

**WORLDWIDE
GENERAL SERVICES ADMINISTRATION (GSA)
Federal Supply Service (FSS)
Authorized Federal Supply Schedule Price List**

**Federal Supply Schedule 871
Professional Engineering Services**



PARADIGM
Technologies, Inc.
People·Values·Purpose·Leadership

**FSC Group: 871
Contract Number: GS-10F-0297T**

**Paradigm Technologies, Inc.
2231 Crystal Drive, Suite 807
Arlington, VA 22202**

**Telephone: 703-414-0955
Fax: 703-414-0959**

Contract Administration: John Magee – JohnMagee@paradigm.net

**WORLDWIDE
GENERAL SERVICES ADMINISTRATION (GSA)
Federal Supply Service (FSS)
Authorized Federal Supply Schedule Price List**

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

The INTERNET address for GSA Advantage! is: GSAAdvantage.gov

**Federal Supply Schedule 871 for
Professional Engineering Services (PES)**

**FSC Group: 871
Contract Number: GS-10F-0297T**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Prices Shown Herein are Net (discount deducted)



**Contract Period: July 3, 2007-July 2, 2027
NAICS Code: 541330, 541710
Business Size: Small Business**

TABLE OF CONTENTS

1. SCOPE OF CONTRACT	4
2. MAXIMUM ORDER	4
3. MINIMUM ORDER	4
4. DELIVERY AREA.....	4
5. POINTS OF PRODUCTION.....	5
6. DISCOUNTS	5
7. QUANTITY DISCOUNTS	5
8. PROMPT PAYMENT TERMS	5
9. GOVERNMENT PURCHASE CARDS	5
10. FOREIGN ITEMS	5
11. DELIVERY SCHEDULE.....	5
12. F.O.B POINT(S)	6
13. ORDERING.....	6
14. PAYMENT ADDRESS	6
15. WARRANTY PROVISION	7
16. EXPORT PACKING CHARGES.....	7
17. TERMS AND CONDITIONS of Government purchase card acceptance	7
18. TERMS AND CONDITIONS of rental, maintenance, and repair	7
19. TERMS AND CONDITIONS of installation	8
20. TERMS AND CONDITIONS of repair parts.....	8
21. LIST OF SERVICE AND DISTRIBUTION POINTS.....	8
22. LIST OF PARTICIPATING DEALERS.....	8
23. PREVENTIVE MAINTENANCE.....	8
24. SPECIAL ATTRIBUTES.....	8
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER	8
26. CENTRAL CONTRACTOR REGISTRATION (CCR)	8
27. SECURITY CLEARANCES.....	Error! Bookmark not defined.
ATTACHMENT 1: SPECIAL ITEM NUMBERS DESCRIPTION.....	9
ATTACHMENT 2: PES RATE SCHEDULE.....	11
ATTACHMENT 3: LABOR CATEGORIES FOR HOURLY RATES	13

CUSTOMER INFORMATION

1. SCOPE OF CONTRACT

Professional Engineering Services (PES) is a competitively-awarded Federal Supply Service Multiple Award Schedule contract. The purpose of the contract is to provide authorized schedule users access to qualified contractors with fixed labor rates who can assist them in their professional engineering needs. Detailed descriptions of the scope of work areas are in Attachment 1.

1a. Special Item Numbers (SIN)

871-1, Strategic Planning for Technology Programs/Activity; Civil, Electrical, and Mechanical Engineering Disciplines

871-2, Concept Development and Requirements Analysis; Electrical and Mechanical Engineering Disciplines

871-4, Test and Evaluation; Electrical Engineering Discipline

871-6, Acquisition and Life Cycle Management; Electrical and Mechanical Engineering Disciplines

For detailed Special Item Number descriptions see Attachment 1. The prices and labor categories listed in Attachments 2 and 3, respectively, are reflective of all services offered under the 871-1, 871-2, 871-4, and 871-6 Special Item Numbers.

1b. Lowest Priced Model Number

Not applicable

1c. Hourly Rates

Refer to Attachments 2 and 3.

