



Federal Supply Service  
Authorized Federal Supply Schedule Price List



**Professional Service Schedule (PSS)**

Industrial Group: 00CORP

Product Service Codes:

R408, R499, R554, R699, R703, R707, R799

Contract Number GS-23F-9780H  
2015 Catalogue

**Contractor's Name:**

XL Associates, Inc. (XLA)

8614 Westwood Center Drive, Suite 700, Vienna, VA 22182

Phone 703-848-0400 Fax 703-848-2077 [www.xla.com](http://www.xla.com)

**Contract Period:**

10/1/97 – 9/30/2017

(GSA "Evergreen" Provisions Awarded)



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 is [www.gsaadvantage.gov](http://www.gsaadvantage.gov). For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov).



## CUSTOMER INFORMATION

- 1a. **Awarded Special Item Numbers (SINs)**
  - SIN 874-1/1RC: Integrated Consulting Services
  - SIN 874-4/4RC: Training Services
  - SIN 874-6/6RC: Acquisition Management Services (Tables 1, 2, 4a, 4b)

RC – Recovery Purchasing authorized. This allows state and local governments' access to this schedule in time of a designated national emergency.
- 1b. **Lowest-priced model and lowest unit price:** Not Applicable
- 1c. **Labor Category Descriptions and Hourly Rates:** See pages 8-13 for Rates and pages 14-24 for associated labor category descriptions.
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (Delivery Area):** Domestic U.S.
5. **Point of Production:** XLA facilities and customer sites as required.
6. **Discount from list prices:** Government net prices (discounts already deducted).
7. **Quantity Discounts:** Considered on a case-by-case basis.
8. **Prompt Payment Terms:** Net 30 days.
- 9a. **Government Purchase Cards:** Accepted at or below micro-purchase threshold.
- 9b. **Government Purchase Cards:** Accepted above micro-purchase threshold.
10. **Foreign Items:** None.
- 11a. **Time of Delivery:** As agreed in each task/delivery order.
- 11b. **Expedited Delivery:** Available. Contact XLA.
- 11c. **Overnight and Two-Day Delivery:** Available. Contact XLA.
- 11d. **Urgent Requirements:** Contact XLA.
12. **F.O.B. Point(s):** Destination.
- 13a. **Ordering Address:** XLA, 8614 Westwood Center Drive, Suite 700, Vienna, VA 22182
- 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:** XLA, 8614 Westwood Center Drive, Suite 700, Vienna, VA 22182
15. **Warranty Provision:** Not Applicable.



16. **Export Packing Charges (if applicable):** Not Applicable.
17. **Terms and Conditions of Government Purchase Card Acceptance:** Contact XLA.
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 Indicating Dates of Parts Price Lists and Any Discounts from List Prices:** Not Applicable.
- 20a. **Terms and Conditions for Any Other Services:** Not Applicable.
21. **List of Service and Distribution Points:** Not Applicable.
22. **List of Participating Dealers:** Not Applicable.
23. **Preventive Maintenance:** Not Applicable.
- 24a. **Special Attributes Such As Environmental Attributes:** Not Applicable.
- 24b. **Section 508 Compliance:** Not Applicable.
25. **Data Universal Numbering System (DUNS):** 608717450
26. **System for Award Management (SAM) Database:** XLA is registered in SAM.

**Information for Approved and Billable Travel Expenses:**

- Costs incurred for transportation and per diem (lodging, meals, and incidental expenses) will be billed in accordance with the regulatory implementation of Public Law 99-234, FAR 31.205-46 Travel Costs, and the contractor's cost accounting system. These costs are directly reimbursable by the ordering agency.
- The contractor shall notify the ordering agency, in writing, of the requirement for reimbursement of transportation and per diem expenses, prior to acceptance of the order. This notification shall include a "not to exceed" estimate of the proposed costs. Any applicable indirect costs associated with the transportation and per diem expenses will be charged at a rate negotiated prior to the using agency's delivery order. Contractors shall be reimbursed only for incurred costs at or below the "not to exceed."
- Costs for transportation, lodging, meals, and incidental expenses incurred by contractor personnel on official company business are allowable subject to the limitations contained in FAR 31.205-46, Travel Costs.
- Reimbursements for costs that are not specified in this solicitation, or in any contractor task order resulting from this solicitation, are not allowed. It is GSA policy NOT to allow a charge of profit or fee on reimbursable items. No reimbursement will be made for a contractor's local travel (such as mileage to and from a local site).



