

ORDERING CATALOG PRICE LIST



GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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.GSAAAdvantage.gov>.

Schedule for - Consolidated Federal Supply

Industrial Group: 00CORP

Contract Number: GS00F003DA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period:

Five Years from the effective date on SF1449
(October 1, 2015 to September 30, 2020)

Contractor: TechSource, Inc.

1475 Central Avenue, Suite 250
Los Alamos, NM 87544 4005

Business Size: Small Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (505) 412-6251

Extension:

FAX Number: (505)-988-7656

Web Site: www.techsource-inc.com

E-mail: dcheshire@techsource-inc.com

Contract Administration: Daniel Cheshire



Professional

Services

Schedule

SPECIAL NOTICE TO AGENCY

Small Business Participation

The Small Business Administration (SBA) strongly supports the participation of small business concerns in the Federal Supply Schedules program. To enhance small business participation the SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold, FAR 8.405 requires agencies to consider reasonably available information about the supply or service offered under Multiple Award Schedules (MAS) contracts by surveying at least three schedule contractors through the *GSA Advantage!*TM on-line shopping service, by reviewing the catalogs or pricelists of at least three schedule contractors, or by requesting quotations from at least three schedule contractors.

The information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and woman-owned small businesses among those being considered when selecting pricelists for best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirements.

OUR MISSION

Our mission is to strive to surpass our clients' expectations by providing innovative solutions that are grounded in science and experience, developed by nationally recognized experts, and delivered in a trusted manner above reproach. We will remain steadfastly focused on our clients' goals and work every day to ensure that the issues of national importance, which they are charged with solving, are moved closer to a proven and cost-effective resolution. We will continue to work tirelessly to pursue new growth opportunities while remaining true to our values of: focusing on technical and scientific projects of national importance, providing qualified experts and industry leaders, providing the best solutions in a lean management environment, and demonstrating every day that we respect our employees, consultants, and our clients by always providing honest, professional, and ethical solutions and service.

OUR VISION

Our vision is to be a preeminent scientific and engineering resource that fosters the retention of the nation's premier nuclear scientists and engineers so that their collective wisdom can continue to solve problems of great national importance.

WHAT WE DO

TechSource, Inc. (TechSource) is a scientific and technical consulting firm focused on providing management and technical solutions for some of the most complex challenges facing our nation. We are recognized experts in accelerator physics, the nuclear sciences, and program and project management. We also possess unparalleled expertise throughout all engineering disciplines.

We afford expert technical and management services to organizations that are responsible for developing, implementing, operating, and managing high technology programs and projects. Our firm currently provides extensive science and engineering consulting services to national laboratories, universities, and commercial projects; as well as program management support to federal organizations responsible for high technology programs, expert witness support, and in-house accelerator component design and fabrication projects.

WHO WE ARE

Founded in 1997, TechSource is comprised of over 500 senior level scientists, engineers, and industry leaders from the national clients and their laboratories, federal technology programs, and the nuclear industry. We are recognized as an independent, qualified expert whose advice and products are accepted as authoritative by our clients and their stakeholders.

Our consultants each possess decades of experience in scientific, engineering, technical, and management disciplines associated with the entire nuclear material life cycle such as: basic nuclear research, materials research, facility design and operations, weapons, material disposition, and systems and operations analysis, federal technology programs, and the nuclear industry.

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SIN) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
C871-1	C871-1RC	Strategic Planning for Technology Programs/Activities
C871-2	C871-2RC	Concept Development and Requirements Analysis
C871-3	C871-3RC	System Design, Engineering and Integration
C871-4	C871-4RC	Test and Evaluation
C871-5	C871-5RC	Integrated Logistics Support
C871-6	C871-6RC	Acquisition and Life Cycle Management
C871-7	C871-7RC	Construction Management
C874-1	C874-1RC	Integrated Consulting Services

The “RC” following the SIN indicates that the SIN is available for state and local government use under the Disaster Recovery Purchasing provision.

Labor Rates: see page 7

Labor Category Descriptions: see page 13

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.

- 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.
2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic coverage (delivery area): Domestic only
5. Point(s) of production (city, county, and State or foreign country): Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.
7. Quantity discounts: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$2,500
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
12. F.O.B. point(s): Destination
- 13a. Ordering address(es): Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment address(es): TechSource, Inc., P.O. Box 988, Los Alamos, NM 87544
15. Warranty provision: Contractor's standard commercial warranty.
16. Export Packing Charges (if applicable): N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **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., contactor's website or other location.) The EIT standards can be found at:**
www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 061075243
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**
Registered
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

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GSA PSS—FEDERAL SUPPLY SCHEDULE

Background

Under the GSA Federal Supply Schedule Program, GSA established a series of federal supply schedules that streamline the process for obtaining commercial services. GSA enters into government-wide contracts with commercial firms who provide professional engineering, scientific and technical services, like TechSource, and with firms providing products at established, government evaluated, and approved prices.

When obtaining services through a GSA schedule, an end-user agency can take advantage of a greatly streamlined procurement process. The GSA already reviewed the commercial firms' capabilities, evaluated and negotiated rates, and pre-qualified each listed firm. Therefore, the end-user agency places orders with schedule holders without the complex requirements of traditional contracting processes while fully meeting competition requirements, retaining control, satisfying set-aside business requirements, and reducing procurement cycle.

The GSA PSS Federal Supply Schedule offers end-user agencies a streamlined procurement process for obtaining services previously provided through the PES and MOBIS schedules to support their management, organizational and system change process, and program integration and project management requirements.

