



Federal Supply Service

Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The Internet address for GSA Advantage!® is: <http://www.gsaadvantage.gov>.

Facilities Maintenance and Management

Federal Supply Schedule 871 II

FSC Group 87

FSC Class 871 II

Contract Number: GS-10F-0320R

**Contract Period: 13 May 2010 through 12 May 2015
With Two 5-Year Option Periods**

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at: <http://www.gsa.gov/schedules>.

For more information, please contact:

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**Booz Allen Hamilton Inc.
8283 Greensboro Drive
McLean, VA 22102-3838**

RFP_Services@bah.com
<http://energyservices.bah.com>

888/224-7041

703/902-3200

E-mail
Web Address
Phone
Fax

Business Size: Large

Price List Current through PS-0013, dated 02/07/12
Prices Shown Herein Are Net (discount deducted)

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Customer Information

1a. Awarded Special Item Numbers:

SIN 811-006 Facilities Maintenance and Management Consulting

SIN 871-202 Energy Management Planning and Strategies

SIN 871-203 Training on Energy Management

SIN 871-204 Metering Services

SIN 871-205 Energy Program Support Services

SIN 871-206 Building Commissioning Services

SIN 871-207 Energy Audit Services

SIN 871-208 Resource Efficiency Management (REM)

SIN 871-209 Innovation in Energy

SIN 871-210 Water Conservation

SIN 871-211 Energy Consulting Services

1b. Labor Rates: Please see Appendices A & B for Labor Rates.

1c. Labor Category Descriptions: Please see Appendix C.

2. Maximum Order: \$1,000,000. (Please see Ordering Thresholds in the Terms and Conditions Section for details)

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area): Domestic and overseas.

5. Point of Production: The primary point of production is the Booz Allen corporate headquarters located in McLean, Virginia.

6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts: None.

8. Prompt Payment Terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not Applicable.

11a. Time of Delivery: Specified in each task order.

- 11b. **Expedited Delivery:** None.
- 11c. **Overnight and 2-Day Delivery:** None.
- 11d. **Urgent Requirements:** Not Available.

12. **F.O.B. Points(s):** Destination.

13a. **Ordering Address:**

Booz Allen Hamilton, Inc.

Attention: Contracts*

8283 Greensboro Drive

McLean, VA 22102-3838

888/224-7041 phone

703/902-3200 facsimile

energyschedulebah@bah.com Email Address

* Please mail to the attention of the Contract Administrator identified in the task order proposal.

13b. **Ordering Procedures:** The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://www.gsa.gov/schedules>).

14. **Payment Address is as Follows:**

Payment via Wire Transfer

Financial Institution:

Wachovia Bank

9-Digit ABA routing number: see invoice

Telegraphic abbreviation: PNB

Account number: see invoice

ACH Payments:

Booz Allen Hamilton Inc.

Wachovia Bank

9-Digit ABA routing number: see invoice

Account number: see invoice

Payment via Check/U.S. Mail

Booz Allen Hamilton Inc.

Wachovia Bank

P.O. Box 8500 (S-2725)

Philadelphia, PA 19178-2725

International Funds:

Booz Allen Hamilton Inc.

CHIPS Participant number:0509

SWIFT TID: PNBPU33

15. **Warranty Provision:** Not applicable.

16. **Export Packing Charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance:** Government Commercial Credit. Cards will be acceptable for payments. Bank account information will be shown on the invoices.

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 Date 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:** Not applicable.
- 24b. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.
25. **Data Universal Numbering System (DUNS) Number:** 00-692-8857.
26. **Central Contractor Registration (CCR) Database:** Booz Allen is registered in the Central Contractor Registration (CCR) Database.
27. **Uncompensated Overtime:** Booz Allen labor rates were developed using uncompensated overtime for exempt employees. All hours delivered will be at the rates reflected in the price list.

Booz Allen Advantage

Why choose Booz Allen for professional Facilities Maintenance and Management Services? Booz Allen brings unparalleled resources to its clients.

Quality—Booz Allen is globally recognized as a quality provider of professional Facilities Maintenance and Management Services. We are well-known across the government for our innovative solutions, and, for many years, the firm has been recognized inside and outside the government as the technology and management consultant of choice. A majority of our clients engage us for follow-on work, offering further testament to our strong reputation and the value we provide to our customers.

Experience—With its breadth and depth of experience, Booz Allen offers a rich energy management skill base and commitment to apply its world-recognized capability to innovatively meet program objectives. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service, and effective use of leading-edge technologies. We strive to hire and maintain professional staff, allowing Booz Allen to be a premier provider of quality services to our customers. We have served civilian, military, and intelligence agencies, state and local governments, and commercial concerns in projects covering a wide range of energy management needs. These services are described in more detail in the following sections.

