



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

FSC Group: Professional Services

FSC Class: 541611

FSC Group: Engineering Services

FSC Class: 541330L

Contract number: 47QRAA22D004Z

Contract period: January 27, 2022 – January 26, 2027

**Aurora Technical Systems, LLC,
9629 Oxbridge Way
Bowie, MD 20721-3035
301-356-2997**

<https://aurora-ats.com>

**Donna Wright
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Business size: Small, Economically Disadvantaged Woman-Owned Small Business (EDWOSB), 8a Certified

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of the awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services.
541330L		Security System Integration, Design, Management, and Life Cycle Support

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

N/A

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

See Attachment for Labor Category Descriptions.

2. Maximum order:

SINs	Maximum Order
541611	\$1,000,000
54151S	\$1,000,000

3. Minimum order:

\$100



4. Geographic coverage (delivery area):

Domestic delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.

5. Point(s) of production (city, county, and State or foreign country):

9629 Oxbridge Way
Bowie, MD 20721-3035

6. Discount from list prices or statement of net price:

The prices shown are NET Prices; Basic Discounts have been deducted.

7. Quantity discounts:

<i>0.50%</i>	<i>For orders valued from \$100,000 - \$249,999.99</i>
Applies to task orders only. If a task order is initially offered at an amount less than \$100,000 but is subsequently amended to reach a value of \$100,000 to \$249,999.99 the .50% quantity discount will apply. For all task orders that qualify for the quantity discount, Aurora Technical Systems, LLC will apply a .50% discount to labor billings for all labor billings from \$100,000 to \$249,999.99.	
1%	For orders valued from \$250,000 - \$499,999.99
Applies to task orders only. If a task order is initially offered at an amount less than \$250,000 but is subsequently amended to reach a value of \$250,000 to \$499,999.99 the 1% quantity discount will apply. For all task orders that qualify for the quantity discount, Aurora Technical Systems, LLC will apply a 1% discount to labor billings for all labor billings from \$250,000 - \$499,999.99	
1.50%	For orders valued at \$500,000 or more.
Applies to task orders only. If a task order is initially offered at an amount less than \$500,000 but is subsequently amended to reach a value of \$500,000 or more the 1.5% quantity discount will apply. For all task orders that qualify for the quantity discount, Aurora Technical Systems, LLC will apply a 1.5% discount to labor billings for all labor billings at \$500,000 or more.	

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions:

Net 30 days

9. Foreign items (list items by country of origin):

Not Applicable

10a. Time of delivery. (Contractor insert number of days.):

Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list:

Contact Contractor

10c. Overnight and 2-day delivery:

Contact Contractor

10d. Urgent Requirements:

Contact Contractor

11. F.O.B. point(s):

Destination

12a. Ordering address(es):

9629 Oxbridge Way
Bowie, MD 20721-3035

12b. Ordering procedures:

For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es):

9629 Oxbridge Way
Bowie, MD 20721-3035

14. Warranty provision:

Not Applicable

15. Export packing charges, if applicable:

Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable):

Not Applicable

17. Terms and conditions of installation (if applicable):

Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):

Not Applicable

18b. Terms and conditions for any other services (if applicable):

Not Applicable

19. List of service and distribution points (if applicable):

Not Applicable

20. List of participating dealers (if applicable):

Not Applicable

21. Preventive maintenance (if applicable):

Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):

Not Applicable

22b. If applicable, indicate the Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. (e.g. contractor's website or location) The EIT standards can be found at: www.Section205.gov/:

Not Applicable

23. Unique Entity Identifier (UEI) number:

UEI W1UBHUGY7KZ9



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

Aurora is registered and active in SAM.

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), applies to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102, and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish an SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in the cancellation of the contract.