Advantages

Streamlined – Flexible – Direct – Compliant

- Procurement cycle dramatically reduced (typically a few weeks or less)
- Delivery orders are based on Best Value selection criteria
- Many steps of traditional procurement process are already done or not required
 - Synopsis is NOT required
 - Competitive requirements have been met
 - Prices have been evaluated and determined fair and reasonable
 - Fully compliant with ALL laws and regulations
 - Small business set-aside requirements accommodated
- Can be used by all Federal agencies, District of Columbia, and authorized users
- No maximum order or contract ceiling limitations
- Contractor – End-user agency (customer) direct relationship
 - No middle-man for funds transfers, management, payment, etc.
- Blanket Purchase Agreements (BPAs) can be placed
- Use of contractor teams and subcontractors encouraged.

Authorized Users

The following are authorized users of the GSA PSS Schedule:

- Federal Agencies: All organizations in the executive, legislative, and judicial branches
- Contractors: Government contractors authorized in writing (pursuant to 48 CFR 51)

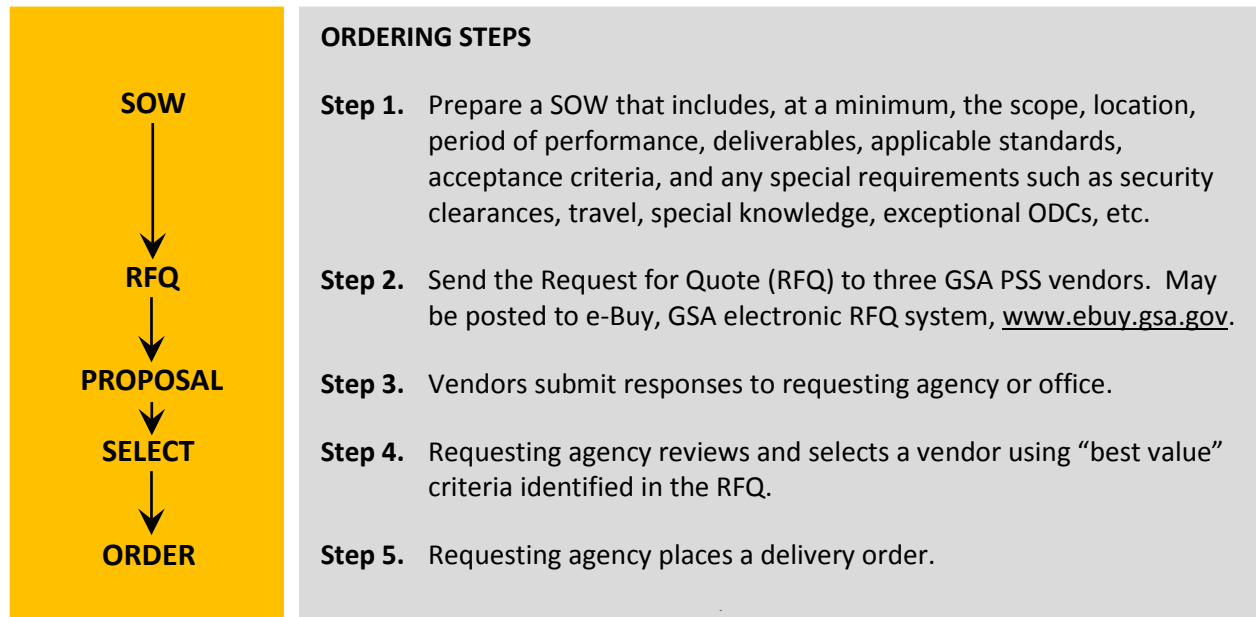
- Government Corporation: Mixed ownership government corporations defined by Government Corporation Control Act
- Washington, DC: The government of the District of Columbia, and
- Other: Other activities and organizations authorized by statute or regulation

See the link to: “Eligibility to Use GSA Sources” at: www.gsa.gov

ORDERING PROCESS SYNOPSIS

Streamlined Ordering Process

FAR 8.4 accommodates GSA’s occasional need to establish special ordering procedures for individual Federal Supply Schedules or SINs within a Schedule. GSA has established special ordering procedures for services that require a statement of work (SOW) such as services provided through the PSS Schedule. For PSS, the GSA’s streamlined ordering procedures consist of a few simple steps:



Blanket Purchase Agreements:

If an ordering agency requires recurring services, Blanket Purchase Agreements (BPAs) may be more appropriate. Establishing a BPA is permitted, including single and multiple award BPAs.

Small Business Preference:

GSA states that the ordering office should give preference to small business when two or more contractors can provide services at the same price.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirements.

Documentation:

At a minimum, ordering offices should document orders by identifying the contractor, services purchased, amount paid, determination of contract type (FFP, Labor Hour or Time and material), and evaluation of quotes.

SYNOPSIS OF SCOPE OF WORK

Overview:

PSS SINS C871-1 through C871-7 listed on page ii above were previously offered under Professional Engineering Services FS Schedule 871 (PES). TechSource, is allowed under the Professional Services Schedule (PSS), SINS 871-1, 871-2, 871-3, 871-4, 871-5, 871-6 and 871-7 (see description of SINS below) to offer a full range of life-cycle engineering services that can improve the performance, quality, timeliness, and efficiency of services and products provided by the federal government. Federal agency, office, programs, and projects use PSS vendors to assist throughout a program/product life-span in the conceptualization, design, development, and verification of products and services including:

- Strategic Planning for Technology Programs/Activities
- Concept Development and Requirements Analysis
- System Design, Engineering, and Integration
- Test and Evaluation
- Integrated Logistics Support
- Acquisition and Life Cycle Management
- Construction Management