2. MAXIMUM ORDER

The maximum dollar value of any SIN orders to be issued is \$750,000.00 (All dollar amounts are exclusive of any discount for prompt payment.)

3. MINIMUM ORDER

The minimum dollar value of any SIN orders to be issued is \$300.00.

4. DELIVERY AREA

The geographic coverage of this contract (delivery area) is domestic only.

5. POINTS OF PRODUCTION

Services under this contract can be provided at Government or contractor sites.

6. DISCOUNTS

Prices shown herein are net; basic discounts have been deducted.

7. QUANTITY DISCOUNTS

Additional discounts may be negotiated for individual Task Orders and for Blanket Purchase Agreements (BPAs). These discounts will be addressed on a case-by-case basis.

8. PROMPT PAYMENT TERMS

Net 30 days from receipt of invoice or date of acceptance, whichever is later.

9. GOVERNMENT PURCHASE CARDS

9a. Orders placed at or below the micro-purchase threshold

Government Purchase Cards are accepted for any dollar value at or below the micro-purchase threshold.

9b. Orders exceeding the micro-purchase threshold

Government Purchase Cards are accepted for any dollar value above \$2,500.

10. FOREIGN ITEMS

Not applicable

11. DELIVERY SCHEDULE

11a. Time of Delivery

Per Individual Task Order

11b. Expedited Delivery

Items available for expedited delivery are available by contacting contractor.

11c. Overnight and 2-day Delivery

Overnight and 2-day deliveries are available by contacting the Contractor for specific rates.



11d. Urgent Requirements

When the FSS contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 working days after receipt (Telephone replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B POINT(S)

Destination

13. ORDERING

13a. Ordering Address

All orders under this contract may be placed by telephone, fax, or e-mail and should be directed to:

Paradigm Technologies, Inc.

Attn: Ed Rainbolt, GSA Program Manager

2231 Crystal Drive, Suite 807

Arlington, VA 22202

Telephone: 703-414-0955

Fax: 703-414-0959

Email: EdRainbolt@paradigm.net

13b. 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.

14. PAYMENT ADDRESS

Remittance by check should be addressed to:

Paradigm Technologies, Inc.

2231 Crystal Drive, Suite 807

Arlington, VA 22202

Attention: Accounting



For wire transfers or payment by Government Purchase Card:

Please contact Mr. Ed Rainbolt at 703-414-0955

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:

- a. Time of delivery/installation quotations for individual orders;
- b. Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- c. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. EXPORT PACKING CHARGES

Not applicable

17. TERMS AND CONDITIONS of Government purchase card acceptance

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for any dollar value above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance:

Technical information: Ms. Vicki Kitchens, 256-382-2911

VickiKitchens@paradigm.net

Payment information: Mr. Ed Rainbolt, 703-414-0955

EdRainbolt@paradigm.net

18. TERMS AND CONDITIONS of rental, maintenance, and repair

Not applicable



19. TERMS AND CONDITIONS of installation

Not applicable

20. TERMS AND CONDITIONS of repair parts

Not applicable

20a. Other services

Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Locations

22. LIST OF PARTICIPATING DEALERS

Not applicable

23. PREVENTIVE MAINTENANCE

Not applicable

24. SPECIAL ATTRIBUTES

24a. Environmental Attributes

Not applicable

24b. Section 508 Compliance

Not applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

831661582

26. CENTRAL CONTRACTOR REGISTRATION (CCR)

Paradigm Technologies, Inc. is registered in the CCR database.

ATTACHMENT 1: SPECIAL ITEM NUMBERS DESCRIPTION

SCOPE OF CONTRACT

Professional Engineering Services (PES) is a competitively-awarded Federal Supply Service Multiple Award Schedule contract. The purpose of the contract is to provide authorized schedule users access to qualified contractors with fixed labor rates who can assist them in their professional engineering and related discipline needs.