GSA 5-Year Labor Pricing

SIN	Labor Category	Year 1 GSA Price (1/27/2022-1/26/2023)	Year 2 GSA Price (1/27/2023-1/26/2024)	Year 3 GSA Price (1/27/2024-1/26/2025)	Year 4 GSA Price (1/27/2025-1/26/2026)	Year 5 GSA Price (1/27/2026-1/26/2027)
541611	Project Manager	\$ 172.80	\$ 177.12	\$ 181.54	\$ 186.08	\$ 190.73
541611	Principal Consultant	\$ 148.11	\$ 151.81	\$ 155.61	\$ 159.50	\$ 163.49
541611	Consultant I	\$ 74.06	\$ 75.91	\$ 77.80	\$ 79.75	\$ 81.74
541611	Consultant II	\$ 98.74	\$ 101.21	\$ 103.74	\$ 106.33	\$ 108.99
541611	Consultant III	\$ 123.43	\$ 126.51	\$ 129.67	\$ 132.92	\$ 136.24
541611	Procurement Analyst	\$ 91.83	\$ 94.12	\$ 96.48	\$ 98.89	\$ 101.36
541611	Procurement Specialist	\$ 119.64	\$ 122.63	\$ 125.69	\$ 128.84	\$ 132.06
541611	Contract Specialist	\$ 58.26	\$ 59.71	\$ 61.21	\$ 62.74	\$ 64.30
541611	Project Analyst	\$ 78.99	\$ 80.97	\$ 82.99	\$ 85.07	\$ 87.19
541611	Principal Compliance Consultant	\$ 172.80	\$ 177.12	\$ 181.54	\$ 186.08	\$ 190.73
541611	Officer (PM) Program Manager		\$ 86.08	\$ 88.23	\$ 90.43	\$ 92.69
541611	Administrative Coordinator		\$ 60.04	\$ 61.54	\$ 63.08	\$ 64.66
541611	Personnel Assistant III		\$ 41.69	\$ 42.74	\$ 43.80	\$ 44.90
541611	PL Senior Technical Writer		\$ 75.10	\$ 76.98	\$ 78.91	\$ 80.88
541611	Library Technician		\$ 36.81	\$ 37.73	\$ 38.67	\$ 39.64
541611	Word Processor I		\$ 30.39	\$ 31.15	\$ 31.93	\$ 32.72
541611	Word Processor II		\$ 34.13	\$ 34.98	\$ 35.85	\$ 36.75
541611	Word Processor III		\$ 40.94	\$ 41.96	\$ 43.01	\$ 44.08
541611	Word Processor IV		\$ 46.56	\$ 47.72	\$ 48.92	\$ 50.14
541611	General Clerk II		\$ 30.86	\$ 31.63	\$ 32.42	\$ 33.23
541611	General Clerk III		\$ 34.68	\$ 35.55	\$ 36.44	\$ 37.35
541611	Accounting Clerk II		\$ 36.06	\$ 36.96	\$ 37.89	\$ 38.83
541611	Accounting Clerk III		\$ 41.05	\$ 42.07	\$ 43.13	\$ 44.20
541611	Budget Technician I		\$ 41.05	\$ 42.07	\$ 43.13	\$ 44.20
541611	Budget Technician II		\$ 62.33	\$ 63.89	\$ 65.48	\$ 67.12
541611	Technical Writer III		\$ 75.98	\$ 77.88	\$ 79.83	\$ 81.82
54151S	Sr. Project Manager			\$ 162.92	\$ 166.99	\$ 171.17
54151S	Project Manager			\$ 125.99	\$ 129.14	\$ 132.37
54151S	Superintendent			\$ 91.83	\$ 94.13	\$ 96.48
54151S	CAD Engineer			\$ 125.99	\$ 129.14	\$ 132.37
54151S	Enterprise Integration Engineer			\$ 134.37	\$ 137.72	\$ 141.16
54151S	Enterprise Technician			\$ 109.47	\$ 112.21	\$ 115.01
54151S	Technician III			\$ 69.32	\$ 69.84	\$ 71.05
54151S	Trencher Operator			\$ 74.29	\$ 76.15	\$ 78.05
54151S	Master Electrician			\$ 74.06	\$ 75.91	\$ 77.80
54151S	Electrician II			\$ 66.16	\$ 67.81	\$ 69.51