PSS SIN C874-1 noted on page ii above was previously offered under Business Consulting & Program Support Services FS Schedule 874-MOBIS. TechSource, also is allowed under the PSS, SIN 874-1 to offer a full range of management and consulting services that can improve the performance, quality, timeliness and efficiency of services provided by the federal government. Federal agency, offices, programs, and projects use PSS vendors to assist with their process improvement and integration needs including the following areas:

- Acquisition Management
- Consulting
- Facilitation
- Program and Project Management
- Surveys
- Training

Examples of Services Provided:

Examples of services available under SINS 871-1 through 871-7 through the PSS Schedule include, but are not limited to:

- Analysis of Program Goals, Mission, Objective, Performance
- Assessment Support
- Business Case Analysis
- Computer Aided Design (CAD)
- Computer Aided Engineering (CAE)
- Concept Development
- Configuration Management
- Criticality Assessment
- Data Analysis/Evaluation

- Design/Specifications/Requirements Development and Analysis
- Economic Impact Evaluation
- Education/Training
- Engineering Analysis
- Feasibility Analysis and Studies
- Forensic and Investigative Engineering
- High Impact/High consequence Analysis and Planning
- Integration (Systems-Technical-Program-Management-Policy-Operations)
- Life Cycle Costing
- Logistics
- National Academy of Science Studies
- Operations Research/Analysis
- Peer Review
- Procedures and Standards Development/Qualification
- Program/Project Management
- Project Controls Development and Planning
- Prototype Development
- Quality Assurance
- Reverse Engineering
- Safety Analysis
- Scheduling
- Simulation and Modeling
- Systems Engineering Analysis
- Trade Studies

Examples of Engineering Disciplines covered under each SIN 871-1 through 871-7 above are:

- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering
- Structural Engineering
- Systems Engineering

Examples of Services Available under SIN 874-1 through the PSS Schedule include, but are not limited to:

- Advisory and Assistance Services in Accordance with FAR 37.203 Alternatives Analysis
- Budget Planning and assessment
- Customized Business Training Related to Completing Consulting Engagement
- Emergency Preparedness/Security Requirements Assessment
- Executive/Management Coaching Services
- Expert Witness Services in Support of litigation, claims, or other formal cases
- Management or Strategy Consulting
- Operations Analysis
- Organization assessment
- Policy and Regulation Development Assistance
- Program/Project Integration
- Requirements Assessment
- Strategic/Program Planning, Review, Assessment, and Evaluations
- Studies, Analyses, Scenarios, and Reports such as:
 - ✓ Defense Studies,
 - ✓ Tabletop Exercises or Scenario Simulations,
 - ✓ War Gaming
 - ✓ Regulatory or Policy Studies,
 - ✓ Economic Studies,
 - ✓ Business Case Analysis, and
 - ✓ Preparedness Studies
- Succession Planning
- Systems Analysis

SPECIAL ITEM NUMBER (SINs) DESCRIPTION OF SERVICES

SIN 871-1 and 871-1RC – Strategic Planning for Technology Programs/Activities

Services include the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to, an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization, and outsourcing.

SIN 871-2 and 871-2RC – Concept Development and Requirements Analysis

Services include abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to, requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization, and outsourcing.

SIN 871-3 and 871-3RC – System Design, Engineering and Integration

Services include the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to, computer-aided design, design studies and analysis, high-level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization, and outsourcing.

SIN 871-4 and 871-4RC – Test and Evaluation

Services include the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to, testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

SIN 871-5 and 871-5RC – Integrated Logistics Support

Services include the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to, ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

SIN 871-6 and 871-6RC – Acquisition and Life Cycle Management

Services include planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, and engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to, operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

SIN 871-7 and 871-7RC – Construction Management

Customer agencies shall utilize construction management, engineering consulting services, and project managers as its principal agent to advise on or manage the process over the project (Related to Real Property) regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project.

SIN 874-1 – Business Consulting & Program Support Services (Previously Schedule 874 – MOBIS)

TechSource, provides integrated consulting services that include, but is not limited to: strategic, business, program, and project planning; systems analysis and integration support; project assessment and review; training; audits, studies and analyses; and related ancillary activities.

OUR APPROACH

TechSource is involved in many aspects of major federal projects and programs where our technical expertise, broad-based experience, knowledge of client agencies, and practical consultation advice are valued at all levels of client organizations. In all matters of consultation, TechSource utilizes three basic tenets:

1. Deploy qualified and experienced staff in an integrated project team manner,
2. Recommend action plans, soundly based in executable terms that accommodate clients' technical needs, agency culture, and internal/external political dynamics, and
3. Fully incorporate the client into every step since, in the end, the only successful business improvement initiative is developed and executed with the agency managers and staff fully engaged in the process.

Service Example: Strategic, Business, and Project Planning

Management literature and practical experience clearly dictates that planning is the key to delivering a project on time and on budget and promotes a healthy, efficient program or organization. The planning process, when done correctly, is the medium where business needs (program/project requirements) are matched to organizational resources, structures, and processes. Program, project, or organizational shortcomings are identified during the planning process. This leads to proactive improvements. A well-developed plan is of great communicative value to stakeholders and to the organization.

TechSource provides consultants experienced in developing effective, compliant, linked plans for all levels of federal programs. We emphasize that the planning process is the ultimate benefit. The document, while necessary and important, merely captures the information for dissemination and records the planner’s decisions. It then is used to communicate goals, objectives, and actions. We provide broad management skills, deep technical skills, and diverse experience needed to achieve a plan that integrates into related programs and with a systems connection to these programs.

