

## Federal Supply Services

##### Authorized Federal Supply Schedule

##### Price List

Millennium Engineering and Integration Company

1400 Crystal Drive, Suite 800

Arlington, VA 22202-4153

MULTIPLE

AWARD

SCHEDULE

### **General Services Administration**

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**SCHEDULE MAS**

**Contract Number 47QRAA20D0092**

**SINs 541715, 541330ENG, 541380, 541420, and OLM**

**(Pricing Current through PS-A815 dated September 23, 2020)**

**Contract Period:**

**September 16, 2020, through September 15, 2025**

**A Veteran-Owned Small Business**

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Rev 200924

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

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# COMPANY OVERVIEW

**Millennium Engineering and Integration Company (Millennium),** headquartered in Arlington, Virginia, was founded in 1995 to provide aerospace expertise in system engineering, hardware integration, test and evaluation, program engineering management, and software engineering and analysis. A small business in NAICS code 541715, Millennium has integrated a highly talented system engineering and hardware/software-oriented team with proven capabilities embodying the management, analysis, design, development, and test of complex missile and space systems. Our government customers include the Missile Defense Agency, United States Air Force, Naval Sea Systems Command, Naval Air Systems Command, Naval Surface Warfare Center, Naval Air Warfare Center, Air Force Research Laboratory, and the National Aeronautics and Space Administration. Millennium’s capabilities span the entire system development cycle – from program concept development through all phases of system acquisition. Our expertise includes:

* **System Engineering –** Millennium has extensive experience in all phases and disciplines of system engineering life cycle. We perform analyses of alternatives (AoAs), develop technical requirements, conduct system modeling and analysis, define system functional allocations, perform requirements verification, execute risk management processes, and prepare system and component level specifications for complex civil and defense projects. Millennium is currently providing system engineering services to the Air Force for its Operationally Responsive Space Program, to the Missile Defense Agency for nearly all elements of the Ballistic Missile Defense System, and to various other civil and department of defense customers.
* **Hardware Integration and Test (I&T) –** A significant percentage of Millennium’s staff has over 15 years’ experience in the I&T of complex systems including missiles, satellites, kinetic kill vehicles and infrared seekers. Millennium engineers led the integration and testing of several satellites, including the Miniature Sensor and Integration Satellite (MSTI) and the Deep-Space 1 ion-propelled satellite – the first ever use of ion propulsion in a deep space satellite. Millennium also led the I&T of advanced infrared missile seekers onboard a captive carry aircraft platform, and led the calibration and captive carry testing of a Japanese Quantum Well Infrared Photoconductor (QWIP) sensor onto a DC-10 widebody aircraft. Millennium also tested satellite subsystems for a NASA earth observation satellite as well as designed, developed, and tested a 2-color hand-held infrared camera for the Navy.
* **Test and Evaluation –** Among Millennium’s greatest strengths is our test and evaluation capability. Millennium provides spacecraft and missile integration test directors and support at worldwide test ranges. Millennium has membership on several Aegis Ballistic Missile Defense Test and Evaluation working groups, with responsibility for integrating and testing prototype and component missile and shipboard elements. Millennium leads test concept development, planning, documentation, execution, and reporting. As Test Conductor at the Air Force National Hover Test Facility, Millennium personnel were responsible for planning and executing complex hover tests of liquid and solid fueled kinetic kill vehicles. Millennium was responsible for leading the development of the MDA Kinetic Energy Interceptor Testbed at the Naval Surface Warfare Center, Port Hueneme, CA, as well as the integration into the Ballistic Missile Defense System. Millennium is currently a support services prime contractor providing MDA with expertise in its Test and Evaluation directorate. We provide solutions in the area of test resource planning, test architecture development, pre- and post-test analysis and reconstruction, and test program assessments.
* **Program Engineering Management –** Millennium’s program engineering management experience includes development and execution of complex domestic and international defense projects such as the Aegis Ballistic Missile Defense program, Japan Cooperative Research Project, Navy’s Integrated Weapon System PEO, and the MDA Program Integration Directorate. Millennium was a leader in developing and maintaining the Missile Defense Agency integrated master schedules at the element and executive level. During the conduct of these efforts, Millennium integrated multiple organizations and where necessary, developed requirements, integrated schedules, cost estimates, and detailed execution plans.
* **Software Engineering and Analysis –** Millennium software engineering and analysis teams are involved in the development, evaluation, and testing of several large scale software projects. Millennium has developed a unique multi-sensor data fusion and communication software package capable of receiving, processing, and fusing multiple ballistic missile tracks from radars and IR sensors. Millennium has also developed battle management and target typing software for the MDA Kinetic Energy Interceptor program. These tools provide real-time engagement simulation capability with multiple sensors and weapon systems. Millennium is also involved in evaluation and assessment of the STANDARD Missile software development as part of theprogram office Independent Software Evaluation Team. Millennium possesses industry-leading model based simulation and software expertise, processes and tools successfully used on MDA, Air Force and NASA programs to demonstrate reduced development times, ease of disparate system integration and reduction in software maintenance time/costs.
* **Safety and Mission Assurance (S&MA) -** Millennium is a significant supplier of S&MA services throughout the aerospace community. We lead a team of safety, quality and reliability personnel at Kennedy Space Center (KSC) that support safety and reliability integration, testing, and launch operations of our Nation’s busiest launch port. Today, our personnel remain the key advisors to the NASA Range Safety Manager and play a critical role in the development and implementation of NASA’s Range Safety Policy. Our personnel have developed and currently teach NASA range safety courses. Additionally, we provide key range safety support to all KSC launch activities, including the Space Shuttle and the Launch Services Program at Cape Canaveral Air Force Station (CCAFS), the Reagan Test Site (RTS), and Vandenberg Air Force Base (VAFB). Additionally, our personnel play key roles in the MDA Quality, Safety, and Mission Assurance Directorate and Navy Missile Quality programs.