## INTRODUCTION

XL Associates, Inc. (XLA) offers government customers a full spectrum of Professional Services Schedule (PSS)-related services through our GSA Schedule. XLA possesses over 24 years' experience in program support, business and program office support, analysis, contracting, procurement, acquisition support, and administrative support for federal and commercial customers.

XLA possesses a **Top Secret** facilities clearance and employs a significant percentage of cleared personnel including Confidential, Suitability, Secret and higher. We support a variety of customers including Department of Homeland Security, Department of State, NIST, USAID, and many others that require various clearance levels in order to accomplish their acquisition and business management requirements.

From the beginning, our approach has been "customer-driven". Our philosophy is that close, continuous, and open communication with our clients leads to improved operations and services.

The XLA organization is characterized by:

- Simple and effective organizational structure that facilitates responsiveness and accountability;
- Continual corporate monitoring and support;
- Close coordination and open lines of communication with clients, project staff, and corporate leadership;
- Close monitoring of tasks and performance and tracking costs;
- Focus on customer and employee satisfaction.

XLA is fully qualified to fulfill any and all PSS requirements in our SIN areas:

**SIN 874-1/1RC: Integrated Consulting Services** – XLA provides program and operational support on major DoS and USAID global support programs. Additionally, we work with government and industry customers to liaison business and program offices with acquisition and contracts requirements.

**SIN 874-4/4RC: Training Services** – XLA provides certified trainers in all areas of our core competencies which are program management, acquisition and contracts lifecycle management, grants lifecycle support, and specialized staffing support for Subject Matter Experts and unique Professional Services. We provide informal as well as formal classroom setting training for work groups who require specialized training or information dissemination regarding upcoming missions or tasks.

**SIN 874-6/6RC: Acquisition and Contracts Management Services** – XLA's roots are in acquisition and contracts management lifecycle support. We provide all levels of certified individuals for acquisition and contracts management tasks. XLA understands that in order to provide SIN 6/6RC Acquisition Management Support Services there must be no perception of conflicts of interest coupled with a commitment to closely monitor, manage, control projects and work within completely open and transparent environments. XLA has no potential for OCI on any of our contracts as we remain focused on our three core competency areas: Program Support, Acquisition and Grants Management, and Specialized Professional Services Staffing.

XLA provides policy support, resolution support, management and facilitation support, and all aspects of facilitation and dispute resolution for a myriad of projects and circumstances. This includes working as a



partner with our customer to develop presentations, interviews, debriefs, and various other functions in a support role. Our seasoned acquisition professionals have a combination of operational, policy, training, and legal backgrounds that enable us to provide rapid results in formats tailored to clients' needs.

XLA has supported over 50 program and acquisition teams on a range of requirements that collectively represent hundreds of millions of dollars of funding. XLA supports all assigned projects with comprehensive acquisition strategies that reflect the proper balance of technical challenge and risk, lead time, available budget, and business alternatives. Our expertise ranges from Simplified Acquisition Procurements (SAP) to complex multi award IDIQ and single award contracts in the millions or billions of dollars threshold. Our proven methodologies and approach to working with the federal government for many years coupled with our excellent past performance and personnel provides the federal government with optimum program and acquisition management support.

We provide support required to produce handbooks and presentations; set up, conduct, and capture minutes of meetings and conference calls; and other procurement-related administrative functions needed to ensure project success. We possess experience with PRISM, CPARS, PPIRS, FBO, PD2, FPDS-NG, and a myriad of federal acquisition, financial, and reporting systems.

In addition to our "Outstanding" performance ratings, XLA recently received a GSA Administrative Report Card of "Exceptional" across the board. This demonstrates our history of adhering to GSA regulations, performing MOBIS work within scope, staffing and pricing appropriately and correctly, and a myriad of other scoring criteria. XLA works with our MOBIS customers to ensure full compliance and expedient delivery of services and support.

Due to our extensive history in providing program office support, our staff is comprised of Program and Project Management experts working with federal clients in business liaison and management/stakeholder support supporting various mission and domain areas. This is a growing requirement within the federal space and we understand that. We utilize PMBOK and other proven processes and best practices to ensure our clients adhere to evolving regulations, OFPP, OMB Directives, and Executive Orders.

For additional information or for a quotation on your specific need, please contact Cynthia Andrews, Vice President of Contracts, [candrews@xla.com](mailto:candrews@xla.com) or Kelly Christian, Director of Contracts, [kchristian@xla.com](mailto:kchristian@xla.com) at 703-256-9503.

## DESCRIPTION OF SERVICES

XLA was awarded SINs 874-1/1RC, 874-4/4RC and 874- 6/6RC under this MOBIS Schedule. The following describes the services we offer in each SIN.