SIN	Labor Category	Year 1 GSA Price (1/27/2022-1/26/2023)	Year 2 GSA Price (1/27/2023-1/26/2024)	Year 3 GSA Price (1/27/2024-1/26/2025)	Year 4 GSA Price (1/27/2025-1/26/2026)	Year 5 GSA Price (1/27/2026-1/26/2027)
54151S	Quality Control Specialist			\$ 67.93	\$ 69.63	\$ 71.37
54151S	Network Engineer			\$ 109.31	\$ 112.04	\$ 114.84

LABOR CATEGORY DESCRIPTIONS 541611

PROJECT MANAGER

Functional Responsibilities: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in the performance of the work and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Minimum Education: Bachelor's Degree and Holds credentials in one or more specialized areas (CMMI, ISO, ITVA, BD CMM, PMI).

Minimum Experience: 12 years' experience

PRINCIPAL CONSULTANT

Functional Responsibilities: Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in the performance of the work and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Provide consulting, documentation support and analysis to managers, supervisors, and workforce in their area of expertise. Project leadership and communication with stakeholders

Minimum Education: Bachelor's Degree

Minimum Experience: 8 years' experience

CONSULTANT I

Functional Responsibility: Provides consulting, documentation support and analysis to managers, supervisors, and workforce in their area of expertise.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years' experience

CONSULTANT II

Functional Responsibility: Provides services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks and is capable of supervising others. Acquisition planning assistance including market research and recommending procurement strategy

Minimum Education: Bachelor's Degree

Minimum/General Experience: 6 years' experience

CONSULTANT III

Functional Responsibility: Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks and is capable of supervising others. Contract administration support services including assistance with reviewing contractor performance, developing contract modifications, and

investigating reports of contract discrepancies: contract close-out assistance. Utilizes independent problem-solving techniques and skills, including managing procurement-requestor meetings to minimize procurement risk and promote the value of the procurement process.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 7 years' experience

PROCUREMENT ANALYST

Functional Responsibility: Develop purchasing processes in accordance with Federal Acquisition Regulations and DCMA compliant purchasing process; Administer cradle to grave Purchasing, subcontract, and task order management. Acquisition document development including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, and price negotiation memorandum.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years' experience

PROCUREMENT SPECIALIST

Functional Responsibility: Administer cradle to grave Purchasing, subcontract, and task order management.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 5 years' experience

CONTRACT SPECIALIST

Functional Responsibility: Contract administration support services including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 2 years' experience

PROJECT ANALYST

Functional Responsibility: Responsibilities include performing a variety of procurement files analytical tasks and compliance audits, either independently or under limited supervision. Develops manuals, templates, and forms and provides recommendations.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years' experience

PRINCIPAL COMPLIANCE CONSULTANT

Functional Responsibility: Analyzing all necessary compliance requirements and coming up with appropriate solutions. Performing all required filing according to requirement, evaluating all audits, and ensuring that all inquiries are answered. Overseeing and managing all communication processes regarding changes. Designing and developing tools that are needed to assess risks. Monitoring all processes to ensure

that all industry regulations are strictly adhered to. Designing all compliance policies and procedures, implementing all necessary new regulations and statutes, and providing necessary training to other departmental members and the management. Overseeing the management of all complex concepts and ensuring the transition of the concepts in everyday processes while also assisting senior staff and the management to adopt new ideas. Evaluating the licenses of all employees. Attending and participating in all meetings with supervisory principals where and when needed. Developing and modifying all compliance standards and procedures while also taking part in the development of all programs.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 10 years' experience

CATEGORY DESCRIPTIONS

OFFICER (PM) PROGRAM MANAGER

Functional Responsibilities: Supervises daily operation of the Contract. Coordinates with the COR concerning matters of work accomplishments, priorities, and procedures. Instruct employees on overall tasks and job techniques. Ensures compliance with established contractor procedures and instructions as supplemented by Government standards as identified within the contract. Maintains familiarity with the latest formats, specifications, and quality requirements. Answers questions on procedures, policies, and directives, Prepares workload and production reports regarding costs, assigned personnel, and any requested modifications to the contract. Ensures classified and other privileged information is organized and protected.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years' experience