Service Example: Program and Project Assessment

Fundamental to any business improvement is establishing a process improvement mechanism that identifies problems or opportunities for improvement. Program and project reviews and assessments are the means to this end; from these assessments improvements to resolve the problem or improve a business processes can be enacted.

One of TechSource’s most valuable competencies is assessing federal programs and projects for management efficiency, completeness, technical adequacy, and depth. A major challenge of these assessments is getting the right mix of management experience, technical skills, program currency, and independence. We offer an incredibly wide range of skilled personnel that have addressed some of the highest technology projects in the country ranging from particle physics to basic construction projects. We have access to former managers of multi-billion dollar federal programs, former industry leading scientists and engineers, and numerous other management and technical experts that are needed to round-out integrated, assessment teams.

LABOR RATES

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	874-1	Management Consultant I	Both	\$82.28	\$84.75	\$87.29	\$89.91	\$92.61
2	874-1	Management Consultant II	Both	\$100.87	\$103.90	\$107.01	\$110.22	\$113.53
3	874-1	Management Consultant III	Both	\$119.47	\$123.05	\$126.75	\$130.55	\$134.46
4	874-1	Management Consultant IV	Both	\$141.75	\$146.00	\$150.38	\$154.89	\$159.54
5	874-1	Management Consultant V**	Both	\$158.71	\$163.47	\$168.38	\$173.43	\$178.63
6	874-1	Management Consultant VI**	Both	\$178.33	\$183.68	\$189.19	\$194.87	\$200.71
7	874-1	Tech. Management Consultant I	Both	\$88.48	\$91.13	\$93.87	\$96.68	\$99.59
8	874-1	Tech. Management Consultant II	Both	\$107.08	\$110.29	\$113.60	\$117.01	\$120.52
9	874-1	Tech. Management Consultant III	Both	\$125.67	\$129.44	\$133.32	\$137.32	\$141.44
10	874-1	Tech. Management Consultant IV**	Both	\$148.12	\$152.56	\$157.14	\$161.85	\$166.71
11	874-1	Tech. Management Consultant V**	Both	\$171.80	\$176.95	\$182.26	\$187.73	\$193.36
12	874-1	Tech. Management Consultant VI**	Both	\$191.42	\$197.16	\$203.08	\$209.17	\$215.44
13	874-1	Exec. Management Consultant I	Both	\$135.40	\$139.46	\$143.65	\$147.96	\$152.39
14	874-1	Exec. Management Consultant II	Both	\$204.48	\$210.61	\$216.93	\$223.44	\$230.14
15	874-1	Exec. Management Consultant III	Both	\$269.87	\$277.97	\$286.31	\$294.89	\$303.74

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
16	874-1	Subject Matter Expert I	Both	\$210.61	\$216.93	\$223.44	\$230.14	\$237.04
17	874-1	Subject Matter Expert II	Both	\$303.29	\$312.39	\$321.76	\$331.41	\$341.36
18	874-1	Subject Matter Expert III	Both	\$505.47	\$520.63	\$536.25	\$552.34	\$568.91
19	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Senior Program Manager	Both	\$253.68	\$261.29	\$269.13	\$277.20	\$285.52
20	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Program Manager	Both	\$197.35	\$203.27	\$209.37	\$215.65	\$222.12
21	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Senior Project Manager	Both	\$225.59	\$232.36	\$239.33	\$246.51	\$253.90
22	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Manager III	Both	\$197.35	\$203.27	\$209.37	\$215.65	\$222.12
23	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Manager II	Both	\$168.68	\$173.74	\$178.95	\$184.32	\$189.85
24	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Manager I	Both	\$140.84	\$145.07	\$149.42	\$153.90	\$158.52
25	871-1, 871-2, 871-3, 871-4, 871-5,	Engineer/Scientist VI	Both	\$241.77	\$249.02	\$256.49	\$264.19	\$272.11

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
	871-6, 871-7							
26	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist V	Both	\$197.35	\$203.27	\$209.37	\$215.65	\$222.12
27	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist IV	Both	\$174.31	\$179.54	\$184.93	\$190.47	\$196.19
28	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist III	Both	\$140.84	\$145.07	\$149.42	\$153.90	\$158.52
29	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist II	Both	\$112.59	\$115.97	\$119.45	\$123.03	\$126.72
30	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist I	Both	\$84.37	\$86.90	\$89.51	\$92.19	\$94.96
31	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert V	Both	\$483.13	\$497.62	\$512.55	\$527.93	\$543.77
32	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert IV	Both	\$417.63	\$430.16	\$443.06	\$456.36	\$470.05
33	871-1, 871-2,	Subject Matter Expert III	Both	\$368.50	\$379.56	\$390.94	\$402.67	\$414.75

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
	871-3, 871-4, 871-5, 871-6, 871-7							
34	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert II	Both	\$291.28	\$300.02	\$309.02	\$318.29	\$327.84
35	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert I	Both	\$255.97	\$263.65	\$271.56	\$279.71	\$288.10
36	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support VI	Both	\$168.68	\$173.74	\$178.95	\$184.32	\$189.85
37	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support V	Both	\$140.84	\$145.07	\$149.42	\$153.90	\$158.52
38	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support IV	Both	\$117.91	\$121.45	\$125.09	\$128.84	\$132.71
39	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support III	Both	\$95.80	\$98.67	\$101.63	\$104.68	\$107.82
40	871-1, 871-2, 871-3, 871-4, 871-5,	Engineering Support II	Both	\$73.28	\$75.48	\$77.74	\$80.08	\$82.48

