

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 is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsaadvantage.gov>



The Professional Services Schedule (PSS)

Class: 00CORP
Contract No: GS-00F-0028L

For more information on ordering from Federal Supply Schedules go to <https://www.gsaadvantage.gov>.

Contract Period: 5/08/2006 – 5/07/2021

Contractor: Delta Research Associates, Inc. (DRA)
4604-F Pinecrest Office Park Drive
Alexandria, VA 22312

Price List Current through Modification PS-0034
Price List Effective: December 15, 2017

Business Size: Service-Disabled Veteran-Owned Small Business
Telephone No: (703) 642-2446
FAX No: (703) 642-3735
E-mail: john.hodge@drahq.com
Website: www.drahq.com

Contract Administrator: John Hodge

TABLE OF CONTENTS

	Page
I. Customer Information	1
II. Overview of Delta Research Associates, Inc.	3
III. Pricing	4
IV. Description of Skill Categories Offered	5
V. Service Contract Act	15

I. CUSTOMER INFORMATION (Contract # GS-00F-0028L)

1. Table of Awarded Special Item Numbers SINs

874-1 / 874-1 RC	Integrated Consulting Services
874-7 / 874-7 RC	Integrated Business Program Support Services
C595-21 / C595-21 RC	Human Resource Services

2. Maximum Order: \$1,000,000.

3. Minimum Order: \$100.00.

4. Geographic Coverage (Delivery Area): The Contiguous 48 states and Washington D.C.

5. Point of Production: Same as contractor.

6. Discount from list prices or statement of net price: Potential discounts from stated prices based on geographical area or duration of the contract, etc. may be considered.

7. Quantity Discounts: Contact DRA.

8. Prompt Payment Terms: Net 30 Days.

9. Government Purchase Cards: Acceptable without conditions.

10. Foreign Items (list items by country of origin): None.

11. Delivery

- a. Time of Delivery: As specified in Task Order.
- b. Expedited Delivery: Contact DRA.
- c. Overnight and 2-day delivery: Contact DRA.
- d. Urgent requirements: Contact DRA. Agencies may also contact the Contractor's administrator to effect a faster delivery.

12. FOB Point: Destination

13. Ordering

- a. Ordering Address: DRA, Inc.,
4604-F Pinecrest Office Park Dr.
Alexandria, VA 22312
- b. 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.

14. Payment Address: Same address as #13.

15. Warranty Provision: DRA's Standard Commercial Warranty applies.
16. Export Packing Charges: N/A.
17. Terms and conditions of Government purchase card acceptance: Acceptable without conditions.
18. Terms and conditions of rental, maintenance and repair: N/A.
19. Terms and conditions of installation: N/A.
20. Terms and conditions or repair parts: N/A.
21. List of service and distribution points: N/A.
22. List of participating dealers: N/A.
23. Preventative maintenance: N/A.
24. Special attributes such as environmental attributes: N/A.
- 24a. Section 508 compliance: N/A.
25. Data Universal Number System (DUNS) number: 186395026
26. DRA is registered in the SAM database.

II. OVERVIEW OF DELTA RESEARCH ASSOCIATES, INC.

Delta Research Associates, Inc. provides diversified management, organizational, technical, clerical, and systems analysis services in support of the Federal government. With strong experience in management, organization, and facilities support, resource management, Human Resources (HR), Equal Employment Opportunity (EEO), and Mission Oriented Business Integrated Services (MOBIS), DRA is the right choice for quality professional, management, and administrative support services. DRA has an excellent 29 year reputation in establishing and supporting Federal government clients.

DRA staff members subscribe to the philosophies: "Do it right the first time;" and "Do more than the customer expects." Whether it is a management analyst or a systems engineer, our team members are highly motivated with substantial training and experience in the use of the tools of their trade. We seek always to do more than anticipated. We continually develop and train our employees in ways to improve and deliver competent support services that help our client organizations achieve their objectives. Through individual attention and personalized commitment, we strive to let our clients know that they are the reasons the DRA team exists.