ADMINISTRATIVE COORDINATOR

Functional Responsibilities: Coordinates office services such as purchasing, payroll, records control, and other administrative activities for departments/divisions, centers, or other organizational units; interprets operating policies; exercises independent judgment in the resolutions of administrative problems. Coordinates office services such as payroll, purchasing, records control, projects, and budget accounting operations. Analyzes unit operating practices such as record-keeping systems, forms control, office layout, personnel requirements, creating new systems, or revising established procedures. Interprets and communicates operating policies. Coordinates collection and preparation of financial and operations reports. Locates and compiles information and formats reports, graphs, tables, records, and other sources of information. Assembles and categorizes facts and figures for written computation and calculations. Assists with special events planning. Operates personal computer to access email, electronic calendars, and other basic office support software. Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphic packages to assemble, manipulate and format data and or reports. Knows the formal and information goals, standards, policies and procedures which may include some familiarity of other departments. Sensitive to the interrelationship of both people and functions within the department. May coordinate the work of others. Exchanges non-routine information using tact and persuasion as appropriate and good oral and written communication skills.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 years' experience

PERSONNEL ASSISTANT III

Functional Responsibilities: Processes requisitions for eligibility list and recruitments submitted by departments; verifies requisitions are complete and comply with the rules and Personnel policies; contacts departments to resolve questions or discrepancies; reviews requisitions to provide options to departments that help them fill positions in the most expeditious manner possible. Enter applicant information into the tracking database. Generates custom reports for recruiting staff. Reviews new hire documentation; verifies that new hires have been appointed in accordance with rules and documented correctly. Responds by email, phone, and in-person to questions regarding employment status. Maintains and ensures accuracy of eligibility, certification, and employment files in the database.

Minimum Education: High School Diploma

Minimum Experience: 4 years' experience

PROJECT LEAD (PL) SENIOR TECHNICAL WRITER

Functional Responsibilities: Supervises daily operations of staff supporting Technical Releases. Receives initial draft of technical documents. Maintains report logs such as report titles, author information, and report status. Edits, and proofreads technical documents and open literature for presentations and publications. Rewrite parts of the text to improve clarity, completeness, and cogency by correcting grammar, punctuation, misstatements, spelling and ambiguity. Edits text to ensure conciseness, proper verb tenses, and correct terminology. Ensures proper language usage and discussion flow. Verifies all listed references are cited in the text and vice versa. Compare illustrations, photographs, tables, graphs, and charts with text to ensure proper placement and layout. Consult with the author about proposed changes and corrections, advising on the merits of recommended changes. Ensures the final copy approved for printing is in complete agreement with the technical content of the approved edited copy. Ensures that all necessary artwork is included and is of reproducible quality. Adjusts timing or sequence of editorial projects and maintains close control to meet proposed deadlines.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years' experience

LIBRARY TECHNICIAN

Functional Responsibilities: Enters information into the local automated system. Uses internationally accepted standard format and schemes. Uses online completer library center cataloging and interlibrary loan modules. Locates vendors or sources when library materials are needed. Verifies citations, verifies invoices, and closes files. Performs functional library duties.

Minimum Education: High School Diploma

Minimum Experience: 2 years' experience

WORD PROCESSOR I

Functional Responsibility: Completes word processing for various types of technical and non-technical material in draft and final form with general supervision. Corrects spelling formatting, and punctuation for completeness. Types complicated tables, charts, and equations. Maintains office databases including travel, timekeeping, and budget. Maintains office files. Operates telephone, copy machine, and fax machine.

Minimum Education: High School Diploma

Minimum/General Experience: 1 years' experience

WORD PROCESSOR II

Functional Responsibility: With minimum supervision completes the task in an exceptionally proficient and accurate manner. Completes word processing for various types of technical and non-technical material in draft and final form with general supervision. Corrects spelling formatting, and punctuation for completeness. Types complicated tables, charts, and equations. Maintains office databases including travel, timekeeping, and budget. Maintains office files. Operates telephone, copy machine, and fax machine.