From program planning and management through hardware integration, test, and evaluation, Millennium has first-hand engineering experience on complex missile and satellite programs within both the military and commercial sectors. We have the full range of capability to provide the engineering services anticipated under this schedule.

***Special Item Numbers (SINs) Offered for Services:***

SIN 541715: ENGINEERING RESEARCH AND DEVELOPMENT AND STRATEGIC PLANNING

Services include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.

Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

SIN 541330ENG: ENGINEERING SERVICES

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

SIN 541380: TESTING LABORATORIES

Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc.,

SIN 541420: ENGINEERING SYSTEM DESIGN AND INTEGRATION SERVICES

Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.

Associated tasks include, but are not limited to computer-aided design, e.g., CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis.

#### ORDERING PROCEDURES FOR SERVICES

**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 Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule 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 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 –

**I. Prepare a Request for Quotes:**

A. 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, acceptance criteria, and any special requirements (e.g., security clearances, travel, special knowledge) should be prepared.

B. 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 the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials 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 travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

**II. Transmit the Request for Quotes to Contractors:**

A. 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).

B. The request for quotes should be provided to 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, when possible.

**III. Evaluate quotes and select the contractor to receive the 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.

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 periods, 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. When establishing BPAs ordering offices shall inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

1. **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 and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B**. 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 II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

**IV.** 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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

**V.** The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

**VI.** When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

**VII.** The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

**Procedures for fixed prices on GSA Schedule**: The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

# INFORMATION FOR ORDERING OFFICES

1. a. Special Item Numbers (SINs)

SIN 541715: Engineering Research and Development and Strategic Planning

SIN 541330ENG: Engineering Services

SIN 541380: Testing Laboratories

SIN 541420: Engineering System Design and Integration Services

SIN OLM: Order-Level Materials

b. Price List and Rates: See pages 13-14.

c. Labor Category descriptions and qualifications: See pages 11-12.

1. Maximum Order: $1,000,000. Requirements exceeding the Maximum Order will be processed in accordance with FAR 52.216-19.
2. Minimum Order: $100.00
3. Geographic Coverage: Domestic and Overseas
4. Points of Production: Millennium U.S. locations
5. Discount from List Prices or Statement of Net Price: All prices herein are net.
6. Quantity/Dollar Volume Discounts: None.
7. Prompt Payment Discount: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
8. a. Government Purchase Card: Millennium accepts the Government Commercial Credit Card for orders under the micro-purchase threshold but does not provide any additional discounts.

b. Government Purchase Card: Contact Contractor’s Representative for purchase card acceptance of orders above the micro-purchase threshold.

1. Foreign Items: None.
2. a. Delivery time: To be negotiated between Millennium and Government Agency.

b. Expedited delivery: Not applicable.

c. Overnight and Two Day Delivery: Not applicable.

d. Urgent Requirements: Not applicable.

1. FOB Point(s): Destination.
2. a. Ordering Address: Millennium Engineering and Integration Company

 1400 Crystal Dr., Suite 800

 Arlington, VA 22202-4153

b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

1. Payment Address: Millennium Engineering and Integration Company

 1400 Crystal Dr., Suite 800

 Arlington, VA 22202-4153

1. Warranty Provision: Standard Commercial Warranty.
2. Export Packing Charges: Not applicable.
3. Terms and Conditions of Government Credit Card: In accordance with the Government Purchase Card Guidelines.
4. Terms and Conditions of rental, maintenance and repair: Not applicable.
5. Terms and Conditions of Installation: Not applicable.
6. a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable.

b. Terms and Conditions for any other services: Not applicable.