Under this schedule, DRA provides human resources and MOBIS services to our customers, including Executive agencies, other Federal agencies, mixed-ownership government corporations, the District of Columbia, and selected others. We offer personnel with specialized skills and knowledge appropriate to the job titles offered, along with up-to-date experience with office tools in word processing, electronic calendars, e-mail, electronic forms, etc.

Our HR professionals have a wide range of capabilities to support your needs:

- For your highly technical requirements, we have position classifiers who participated in writing Position Classification Standards during their careers with the U.S. Office of Personnel Management (OPM), and have over 20 years of expert position classification experience.
- For staff and line management issues, we have other HR professionals that have completed highly successful careers in the management and operation of Federal activities as directors and staff members. They provide real world solutions to HR, EEO, and other problems in the Federal workplace, including recruiting, staffing, counseling, benefits, retirement, and investigations.

The Professional Services Schedule provides the contract vehicle to support your Human Resources, Equal Employment Opportunity, and other professional services (MOBIS) needs. Please contact us for more information.

III. PRICING

SIN(s) Awarded	Service Proposed (e.g. Labor Category or Job Title/Task)	GSA Price May 8, 2017 - May 7, 2018***	GSA Price May 8, 2018 - May 7, 2019***	GSA Price May 8, 2019 - May 7, 2020***	GSA Price May 8, 2020 - May 7, 2021***
874-1 & 874-7	Program Manager	\$141.71	\$144.54	\$147.44	\$150.38
874-1, 874-7, & C595-21	Project Manager (Technical)	\$138.26	\$141.03	\$143.85	\$146.72
874-1, 874-7, & C595-21	Project Manager (General)	\$98.63	\$100.61	\$102.62	\$104.67
874-1 & 874-7	Senior Editor	\$128.97	\$131.55	\$134.18	\$136.86
874-1 & 874-7	Editor	\$77.33	\$78.88	\$80.45	\$82.06
874-1, 874-7 & C595-21	Senior Personnel Analyst	\$112.15	\$114.39	\$116.68	\$119.01
874-1, 874-7, & C595-21	Personnel Analyst	\$90.51	\$92.33	\$94.17	\$96.06
874-1, 874-7, & C595-21	Senior Management Analyst	\$119.04	\$121.43	\$123.85	\$126.33
874-1, 874-7, & C595-21	Management Analyst II	\$95.53	\$97.44	\$99.39	\$101.38
874-1, 874-7, & C595-21	Management Analyst I	\$78.65	\$80.23	\$81.83	\$83.47
874-1, 874-7, & C595-21	Org. Development Specialist	\$94.10	\$95.98	\$97.90	\$99.85
874-1, 874-7, & C595-21	Operations Research Analyst	\$110.66	\$112.87	\$115.13	\$117.43
874-1, 874-7, & C595-21	Industrial Engineer	\$104.07	\$106.15	\$108.28	\$110.44
874-1, 874-7, & C595-21	Sr. Systems Engineer / Analyst	\$133.06	\$135.72	\$138.43	\$141.20
874-1, 874-7, & C595-21	Systems Engineer / Analyst	\$97.88	\$99.84	\$101.83	\$103.87
874-1, 874-7, & C595-21	Asst. Systems Engineer / Analyst	\$63.28	\$64.55	\$65.84	\$67.15
874-1 & 874-7	Nuclear Security Analyst	\$78.68	\$80.25	\$81.86	\$83.50
874-1, 874-7, & C595-21	Facilitator / Mediator	\$97.93	\$99.89	\$101.89	\$103.92
874-1, 874-7, & C595-21	Senior Subject Matter Expert	\$204.26	\$208.34	\$212.51	\$216.76
874-1 & 874-7	FOIA Specialist	\$50.39	\$51.40	\$52.43	\$53.47
874-1, 874-7, & C595-21	Sr. Admin Specialist**	\$47.58	\$48.53	\$49.51	\$50.50
874-1, 874-7, & C595-21	Admin Specialist**	\$43.07	\$43.94	\$44.81	\$45.71
874-1, 874-7, & C595-21	Asst. Admin Specialist**	\$38.55	\$39.32	\$40.10	\$40.91
874-1, 874-7, & C595-21	Secretary III**	\$52.62	\$53.67	\$54.75	\$55.84
874-1, 874-7, & C595-21	Secretary II**	\$42.37	\$43.22	\$44.08	\$44.96
874-1, 874-7, & C595-21	Secretary I**	\$35.79	\$36.51	\$37.24	\$37.98
874-1, 874-7, & C595-21	Personnel Clerk**	\$38.55	\$39.32	\$40.10	\$40.91
874-1 & 874-7	Sr Document Processing Spec (Classified)* **	\$76.16	\$77.69	\$79.24	\$80.83
874-1 & 874-7	Document Processing Spec (Classified)* **	\$64.59	\$65.88	\$67.20	\$68.54
874-1 & 874-7	Senior Security Analyst (Classified)*	\$89.20	\$90.98	\$92.80	\$94.66
874-1 & 874-7	Executive Assistant III (Classified)*	\$89.67	\$91.46	\$93.29	\$95.16
874-1 & 874-7	Executive Assistant II (Classified)*	\$66.71	\$68.04	\$69.40	\$70.79
874-1 & 874-7	Executive Assistant I (Classified)*	\$53.00	\$54.06	\$55.14	\$56.24