Minimum Education: High School Diploma

Minimum/General Experience: 2 years' experience

WORD PROCESSOR III

Functional Responsibility: With minimum supervision completes the task in an exceptionally proficient and accurate manner. Completes word processing for various types of technical and non-technical material in draft and final form with general supervision. Corrects spelling formatting, and punctuation for completeness. Types complicated tables, charts, and equations. Maintains office databases including travel, timekeeping, and budget. Maintains office files. Operates telephone, copy machine, and fax machine.

Minimum Education: High School Diploma

Minimum/General Experience: 4 years' experience

WORD PROCESSOR IV

Functional Responsibility: With minimum supervision completes the task in an exceptionally proficient and accurate manner. Completes word processing for various types of technical and non-technical material in draft and final form with general supervision. Creates and customizes presentations and documents by adding graphical elements, including clip art, business charts, scanned photos, and other graphic materials. Convert text to the appropriate format for uploading onto websites. Integrates several software products together to work more efficiently and improve data handling. Corrects spelling formatting, and punctuation for completeness. Types complicated tables, charts, and equations. Maintains office databases including travel, timekeeping, and budget. Maintains office files. Operates telephone, copy machine, and fax machine. Utilizes greater judgment and initiative to determine the approach or actions to take in non-routine situations, interprets and adapts guidelines. Manage the lifecycle of various projects from inception to receipt, verification and confirmation of required information, and research. Assist in the recruitment process. Provides on-the-job training to new employees on word processing support functions.

Minimum Education: High School Diploma

Minimum/General Experience: 7 years' experience

GENERAL CLERK II

Functional Responsibility: Prepares technical documents for printing. Prepares printed documents for distribution. Follow established procedures for numbering documents, creating labels, and stamping envelopes with appropriate mailing. Processes training and travel orders according to documents. Types various technical and non-technical materials in the draft and final forms. Maintains logs on incoming and outgoing documentation. Maintains supplies to perform assigned functions. Performs database entry.

Prepares new files. Distributes office mail and documentation. Operates telephones, copy machines, and facsimile machines.

Minimum Education: High School Diploma

Minimum/General Experience: 1 years' experience

GENERAL CLERK III

Functional Responsibility: Ensures records are prepared, maintained, transferred, and disposed of. Received, disperses, and destroys documents. Maintains training, awards, personnel, budget, and timekeeping databases. Process training and travel orders. Types various technical and non-technical material in draft and final form. Maintains property inventory. Processes paperwork. Maintains calendar.

Minimum Education: High School Diploma

Minimum/General Experience: 3 years' experience

ACCOUNTING CLERK II

Functional Responsibility: With minimum supervision balances and reconciles accounts. Sorts and distributes reports. Files office paperwork. Light typing and word processing. Posts actions to journals or subsidiary ledgers of an accounting system. Reviews computer printouts against journals. Detects and corrects erroneous postings. Review the list of transactions rejected by the automated systems. Creates new work packages in the execution and planning databases. Modifies existing work packages to reflect changes in funding levels, fund transfer reallocation of the fund, and changes to task descriptions. Prepares fund transfers. Develops and maintains spreadsheets of other instruments to present a summary of financial status showing expenditure, balances, and anticipated changes.

Minimum Education: High School Diploma

Minimum/General Experience: 2 years' experience

ACCOUNTING CLERK III

Functional Responsibility: With minimum supervision balances and reconciles accounts. Sorts and distributes reports. Files office paperwork. Light typing and word processing. Posts actions to journals or subsidiary ledgers of an accounting system. Reviews computer printouts against journals. Detects and corrects erroneous postings. Determines reasons the list of transactions was rejected by the automated systems. Creates new work packages in the execution and planning databases. Modifies existing work packages to reflect changes in funding levels, fund transfer reallocation of the fund, and changes to task descriptions. Prepares fund transfers. Develops and maintains spreadsheets of other instruments to present a summary of financial status showing expenditure, balances, and anticipated changes. Divide incoming funds into proper funding categories. Ensures consistency between planning and execution of databases.

