

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Multiple Award Schedule

JAGUAR DEFENSE

FSC Group: Professional Services / Office Management

Contract Number: 47QRAA22D00EP

Contract period: September 15, 2022 – September 14, 2027

Jaguar Defense, Inc
6021 University Blvd,
Suite 320
Ellicott City, MD 21043-8501
703-869-1774
www.jaguardefense.com

CONTRACT ADMINISTRATOR: Gabriel Fulton
gabe@jaguardefense.com

Business size: Small Business, Minority Owned Business,
Service-Disabled Veteran Owned Small Business

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 awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541690	541690RC	Technical Consulting Services
561499M	561499MRC	Mail Management Systems, Processing Equipment and Related Solutions
561110	561110RC	Office Administrative Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order Level Materials

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. See Page 5

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 Page 5

2. Maximum order:

SINs	Maximum Order
561499M	\$1,000,000
561110	\$1,000,000
541611	\$1,000,000
541690	\$1,000,000
OLM	\$250,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). 48 States, DC

5. Point(s) of production (city, county, and State or foreign country).
6021 University Blvd, Suite 320, Ellicott City MD 21043-8501

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. 1% on individual task orders of \$100,000 and above
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). 6021 University Blvd, Suite 320, Ellicott City MD 21043-8501
- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es). 6021 University Blvd, Suite 320, Ellicott City MD 21043-8501
14. Warranty provision. Standard Commercial Warranty Terms & Conditions
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 that 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 other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable

23. Unique Entity Identifier (UEI) number. DM8BUCDJGXL7

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM.

LABOR RATES

SIN NUMBER	LABOR CATEGORY	Hourly Rates
541611	Project Support Specialist	\$28.03
541611	Project Support Specialist Jr.	\$23.36
541611	Project Support Specialist Sr.	\$41.28
561110	Travel Clerk	\$27.45
561110	Travel Clerk II	\$32.10
561110	Administrative Assistant	\$32.45
541690	Logistics Engineer VI	\$43.52
541611	Professional Business Specialist	\$38.71
561110	Draftsman/Illustrator II	\$54.77
541611	Program Analyst, Jr.	\$59.63
541611	Program Analyst, Sr.	\$56.71
561110	Health Data Analyst	\$36.97
561499M	Courier	\$22.70
561499M	General Clerk I	\$19.61
561499M	General Clerk II	\$22.07
561499M	General Clerk III	\$28.01
541611	Acquisition Analyst - Junior	\$64.25
541611	Acquisition Analyst - Mid	\$82.16
541611	Acquisition Analyst - Senior	\$104.92
541611	Energy Consultant - Mid	\$83.43
541611	Finance Analyst – Jr.	\$61.14
541611	Finance Analyst Mid level	\$84.64
541611	Finance Analyst – Sr.	\$101.58
541611	HR Analyst - Mid	\$63.09
561110	Instructor / Subject Matter Expert	\$126.19
541690	Logistics Analyst - Junior	\$62.75
541690	Logistics Analyst - Mid	\$83.04
541690	Logistics Analyst - Senior	\$96.73
541611	Program Manager - Mid	\$80.58
541611	Program Manager – Sr	\$102.17
541611	Program Manager – Subject Matter Expert	\$120.91

Service Contract Labor Standards Matrix:

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
General Clerk I	01111	2015-4265
General Clerk II	01112	2015-4265
General Clerk III	01113	2015-4265
Courier	01141	2015-4265
Administrative Assistant	01020	2015-4265
Illustrator II	13042	2015-4265
Travel Clerk I	01531	2015-4265
Travel Clerk II	01532	2015-4265

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).