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
	871-6, 871-7							
41	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support I	Both	\$50.77	\$52.29	\$53.86	\$55.48	\$57.14
42	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Logistics Manager	Both	\$95.80	\$98.67	\$101.63	\$104.68	\$107.82
43	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Logistics Coordinator	Both	\$73.28	\$75.48	\$77.74	\$80.08	\$82.48
44	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Business Manager	Both	\$171.96	\$177.12	\$182.43	\$187.91	\$193.54
45	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Business Specialist	Both	\$123.65	\$127.36	\$131.18	\$135.12	\$139.17
46	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Contracts Specialist	Both	\$101.55	\$104.60	\$107.73	\$110.97	\$114.30
47	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subcontract Administration	Both	\$78.35	\$80.70	\$83.12	\$85.62	\$88.18
48	871-1, 871-2,	Planning Assistant	Both	\$73.69	\$75.90	\$78.18	\$80.52	\$82.94

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
	871-3, 871-4, 871-5, 871-6, 871-7							
49	874-1	Administrative Assistant I **	Both	\$41.98	\$43.24	\$44.54	\$45.87	\$47.25
50	874-1	Administrative Assistant II **	Both	\$46.95	\$48.36	\$49.81	\$51.30	\$52.84
51	874-1	Administrative Assistant III **	Both	\$52.53	\$54.11	\$55.73	\$57.40	\$59.12
52	874-1	Administrative Assistant IV	Both	\$59.01	\$60.78	\$62.60	\$64.48	\$66.42
53	874-1	Administrative Assistant V	Both	\$65.37	\$67.33	\$69.35	\$71.43	\$73.57
54	874-1	Administrative Assistant VI	Both	\$75.68	\$77.95	\$80.29	\$82.70	\$85.18
55	874-1	Senior Administrative Assistant	Both	\$84.47	\$87.00	\$89.61	\$92.30	\$95.07
56	874-1	Exec. Administrative Assistant**	Both	\$99.86	\$102.86	\$105.94	\$109.12	\$112.39
57	874-1	Support Analyst I **	Both	\$51.29	\$52.83	\$54.41	\$56.05	\$57.73
58	874-1	Support Analyst II **	Both	\$63.68	\$65.59	\$67.56	\$69.58	\$71.67
59	874-1	Support Analyst III	Both	\$82.28	\$84.75	\$87.29	\$89.91	\$92.61
60	874-1	Support Analyst IV	Both	\$103.57	\$106.68	\$109.88	\$113.17	\$116.57
61	874-1	Support Analyst V	Both	\$126.02	\$129.80	\$133.69	\$137.71	\$141.84
62	874-1	Support Analyst VI	Both	\$145.64	\$150.01	\$154.51	\$159.14	\$163.92

Service Contract Act Matrix:

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant I	01111 General Clerk I	2005-2103
Administrative Assistant I	01112 General Clerk II	2005-2103
Administrative Assistant I	01020 Administrative Assistant	2005-2103
Support Analyst I	30461 Technical Writer	2005-2103
Support Analyst II	30462 Technical Writer II	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Discounts: Most Favored Customer (MFC) and discounting information are identified in the Commercial Sales Practices Format and the Proposal Price List, both of which are incorporated into this contract.

As this action is a consolidation of existing contracts with previously negotiated terms and conditions, TechSource was not required to update/change its MFC and price discount information to ensure that its pricing disclosures were current, accurate and complete as of 14 days prior to offer submission. If

changes are necessary and/or the information needs to be updated, the contractor is advised to submit a modification request after the migration action is complete.

Basis of Award:

In accordance with clause 552.238-75 Price Reductions, identifying Los Alamos National Security LLC and Navajo Department of Public Safety are the basis of award customers (BOA). GSA prices excluding the required .75% IFF are .75%-11.90% than the prices offered/sold to the Basis of Award customer(s).

Economic Price Adjustments (EPA):

Awarded pricing is based on the Contractor’s Commercial Market prices. The EPA shall be in accordance with clause I-FSS-969 Economic Price Adjustment-FSS Multiple Award Schedules (b)(1). A fixed annual escalation rate of 3% has been awarded.

Labor Category Descriptions:

Item	SIN	Labor Category	Required Qualifications
1	874-1	Management Consultant I	Education: Bachelor’s degree or equivalent Experience: Less than 2 years experience in general organization or program initiatives. Typical Duties: Basic data gathering and project support.
2	874-1	Management Consultant II	Education: Bachelor’s degree or equivalent. Experience: Min. 2 yrs. experience in commercial or federal programs. Typical Duties: Data collector, basic analysis, planning support, research, etc.
3	874-1	Management Consultant III	Education: Bachelor’s degree or equivalent and specialized business or federal program training. Experience: Minimum 6 years experience in business or federal program environment; typically 1 to 5 years in a management role. Typical Duties: Survey development, economic analysis, organizational analysis, performance data gathering, project administration, program analysis, assessment support, etc.
4	874-1	Management Consultant IV	Education: Master’s degree or Bachelor’s degree plus specialized training or equivalent. Experience: Min. 10 years experience in business or federal programs environment; typically 5 or more years in a management role. Typical Duties: Project assessment, budget analysis, organizational analysis, performance data gathering, project administration, program management, etc.
5	874-1	Management Consultant V	Education: PhD or Master’s degree plus specialized training Experience: Minimum 16 years experience in business or federal programs environment; typically 10 or more yrs. in a management role. Typical Duties: Project leader, organizational analysis, planning, project coordination, etc.