Well-Defined Management Practices—Booz Allen has spent years refining our management practices with the goal of developing a quality product that meets or exceeds client expectations, delivered on time and within budget. Our efforts have not gone without reward: a majority of our business is follow-on tasks for existing clients, proving that Booz Allen delivers what we promise and achieves superior customer satisfaction. Our management approach is to provide a single point of responsibility, the task manager, with the charter of delivering the final product. That is not to say that the manager works alone but rather that the manager has the full complement of Booz Allen resources available to assemble the right team to deliver the right results. Attention is paid to quality at Booz Allen, with defined standards and processes used throughout the firm.

Booz Allen's Facilities Maintenance and Management Offerings

Booz Allen offers government agencies a streamlined way to procure a wide range of solutions to help meet their energy efficiency goals. Our solutions enable your agency to cut energy costs, meet federal energy goals, and save energy by implementing and supporting your efforts to improve energy management.

Awarded Special Item Numbers (SINs):

- **SIN 811-006** Facilities Maintenance and Management Consulting
- **SIN 871-202** Energy Management Planning and Strategies
- **SIN 871-203** Training on Energy Management
- **SIN 871-204** Metering Services
- **SIN 871-205** Energy Program Support Services
- **SIN 871-206** Building Commissioning Services
- **SIN 871-207** Energy Audit Services
- **SIN 871-208** Resource Efficiency Management (REM)
- **SIN 871-209** Innovation in Energy
- **SIN 871-210** Water Conservation
- **SIN 871-211** Energy Consulting Services

Booz Allen's Energy Schedule gives quick and easy access to expert advice and solutions to help ensure your agency complies with energy laws and regulations, such as Executive Order 13123, and procures and uses energy in an effective and efficient manner with less risk of agency budget overruns.

811-006 Facilities Maintenance and Management Consulting:

Services that include, but are not limited to: the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions.

Includes Smart Building Consulting.

871-202 Energy Management Planning and Strategies:

A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions - This includes the strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments, developing and executing of energy audits, audit plans and energy management solutions.
2. Concept Development and Requirements Analysis - This includes the analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. Implementation and Change Management - This includes the implementation and integration of more energy efficient practices and systems and training in using them effectively.
4. Measurement and Verification - This includes the performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

871-203 Training on Energy Management:

Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

871-204 Metering Services:

Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

871-205 Energy Program Support Services:

Including, but not limited to, billing and management oversight and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

871-206 Building Commissioning Services:

Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes re-commissioning and retrocommissioning services. Energy efficient buildings certification programs such as LEED may be included.

871-207 Energy Audit Services:

Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Energy efficient buildings certification programs such as LEED may be included.

871-208 Resource Efficiency Management (REM):

Including, but not limited to, providing information on possible steps that will improve energy efficiency. This information shall include estimates of cost savings and environmental benefits. This includes onsite analysis of current operations, equipment, and energy purchasing patterns. This may include the services of a resource efficiency advocate for individual or aggregated building(s) in order to maximize resource efficiency. Energy

efficient buildings certification programs such as LEED may be included.

871-209 Innovations in Energy:

Innovative approaches to renewable and/or sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydro electricity), wind power or other sources. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more carbon- neutral thereby lessening dependence on traditional non-renewable, fossil fuel sources of energy such as coal, oil, natural gas and propane. This could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and the implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, NIST compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

871-210 Water Conservation:

Water Conservation: Services and consulting related to the reduction of water usage, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. These services can include, but are not limited to, facility water audits, water balance, and water system analysis.

871-211 Energy Consulting Services:

Provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514. Consulting services covered by this SIN include:

- Energy management or strategy
- Energy program planning and evaluations
- Energy related studies, analyses, benchmarking and reporting such as feasibility studies, vulnerability assessments, and energy security

- Assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star.
- Advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases
- Consulting on carbon emissions trading programs
- Consulting on where to obtain renewable energy credits/certificates
- Consulting on greenhouse gas measurement and management
- Strategic sustainability performance planning
- Consulting on obtaining high performance sustainable buildings
- The implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled system

Terms and Conditions

The terms and conditions of Booz Allen Hamilton's Facilities Maintenance and Management contract are current through Refresh 6 to Solicitation Number 6FEC-E6-030292-B. An electronic version of the Facilities Maintenance and Management solicitation may be found at FedBizOpps by following this link:

