#### ***Job Duties***

Must be knowledgeable of field operations and concepts. Required to manage multiple team leaders in various locations. Responsible for pre-sight inspections; coordination and customer interface. Capable of performing introductory briefings. Performs customer status briefings and surveys. Primary interface with Quality Assurance representatives. Responsible for site start up and closeout. Resolves all field problems. Responsible for administrative coordination with support staff members.

#### ***Job Qualifications***

Must have strong interface and personnel management skills. Must have a minimum of 15 years of logistics and management experience, including 5 years of demonstrated management experience and field operations. Must have a high school diploma or equivalent.

## ***System Analyst I***

### ***Job Duties***

At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Provides several phases of the required systems analysis where the nature of the system is predetermined. Uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Carries out fact-finding and analysis as assigned, usually of a single activity or a routine problem. Applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided. May assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst. May research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review. The supervisor defines objectives, priorities, and deadlines.

### ***Job Qualifications***

Must have a BS degree in a technical field and 1-5 years of experience.

## ***System Analyst II***

### ***Job Duties***

Applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g., or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system. Reviews proposals that consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. Works independently under overall project objectives and requirements; appraises supervisor about progress and unusual complications. May provide functional direction to lower level assistants on assigned work.

### ***Job Qualifications***

Must have a BS degree in a technical field with 5-8 years of experience or an MS degree in a technical field.

## ***System Analyst III***

### ***Job Duties***

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. May provide direction to lower level assistants on assigned work.

### ***Job Qualifications***

Must have a BS degree in a technical field with 10 years of experience; MS degree in a technical field with 5 years of experience; or Ph.D. in a technical field.

## ***System Analyst IV***

### ***Job Duties***

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops

system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. May provide direction to lower level assistants on assigned work.

***Job Qualifications***

Must have a BS degree in a technical field with 15 years of experience; MS degree in a technical field with 10 years of experience; or Ph.D. and 5 years of experience in a technical field.

***System Analyst V***

***Job Duties***

Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources. Produces innovative solutions for a variety of complex problems. Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. May provide direction to lower level assistants on assigned work.

***Job Qualifications***

Must have a BS degree in a technical field with 20 years of experience; MS degree in a technical field with 10 years of experience; or Ph.D. and 10 years of experience in a technical field. This position is at the Subject Matter Expert (SME) level.

***Team Leader***

***Job Duties***

Must be proficient in technical field operations and concepts in area of required expertise. Can manage a multi-discipline work team of up to 15 technicians. May conduct pre-sight inspections; coordination and customer interface. Performs customer status briefings and surveys upon request of the Site Manager. Interfaces with Quality Assurance representatives to ensure

resolution of all outstanding QA issues. Resolves routine technical field problems. Reports to the site manager or PM. Responsible for day-to-day allocation of resources and production schedules.

### ***Job Qualifications***

Must have a high school diploma or equivalent and a minimum of 8 years of logistics and management experience, including 4 years of demonstrated management experience and field operations.

## ***Trainer/Instructor II***

### ***Job Duties***

Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Selects or develops teaching aids such as wall charts, prepared notes, tape recordings, radio, television, films, film strips, and training handbooks. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assessment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction. Technical instructions in the areas of Operator, Organizational Maintenance, Direct Support (DS) Maintenance and General Support (GS) Maintenance. Instructor must be able to present instruction that include equipment preventative maintenance checks and services (PMCS), equipment operations, equipment operations under unusual conditions, unit maintenance (scheduled and unscheduled services), and technical repairs of major assemblies and subassemblies of the Combat and Combat Support Systems. The instructor must be able to teach the care and maintenance of engines, transmissions, hydraulics and electrical systems of each assigned system. Provides technical inspections of equipment and performs repairs incidental to technical inspections. Instructor must be able to research, develop, and assist in writing course training material in support of assigned military equipment.

### ***Job Qualifications***

Must have a minimum of a high school diploma and/or 10 years total experience in operation, maintenance and instruction of similar equipment.

## ***Trainer/Instructor, Senior***

### ***Job Duties***

Teaches courses in one or more subjects in commercial, governmental, industrial or service establishments. Prepares instructional program in accordance with training or other course requirements, assembling materials to be presented. Instructs students in the theoretical and practical aspects covering the subjects being taught. Utilizes such teaching methods as

individual coaching, group discussions, lectures, demonstrations, seminars, and workshops. Supervises practical work carried out by students, and assists them at points of difficulty. Tests students to evaluate their learning progress and to evaluate effectiveness of instruction. Compiles assessment report regarding each student. May arrange visits to or periods of employment in real-work situations to reinforce instruction. Technical instructions in the areas of Operator, Organizational Maintenance, Direct Support (DS) Maintenance and General Support (GS) Maintenance. Instructor must be able to present instruction that include equipment preventative maintenance checks and services (PMCS), equipment operations, equipment operations under unusual conditions, unit maintenance (scheduled and unscheduled services), and technical repairs of major assemblies and subassemblies of the Combat and Combat Support Systems. The instructor must be able to teach the care and maintenance of engines, transmissions, hydraulics and electrical systems of each assigned system. Provides technical inspections of equipment and performs repairs incidental to technical inspections. Provides engineering feed back and technical analysis on equipment to help improve equipment readiness. Offers technical advice to improve training and equipment operation to the U.S. Army maintenance units. Instructor must be able to research, develop, and write course training material in support of assigned military equipment. This position manages other trainers on staff.