	Labor Category	Functional Responsibilities	Labor Qualifications / Minimum Requirements
	Project Support Specialist	The Project Support Specialist performs a specific range of business, management and technical systems analysis support functions and reporting. Follows reliability and maintainability guidance and policy to minimize life cycle costs of finished products.	Bachelor's degree in a related business, management, scientific, or technical discipline and one year of related experience. Five years of related experience without a degree may be substituted.
	Project Support Specialist, Jr.	The Project Support Specialist, Jr. performs basic analytical work in support of higher-level analysts, engineers and technical specialists. Contributes to assuring consistency of overall analytical effort. Maintains records and drafts preliminary reports.	Bachelor's degree in a related scientific, technical or business discipline, or four years of related experience without a degree may be substituted.
	Project Support Specialist Sr.	The Project Support Specialist Sr. provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input. Composes routine correspondence, documents, reports, orders, forms, etc., in support of site personnel as required. Locates and summarizes information and data from files and documents. Responsible for maintaining duty status of site personnel, suspense dates for matters requiring compliance and similar information/data concerning the site mission. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software. May supervise other personnel.	Bachelors Degree or equivalent and 5 or more years of relevant experience.
	Draftsman/Illustrator II	Develops designs and layouts of systems, units, and or components to carry out design concepts and requirements. Integrates renderings of other CAD Operators and interfaces with engineering on revisions. Directs and coordinates the work activities of designers/drafters and other assigned staff. Schedules work and reviews and checks completed work assignments. May work on more complex assignments and has working knowledge of applicable equipment including CAD/CAM. Defines and clarifies work requirements with clients and other users. Develops complete major layout and engineering drawings of complicated components and assemblies such as schematic interconnect lists, parts breakdowns, printed circuit board layouts, wire lists, etc.	Equivalent of two years mechanical drawing at the high school level or equivalent experience. Two years detail drafting, preferably in the high technology industry with emphasis on electro-mechanical drawing.

		<p>from notes, rough sketches or general instructions of engineers and designers; makes mathematical calculations as required; determines scaling, inserts necessary reference planes, centering and dimension lines, hidden line interpolation and sectioning; may use special techniques in schematic drawing, isometric, orthographic, perspective projection or other techniques of technical illustration; contributes design modifications to improve quality of product or manufacturing operation. Working knowledge of tolerances, materials, finishes, etc. Prepares working plans, detailed drawings and complete mechanical or electrical drawings and layouts of components and assemblies for engineering or manufacturing purposes. May take measurements or make observations of shop or field installations; makes routine engineering computations, prepares specifications, and makes adjustments in drawings and specifications; prepares material lists and engineering orders, change requests, etc. Extracts data from technical material to incorporate in drawings. Reviews generated materials and updates drawings as necessary. May supervise or review the work of more junior drafting technicians and illustrators, who, following detailed instructions and procedures, perform detailing, redrawing, lettering, and tracing of elementary mechanical and electrical engineering drawings on components, assemblies, and engineering change orders from given data such as previous drawings, layouts, detailed sketches, notes, verbal instructions and standard references where work is checked frequently; develop materials using computerized equipment; and are proficient in performing the common CAD functions, such as enlarging or reducing material, checking completed drawings for accuracy and completeness, and ensuring conformance to standards.</p>	
	<p>Program Analyst, Jr.</p>	<p>Plans, conducts and technically directs projects or major phases of significant engineering and maintenance projects. Coordinates the efforts of technical support personnel, drafters, and technical writers and electronics technicians in the performance of assigned projects. Conducts investigation and tests of considerable complexity. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. Conducts investigations and studies and presents recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparations and submission of reports on a recurring</p>	<p>Bachelor's Degree Plus 1 year experience.</p>

		<p>basis. Provides advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives. Responsible for identifying, researching and evaluating new and emerging technology to support strategic planning initiatives. Performs evaluations, site surveys, requirements analysis and definition technology prototyping, and cost analyses. Develops “proof of concept” through use of techniques such as rapid prototyping as a means for accelerating delivery of turnkey systems. May recommend changes in technology, which support new and/or revised business practices. May provide technical consultation to other organizations and work leadership to lower level employees.</p> <p>[Do we add anything from the IBOD contract for these? Energy?] yes need to add stuff from Ibod contract</p>	
	Program Analyst, Sr.	<p>Plans, conducts and technically directs projects or major phases of significant engineering and maintenance projects. Coordinates the efforts of technical support personnel, drafters, and technical writers and electronics technicians in the performance of assigned projects. Conducts investigation and tests of considerable complexity. Recommends corrections in technical applications and analysis. Evaluates vendor capabilities to provide required products or services. Conducts investigations and studies and presents recommendations and solutions related to short and long range program planning requirements. Classifies and summarizes data for the preparations and submission of reports on a recurring basis. Provides advice and assistance to managers which directly affect the conduct and attainment of agency goals and objectives. Responsible for identifying, researching and evaluating new and emerging technology to support strategic planning initiatives. Performs evaluations, site surveys, requirements analysis and definition technology prototyping, and cost analyses. Develops “proof of concept” through use of techniques such as rapid prototyping as a means for accelerating delivery of turnkey systems. May recommend changes in technology, which support new and/or revised business practices. May provide technical consultation to other organizations and work leadership to lower level employees.</p>	Bachelor’s Degree plus 2 years relevant experience
	General Clerk I	<p>Performs a variety of routine tasks including receiving, sorting, and delivering the mail. Distributes and collects mail. Wraps, seals, weighs, and posts outgoing mail and operates postal machines. Maintains records on postage, registration of mail and packages.</p>	High School Diploma or equivalent. Entry level position up to 2 years experience.