Minimum Education: High School Diploma

Minimum/General Experience: 4 years' experience

BUDGET TECHNICIAN I

Functional Responsibility: Reconciles, compiles, and tracks financial information manually or by computer in order to maintain an accurate balance for a given accounting period, posts payments received, and authorizes payments to vendors, contractors, or clients. Communicate verbally and in writing with fund recipients, departments, and other agencies in order to resolve discrepancies and exchange related

information regarding budget compliance, and financial record corrections. Prepares periodic summaries of financial transactions that may include balances, revenues, and expenditure statements, statistical cost and operating reports to support annual reports. Interprets and explains rules, regulations, and policies regarding fiscal programs to staff to ensure compliance with accounting procedures. May supervise or act as lead worker over accounting staff.

Minimum Education: High School Diploma

Minimum/General Experience: 4 years' experience

BUDGET TECHNICIAN II

Functional Responsibility: Using established guidelines, analyzes and evaluates revenues or expenditures of a department fund or budget unit to determine the maximum allowable reimbursement or claim, and reports the information. Analyzes and evaluates financial/statistical data to make recommendations and reports on expenditures and revenues in order to assist with the budget or financial statement preparation, ensure compliance with governmental reporting regulations, or for management decisions regarding budget or fiscal issues. Participates in the development, modification, implementation and maintenance of an automated financial tracking and recordkeeping system to improve the efficiency of the accounting unit and to maintain the integrity of the information generated. Assists in the research and compilation of information needed to set rates, make complex cost distributions, apportion indirect costs, and set up overhead rates in accordance with guidelines. Assists in the preparation of complex documents such as financial statements and/or annual budgets by compiling and summarizing financial or statistical data for management use. Researches and corrects accounting errors or discrepancies to ensure accurate accounting. Reads interprets, and explains rules, regulations, and policy to ensure compliance with accounting procedures. May train and discipline staff.

Minimum Education: High School Degree

Minimum/General Experience: 6 years' experience

TECHNICAL WRITER III

Functional Responsibility: Receives initial drafts of technical documents. Maintains report logs. Edits, and proofreads technical documents and open literature for presentations and publication. Rewrite portions of text to improve clarity, completeness, and cogency by correcting grammar, punctuation, misstatements, spelling and ambiguity. Edits text to ensure conciseness, proper verb tenses, correct terminology, and appropriate figure and table captions. Ensures proper language usage and discussion flow. Verify all listed references are cited in the text and vice versa. Compares illustrations, photographs, tables, graphs, and charts with text to ensure proper placement and layout. Consult with the author about proposed changes and corrections, advising on the merits of the recommended changes. Ensures the technical content is altered only with the concurrence of personnel in the approval chain. Ensures the final copy approved for printing is in complete agreement with the technical content of the approved edited copy. Ensures all artwork is included and that it is of reproducible quality. Adjust the timing or sequence of editorial projects and maintain close control to meet proposed deadlines.

Minimum Education: Bachelor's Degree

Minimum/General Experience: 4 years' experience

GSA LABOR CATEGORY DESCRIPTIONS 54151S

Sr. Project Manager

Functional Responsibilities: Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. The primary point of contact for the customer. Oversees all the database planning and design, system analysis, integration, and design and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as the technical lead for the project.

Minimum Education: Bachelor's Degree

Minimum Experience: 8 years' experience

Project Manager

Functional Responsibilities: Simultaneously plans and directs a highly technical project (or a group of related tasks) and assists the Program Manager in working with the Contracting Officer, the COTR, management personnel, and client agency representatives. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the technical solutions and schedules in the Task Order are implemented in a timely manner

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years' experience

Superintendent

Functional Responsibilities: Manages and provides the vision for project planning, coordination, sequencing and site utilization. Develops the overall plan for the Project in conjunction with the Project Executive. Oversees, manages, and documents all day-to-day job site activities including safety compliance requirements. Directs field personnel according to the project plan and supervisory principles. Communicates issues, events, performance and progress daily to the Project Executive. Reports any problems/issues promptly to the Project Executive and Project Manager to facilitate the most cost-effective solutions. Establishes effective working relationships with clients and team members.