Under the PES Schedule and in accordance with Special Item Numbers 871-1, 871-2, 871-4, and 871-6, Paradigm Technologies, Inc. provides Federal agencies with a wide variety of solutions which include but are not limited to the following:

SIN 871-1 Strategic Planning for Technology Programs/Activity

- Definition and interpretation of high-level organizational engineering performance requirements
- Mission Analysis
- Development of Program Goals and Objectives
- Requirements Analysis
- Organizational Performance Assessment
- Special Studies and Analysis
- Training
- Privatization and Outsourcing

SIN 871-2 Concept Development and Requirements Analysis

- Abstract or Concept Studies and Analysis
- Requirements Definition
- Preliminary Planning
- Evaluation of Alternative Technical Approaches and Associated Costs
- Requirements Analysis
- Cost/Cost-Performance Trade-Off Analysis
- Feasibility Analysis
- Regulatory Compliance Support
- Technology Conceptual Designs
- Training
- Privatization and Outsourcing

SIN 871-4 Test and Evaluation

- Prototype Testing
- First Article(s) Testing
- Environmental Testing
- Independent Verification And Validation
- Reverse Engineering
- Simulation and Modeling (To Test the Feasibility of a Concept)
- System Safety
- Quality Assurance
- Physical Testing of the Product or System
- Training
- Privatization and Outsourcing

SIN 871-6 Acquisition and Life Cycle Management

- Planning, Budgetary, Contract and Systems/Program Management Execution Functions
- Operation and Maintenance
- Program/Project management (including, but not limited to, construction management)
Technology Transfer/Insertion
- Training
- Privatization and Outsourcing



ATTACHMENT 2: PES RATE SCHEDULE

Professional Engineering Services (PES) GSA Schedule Paradigm Technologies, Inc. Contract Number: GS-10F-0297T

Labor categories and On-Site (Government Site) hourly rates:

Labor Category	7/3/07-7/2/08	7/3/08-7/2/09	7/3/09-7/2/10	7/3/10-7/2/11	7/3/11-7/2/12
	On-Site	On-Site	On-Site	On-Site	On-Site
Program Manager III	\$ 165.78	\$ 171.58	\$ 177.59	\$ 183.80	\$ 190.24
Program Manager II	\$ 135.88	\$ 140.64	\$ 145.56	\$ 150.65	\$ 155.93
Program Manager I	\$ 118.82	\$ 122.98	\$ 127.28	\$ 131.74	\$ 136.35
Task Manager III	\$ 144.93	\$ 150.00	\$ 155.25	\$ 160.69	\$ 166.31
Task Manager II	\$ 125.25	\$ 129.63	\$ 134.17	\$ 138.87	\$ 143.73
Task Manager I	\$ 118.87	\$ 123.03	\$ 127.34	\$ 131.79	\$ 136.41
Subject Matter Expert III	\$ 232.88	\$ 241.03	\$ 249.47	\$ 258.20	\$ 267.24
Subject Matter Expert II	\$ 149.26	\$ 154.48	\$ 159.89	\$ 165.49	\$ 171.28
Subject Matter Expert I	\$ 131.28	\$ 135.87	\$ 140.63	\$ 145.55	\$ 150.65
Mgmt/Tech Analyst V	\$ 124.10	\$ 128.44	\$ 132.94	\$ 137.59	\$ 142.41
Mgmt/Tech Analyst IV	\$ 105.19	\$ 108.87	\$ 112.68	\$ 116.63	\$ 120.71
Mgmt/Tech Analyst III	\$ 97.30	\$ 100.71	\$ 104.23	\$ 107.88	\$ 111.65
Mgmt/Tech Analyst II	\$ 81.13	\$ 83.97	\$ 86.91	\$ 89.95	\$ 93.10
Mgmt/Tech Analyst I	\$ 70.12	\$ 72.57	\$ 75.11	\$ 77.74	\$ 80.46
Business/Financial Analyst V	\$ 119.19	\$ 123.36	\$ 127.68	\$ 132.15	\$ 136.77
Business/Financial Analyst IV	\$ 109.21	\$ 113.03	\$ 116.99	\$ 121.08	\$ 125.32
Business/Financial Analyst III	\$ 94.33	\$ 97.63	\$ 101.05	\$ 104.59	\$ 108.25
Business/Financial Analyst II	\$ 80.95	\$ 83.78	\$ 86.72	\$ 89.75	\$ 92.89
Business/Financial Analyst I	\$ 48.71	\$ 50.41	\$ 52.18	\$ 54.01	\$ 55.90
Acquisition Specialist V	\$ 113.68	\$ 117.66	\$ 121.78	\$ 126.04	\$ 130.45
Acquisition Specialist IV	\$ 103.33	\$ 106.95	\$ 110.69	\$ 114.56	\$ 118.57
Acquisition Specialist III	\$ 87.18	\$ 90.23	\$ 93.39	\$ 96.66	\$ 100.04
Acquisition Specialist II	\$ 78.84	\$ 81.60	\$ 84.46	\$ 87.41	\$ 90.47
Acquisition Specialist I	\$ 64.10	\$ 66.34	\$ 68.67	\$ 71.07	\$ 73.56
Junior Analyst IV	\$ 68.40	\$ 70.79	\$ 73.27	\$ 75.84	\$ 78.49
Junior Analyst III	\$ 51.03	\$ 52.82	\$ 54.66	\$ 56.58	\$ 58.56
Junior Analyst II	\$ 47.84	\$ 49.51	\$ 51.25	\$ 53.04	\$ 54.90
Junior Analyst I	\$ 12.46	\$ 12.90	\$ 13.35	\$ 13.81	\$ 14.30