* = Classified Categories

** = SCA Categories

***= Hourly rates are subject to a 1.5 multiplier for hours worked exceeding 40 hours in a seven-day period by non-exempt employees

IV. DESCRIPTION OF SKILL CATEGORIES OFFERED

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: Program Manager

Minimum Training/Experience: A minimum of ten (10) years experience in with managing, directing, guiding, or overseeing programs, major efforts, and initiatives.

Functional Responsibility: Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Responsible for research, analysis, and preparation of time-sensitive reports, reviews, assessments, daily highlights and administering briefings to a wide-range of senior level. Develops and maintains close liaison with counterparts. Provides timely, comprehensive input for responses to Executive Department, Congressional action requests. Provides expert technical guidance.

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: Bachelor's degree in a business, national security, foreign affairs, or related field.

Commercial Job Title: Project Manager (Technical)

Minimum Training/Experience: Ten years as supervisor of projects or work with emphasis on technical support services and a proven record of managing a team of technical analysts and specialists in a task order environment.

Functional Responsibility: Guide or manage a team in planning work and performing duties outlined in the Statement of Work

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: Bachelor's degree in technical discipline (e.g. statistics, science, information technology).

Commercial Job Title: Project Manager (General)

Minimum Training/Experience: Ten years as supervisor or project manager of projects or work with emphasis on administrative and general support services and a proven record of managing a team in a task order environment.

Functional Responsibility: Guide or manage a team in planning work and performing duties outlined in the Statement of Work

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: Bachelor's degree in management or related field.

Commercial Job Title: Senior Editor

Minimum Training/Experience: Five years of experience implementing the final production and dissemination of finished document and publication products; servicing production lines; and assisting managers and staff with written products. Possess the ability to comprehend and understand technical content. Possess knowledge of technical editing and writing, technical research and project development, and formats and technical terminology.

Functional Responsibility: Monitor technical writing or editing work performed to ensure timeliness, consistency, and accuracy. Develop and maintain a variety of complex formats for manuals, guides, reports, catalogs, or other written material. Coordinate internal and external production schedules and flow. Monitor and maintain a manual and/or electronic library of manuals, publications, catalogs, or other material. Explain technical or other complex information orally and in writing. Translate occupation-specific terminology into text that is clear, concise, and straightforward. Prepare technical or scientific documents or other complex materials. Select format, style and reading level to compose technical or scientific documents, correspondence or reports. Develop and implement production policy

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: Bachelor's degree in Journalism, English, Communications, or a related field.