JAGUAR DEFENSE

		Senior personnel supervise the daily activities of the mail operation including the mail processing and preparation for delivery and pickup. Senior personnel determine the schedules for pickup and delivery maintain records on volume of mail and postage costs, train and establish schedules for subordinate employees.	
	General Clerk II	Performs a variety of routine tasks including receiving, sorting, and delivering the mail. Distributes and collects mail. Wraps, seals, weighs, and posts outgoing mail and operates postal machines. Maintains records on postage, registration of mail and packages. Senior personnel supervise the daily activities of the mail operation including the mail processing and preparation for delivery and pickup. Senior personnel determine the schedules for pickup and delivery maintain records on volume of mail and postage costs, train and establish schedules for subordinate employees.	Normally requires a high school diploma and 3 years of experience.
	General Clerk III	Performs a variety of routine tasks including receiving, sorting, and delivering the mail. Distributes and collects mail. Wraps, seals, weighs, and posts outgoing mail and operates postal machines. Maintains records on postage, registration of mail and packages. Senior personnel supervise the daily activities of the mail operation including the mail processing and preparation for delivery and pickup. Senior personnel determine the schedules for pickup and delivery, maintain records on volume of mail and postage costs, train and establish schedules for subordinate employees.	Normally requires a high school diploma, plus 4 years of related experience
	Courier	Delivers letters, packages and records to and from outside organizations. Operates a motor vehicle. May drive employees on official business locally. Performs clerical duties associated with the transfer of documents or packages. May make petty cash purchases. Fills orders by pulling supplies from inventory	Normally requires a high school diploma or equivalent, plus 1 year of related experience
	Health Data Analyst	Plans and coordinates the administration of information systems and databases to ensure accurate, appropriate, and effective use of data, including database, years experience definition, structure, documentation, long-range requirements, and operational, guidelines. Reviews database design and integration of systems, and makes, recommendations regarding enhancements/improvements. Formulates policies, procedures, and standards relating to database management, and monitors, transaction activity and utilization. Applies knowledge of	Bachelor's Degree plus 2 years experience

		<p>database information, technology concepts and techniques in the design, development installation and, maintenance of databases in support of program objectives. Provides database, tuning and monitoring to insure effective and efficient data access.</p> <p>Experienced, with data modeling techniques, standardization, design, and implementation. Coordinates with task personnel and with the client to determine requirements, needed to support specific functions. Provides interface, as appropriate, to, existing legacy systems to collect needed information and data. Provides training, on enhancements, maintenance and operation of systems. Manages or assists, with the implementation and roll-out of solutions. Assists in administering, database organizations, standards, controls, procedures, and current, complete, documentation. Develops applications to help formulate database solutions to, business problems, data architectures, data base management system facilities, and capabilities, and the operation and tuning of databases. Maintains databases, with respect to access methods, access time, batch processes, device allocation, validation checks, periodic back-ups, organization, protection and security, documentation, dictionaries, statistical methods and integration of systems. May provide work leadership to lower level employees.</p>	
	Travel Clerk	<p>General secretarial and administrative functions as assigned. Assists in maintaining filing, telephone communications, and other routine clerical and administrative functions. Performs a wide variety of simple clerical work in accordance with established detailed routines. Compiles from records and reports. Keeps updated charts. Makes and verifies mathematical calculations. Checks posted results against other records. Answers telephone. Operates office duplicating equipment. Under direct supervision, provides support to staff functions such as finance, accounting, and contracts. Maintains and coordinates complex schedules and distributing documents requiring completion and on-going follow-up. Performs all travel related functions.</p>	High School Diploma or equivalent. This is an entry level position
	Travel Clerk II	<p>In conjunction with the provision of professional logistics services, duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, logistics modeling and process analysis and design. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and /or produce finished reports; e.g.,</p>	Bachelors Degree or an equivalent combination of formal education, technical training, certification and/or experience and 2 to 4 years experience, or a total of 8 years of directly related experience that provides the requisite knowledge, skills and ability.