1. List of service and distribution points: Not applicable.
2. List of participating dealers: Not applicable.
3. Preventative maintenance: Not applicable.
4. a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

b. Section 508 Compliance: The Section 508 standards for Electronic and Information Technology (EIT) supplies and services can be found at the following website: www.Section 508.gov. Section 508 compliance will be addressed at the task order level. Ordering Offices must identify: (1) Section 508 applies (with requisite information as per FAR); (2) Section 508 does not apply pursuant to an exception as determined by the requiring activity; or (3) the procurement does not contemplate the purchase of EIT falling under the definition of EIT as provided in the Rehabilitation Act. In the event that Section 508 applies to the procurement, and no exemption is applicable, Millennium requests it be advised of the ordering office’s Section 508 compliance strategy.

1. Data Universal Number System (DUNS): 01-197-1939.
2. Notification regarding registration in the System for Award Management: Millennium Engineering and Integration Company is registered in SAM.

| Labor Category | Minimum/ General Experience | Minimum Education | Functional Responsibility |
| --- | --- | --- | --- |
| Chief Engineer | At least 25 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | The Chief Engineer provides masterful technical direction and leadership for large, complex task orders and may assist the Program Manager in working with customer agency reps. The Chief Engineer is responsible for the overall technical execution of a project, providing expert evaluation and problem solving. Ensures timely and cost effective accomplishment of contractual commitments and/or established goals. Works under the guidance of the Program Director and is responsible for the overall technical direction of a specific task order. Requires a Secret clearance. |
| Lead Engineer | At least 20 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | The Lead Engineer possesses demonstrated ability to perform independent research of complicated engineering problems resulting in solutions which directly apply to Millennium customer and corporate needs. Possesses hands-on direct research experience in development and execution of major prototype or acquisition aerospace systems. Applies specific government or industry standard engineering tools and processes in the execution of program objectives. Proven ability to lead and direct significant size projects and multiple engineering areas is required by the Lead Engineer. Applies advanced engineering skills to significant Millennium business areas. |
| Senior Integration & Test Specialist | At least 15 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree preferred. | The Senior Integration & Test (I&T) Specialist possesses expert weapon system, missile, and satellite hardware integration and test skills that are recognized by industry and government customer agencies. The Senior Integration & Test Specialist serves as mentor and technical director for I&T engineers and projects and possesses expert knowledge of processes and procedures relative to system and subsystem hardware integration and test. Has demonstrated ability for requirements development, configuration management, problem resolution, and execution of complex procedures for integration and test of multifaceted weapon systems, missiles, and spacecraft. Possesses wide breadth of I&T expertise which is applied at high-level government program offices and test agencies. |
| Senior Software Specialist | At least 15 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree preferred. | The Senior Software Specialist exhibits technical software development and testing skills at a masterful level that are recognized by customer agencies and industry. Serves as mentor and technical director of software engineers and possesses expert knowledge of application, test, and communications software. Develops software test requirements, plans, and procedures for evaluation of prototype, research and development, and in-field service acquisition systems or test equipment. Demonstrated ability to provide configuration management, in-field training, servicing, and problem resolution of software development items. |
| Program Manager and/or Principal Engineer | At least 15 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | Senior technical professional at Millennium. Possesses expert qualifications recognizable by Millennium customers and/or national technical associations. Proven ability to lead and direct technical challenging aerospace projects. Applies advanced and comprehensive knowledge in specific scientific or technical disciplines. Provides overall technical, schedule, and cost direction. The Program Manager and Principal Engineer can execute assignments independently within scope of work assigned by contracts or corporate officers. Requires a Secret Clearance. |
| Project Manager | At least 10 years related experience | BA/BS degree (or equivalent) required. Advanced degree in Engineering, Science, Business, or a related academic field preferred. | The Project Manager coordinates and integrates technical projects and may work directly with the customer agency representatives and project participants. The Project Manager provides overall technical, cost, schedule, customer relations, and project team support for multi-task contracts and/or multiple contracts. The Project Manager is responsible for overall project control including initial planning, reporting, cost, and schedule management and technical management (and will report directly to the Program Manager). |
| Project Management Assistant | At least 6 years related experience | BA/BS degree (or equivalent) required. Advanced degree in Engineering, Science, Business or a related academic field preferred. | The Project Management Assistant coordinates and integrates technical projects and may assist in working with customer agency representatives and the project participants. The Project Management Assistant provides overall technical, cost, schedule, customer relations, and project team support. Ensures timely and cost effective accomplishment of project commitments and/or established goals. Is responsible for overall project administration duties that may span planning, reporting, and project cost, schedule and technical control. |