Commercial Job Title: Editor

Minimum Training/Experience: Three years of professional editing experience in accordance with accepted style guides. Possess an attention to detail, a sense of style, and the interpersonal skills to work with a variety of producers and managers. Ability to coordinate with program staff and managers on production and editing activities and ultimately organizational and program goals.

Functional Responsibility: Coordinate editing, graphics, production, security review, and dissemination-support processes. Helps to ensure finished products comply with relevant standards. Applies editorial principles of grammar and techniques of communicating information to ensure the subject matter is sufficiently clear and cogent to convey the appropriate message to the intended audience. Works with graphics staff. Researches and edits source references as necessary for accuracy and completeness. Explains deficiencies to the originator of written products, obtains concurrence on revisions, and facilitates mutual agreement on the final product.

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: Bachelor's degree in Journalism, English, Communications, or a related field.

Commercial Job Title: Senior Personnel Analyst

Minimum Training/Experience: Ten years of technical and supervisory experience in Federal personnel management with emphasis on organizational and management issues, position classification, performance evaluation, and qualification requirements.

Functional Responsibility: Guide others and analyze organizational and management issues, analyze position duties, evaluate grade level, prepare position descriptions and performance standards, and defend grade level analysis in written evaluation statements.

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: Bachelor's degree in public administration or related field.

Commercial Job Title: Personnel Analyst

Minimum Training/Experience: Five years of technical experience in Federal personnel management with emphasis on organizational issues, position classification, performance evaluation, and qualification requirements.

Functional Responsibility: Analyze organizational and management issues, analyze position duties, evaluate grade level, prepare position descriptions and performance standards, and defend grade level analysis in written evaluation statements.

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: Bachelor's degree in public administration or related field.

Commercial Job Title: Senior Management Analyst

Minimum Training/Experience: Ten years of technical and supervisory experience in management with emphasis on analytical assessments of programs and issues relate to the relevant statement of work.

Functional Responsibility: Guide others and perform research, technical and management assessments of problems and issues including offering options and assessing budget and cost consideration.

Security Clearance, etc: Not applicable

Minimum Education: Bachelor's degree in public administration or related field.

Commercial Job Title: Management Analyst II

Minimum Training/Experience: Five years of technical experience in a management discipline with emphasis on analytical assessments of programs and issues related to the relevant statement of work

Functional Responsibility: Perform research and technical assessments of management and organizational problems and issues including periodic supervision of others, offering options and assessing budget and cost considerations.

Security Clearance, Certifications, etc.: Not applicable

Minimum Education: Bachelor's degree in public administration or related field.

Commercial Job Title: Management Analyst I

Minimum Training/Experience: Two years of technical experience in management with emphasis on analytical assessments of programs and issues related to the relevant statement of work.

Functional Responsibility: Perform research and technical assessments of management and organizational problems and issues including offering options and assessing budget and cost considerations.

Security Clearance, Certifications, etc.: Not applicable

Minimum Education: Bachelor's degree in public administration or related field.

Commercial Job Title: Organizational Development Specialist

Minimum Training/Experience: Four years of technical experience in Federal organization and management activities with emphasis on organizational issues, goals and objectives, missions and functions, span of control, and supervisory ratios.

Functional Responsibility: Analyze organizational and management issues, outline mission and functions, establish goals and objectives, perform workforce planning and support options in written evaluation and justifications statements.

Security Clearance, Certifications, etc.: Not applicable

Minimum Education: Bachelor's degree in business administration or related field.

Commercial Job Title: Operations Research Analyst

Minimum Training/Experience: Six years of progressively more responsible experience in adapting statistical, mathematical, and other scientific methods and techniques to analyze management problems and provide advice on various solutions.

Functional Responsibility: Provide expert advice and analytical skills in the application of rigorous methods of scientific inquiry to management problems and issues where there is often, conditions of uncertainty.

Security Clearance, Certifications, etc.: Not Applicable

Minimum Education: Bachelor's degree in a field of science such as statistics, engineering, physics, or mathematics.