		<p>requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, transportation, budget and finance and/or risk management. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. May be responsible for applying process improvement and reengineering methodologies and principles of best practice to conduct process modernization projects including applicable trade studies. Experience may include identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or logistics information system development methods and practices. May perform logistics analyses, establish programs to monitor performance, develop reports, and analyze user needs to determine functional and cross-functional requirements. May provides high-level management support, supervision, research and technical support to projects and programs. May manage work of task or project teams.</p>	
	Administrative Assistant	<p>Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, and data input. Composes routine correspondence, documents, reports, orders, forms, etc., in support of site personnel as required. Locates and summarizes information and data from files and documents. Responsible for maintaining duty status of site personnel, suspense dates for matters requiring compliance and similar information/data concerning the site mission. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software.</p>	High school diploma or equivalent.
	Logistics Engineer VI	<p>Performs a variety of logistics tasks, either independently or under supervision, which are broad in nature and are concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance. Position may involve the application of professional</p>	Bachelor Degree plus 8 years working experience. Experience may substitute for degree.

		<p>scientific approaches to analyzing and solving a wide variety of management, operational and modeling and simulation problems. Work may include the application of mathematical, statistical, economic, and operations research methods and techniques to identify and analyze alternative solutions to problems. Responsible for the review and validation of information pertaining to logistics operations. Performs supply inventory research and analysis on military/government supply programs. Analyzes logistics policies, procedures, inventory processes and Supply Management Information Systems. Prepares recommendations and impact analysis to decision makers along with suggested means of implementation. Performs logistics technical analyses, including the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assists in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Responsible for supply/material control policies, regulations and procedures. Provides technical guidance to clients in resolving complex supply issues. Analyzes and evaluates supply authorization documents and determines if authorized quantities are on hand for inventory and accounting purposes. Performs complex inventory analysis and research based on authorization documents. Conducts studies, analyzes and evaluates supply functions, and recommends solutions and/or process improvements. Assists in the conduct of system design alternatives analyses and other logistics analyses. May provide leadership and guidance to lower level employees.</p>	
	<p>Professional Business Specialist</p>	<p>Includes efforts identified as business development, contracts and finance in nature, including but not limited to, contract negotiations and administration, project control, project planning and scheduling, and cost estimating. Responsible for detailed financial and administrative activities such as budgeting, reporting, estimating, analysis, etc. Performs cost/schedule variance analysis and provides resulting recommendations. Analyzes estimates of service, material, equipment and production costs. Reviews performance requirements ensuring contract is in accordance with legal requirements and customer specifications. May assist in developing and monitoring funding plans and may also support</p>	<p>Bachelor's Degree plus 4 years experience.</p>

		<p>tasks requiring market research, identifying business opportunities, long range business plans, acquisition planning, and cost/benefit tradeoff activities. May act as liaison with customer agencies and offices. Performs other duties as assigned.</p>	
	<p>Acquisition Analyst Jr.</p>	<p>Provides subject matter acquisition expertise in support of planning and analytical activities. Assists government and commercial client's procurement agencies to define proposals and qualify vendors. Applies knowledge of government/defense acquisition processes to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develops risk reduction/mitigation approaches for improving acquisition/program planning, control and execution. Familiar with the Federal Acquisition Regulations (FAR) and applies the concepts in the context of logistics task efforts. Familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. Additionally, may assist in the development of milestone documentation to support a major systems acquisition. Provides a full spectrum of acquisition logistics support to a product or system throughout its entire life-cycle. Responsibilities would include: general logistics consultation support, development, and preparation of acquisition milestone documentation, acquisition planning, development of specifications/performance-based work statements, and/or integrated logistics support plans (ILSPs). Additional responsibilities may include: performing market analyses, conducting needs assessments, configuration management support, development/management of maintenance procedures/technical manuals, and vendor management. Duties may also include conducting various logistics support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses. Provides assistance in developing and monitoring program funding plans. Performs day-to-day management of assigned task order projects in the acquisition logistics area. Capable of managing separate task orders related to Acquisition.</p>	<p>Bachelors Degree in an applicable field plus 2 years experience .</p>