### SIN 874-1/1RC Integrated Consulting Services

XLA staff of seasoned professionals are experienced working across entire organizations supporting upper management to entry-level personnel, in a variety of consulting and business support capacities. XLA provides the necessary expert advice across various mission-oriented business functional areas for:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

### SIN 874-4/4RC Training

XLA staff will provide commercially-available off-the-shelf training, led by a qualified Instructor. All materials are included in the offered GSA price. Sample courses may include:

- Interpersonal Skills
- Introduction to Team Building
- Developing Self-Managed Teams

### SIN 874-6/6RC Acquisition Management Services

XLA provides professional support services to agencies to conduct all federal acquisition management activities across the "acquisition lifecycle". This includes pre and post award and close out activities as well as policy, planning. With over 24 years in this business, we provide experienced, certified, and well-seasoned contracting, acquisition, procurement, and program management support for federal and DoD agencies. Services provided under this SIN may include:

- acquisition planning assistance, including market research and recommending procurement strategy:
- acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.:
- expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis:
- contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies:
- contract close-out assistance.

**NOTE:** Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/mobis).



### XLA LABOR RATES

SIN 874-1/1RC: Integrated Consulting Services

<b>LABOR CATEGORY</b>	<b>GSA RATES</b>
Secretary	\$30.00
Administrator I	\$51.75
Administrator II	\$67.84
Technical Specialist I	\$79.36
Technical Specialist II	\$87.98
Junior Associate	\$91.80
Associate	\$102.00
Managing Associate I	\$116.77
Managing Associate II	\$135.02
Directing Associate	\$156.91
Executive Associate	\$179.70
Senior Executive Associate	\$264.03



## XLA LABOR RATES

SIN 874-4/4RC: Training

SAMPLE COURSE TITLES:	GSA PRICE
<ul style="list-style-type: none"><li>➤ Interpersonal Skills</li><li>➤ Introduction to Team Building</li><li>➤ Developing Self-Managed Teams</li></ul>	
Number of Participants	
Up to 6 (minimum recommended number)	\$3,286.76
7	\$3,416.44
8	\$3,546.11
9	\$3,675.79
10	\$3,805.45
11	\$3,935.14
12 (maximum recommended number)	\$4,064.81





XLA LABOR RATES

SIN 874-6/6RC: Acquisition Management Services

LABOR CATEGORY	GSA RATES
Secretary	\$30.00
Administrator I	\$51.75
Administrator II	\$67.84
Technical Specialist I	\$79.36
Technical Specialist II	\$87.98
Junior Associate	\$91.80
Associate	\$102.00
Managing Associate I	\$116.77
Managing Associate II	\$135.02
Directing Associate	\$156.91
Executive Associate	\$179.70
Senior Executive Associate	\$264.03
Junior Acquisition Administrative Support Specialist	\$41.81



LABOR CATEGORY	GSA RATES
Acquisition Administrative Support Specialist	\$51.75
Purchasing Agent	\$67.84
Junior Cost/Price Analyst	\$79.36
Cost/Price Analyst	\$87.98
Contract Specialist I	\$91.80
Contract Specialist II	\$102.00
Contract Specialist III	\$116.77
Senior Contract Specialist	\$135.02
Project Manager I/SME	\$156.91
Project Manager II/SME	\$179.70
Acquisition Subject Matter Expert (SME)	\$264.03

## EQUIVALENT EXPERIENCE/EDUCATION SUBSTITUTION MATRIX

The below Matrix applies to all Labor Categories.

Years of Experience	Relevant Education Substitution
Two (2) years	AA/AS or Two (2) years study beyond HS
Four (4) years	BA/BS
Six (6) years	MA/MS/JD
Eight (8) years	PhD

Education	Relevant Experience Substitution
AA/AS or Two (2) years study beyond HS	Two (2) years
BA/BS	Four (4) years
MA/MS/JD	Six (6) years
PhD	Eight (8) years

## MOBIS LABOR CATEGORY DESCRIPTIONS

### SIN 874-1/1RC: Integrated Consulting Services

#### *Secretary*

The Secretary is a support position providing general administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum HS Diploma

Years of Experience: Minimum – 6 Months

#### *Administrator I*

The Administrator I is a support position providing general administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum Associates Degree

Years of Experience: Minimum – 6 Months

***Administrator II***

The Administrator II is support position providing general administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 2 years

***Technical Specialist I***

The Technical Specialist I is trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 2 years

***Technical Specialist II***

The Technical Specialist II is trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 4 years

***Junior Associate***

A Junior Associate is an entry-level professional position performing generalist activities under supervision with basic analytical skills. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum BS/BA

Years of Experience: Minimum – 2 years

***Associate***

An Associate is a mid-level professional position performing generalist activities under supervision with basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs.