Commercial Job Title: Industrial Engineer

Minimum Training/Experience: Six years of progressively more responsible experience in the application of scientific methods to evaluate or determine the resources necessary to provide a service.

Functional Responsibility: Plans, designs and analyzes the improvement and installation of processes of systems of personnel, materials and equipment to provide a product or service.

Security Clearance, Certifications, etc.: Not applicable

Minimum Education: Bachelor's degree in industrial engineering or closely related field.

Commercial Job Title: Senior Systems Engineer/Analyst

Minimum Training/Experience: Ten years of progressively more responsible experience in microcomputer development and support, and processing strong analytical and communication skills, comprehensive understanding of computer technology, and experience in supervising highly technical staff.

Functional Responsibility: Guide or manage a team in performing information technology and support duties.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: Bachelor's degree in computer science or information systems related field.

Commercial Job Title: Systems Engineer/Analyst

Minimum Training/Experience: Six years of progressively more responsible experience in microcomputer development and support, and possessing good analytical and communication skills, comprehensive understanding of computer technology, and experience in supervising highly technical staff members.

Functional Responsibility: Perform information technology and client-support duties.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: Bachelor's degree in computer science or information systems or related field.

Commercial Job Title: Assistant Systems Engineer/Analyst

Minimum Training/Experience: Two years of progressively more responsible experience in microcomputer development and support, and possessing good analytical and communication skills and a comprehensive understanding of computer technology.

Functional Responsibility: Perform information technology and client-support duties.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: Bachelor's degree in computer science or information systems or related field.

Commercial Job Title: Nuclear Security Analyst

Minimum Training/Experience: Five years of experience analyzing nuclear and other security policies, practices, safeguards, development, and compliance. Possess strong analytical skills and excellent oral and written communication skills with technical subject matter.

Functional Responsibility: Review and analyze draft security and classification policy. Perform analysis of relevant Operations Security (OPSEC) practices, policy, operations, implementation, and guidance. Perform analysis of security incidents, infractions, violations, and other reported deficiencies. Provide support and process requests for access to Sensitive Compartmented Information (SCI). Assist in preparing for and conducting security self-assessments. Develop security education materials. Conduct self-inspections, including monitoring security practices, reviewing marking and storage of documents, evaluating status of classification guides, checking status of safe combinations, and inspecting use of security container and room check sheets. Process personnel security access authorizations and review for contractor security clearances.

Security Clearance, Certifications, etc.: Minimum Top Secret or Q Clearance

Minimum Education: Bachelor's degree in a national security, IT, or a related field.

Commercial Job Title: Facilitator/Mediator

Minimum Training/Experience: Five years of experience as a facilitator for workshops, mediation and training sessions, with an emphasis on requirements analysis, organizational issues and activities, productivity improvements, best practices, etc.

Functional Responsibility: Conduct work-shops, conduct training and assist with problem resolution in analyzing organizational and management issues, establishing improvement initiatives, and outlining planning activities.

Security Clearance/Certificates, etc.: Not applicable

Minimum Education: Training and certification as a mediator or bachelor's degree for facilitator.

Commercial Job Title: Senior Subject Matter Expert

Minimum Training/Experience: Ten years of progressively more responsible experience in consulting or offering expert advice to businesses, organizations, and others on executive and management issues and ideas.

Functional Responsibility: Provide expert advice and consultation to top level officials on management issues and problems.

Security Clearance/Certificates, etc.: Not applicable

Minimum Education: Master's degree in a field of expertise for which individual is engaged.

Commercial Job Title: FOIA Specialist

Minimum Training/Experience: Two years of experience processing and completing Freedom of Information Act (FOIA) and Privacy Act (PA) requests. Possess strong attention to detail and excellent oral and written communication skills. Ability to closely adhere to relevant policy and standards.