Rates include the Industrial Funding Fee (IFF) of 0.75% and reflect a negotiated escalation rate of 3.5% for contract years two through five. We will use the Bureau of Labor Standards Employment Cost Index, Table 5, Professional, Scientific, and Technical market index pricing for out-year pricing for contract years six through twenty.



**Professional Engineering Services (PES) GSA Schedule
Paradigm Technologies, Inc. Contract Number: GS-10F-0297T**

Labor categories and Off-Site (Paradigm Technologies Site) hourly rates:

Labor Category	7/3/07-7/2/08	7/3/08-7/2/09	7/3/09-7/2/10	7/3/10-7/2/11	7/3/11-7/2/12
	Off-Site	Off-Site	Off-Site	Off-Site	Off-Site
Program Manager III	\$ 186.29	\$ 192.81	\$ 199.56	\$ 206.54	\$ 213.77
Program Manager II	\$ 152.18	\$ 157.51	\$ 163.02	\$ 168.72	\$ 174.63
Program Manager I	\$ 133.08	\$ 137.74	\$ 142.56	\$ 147.55	\$ 152.71
Task Manager III	\$ 162.32	\$ 168.00	\$ 173.88	\$ 179.97	\$ 186.27
Task Manager II	\$ 140.28	\$ 145.19	\$ 150.27	\$ 155.53	\$ 160.97
Task Manager I	\$ 133.13	\$ 137.79	\$ 142.61	\$ 147.60	\$ 152.77
Subject Matter Expert III	\$ 260.83	\$ 269.96	\$ 279.41	\$ 289.19	\$ 299.31
Subject Matter Expert II	\$ 167.17	\$ 173.02	\$ 179.08	\$ 185.34	\$ 191.83
Subject Matter Expert I	\$ 147.03	\$ 152.18	\$ 157.50	\$ 163.01	\$ 168.72
Mgmt/Tech Analyst V	\$ 138.99	\$ 143.85	\$ 148.89	\$ 154.10	\$ 159.49
Mgmt/Tech Analyst IV	\$ 117.81	\$ 121.93	\$ 126.20	\$ 130.62	\$ 135.19
Mgmt/Tech Analyst III	\$ 108.98	\$ 112.79	\$ 116.74	\$ 120.83	\$ 125.06
Mgmt/Tech Analyst II	\$ 90.87	\$ 94.05	\$ 97.34	\$ 100.75	\$ 104.28
Mgmt/Tech Analyst I	\$ 78.53	\$ 81.28	\$ 84.12	\$ 87.07	\$ 90.11
Business/Financial Analyst V	\$ 133.49	\$ 138.16	\$ 143.00	\$ 148.00	\$ 153.18
Business/Financial Analyst IV	\$ 122.32	\$ 126.60	\$ 131.03	\$ 135.62	\$ 140.37
Business/Financial Analyst III	\$ 105.65	\$ 109.35	\$ 113.17	\$ 117.14	\$ 121.24
Business/Financial Analyst II	\$ 90.66	\$ 93.83	\$ 97.12	\$ 100.52	\$ 104.03
Business/Financial Analyst I	\$ 54.56	\$ 56.47	\$ 58.45	\$ 60.49	\$ 62.61
Acquisition Specialist V	\$ 127.32	\$ 131.78	\$ 136.39	\$ 141.16	\$ 146.10
Acquisition Specialist IV	\$ 115.73	\$ 119.78	\$ 123.97	\$ 128.31	\$ 132.80
Acquisition Specialist III	\$ 97.64	\$ 101.06	\$ 104.59	\$ 108.26	\$ 112.04
Acquisition Specialist II	\$ 88.30	\$ 91.39	\$ 94.59	\$ 97.90	\$ 101.33
Acquisition Specialist I	\$ 71.79	\$ 74.30	\$ 76.90	\$ 79.59	\$ 82.38
Junior Analyst IV	\$ 76.61	\$ 79.29	\$ 82.07	\$ 84.94	\$ 87.91
Junior Analyst III	\$ 57.15	\$ 59.15	\$ 61.22	\$ 63.36	\$ 65.58
Junior Analyst II	\$ 53.58	\$ 55.46	\$ 57.40	\$ 59.41	\$ 61.48
Junior Analyst I	\$ 13.96	\$ 14.45	\$ 14.95	\$ 15.48	\$ 16.02