Minimum Education: High School Diploma

Minimum Experience: 5 years' experience

CAD Engineer

Functional Responsibilities: Perform engineering work related to configuring, deploying, maintaining, and upgrading CAD models. Design, develop and engineer high quality models using 3D and 2D CAD tools. Produce designs that meet targets for feasibility, performance, costs, quality, safety, legislation and timing. Ensure that all work carried out is in compliance with company design, safety, quality, environmental compliance and procedural standards. Interact with architect and client, as necessary to obtain critical design information necessary to complete project within intended time frame. Update and maintain product design files. Assist in improving daily processes to ensure that the CAD systems meet customer requirements. Train and guide Production Engineers on engineered design. Determine limitations, assumptions and solutions in the design and development of CAD models. Assist in the implementation of CAD engineering applications. Determine design specifications and parameters for CAD models.

Minimum Education: Bachelor's Diploma Degree

Minimum Experience: 5 years' experience

Enterprise Integration Engineer

Functional Responsibilities: An integration engineer plans, designs and implements the integration process. Creating documentation for the process so that future managers and engineers know how to solve potential issues. Communicating with the client to identify needs.

Minimum Education: Bachelor's Degree

Minimum Experience: 7 years' experience

Enterprise Technician

Functional Responsibilities: Responsible for product implementations, escalations, and leveraging advanced technical skills with deep product knowledge to resolve customer requests and issues.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years' experience

Technician III

Functional Responsibilities: Provides senior-level network system support, system analysis, conversion and implementation, maintenance, testing, troubleshooting, and repairing of equipment. Utilizes expertise with a variety of the field's concepts, practices, and procedures to ensure the operation of existing and new systems. Ensure wiring and patching are properly labeled in accordance with guidelines and standards. Ensures all readings and tabulations are accurate.

Minimum Education: High School Diploma

Minimum Experience: 4 years' experience

Trencher Operator

Functional Responsibilities: Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes. Operate jackhammers or drills to break up concrete or pavement. Apply caulking compounds by hand or caulking guns to protect against entry of water or air.

Minimum Education: High School Diploma

Minimum Experience: 5 years' experience

Master Electrician

Functional Responsibilities: Installing, repairing, and servicing electrical systems. Sourcing or fabricating replacement electrical components. Interpreting blueprints and drawing rough sketches when required. Guiding and overseeing other apprentices or journeyman electricians. Drawing up preventative maintenance measures and explaining these to clients and other electricians. Obtaining required permits, equipment, tools, and materials for projects. Testing and troubleshooting systems. Providing assistance during emergencies. Updating project records and preparing relevant documents and reports for clients. Liaising with clients, vendors, and other electricians.

Minimum Education: High School Diploma

Minimum Experience: 7 years' experience

Electrician II

Functional Responsibilities: Lays out, assembles, installs, tests, repairs, and adjusts electrical fixtures, apparatus, equipment, wiring, and new services to include panels, breakers, and conduit. Mounts motors, transformers, and lighting fixtures into position and completes circuits according to diagram specifications

Minimum Education: High School Diploma

Minimum Experience: 4 years' experience

Quality Control Specialist

Functional Responsibilities: Establish processes or procedures for evaluating system analysis, data/records management systems, and applicable documents to ensure total compliance with the contract. Conducts quality assurance inspections on material received and stored in accordance with the contract Bill of Materials. Maintains all quality assurance records and files. Reviews all contracts and tasking orders and assists in the development of the Bill of Materials. Review all material receipts and compliance statements in accordance with specifications and standards.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 years' experience

Network Engineer

Functional Responsibilities: Performs duties associated with the design, testing, and implementation of Local Area Networks and Wide Area Networks. Provides technical support related to LAN/WAN activities and end-user needs. Must be experienced in the design and integration of multiple network operating systems, protocols, and topologies. Develop standardized procedures for LAN/WAN operation and associated documentation. Evaluate new technology and make recommendations for implementation. Analyzes requirements for system upgrades and implementations including hardware/software resources, logistics and planning issues, testing, and training.

Minimum Education: Bachelor's Degree

Minimum Experience: 4 years' experience