Education: Minimum BS/BA

Years of Experience: Minimum – 3 years

***Managing Associate I***

A Managing Associate I is a mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs. Has or is acquiring basic supervision skills. Developing subject matter expertise in a particular technical discipline.

Education: Minimum BS/BA

Years of Experience: Minimum – 4 years

***Managing Associate II***

A Managing Associate II is a mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has advanced analytical skills and provides recommendations to senior project team members. Prepares reports and makes formal presentations to internal and external audiences. Capable of operating desktop computers and associated standard network software programs such as the Microsoft Office Suite. Has subject matter expertise in a particular technical discipline. May also have experience in advanced computer programs. Has basic supervision skills and direct supervisory experience.

Education: Minimum BS/BA

Years of Experience: Minimum – 6 years

***Directing Associate***

A Directing Associate is a senior professional position with extensive technical and managerial skills. The Directing Associate may be assigned as a Project Manager. In that capacity is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Directing Associate may also be required to be a Subject Matter Expert (SME) for a particular assignment.



Education: Minimum BS/BA  
Years of Experience: Minimum – 8 years

***Executive Associate***

An Executive Associate is a senior professional position with extensive technical and managerial skills. The Executive Associate may be assigned as a Project Manager for particularly large or complex projects. In that capacity is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Executive Associate may also be required to be a Subject Matter Expert (SME) for a particular assignment.

Education: Minimum BS/BA  
Years of Experience: Minimum – 12 years

***Senior Executive Associate***

The Senior Executive Associate is widely experienced, has managed large projects, has created and established policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES).

Education: Minimum BS/BA  
Years of Experience: Minimum – 15 years

## MOBIS LABOR CATEGORY DESCRIPTIONS

### SIN 874-6/6RC: Acquisition Management Services

#### *Secretary*

The Secretary is a support position providing general administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum HS Diploma

Years of Experience: Minimum – 6 months

#### *Administrator I*

The Administrator I is a support position providing general administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum Associates Degree

Years of Experience: Minimum – 6 months

#### *Administrator II*

The Administrator II is a support position providing general administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 2 year

#### *Technical Specialist I*

The Technical Specialist I is trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 2 year

***Technical Specialist II***

The Technical Specialist II is trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 4 years

***Junior Associate***

A Junior Associate is an entry-level professional position performing generalist activities under supervision with basic analytical skills. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Education: Minimum BS/BA

Years of Experience: Minimum – 2 years

***Associate***

An Associate is a mid-level professional position performing generalist activities under supervision with basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs.

Education: Minimum BS/BA

Years of Experience: Minimum – 3 years

***Managing Associate I***

A Managing Associate I is a mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs. Has or is acquiring basic supervision skills. Developing subject matter expertise in a particular technical discipline.

Education: Minimum BS/BA

Years of Experience: Minimum – 4 years



***Managing Associate II***

A Managing Associate II is a mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has advanced analytical skills and provides recommendations to senior project team members. Prepares reports and makes formal presentations to internal and external audiences. Capable of operating desktop computers and associated standard network software programs such as the Microsoft Office Suite. Has subject matter expertise in a particular technical discipline. May also have experience in advanced computer programs. Has basic supervision skills and direct supervisory experience.

Education: Minimum BS/BA

Years of Experience: Minimum – 6 years

***Directing Associate***

A Directing Associate is a senior professional position with extensive technical and managerial skills. The Directing Associate may be assigned as a Project Manager. In that capacity is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Directing Associate may also be required to be a Subject Matter Expert (SME) for a particular assignment.

Education: Minimum BS/BA

Years of Experience: Minimum – 8 years

***Executive Associate***

An Executive Associate is a senior professional position with extensive technical and managerial skills. The Executive Associate may be assigned as a Project Manager for particularly large or complex projects. In that capacity is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Executive Associate may also be required to be a Subject Matter Expert (SME) for a particular assignment.

Education: Minimum BS/BA

Years of Experience: Minimum – 12 years

***Senior Executive Associate***

The Senior Executive Associate is widely experienced, has managed large projects, has created and established policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES).