Rates include the Industrial Funding Fee (IFF) of 0.75% and reflect a negotiated escalation rate of 3.5% for contract years two through five. We will use the Bureau of Labor Standards Employment Cost Index, Table 5, Professional, Scientific, and Technical market index pricing for out-year pricing for contract years six through twenty.

ATTACHMENT 3: LABOR CATEGORIES FOR HOURLY RATES

PES LABOR CATEGORY DESCRIPTIONS

Program Manager

Responsible for all management activities relative to a program. Provides broad program oversight to include directing, planning, organizing, and managing programs/projects. Responsible for ensuring that all contractual obligations are completed in a timely and efficient manner. Interfaces with Government personnel, including contracts and technical points of contact, to ensure that all contractual and technical obligations are met. Provides high level analytical skills as necessary to solve technical, administrative, and management issues.

Labor Category	Education & Experience Requirements
Program Manager III	Bachelors Degree or equivalent and 15 years experience*
Program Manager II	Bachelors Degree or equivalent and 12 years experience*
Program Manager I	Bachelors Degree or equivalent and 10 years experience*

*Four (4) years of work experience is equivalent to a Bachelors Degree

**Four (4) years of work experience with a Bachelors Degree is equivalent to a Masters Degree

Task Manager

Provides direct project oversight and responsibility for success of the effort. Must have specific programmatic and/or technical experience in specific areas covered in the contractual effort. Solves technical, administrative, and management problems and is responsible for interfacing with the customer’s technical point of contact to ensure that the task is completed on time and within budget. Ensures adequacy, accuracy, and technical quality of all contract and task deliverables.

Labor Category	Education & Experience Requirements
Task Manager III	Bachelors Degree or equivalent and 10 years experience*
Task Manager II	Bachelors Degree or equivalent and 8 years experience*
Task Manager I	Bachelors Degree or equivalent and 6 years experience*

*Four (4) years of work experience is equivalent to a Bachelors Degree

**Four (4) years of work experience with a Bachelors Degree is equivalent to a Masters Degree

Subject Matter Expert

Subject Matter Expert serves as an expert in a specific functional area. Responsible for the effective assessment and resolution of critical program issues. Provides high level analysis, assessment and advice on complex issues which require extensive knowledge of the contractual subject matter for effective project performance.