Item	SIN	Labor Category	Required Qualifications
6	874-1	Management Consultant VI	Education: PhD or Master's degree plus specialized training Experience: More than 20 years experience in business or federal programs environment; typically 10 or more yrs. in a management role. Typical Duties: Expert management consultation, strategic planning, major organization assessment, proj. leadership, industry outreach, etc.
7	874-1	Technical Management Consultant I	Education: Bachelor's degree or equivalent in a science or engineering discipline Experience: Less than 2 years supporting a commercial or federal science and engineering program Typical Duties: Basic data gathering and project support.
8	874-1	Technical Management Consultant II	Education: Bachelor's degree or equivalent in a science or engineering discipline. Experience: Minimum 2 years supporting a commercial or federal science and engineering program. Typical Duties: Data collector, basic analysis, planning support, research, etc.
9	874-1	Technical Management Consultant III	Education: Bachelor's degree or equivalent training in science or engineering discipline. Experience: Minimum 5 years supporting a commercial or federal science and engineering program; typically 1 to 5 years in a management position. Typical Duties: Survey development, economic analysis, organizational analysis, performance data gathering, project administration, program analysis, assessment support, etc.
10	874-1	Technical Management Consultant IV	Education: Master's degree or Bachelor's degree with specialized technical training. Experience: Minimum 10 years in supporting a commercial or federal science and engineering program; typically 5 to 10 years in a management role. Typical Duties: Project assessment, budget analysis, technical organization analysis, performance data gathering, project administration, program management, etc.
11	874-1	Technical Management Consultant V	Education: PhD or Master's degree with specialized technical training or Bachelor's degree with extensive, highly specialized training. Experience: Minimum 16 years supporting a commercial or federal science and engineering program; typically 10 or more years in a management role. Typical Duties: Project leader, technical organization analysis, planning, project coordination, etc.
12	874-1	Technical Management Consultant VI	Education: PhD or Master's degree with specialized technical training or Bachelor's degree with extensive, highly specialized training. Experience: More than 20 years supporting a commercial or federal science and engineering program; typically 10 or more years in a management role. Typical Duties: Expert management consultation, strategic planning, major organization assessment, project leadership, industry outreach, technology expert, etc.

Item	SIN	Labor Category	Required Qualifications
13	874-1	Executive Management Consultant I	Education: Bachelor's degree with specialized management-level training. Experience: Minimum 15 years business or federal programs experience; typically 10 or more years management experience. Typical Duties: Organization evaluation and assessment, management advice, technology application, project structure and approach evaluation, etc.
14	874-1	Executive Management Consultant II	Education: Bachelor's degree with specialized management-level training. Experience: Minimum 20 years business or federal programs experience; typically 15 or more years management experience involving major commercial or federal program(s). Typical Duties: Major organization evaluation and assessment, management advice, technology application, major project structure and approach evaluation, etc.
15	874-1	Executive Management Consultant III	Education: Bachelor's degree with specialized management-level training. Experience: 30 or more years business or federal programs experience; over 20 years management experience involving major commercial or federal programs of national prominence. Typical Duties: Operations evaluation, organization evaluation and assessment, management advice, technology application, project structure and approach, etc.
16	874-1	Subject Matter Expert I	Education: Bachelor's degree and extensive specialized training applicable to special needs of task; or extensive experience with commensurate on-the-job training. Experience: Minimum 20 years of commercial or federal programs experience; 10 or more years in a highly specialized area applicable to the special or unique needs of the task. Typical Duties: Expert advice in highly specialized area of organization management and/or project development.
17	874-1	Subject Matter Expert II	Education: Master's degree or Bachelor's degree and extensive specialized training; or extensive experience applicable to special needs of the task or highly specialized training directly applicable to task area. Experience: 30 or more years of experience; 20 or more years in a highly specialized area applicable to the special or unique needs of the task; widely recognized in federal program area or federal technical community as a leader in applicable subject matter. Typical Duties: Expert advice in highly specialized area of organization management and/or project management.

Item	SIN	Labor Category	Required Qualifications
18	874-1	Subject Matter Expert III	<p>Education: PhD or Master's degree with specialized training or Bachelor's degree with extensive specialized training applicable to special needs of task.</p> <p>Experience: 30 or more years of experience; 20 or more years in a highly specialized area applicable to the special or unique needs of the task; recognized as a national leader in applicable subject matter.</p> <p>Typical Duties: Expert advice in highly specialized area of organization management and/or project management.</p>
19	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Senior Program Manager	<p>Education: Bachelor's degree or equivalent experience.</p> <p>Experience: Minimum 20 years experience. See footnote at end of section.</p> <p>Typical duties: Provides management of over all aspects of a business area and all related business, contract, personnel, and project functions.</p>
20	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Program Manager	<p>Education: Bachelor's degree or equivalent experience.</p> <p>Experience: Minimum 15 years experience. See footnote at end of section.</p> <p>Typical duties: Provides management of business functions and project requirements. Monitors project planning and progress and performance.</p>
21	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Senior Project Manager	<p>Education: Bachelor's degree or equivalent experience.</p> <p>Experience: Minimum 20 years experience. See footnote at end of section.</p> <p>Typical duties: Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.</p>
22	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Manager III	<p>Education: Bachelor's degree or equivalent experience.</p> <p>Experience: Minimum 15 years experience. See footnote at end of section.</p> <p>Typical duties: Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.</p>