Functional Responsibility: Manage the flow of FOIA/PA classified and/or unclassified correspondence, classified and unclassified. Assist in the development of analyses and reports associated with the FOIA and PA processes. Provide all necessary forms to potential requesters. Assist in the completion of FOIA/PA forms. Provide status updates to existing requesters. Ensure that processes are in place to process and complete cases promptly. Ensure that all work is performed in accordance with FOIA policies, procedures, and guidelines. Ensure that all work products are regularly proofread and free of errors, omissions, and inconsistencies. Monitor and report on the status of cases.

Security Clearance, Certifications, etc.: Not applicable.

Minimum Education: High School Diploma

Commercial Job Title: Senior Administrative Specialist

Minimum Training/Experience: Five years of experience in performing and supervising administrative and support-type tasks related to processes, procedures, and tracking systems with emphasis on responsiveness, timeliness and accuracy.

Functional Responsibility: Guide others and perform administrative duties, study and assess problems and issues including offering options and defining budget and cost considerations.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: High School Diploma

Commercial Job Title: Administrative Specialist

Minimum Training/Experience: Three years of experience in performing administrative and support-type tasks related to processes, procedures, and tracking systems with emphasis on responsiveness, timelessness and accuracy.

Functional Responsibility: Perform administrative duties and study and assess problems and issues, including offering options and defining budget and cost considerations.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: High School Education

Commercial Job Title: Assistant Administrative Specialist

Minimum Training/Experience: One year of experience in performing administrative and support-type tasks with emphasis on responsiveness, timeliness and accuracy.

Functional Responsibility: Provide administrative support to complex organizations with diverse activities.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: High School Diploma

Commercial Job Title: Secretary III

Minimum Training/Experience: Four years of experience in performing general office work auxiliary to the work of the organization.

Functional Responsibility: Performs principal office support work for an individual or small organization unit, generally applying office skills in a way that increases the effectiveness of others. Often provides secretarial guidance to subordinate secretarial or clerical levels

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: High School Diploma

Commercial Job Title: Secretary II

Minimum Training/Experience: Two years of experience in performing general office work auxiliary to the work of the organization.

Functional Responsibility: Performs the principal office support work for an individual or small organization unit, generally applying office skills in a way that increases the effectiveness of others.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: High School Diploma

Commercial Job Title: Secretary I

Minimum Training/Experience: Familiarity with requirements for performing general office work auxiliary to the work of the organization.

Functional Responsibility: Performs the principal office support work for an individual or small organization unit, generally applying office skills in a way that increases the effectiveness of others.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: High School Diploma

Commercial Job Title: Personnel Clerk

Minimum Training/Experience: One year of experience in performing personnel and clerical support-type tasks which normally support personnel functions such as recruitment, classification, and placement. Emphasis is normally on responsiveness, timeliness and accuracy.

Functional Responsibility: Perform clerical work involving the processing or maintenance of personnel records and documents required to complete a transaction. This involves checking documents for form, completeness, proper routing, filing, computer input, and similar matters.

Security Clearance, Certificates, etc.: Not applicable

Minimum Education: High School Diploma

Commercial Job Title: Senior Document Processing Specialist (Classified)

Minimum Training/Experience: Six years of experience in performing administrative and support-type tasks related to processes, procedures, and tracking systems with emphasis on responsiveness, timelessness and accuracy. Must have training and experience in applicable Federal regulations and procedures governing the handling, storage, and disposition of classified material in restricted classified areas.

Functional Responsibility: Perform administrative duties and study and assess problems and issues, including offering options and defining budget and cost considerations.

Security Clearance, Certificates, etc.: Current Department of Energy “Q” or equivalent clearance.

Minimum Education: High School Diploma

Commercial Job Title: Document Processing Specialist (Classified)

Minimum Training/Experience: Three years of experience in performing administrative and support-type tasks with emphasis on responsiveness, timeliness and accuracy. Must have training and experience in applicable Federal regulations and procedures governing the handling, storage, and disposition of classified material in restricted classified areas.

Functional Responsibility: Provide administrative support to complex organizations with diverse activities.