| Senior Engineer | At least 10 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | The Engineers are authorized to interface with the customer agency representatives. The Senior Engineer within a technical field can execute his assignment both as a consultant and a project lead for complex and critical client projects. Responsibilities include project development from inception to deployment, ability to provide guidance and direction in the required tasks, management and control of funds and resources and capability for managing multi-task contracts. Requires a Secret Clearance. |
| Engineer IV | 7 to 9 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | A technical professional at Millennium who applies abroad to comprehensive knowledge of methodologies, theoretical concepts, principles and practices in specific and practices in specific professional scientific or technical disciplines. Under minimal supervision, plans conducts, leads, and accomplishes broad assignments. Provides guidance and assistance in coordinating tasks and ensuring technical adequacy of the end product. Ensures compliance with technological standards throughout the project. Usually operates with some latitude for certain actions or decisions and provides daily supervision/direction to support staff. Requires a Secret Clearance. |
| Engineer III | 4 to 6 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | A professional at Millennium who applies a strong technical foundation and solid knowledge of methodologies, concepts, principles and practices to engineering solutions. Works under broad direction of project leaders and can execute significant portion of job assignments with minimal guidance. Provides engineering quality and standards to end products for Millennium. Requires a Secret Clearance. |
| Engineer II | 1 to 3 years related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | A professional at Millennium who applies solid educational engineering theory and practices to engineering solutions. Works under close supervision of project leaders and interacts frequently within Millennium for technical guidance and development. Exhibits ability to apply experience from education and professional training to develop creative solutions. May provide guidance/direction to Research Assistants. Requires a Secret Clearance. |
| Analyst III | 5 to 9 years related experience | BA/BS/Equivalent required. Advanced degree preferred. | Applies developed skills and knowledge of techniques in a specific professional, scientific/ engineering, or technical area. Under general supervision, performs a variety of assigned tasks including analysis, evaluation, troubleshooting, and preparation of procedures and documentation. May be called to assist with presentations, task planning, resource coordination, and/or budget development. Must be able to work independently or under general direction. |
| Engineer /Analyst I | 0 to 1 year related experience | BA/BS/Equivalent in Engineering or Science. Advanced degree in Engineering or a related academic field preferred. | Applies developed skills and knowledge of techniques in a specific professional, scientific or technical area. Under close supervision, performs a variety of assigned duties, including analysis, design and development, evaluation, specifications, procedures, troubleshooting and documentation. Provides direction and guidance to Level II Engineers. May be called upon to deliver presentations, plan tasks, coordinate resources and budgets. Requires a Secret Clearance. |
| Research Assistant IV | At least 15 years related experience | BA/BS/Equivalent | Under minimal direction, provides senior and executive management support, project administration, trouble shooting, and customer support. Has demonstrated ability to coordinate complex administrative and project support activities. |
| Research Assistant III | At least 10 years related experience | BA/BS/Equivalent | Under broad direction and guidance, provides general program support, needs analysis, systems development, project administration, troubleshooting and customer support. Works on well defined tasks. Requires a Secret Clearance. |
| Research Assistant II | 5 to 10 years related experience | Associate degree/ Equivalent | Under supervision and within well defined guidelines, provides general program support, needs analysis, systems development, project administration, troubleshooting and customer support. Works on well defined and precise assignments. Requires a Secret Clearance. |
| Research Assistant I | 0 to 5 years related experience | Associate degree/Equivalent | Under close supervision and within well defined guidelines, performs entry level professional duties. Provides general technical support, research and analysis, and document management. Works on well defined and precise assignments and provides assistance to senior personnel. Requires a Secret Clearance. |
| Senior Graphics Specialist | At least 10 years related experience | BA/BS/Equivalent | Plans, directs, and manages the daily activities of graphic production; responsible for quality assurance of same. Must be able to work independently or under general direction. Requires a Secret Clearance. |
| Graphics Specialist | 5 to 10 years related experience | BA/BS/Equivalent | Performs daily graphic production activities per the Senior Graphics Specialist. Works on well defined tasks and assists senior personnel. Requires a Secret Clearance. |
| Program Administrator | 0 to 5 years related experience | Associate degree/ Equivalent | Provides direct support to the Program Manager and the entire project. Includes administration, travel coordination, presentation support and preparation, graphics production, office management and support with hardware/software/network issues. Must work independently or under general direction. Requires a Secret Clearance. |

\* Note: Two years of experience is considered the equivalent of one year of advanced education. In the absence of a college degree, one year of experience is considered the equivalent to one year of undergraduate education.





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

|  |  |  |
| --- | --- | --- |
| SCA Eligible Labor Category | SCA Equivalent Code Title | Wage Determination # |
| Graphics Specialist | 15080 - Graphic Artist | 2015-4281 |
| Program Administrator | 01020 - Administrative Assistant | 2015-4281 |

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