Item	SIN	Labor Category	Required Qualifications
23	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Manager II	Education: Bachelor's degree or equivalent experience. Experience: Minimum 10 years experience. See footnote at end of section. Typical duties: Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.
24	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Project Manager I	Education: Bachelor's degree or equivalent experience. Experience: Minimum 5 years experience. See footnote at end of section. Typical duties: Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel on a specific project. Responsible for budget, schedule, and performance. Monitors and controls expenditures.
25	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist VI	Education: Bachelor's degree in technical discipline or equivalent experience. Experience: Minimum 20 years experience. See footnote at end of section. Typical Duties: Responsible for significant technical area of project(s), provides leadership and direction of engineering or technical effort, may be primary contact with customer project leader.
26	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist V	Education: Bachelor's degree in technical discipline or equivalent experience. Experience: Minimum 15 years experience. See footnote at end of section. Typical Duties: Responsible for significant technical area of project(s), provides leadership and direction of engineering or technical effort, may be primary contact with customer project leader.
27	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist IV	Education: Bachelor's degree in technical discipline or equivalent experience. Experience: Minimum 10 years experience. See footnote at end of section. Typical Duties: Responsible for significant technical area of project(s), responsible for coordinating with corresponding customer technical staff.
28	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist III	Education: Bachelor's degree in technical discipline or equivalent experience. Experience: Minimum 5 years experience. See footnote at end of section. Typical Duties: Responsible for technical area(s) of project, journeyman skill level expertise, interacts directly with customers.

Item	SIN	Labor Category	Required Qualifications
29	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist II	Education: Bachelor's degree in technical discipline or equivalent experience. Experience: Minimum 2 years experience. See footnote at end of section. Typical Duties: Proposes technical approaches and works under the general supervision of more senior engineer or scientist.
30	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineer/Scientist I	Education: Bachelor's degree in technical discipline or equivalent experience. Experience: Minimum 1 year experience. See footnote at end of section. Typical duties: Assists more senior technical staff, works under the supervision of more senior staff.
31	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert V	Education: PhD or equivalent experience. Experience: Minimum 30 years experience. See footnote at end of section. Typical Duties: Provides advice in highly specialized technical, program, or project areas.
32	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert IV	Education: PhD or equivalent experience. Experience: Minimum 25 years experience. See footnote at end of section. Typical Duties: Provides advice in highly specialized technical, program, or project areas.
33	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert III	Education: Master's degree or equivalent experience. Experience: Minimum 20 years experience. See footnote at end of section. Typical Duties: Provides advice in highly specialized technical, program, or project areas.
34	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert II	Education: Bachelor's degree or equivalent experience. Experience: Minimum 15 years experience. See footnote at end of section. Typical Duties: Provides advice in highly specialized technical, program, or project areas.
35	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subject Matter Expert I	Education: Bachelor's degree or equivalent experience. Experience: Minimum 10 years experience. See footnote at end of section. Typical Duties: Provides advice in highly specialized technical, program, or project areas.

Item	SIN	Labor Category	Required Qualifications
36	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support VI	Education: Bachelor's degree or equivalent experience. Experience: Minimum 25 years experience. See footnote at end of section. Typical Duties: Support engineering, analytical, research, or project management activities. May lead interface with clients' technical team or provide mentoring to junior staff.
37	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support V	Education: Bachelor's degree or equivalent experience. Experience: Minimum 20 years experience. See footnote at end of section. Typical Duties: Support engineering, analytical, research, or project management activities. May lead interface with clients' technical team or provide mentoring to junior staff.
38	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support IV	Education: Bachelor's degree or equivalent experience. Experience: Minimum 15 years experience. See footnote at end of section. Typical Duties: Support engineering, analytical, research, or project management activities such as quality assurance, safety evaluation, data analysis, computer-aided design, computer operation, scheduling, configuration management, document control, or other activity.
39	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support III	Education: Bachelor's degree or equivalent experience. Experience: Minimum 10 years experience. See footnote at end of section. Typical Duties: Support engineering, analytical, research, or project management activities such as quality assurance, safety evaluation, data analysis, computer-aided design, computer operation, scheduling, configuration management, document control, or other activity.
40	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support II	Education: Associates degree or equivalent experience. Experience: Minimum 5 years experience. See footnote at end of section. Typical Duties: Support engineering, analytical, research, or project management activities such as quality assurance, safety evaluation, data analysis, computer-aided design, computer operation, scheduling, configuration management, document control, or other activity.
41	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Engineering Support I	Education: Associates degree or equivalent experience. Experience: Entry level - Minimum 2 years experience. See footnote at end of section. Typical Duties: Support engineering, analytical, research, or project management activities such as quality assurance, safety evaluation, data analysis, computer-aided design, computer operation, scheduling, configuration management, document control, or other activity.

Item	SIN	Labor Category	Required Qualifications
42	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Logistics Manager	Education: Bachelor's degree or equivalent experience. Experience: Minimum 10 years experience. See footnote at end of section. Typical Duties: Leads and performs logistics support activities associated with contract requirements and related administrative processes.
43	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Logistics Coordinator	Education: Bachelor's degree or equivalent experience. Experience: Minimum 5 years experience. See footnote at end of section. Typical Duties: Performs logistics support activities associated with contract requirements and related administrative processes.
44	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Business Manager	Education: Bachelor's degree or equivalent experience. Experience: Minimum 20 years experience. See footnote at end of section. Typical Duties: Organizes, directs, and supports business operations activities associated with task, project, or program management and execution. Advisor to leadership on all matters associated with business infrastructure or organizational needs.
45	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Business Specialist	Education: Bachelor's degree or equivalent experience. Experience: Minimum 10 years experience. See footnote at end of section. Typical Duties: Organizes and supports the activities associated with the preparation, negotiation, administration, and pricing of contracts and subcontracts; program cost and schedule performance analysis and reporting, budgeting, and asset management.
46	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Contract Specialist	Education: Bachelor's degree or equivalent experience. Experience: Minimum 10 years experience. See footnote at end of section. Typical Duties: Reviews incoming customer requests and communications, identifies requirements, reviews terms and conditions for acceptability, coordinates proposal review, drafts proposals including unique, complex special provisions and secures required management approval.
47	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Subcontracts Admin.	Education: Bachelor's degree or equivalent experience. Experience: Minimum 5 years experience. See footnote at end of section. Typical Duties: Develops, negotiates, and administers subcontracts of authorized requirements, ensuring compliance on supplier cost, schedule, legal and performance aspects. Negotiates moderate subcontracts. Identifies and coordinates qualified sources and recommended suppliers.