	<p>Acquisition Analyst Mid</p>	<p>Provides subject matter acquisition expertise in support of planning and analytical activities. Assists government and commercial client's procurement agencies to define proposals and qualify vendors. Applies knowledge of government/defense acquisition processes to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develops risk reduction/mitigation approaches for improving acquisition/program planning, control and execution. Familiar with the Federal Acquisition Regulations (FAR) and applies the concepts in the context of logistics task efforts. Familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. Additionally, may assist in the development of milestone documentation to support a major systems acquisition. Provides a full spectrum of acquisition logistics support to a product or system throughout its entire life-cycle. Responsibilities would include: general logistics consultation support, development, and preparation of acquisition milestone documentation, acquisition planning, development of specifications/performance-based work statements, and/or integrated logistics support plans (ILSPs). Additional responsibilities may include: performing market analyses, conducting needs assessments, configuration management support, development/management of maintenance procedures/technical manuals, and vendor management. Duties may also include conducting various logistics support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses. Provides assistance in developing and monitoring program funding plans. Performs day-to-day management of assigned task order projects in the acquisition logistics area. Capable of managing separate task orders related to Acquisition and may provide overall management and guidance to junior acquisition specialist personnel. Services can include advising on procurement strategy, acquisition documentation development, cost estimating, and statements of work, proposal evaluation, contract administration and OMB Circular A-76 activities.</p>	<p>Bachelors Degree in an applicable field plus 6years experience.</p>
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	Acquisition Analyst Sr.	<p>Provides subject matter acquisition expertise in support of planning and analytical activities. Assists government and commercial client's procurement agencies to define proposals and qualify vendors. Applies knowledge of government/defense acquisition processes to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develops risk reduction/mitigation approaches for improving acquisition/program planning, control and execution. Familiar with the Federal Acquisition Regulations (FAR) and applies the concepts in the context of logistics task efforts. Familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. Additionally, may assist in the development of milestone documentation to support a major systems acquisition. Provides a full spectrum of acquisition logistics support to a product or system throughout its entire life-cycle. Responsibilities would include: general logistics consultation support, development, and preparation of acquisition milestone documentation, acquisition planning, development of specifications/performance-based work statements, and/or integrated logistics support plans (ILSPs). Additional responsibilities may include: performing market analyses, conducting needs assessments, configuration management support, development/management of maintenance procedures/technical manuals, and vendor management. Duties may also include conducting various logistics support analyses, to include: spares modeling, field problem analysis, reliability studies, maintainability studies, and equipment readiness analyses. Provides assistance in developing and monitoring program funding plans. Performs day-to-day management of assigned task order projects in the acquisition logistics area. Capable of managing</p>	Bachelors Degree in an applicable field and 10years experience.

		separate task orders related to Acquisition. and may provide overall management and guidance to Junior or Mid level Acquisition Specialist personnel. Services can include advising on procurement strategy, acquisition documentation development, cost estimating, and statements of work, proposal evaluation, contract administration and OMB Circular A-76 activities.	
	Energy Consultant - Mid	Provides subject matter acquisition expertise in support of energy management, energy audit, energy planning, energy strategizing, and energy consulting activities. Perform and/or plan energy audits regarding energy/consumption including data collection, data analysis, data synthesizing, making recommendations and generating reports/recommendations. Perform energy usage assessments, recommendations on energy usage and energy improvements. Perform reporting and tracking on sustainability and improvements thereto. Conduct energy strategizing, management and planning services for projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs. Provide energy consulting, advice, feasibility plans, audits, energy management solutions, and energy assessments. Provide an energy management concept based on analysis of requirements. Provide energy consulting and analytical services towards the implementation of proper energy strategies and practices. Perform assessment and measurements of energy efficiencies to include benchmarking of efficacy	Bachelors Degree in an applicable field plus 2 years relevant experience
	Human Resources Analyst – Mid level	Provides subject matter expertise and support with regard to position classification, recruitment of personnel, personnel retention, personnel training, personnel relations, review and evaluations, hiring, firing, and workers compensation. Provide support for employee records, preparation of reports, training needs, disciplinary actions, merit based awards, employee counseling, personnel actions, outplacement, internal placement, review/integration, and worker's compensation issues.	Bachelors Degree in an applicable field plus 5 years of relevant experience.
	Finance Analyst – Jr.	Responsible for tracking and reporting on program management information including budgets, performance to these budgets and estimates to complete and any other information regarding the acquisition, management and/or resolution of an asset. Responsible for the direct supervision of the finance staff engaged in various financial functions such as budgeting, auditing, forecasting and cost analysis. Additional responsibilities may	Bachelors Degree in Finance, Accounting, Business Administration, a related field or equivalent experience. 1- years relevant experience.