Education: Minimum BS/BA

Years of Experience: Minimum – 15 years

***Junior Acquisition Administrative Support Specialist***

The Junior Acquisition Administrative Support Specialist provides administrative support for the Acquisition Team throughout pre-award, award and post award phases of the acquisition lifecycle. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

Education: Minimum HS Diploma

Years of Experience: Minimum – 6 months

***Acquisition Administrative Support Specialist***

The Acquisition Administrative Support Specialist provides support for the Acquisition Team by providing assistance with tracking of proposals, tracking awards, and providing project status reports to Senior Acquisition Team members. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

Education: Minimum Associates Degree

Years of Experience: Minimum – 1 year

***Purchasing Agent***

The Purchasing Agent is responsible for the acquisition of materials and services using existing purchase vehicles and commercial item lists. Shall be capable of developing potential material sources and pre-qualifying commercial suppliers. Operates and maintains automated purchasing systems. Specifies material storage requirements and special handling requirements as defined by senior purchasing or technical personnel. Capable of performing material receipt inspections and verification of satisfaction of purchase requirements.

Education: Minimum BS/BA

Years of Experience: Minimum – 3 year

***Junior Cost/Price Analyst***

Under direct supervision, the Junior Cost/Price Analyst obtains, analyzes and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. Performs comparative analysis of vendor terms and/or cost proposals with historical data to develop recommendations on vendor selection, program/contract terms, or prices. Researches and uses the most appropriate methodology to forecast program completion cost. Verifies cost data with Government accounting and audit agency recommended rates. Analyzes proposed prices or cost, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating cost through various types of overhead and general and administrative expense.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 2 year

***Cost/Price Analyst***

The Cost/Price Analyst performs duties similar to the Junior Cost/Price Analyst, but with reduced supervision and broader authorities reflecting additional years of experience.

Education: Minimum BS/BA or Professional Certification

Years of Experience: Minimum – 4 years

***Contract Specialist I***

The Contract Specialist I will be responsible for assisting in the: (1) gathering, organizing, analyzing, and composing technical information, (2) preparation of Statements of Work, or any other customer deliverables and documents, (3) conducting research and ensuring the use of proper technical terminology and appropriate acquisition vehicles/contract types; and (4) post-award contract administration activities. Supports other more senior Contract Specialists in a full range of acquisition lifecycle activities. Is familiar with the FAR and is capable of operating automated acquisition systems.

Education: Minimum BS/BA and/or 24 semester hours business related studies

Years of Experience: Minimum – 6 years

***Contract Specialist II***

The Contract Specialist II will be responsible for duties similar to the Contract Specialist I, but requires less supervision and has broader authorities reflecting the additional year(s) of experience.

Education: Minimum BS/BA and/or 24 semester hours business related studies

Years of Experience: Minimum – 8 years

***Contract Specialist III***

The Contract Specialist III will be responsible for: (1) gathering, organizing, analyzing, and composing technical information, (2) preparation of Statements of Work, or any other customer deliverables and documents, (3) conducting research and ensuring the use of proper technical terminology and appropriate acquisition vehicles/contract types; and (4) post-award contract administration activities. Supports other more senior Contract Specialists in a full range of acquisition lifecycle activities. Familiar with the FAR and is capable of operating automated acquisition systems.

Education: Minimum BS/BA and/or 24 semester hours business related studies

Years of Experience: Minimum – 12 years

***Senior Contract Specialist***

In addition to the duties of the Contract Specialist III, the Senior Contract Specialist will provide senior level support and assistance in coordination and oversight of acquisition projects. The capability to provide a full range of acquisition program management support services is also required. The Senior Contract Specialist will be experienced in the acquisition of complex major systems and/or related services. Expert familiarity with the FAR and is capable of initiating new projects in automated acquisition systems.

Education: Minimum BS/BA and 24 semester hours business related studies

Years of Experience: Minimum – 15 years

***Project Manager I/SME***

The Project Manger I is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment.

Education: Minimum BS/BA and 24 semester hours business related studies

Years of Experience: Minimum – 8 years

***Project Manager II/SME***

The Project Manger II is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment.

The Project Manager II may oversee particularly complex projects or multiple, related projects.

Education: Minimum BS/BA and 24 semester hours business related studies

Years of Experience: Minimum – 12 years

***Acquisition Subject Matter Expert (SME)***

The Acquisition Subject Matter Expert (SME) is widely experienced, has managed large acquisition projects, has created and established related policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES).

Education: Minimum BS/BA and 24 semester hours business related studies

Years of Experience: Minimum – 20 years

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

***How to Contact Us...***

XLA

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Suite 700  
Vienna, VA 22182

Phone: (703) 848-0400  
Fax: (703) 848-2077

[www.xla.com](http://www.xla.com)

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E-mail: [kchristian@xla.com](mailto:kchristian@xla.com)