Item	SIN	Labor Category	Required Qualifications
48	871-1, 871-2, 871-3, 871-4, 871-5, 871-6, 871-7	Planning Assistant	Education: Associate degree or equivalent experience. Experience: Minimum 5 years experience. See footnote at end of section. Typical Duties: Provides planning and scheduling support. Implements management systems, performs analysis, and reports on contract performance. Performs database management for a specific project.
49	874-1	Administrative Assistant I	Education: High School education Experience: less than 2 years experience in administrative or office support. Typical duties: General administrative support
50	874-1	Administrative Assistant II	Education: High School education or basic administrative/clerical training Experience: minimum of 2 years experience in administrative or office support. Typical Duties: General administrative support, receptionist, mail delivery, clerk, conference support, etc.
51	874-1	Administrative Assistant III	Education: High School diploma/GED or specialized training Experience: minimum of 6 years experience in administrative or office support. Typical Duties: General administrative support, office management support, records management, word processing, facility management, etc.
52	874-1	Administrative Assistant IV	Education: High School diploma/GED and specialized training Experience: minimum 10 experience in admin. or office support. Typical Duties: Administrative support, office management, project administration, records management, admin. training, document proofing, graphics, facility management, security administration, etc.
53	874-1	Administrative Assistant V	Education: High School diploma/GED and specialized training Experience: minimum 15 experience in admin. or office support. Typical Duties: Administrative support, office management, administrative staff leadership, basic accounting, database management, employee orientation, admin. training, document proofing, facility management, conference planning, security administration, etc.
54	874-1	Administrative Assistant VI	Education: High School diploma/GED and specialized training Experience: Minimum 20 years experience in administrative or office support. Typical Duties: Administrative support and office management level activities such as admin staff leadership, basic accounting, database management, employee orientation, training, desktop publishing, scheduling, facility management, Conference planning, security administration, etc.

Item	SIN	Labor Category	Required Qualifications
55	874-1	Senior Administrative Assistant	Education: Associates degree or equivalent High School diploma and specialized training Experience: minimum 10 years experience in administrative or office support. Typical Duties: Executive administrative assistance, frequent interaction with senior level management, etc.
56	874-1	Executive Administrative Assistant	Education: Bachelor's degree or High School diploma and college level education and specialized training. Experience: min. 15 yrs experience in executive assistance and administrative. Typical Duties: Executive administrative assistance, frequent interaction with executive level management, etc.
57	874-1	Support Analyst I	Education: High School diploma and practical technical skill Experience: Less than 2 yrs. experience in program or project support. Typical Duties: Data entry, graphics design, document development, outreach administration, records management, project control support, etc.
58	874-1	Support Analyst II	Education: High School diploma and practical technical skill Experience: Min. 3 years experience in program or project support. Typical Duties: Data entry, graphics design, document development, outreach admin., records management, project control support, etc.
59	874-1	Support Analyst III	Education: Bachelor's degree or equivalent education plus training combination in a technical area. Experience: Minimum 6 years experience in program or project support. Typical Duties: Project support, database development, graphics and web page design, document development, IT support, outreach administration, procedures development, analytical support, technology research, project management support, etc.
60	874-1	Support Analyst IV	Education: Bachelor's degree or equivalent education plus training combination in a technical area. Experience: Min. 11 years experience in program or project support. Typical Duties: Project and analytical support, database development and content, graphics and web page design, document development and content, outreach administration, IT support, procedures development, data analysis, technology research, project management, etc.
61	874-1	Support Analyst V	Education: Bachelor's degree or equivalent education plus training combination in a technical area. Experience: Min. 16 years experience in program/project support. Typical Duties: Senior project leadership and analytical support, data modeling and analysis, publication management, document development and content, communications, IT support, procedures development, technology research, project management, etc.

Item	SIN	Labor Category	Required Qualifications
62	874-1	Support Analyst VI	Education: Bachelor's degree or equivalent education plus training combination in a technical area. Experience: Min. 20 years experience in program or project support. Typical Duties: Senior-level analytical support, project management and leadership, program integration support, etc.
<p><u>Equivalency Requirements</u> General Educational Development (GED) or vocational degree = high school diploma A.S./A.A. degree = two (2) years general experience B.S./B.A. = six (6) years general experience M.S./M.A. = four (4) years general experience Ph.D. = three (3) years general experience</p>			
<p>Note: The following clarification applies to all labor categories. In some cases, the following will be considered in place of minimum education and experience: unique education, specialized experience, skills, knowledge, training, or certification, military training and/or experience, quality of experience, national recognition, security clearance, high demand technical area, or exceptional Grade Point Average. Related experience may be substituted for education. Education and experience requirements will be determined jointly by TechSource and the customer, based on task requirements.</p>			



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