		<p>include support in developing program and performance measurements, criteria for these measurements, accountability matrices, and performance system implementation guidelines. Defines and continuously refines key indicators, results, and measurements to manage the business processes to achieve desired program and/or project results. Ensures compliance with internal procedures and DAR/FAR government regulations. Primary liaison with various government agencies, ensuring understanding of financial data, methodology and applicability under appropriate government regulations. Acts as a key technical expert on financial analysis issues, concerns and special projects. Prepares special reports and financial studies for management and alerts them to significant variances from plan. Coordinates, negotiates and resolves financial compliance issues with various governmental agencies to ensure accurate interpretation. Conducts and may lead audits. Formulate, prepare, analyze, review and make recommendations on budgets. Formulate, prepare, analyze, review and make recommendations regarding financial systems, policies, plans and strategies. Prepare, plan, conduct and review audits and/or provide training on such actions. Provide financial, budgetary and business solutions for programs, projects, and assets</p>	
	<p>Finance Analyst Mid level</p>	<p>Responsible for tracking and reporting on program management information including budgets, performance to these budgets and estimates to complete and any other information regarding the acquisition, management and/or resolution of an asset. Responsible for the direct supervision of the finance staff engaged in various financial functions such as budgeting, auditing, forecasting and cost analysis. Additional responsibilities may include support in developing program and performance measurements, criteria for these measurements, accountability matrices, and performance system implementation guidelines. Defines and continuously refines key indicators, results, and measurements to manage the business processes to achieve desired program and/or project results. Ensures compliance with internal procedures and DAR/FAR government regulations. Primary liaison with various government agencies, ensuring understanding of financial data, methodology and applicability under appropriate government regulations. Acts as a key technical expert on financial analysis issues, concerns and special projects. Prepares special reports and financial studies for management and alerts them to significant variances from plan. Coordinates,</p>	<p>Bachelors Degree in Finance, Accounting, Business Administration, a related field or equivalent experience. A minimum of 4years relevant experience.</p>

		<p>negotiates and resolves financial compliance issues with various governmental agencies to ensure accurate interpretation. Conducts and may lead audits.</p> <p>Formulate, prepare, analyze, review and make recommendations on budgets. Formulate, prepare, analyze, review and make recommendations regarding financial systems, policies, plans and strategies. Prepare, plan, conduct and review audits and/or provide training on such actions. Provide financial, budgetary and business solutions for programs, projects, and assets</p>	
	Finance Analyst – Sr.	<p>Responsible for tracking and reporting to program management all key financial information including budgets, performance to these budgets and estimates to complete. Responsible for the direct supervision of the finance staff engaged in various financial functions such as budgeting, auditing, forecasting and cost analysis. Additional responsibilities may include support in developing program and performance measurements, criteria for these measurements, accountability matrices, and performance system implementation guidelines. Defines and continuously refines key indicators, results, and measurements to manage the business processes to achieve desired program and/or project results. Ensures compliance with internal procedures and DAR/FAR government regulations. Primary liaison with various governmental agencies, ensuring understanding of financial data, methodology and applicability under appropriate government regulations. Acts as a key technical expert on financial analysis issues, concerns and special projects. Prepares special reports and financial studies for management and alerts them to significant variances from plan. Coordinates, negotiates and resolves financial compliance issues with various governmental agencies to ensure accurate interpretation. Conducts and may lead audits</p>	<p>Bachelors Degree in Finance, Accounting, Business Administration, a related field or equivalent experience. A minimum of ten years relevant analysis experience, including supervisory/management and a working knowledge of DAR/FAR and other applicable government regulation</p>
	Instructor – Subject Matter Expert	<p>Provides subject matter expertise and supervises training and instruction personnel and conducts research necessary to design, develop and revise training courses and prepare appropriate training catalogs. Responsible for developing, implementing, and conducting courses of instruction relating to various agency requirements including logistics, program management, acquisition, IT, energy, contract administration, government contracting, business, finance, budgets, accounting, management, law/regulations, engineering, and/or facilities/construction. Courses may include off-the-shelf courses and/or DAU or FAI Certified courses and/or DAWIA and FAC Acquisition Workforce</p>	<p>Masters Degree and 15 years experience or Doctorate Degree plus 10 years experience</p>