### ***Job Qualifications***

Must have a minimum of a high school diploma and 15 years total experience in operation, maintenance and instruction of similar equipment. Must have hands on practical experience on the equipment being trained. Must have demonstrated experience in “train-the-trainer” instruction.

## ***Warehouse Manager***

### ***Job Duties***

Overall responsible for the physical storage and office space of a warehouse storage and distribution center. Must be knowledgeable of warehouse safety practices and ensure operation of the required safety program. Responsible for the lift truck operation, training and maintenance program for the facility. Must be capable of performing space utilization and optimization studies down to the individual pallet load level. Requires interface skills to work with programs and organization elements on space utilization and requirements. Must be capable of performing warehouse cost of operation analyses and itemizing cost elements to arrive at effective costs for operation the facility. Distribution Management – Tracking incoming material and equipment allocating space, kit packaging or other modification and distribution to field sites. Facilities Management – Overall responsibility for the cleanliness and orderly operation of the warehouse facility, its appearance and general upkeep. Documentation – Responsible for the development and maintenance of warehouse standard operation procedures consistent with regulations and guidelines. Space Utilization Projection – Analysis of incoming and outgoing commodities and forecasting warehouse use needs and maximizing the current facility. Interface Management – Integrating warehouse operational and use concerns into the planning of program managers. Technology – Ability to work with automated inventory control systems and the integration of computer technology in warehousing. Shipping/Receiving –

Coordinating and tracking required material and packages for shipment and receipt in-processing. This position manages other warehouse support staff.

***Job Qualifications***

Must have a high school diploma or equivalent and 10 years of experience in warehousing related fields.

***Welder I***

***Job Duties***

Welds metal components together to fabricate or repair products, such as machine parts, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only.

***Job Qualifications***

May be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

***Welder II***

***Job Duties***

Welds metal components together to fabricate or repair products, such as machine parts, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory to welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only. May be required to pass employer performance tests or standard tests to meet welding certification standards of governmental agencies or professional and technical associations.

***Job Qualifications***

Must be a certified armor welder. Must have a high school diploma or equivalent with 5-7 years of related experience.

## **5.0 Ordering Procedures**

The total price for services is established at the time the task order is placed. The price is based on the prices and rates contained in this schedule. The estimated labor hours, the labor categories, and any related travel costs and Other Direct Charges (ODC) are provided by Premier. If the ordering agency chooses to purchase services on a Labor Hour basis, the task order shall specify the Not-To-Exceed (NTE) price, the labor categories and rates, and any applicable travel and ODC amounts. For more information visit the “**U-MAS Virtual Campus**” on the GSA Website ([www.fss.gsa.gov](http://www.fss.gsa.gov)).

### **5.1 Procedures For Services Priced On GSA Schedules At Hourly Rates**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some SINs within a Schedule. GSA has established special ordering procedures for services that are priced on Schedules at hourly rates. These special ordering procedures **take precedence over the procedures in FAR 8.404.**

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

- Prepare a Request for Quotes:
  - A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptable criteria and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
  - A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it

is not possible at the time of placing the order to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested.

The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursements of travel costs at the rates provided in the Federal Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour orders.

- The request for quotes may request that the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- The request for quotes shall describe to the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.
- Transmit the Request for Quotes to Contractors
  - Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).
  - The request for quotes should be provided to a minimum of three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.
- Evaluate quotes and select the contractor to receive an order

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

## **5.2 Orders Exceeding the Maximum Order Threshold**

All GSA Multiple Award Schedule contracts contain a price point called a **Maximum Order (MO) Threshold**. The MO is not an order size ceiling, it is a point where the ordering agency needs to consider additional contractors (more than 3), and seek discounts from the listed schedule rates.

When placing an order that exceeds the maximum order threshold, in accordance with FAR 8.404, ordering offices shall follow the procedures as defined in Section 5.1 Ordering Procedures, above, and the following additional procedures:

- Consider additional schedule contractors (more than 3)
- Seek price reductions from the schedule contractor(s) offering the best value (considering price and other factors)
- Selected contractor(s) may choose to offer a lower price for the requirement (the Price Reduction clause is not applicable to orders placed over the maximum order threshold)
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

## **5.3 Blanket Purchase Agreements (BPA)**

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. To learn more about establishing a BPA, visit the "**U-MAS Virtual**

**Campus**” section on the GSA Website ([www.fss.gsa.gov](http://www.fss.gsa.gov)). When establishing BPAs, ordering offices shall:

- Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
  - **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
  - **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in Section 5.1 Ordering Procedures, above, and then place the order with the Schedule contractor that represents the best value.
- **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)