Security Clearance, Certificates, etc.: Current Department of Energy “Q” or equivalent clearance.

Minimum Education: High School Diploma

Commercial Job Title: Senior Security Analyst (Classified)

Minimum Training/Experience: Five years of experience in performing security support, including demonstrated analytical capability and the requisite content knowledge in areas of security such as Information Security, Operations Security, Technical Security Countermeasures and Personnel Security. Must have training and experience in applicable Federal regulations and procedures governing the handling, storage, and disposition of classified material in restricted classified areas. Duties may include management of a secured area or function.

Functional Responsibility: Performs security analysis, supports the implementation of security measures and administration, collects and analyzes data.

Security Clearance, Certificates, etc.: Current Department of Energy “Q” or equivalent clearance.

Minimum Education: Associate Degree or equivalent

Commercial Job Title: Executive Assistant III (Classified)

Minimum Training/Experience: Ten years of experience in performing general office work auxiliary to the work of the organization. Must have training and experience in applicable Federal regulations and procedures governing the handling, storage, and disposition of classified material in restricted classified areas.

Functional Responsibility: Performs principal office support work for an individual or small organization unit, generally applying office skills in a way that increases the effectiveness of others. Often provides secretarial guidance to subordinate secretarial or clerical levels.

Security Clearance, Certificates, etc.: Current Department of Energy “Q” or equivalent clearance.

Minimum Education: High School Diploma

Commercial Job Title: Executive Assistant II (Classified)

Minimum Training/Experience: Three years of experience in performing general office work auxiliary to the work of the organization. Must have training and experience in applicable Federal regulations and procedures governing the handling, storage, and disposition of classified material in restricted classified areas.

Functional Responsibility: Performs the principal office support work for an individual or small organization unit, generally applying office skills in a way that increases the effectiveness of others.

Security Clearance, Certificates, etc.: Current Department of Energy “Q” or equivalent clearance.

Minimum Education: High School Diploma

Commercial Job Title: Executive Assistant I (Classified)

Minimum Training/Experience: Familiarity with requirements for performing general office work auxiliary to the work of the organization. Must have training and experience in applicable Federal regulations and procedures governing the handling, storage, and disposition of classified material in restricted classified areas.

Functional Responsibility: Performs the principal office support work for an individual or small organization unit, generally applying office skills in a way that increases the effectiveness of others.

Security Clearance, Certificates, etc.: Current Department of Energy “Q” or equivalent clearance.

Minimum Education: High School Diploma

Substitution Language

Experience may be substituted for education in the following ratio: Two continuous years of experience relevant to each labor category may be substituted for one year of education (i.e., Bachelor's Degree is equivalent to eight (8) years of relevant experience); the substitution of experience for education is in addition to the years of experience required for each labor category.

Education may be substituted for experience in the following ratio: One year of additional relevant education for two years of experience required for each labor category.

V. SERVICE CONTRACT ACT

Delta Research Associates, Inc. acknowledges the requirements of the Service Contract Act (SCA) and confirms that contract prices for the non-exempt labor categories meet the SCA minimums in the contract. The SCA matrix identifies the labor categories that fall under the requirements of the SCA, and the matrix and narrative below are incorporated into this contract.

SCA Matrix

SINS	SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
ALL	Sr. Admin Specialist	01113 – General Clerk III	2015-4281
ALL	Admin Specialist	01112 – General Clerk II	2015-4281
ALL	Asst. Admin Specialist	01111 – General Clerk I	2015-4281
ALL	Secretary III	01313 – Secretary III	2015-4281
ALL	Secretary II	01312 – Secretary II	2015-4281
ALL	Secretary I	01311 – Secretary I	2015-4281
ALL	Personnel Clerk	01261 – Personnel Assistant I	2015-4281
Only 874-1	Sr. Document Processing Spec (Classified)	01070 – Document Preparation Clerk	2015-4281
Only 874-1	Document Processing Spec (Classified)	01070 – Document Preparation Clerk	2015-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.