		<p>courses. Prepares programs of instruction lesson plans and instructs students in the theoretical and practical aspects covering the subject being taught. Utilizes such methods as individual coaching, group discussions, lectures, demonstrations, seminars and workshops. Assembles materials and teaching aids to be presented utilizing such items as wall charts, prepared notes, tape recordings, radio, television, filmstrips and training handbooks. Supervises practical work carried out by students and assist them on points of difficulty. Tests students to evaluate their learning progress and evaluates effectiveness of instruction. Compiles assessment report regarding each student. Familiar with Instructional Systems Design Methodology. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, training staff.</p>	
	<p>Logistics Analyst – Jr.</p>	<p>Provides expertise regarding logistics related activities. Performs a variety of logistics tasks, either independently or under supervision, which are broad in nature and are concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance. Position may involve the application of professional and/or scientific approaches to analyzing and solving a wide variety of management, operational and modeling and simulation problems. Work may include the application of mathematical, statistical, economic, and operations research methods and techniques to identify and analyze alternative solutions to problems. Responsible for the review and validation of information pertaining to logistics operations. Performs supply inventory research and analysis on military/government supply programs. Analyzes logistics policies, procedures, inventory processes and Supply Management Information Systems. Prepares recommendations and impact analysis to decision makers along with suggested means of implementation. Performs logistics technical analyses, including the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various</p>	<p>Associates Degree or equivalent training in logistics, plus 2 years working experience.</p> <p>Experience may substitute for degree. A Bachelors Degree with no experience.</p>

		<p>financial analyses. Assists in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Responsible for supply/material control policies, regulations and procedures Provides technical guidance to clients in resolving complex supply issues. Analyzes and evaluates supply authorization documents and determines if authorized quantities are on hand for inventory and accounting purposes. Performs complex inventory analysis and research based on authorization documents. Conducts, studies, analyzes and evaluates supply functions, and recommends solutions and/or process improvements. Assists in the conduct of system design alternatives analyses and other logistics analyses. May provide leadership and guidance to lower level employees.</p>	
	<p>Logistics Analyst –Mid</p>	<p>Performs a variety of logistics tasks, either independently or under supervision, which are broad in nature and are concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance. Position may involve the application of professional scientific approaches to analyzing and solving a wide variety of management, operational and modeling and simulation problems. Work may include the application of mathematical, statistical, economic, and operations research methods and techniques to identify and analyze alternative solutions to problems. Responsible for the review and validation of information pertaining to logistics operations. Performs supply inventory research and analysis on military/government supply programs. Analyzes logistics policies, procedures, inventory processes and Supply Management Information Systems. Prepares recommendations and impact analysis to decision makers along with suggested means of implementation. Performs logistics technical analyses, including the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assists in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Responsible for supply/material control policies, regulations and procedures. Provides technical guidance to clients in resolving complex supply issues. Analyzes and</p>	<p>Bachelor Degree plus 2 years working experience.</p>