Labor Category	Education & Experience Requirements
Subject Matter Expert III	Masters Degree or equivalent and 15 years experience**
Subject Matter Expert II	Bachelors Degree or equivalent and 10 years experience*
Subject Matter Expert I	Bachelors Degree or equivalent and 6 years experience*

*Four (4) years of work experience is equivalent to a Bachelors Degree

**Four (4) years of work experience with a Bachelors Degree is equivalent to a Masters Degree

Management/Technical Analyst

Requires specific technical and/or programmatic experience in one or more of the following areas: strategic and business planning, performance measurement, process improvement, process re-engineering, program audits and evaluations, facilitation, problem solving, meeting coordination, survey/data collection and analysis, A-76/outsourcing studies, program/project management, earned value analysis, financial execution, scheduling, cost analysis, risk analysis.

Labor Category	Education & Experience Requirements
Mgmt/Technical Analyst V	Masters Degree or equivalent and 12 years of work experience**
Mgmt/Technical Analyst IV	Bachelors Degree or equivalent and 10 years of work experience*
Mgmt/Technical Analyst III	Bachelors Degree or equivalent and 8 years of work experience*
Mgmt/Technical Analyst II	Bachelors Degree or equivalent and 5 years of work experience*
Mgmt/Technical Analyst I	Bachelors Degree or equivalent and 2 years of work experience*

*Four (4) years of work experience is equivalent to a Bachelors Degree

**Four (4) years of work experience with a Bachelors Degree is equivalent to a Masters Degree

Business/Financial Analyst

Requires business, cost or financial management experience as well as management experience in planning, problem solving, data collection and analysis. Must be able to develop cost and/or financial estimates according to prescribed work breakdown structures, develop cost estimating relationships, identify cost/price drivers, and develop charts in prescribed formats.

Labor Category	Education & Experience Requirements
Business/Financial Analyst V	Masters Degree or equivalent and 12 years of work experience**
Business/Financial Analyst IV	Bachelors Degree or equivalent and 10 years of work experience*
Business/Financial Analyst III	Bachelors Degree or equivalent and 8 years of work experience*
Business/Financial Analyst II	Bachelors Degree or equivalent and 5 years of work experience*
Business/Financial Analyst I	Bachelors Degree or equivalent and 2 years of work experience*

*Four (4) years of work experience is equivalent to a Bachelors Degree

**Four (4) years of work experience with a Bachelors Degree is equivalent to a Masters Degree

Acquisition Specialist

Conducts various tasks in procurement, contracts, and other acquisition activities. Participates in analytic activities involving other functions and study areas, including administration, finance, and program/project management. Responsibilities may include development of statements of work, contracting/acquisition strategies, strategic and business planning, financial/budget/cost analysis, and program/task instructions. Ensures impacts of changes in contracting and contracting processes can be clearly shown to Sr. Management.

Labor Category	Education & Experience Requirements
Acquisition Specialist V	Masters Degree or equivalent and 12 years of work experience**
Acquisition Specialist IV	Bachelors Degree or equivalent and 10 years of work experience*
Acquisition Specialist III	Bachelors Degree or equivalent and 8 years of work experience*
Acquisition Specialist II	Bachelors Degree or equivalent and 5 years of work experience*
Acquisition Specialist I	Bachelors Degree or equivalent and 2 years of work experience*

*Four (4) years of work experience is equivalent to a Bachelors Degree

**Four (4) years of work experience with a Bachelors Degree is equivalent to a Masters Degree

Junior Analyst

Responsible for analyzing, defining, and developing system or program requirements. Performs a variety of tasks to include gathering, organizing, and validating data used for development of specific requirements. Data may be programmatic or technical as defined by contractual effort. Interfaces with customers to collect data and produce technical and/or programmatic briefings and contract required deliverables. Must be able to define relevant data, organize into meaningful formats, and derive plausible solutions to meet customer requirements.

Provides administrative, security or graphic support as required for task completion. Duties may include development of reports and documents, general office administrative tasks, graphic development and design, and researching, defining, and administering security policies and procedures.

Labor Category	Education & Experience Requirements
Junior Analyst IV	6 years experience*
Junior Analyst III	4 years experience*
Junior Analyst II	2 years experience*
Junior Analyst I	High School Diploma & 0 years experience

*Bachelors Degree is equivalent to Four (4) years of work experience