		<p>evaluates supply authorization documents and determines if authorized quantities are on hand for inventory and accounting purposes. Performs complex inventory analysis and research based on authorization documents. Conducts studies, analyzes and evaluates supply functions, and recommends solutions and/or process improvements. Assists in the conduct of system design alternatives analyses and other logistics analyses. May provide leadership and guidance to lower level employees</p>	
	<p>Logistics Analyst – Sr. Level</p>	<p>Performs a variety of logistics tasks, either independently or under supervision, which are broad in nature and are concerned with the design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance. Position may involve the application of professional scientific approaches to analyzing and solving a wide variety of management, operational and modeling and simulation problems. Work may include the application of mathematical, statistical, economic, and operations research methods and techniques to identify and analyze alternative solutions to problems. Responsible for the review and validation of information pertaining to logistics operations. Performs supply inventory research and analysis on military/government supply programs. Analyzes logistics policies, procedures, inventory processes and Supply Management Information Systems. Prepares recommendations and impact analysis to decision makers along with suggested means of implementation. Performs logistics technical analyses, including the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assists in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Responsible for supply/material control policies, regulations and procedures. Provides technical guidance to clients in resolving complex supply issues. Analyzes and evaluates supply authorization documents and determines if authorized quantities are on hand for inventory and accounting purposes. Performs complex inventory analysis and research based on authorization documents. Conducts studies, analyzes and evaluates supply functions, and recommends solutions and/or process improvements. Assists in the conduct of system design</p>	<p>Bachelor Degree plus 6 years working experience..</p>

		alternatives analyses and other logistics analyses. May provide leadership and guidance to lower level employees.	
	Program Manager - Mid	The Program Manager- Mid has extensive experience in managing complex multidisciplinary business, advanced technology, research or development programs. Serves as the primary contract manager and authorized interface with the client's management personnel, staff members, and customer representatives. Recruits/retains/assigns staff and subject matter experts as appropriate for perform tasks. Responsible for developing cost projections, controlling and reporting cost, formulating and enforcing work standards, assigning staff work schedules, reviewing and resolving work discrepancies, supervising personnel, and communicating policies, purposes, and goals of the organization to subordinates. Maintains liaison and direction of lower level managers, business and technical staff. Responsible for leading cross-functional technical teams, using engineering staff effectively, using skills to achieve program results, and is responsible for managing overall contract performance. Performs enterprise-wide integration planning and interfaces to other functional systems. Performs role of Project Manager and/or contractor technical point of contact	<p>Bachelor's degree in scientific, engineering, business, organizational or a related discipline plus 4 years experience. 4</p> <p>Master's plus 2 years experience</p>
	Program Manager – Sr.	The Program Manager- Sr. has extensive experience in managing complex multidisciplinary business, advanced technology, research or development programs. Serves as the primary contract manager and authorized interface with the client's management personnel, staff members, and customer representatives. Recruits/retains/assigns staff and subject matter experts as appropriate for perform tasks. Responsible for developing cost projections, controlling and reporting cost, formulating and enforcing work standards, assigning staff work schedules, reviewing and resolving work discrepancies, supervising personnel, and communicating policies, purposes, and goals of the organization to subordinates. Maintains liaison and direction of lower level managers, business and technical staff. Responsible for leading cross-functional technical teams, using engineering staff effectively, using skills to achieve program results, and is responsible for managing overall contract performance. Performs enterprise-wide integration planning and interfaces to other functional systems. Performs role of Project Manager and/or contractor technical point of contact	<p>Bachelor's degree in scientific, engineering, business, organizational or a related discipline plus 6 years experience</p> <p>Master's degree plus 4 years experience</p> <p>Doctorate plus 2 years experience</p>

	<p>Program Manager – Subject Matter Expert.</p>	<p>The Program Manager- Subject Matter Expert has extensive experience in managing complex multidisciplinary business, advanced technology, research or development programs. Serves as the primary contract manager and authorized interface with the client’s management personnel, staff members, and customer representatives. Recruits/retains/assigns staff and subject matter experts as appropriate for perform tasks. Responsible for developing cost projections, controlling and reporting cost, formulating and enforcing work standards, assigning staff work schedules, reviewing and resolving work discrepancies, supervising personnel, and communicating policies, purposes, and goals of the organization to subordinates. Maintains liaison and direction of lower level managers, business and technical staff. Responsible for leading cross-functional technical teams, using engineering staff effectively, using skills to achieve program results, and is responsible for managing overall contract performance. Performs enterprise-wide integration planning and interfaces to other functional systems. Performs role of Project Manager and/or contractor technical point of contact</p>	<p>Bachelor's degree in scientific, engineering, business, organizational or a related discipline plus 12 years experience</p> <p>Master’s degree plus 10 years experience</p> <p>Doctorate plus 8 years experience.</p>