<http://www2.fbo.gov/spg/GSA/FSS/6FE/6FEC%2DE6%2D030292%2DB/Attachments.html>

Appendix A

Contractor Site Labor Rates

Facilities Maintenance and Management Labor Categories	<i>(5/13/10 5/12/11)</i>	<i>(5/13/11 5/12/12)</i>	<i>(5/13/12 5/12/13)</i>	<i>(5/13/13 5/12/14)</i>	<i>(5/13/14 5/12/15)</i>
1. Program Manager Level I	\$302.46	\$312.23	\$322.32	\$332.73	\$343.48
2. Program Manager Level II	\$237.43	\$245.10	\$253.02	\$261.19	\$269.63
3. Program Manager Level III	\$202.33	\$208.87	\$215.62	\$222.58	\$229.77
4. Management Consultant Level I	\$250.85	\$258.95	\$267.31	\$275.94	\$284.85
5. Management Consultant Level II	\$184.78	\$190.75	\$196.91	\$203.27	\$209.84
6. Management Consultant Level III	\$143.49	\$148.12	\$152.90	\$157.84	\$162.94
7. Management Consultant Level IV	\$103.23	\$106.56	\$110.00	\$113.55	\$117.22
8. Subject Matter Expert Level I	\$389.18	\$401.75	\$414.73	\$428.13	\$441.96
9. Subject Matter Expert Level II	\$217.82	\$224.86	\$232.12	\$239.62	\$247.36
10. Subject Matter Expert Level III	\$154.85	\$159.85	\$165.01	\$170.34	\$175.84
11. Subject Matter Expert Level IV	\$119.75	\$123.62	\$127.61	\$131.73	\$135.98
12. Research Analyst Level I	\$161.04	\$166.24	\$171.61	\$177.15	\$182.87
13. Research Analyst Level II	\$133.17	\$137.47	\$141.91	\$146.49	\$151.22
14. Research Analyst Level III	\$110.46	\$114.03	\$117.71	\$121.51	\$125.43
15. Research Analyst Level IV	\$77.42	\$79.92	\$82.50	\$85.16	\$87.91
16. Research Analyst Level V	\$68.13	\$70.33	\$72.60	\$74.94	\$77.36
17. Technical Writer Level I	\$110.46	\$114.03	\$117.71	\$121.51	\$125.43
18. Technical Writer Level II	\$98.07	\$101.24	\$104.51	\$107.89	\$111.37
19. Admin/Clerical Level I	\$72.26	\$74.59	\$77.00	\$79.49	\$82.06
20. Technical Assistant	\$52.65	\$54.35	\$56.11	\$57.92	\$59.79

Appendix B

Government Site Labor Rates

Facilities Maintenance and Management Labor Categories	<i>(5/13/10 5/12/11)</i>	<i>(5/13/11 5/12/12)</i>	<i>(5/13/12 5/12/13)</i>	<i>(5/13/13 5/12/14)</i>	<i>(5/13/14 5/12/15)</i>
1. Program Manager Level I	\$238.46	\$246.16	\$254.11	\$262.32	\$270.79
2. Program Manager Level II	\$188.91	\$195.01	\$201.31	\$207.81	\$214.52
3. Program Manager Level III	\$157.94	\$163.04	\$168.31	\$173.75	\$179.36
4. Management Consultant Level I	\$201.30	\$207.80	\$214.51	\$221.44	\$228.59
5. Management Consultant Level II	\$151.75	\$156.65	\$161.71	\$166.93	\$172.32
6. Management Consultant Level III	\$117.68	\$121.48	\$125.40	\$129.45	\$133.63
7. Management Consultant Level IV	\$88.78	\$91.65	\$94.61	\$97.67	\$100.82
8. Subject Matter Expert Level I	\$311.75	\$321.82	\$332.21	\$342.94	\$354.02
9. Subject Matter Expert Level II	\$177.56	\$183.30	\$189.22	\$195.33	\$201.64
10. Subject Matter Expert Level III	\$126.97	\$131.07	\$135.30	\$139.67	\$144.18
11. Subject Matter Expert Level IV	\$98.07	\$101.24	\$104.51	\$107.89	\$111.37
12. Research Analyst Level I	\$132.13	\$136.40	\$140.81	\$145.36	\$150.06
13. Research Analyst Level II	\$109.42	\$112.95	\$116.60	\$120.37	\$124.26
14. Research Analyst Level III	\$89.81	\$92.71	\$95.70	\$98.79	\$101.98
15. Research Analyst Level IV	\$71.23	\$73.53	\$75.91	\$78.36	\$80.89
16. Research Analyst Level V	\$54.71	\$56.48	\$58.30	\$60.18	\$62.12
17. Technical Writer Level I	\$97.04	\$100.17	\$103.41	\$106.75	\$110.20
18. Technical Writer Level II	\$80.52	\$83.12	\$85.80	\$88.57	\$91.43
19. Admin/Clerical Level I	\$55.74	\$57.54	\$59.40	\$61.32	\$63.30
20. Technical Assistant	\$42.32	\$43.69	\$45.10	\$46.56	\$48.06

Government site labor rates are provided based upon the assumption that the Government provides suitable office facilities and related equipment (e.g., telephone, copier, parking, furniture, desktop computer, and other standard equipment and office supplies) for a period of no less than ninety (90) continuous calendar days at a Government site. Booz Allen's Government site labor rates are offered as long as these, or similar facilities are provided on a continuing basis throughout the task period. Use of the government site labor rates requires sufficient tasking to perform assignments on a full-time basis at these work sites. If this assumption is not met, then contractor site rates apply.

Appendix C

LABOR CATEGORY DESCRIPTIONS

1. Program Manager Level I

Education: B.A. or B.S. degree

General Experience: Twelve years' experience in business, including 8 years of increasing responsibility in assignment supervision and management.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple project and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control program.

2. Program Manager Level II

Education: B.A. or B.S. degree

General Experience: Eight years' experience in business, including 6 years of increasing responsibility in assignment supervision and management.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple project and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control program.

3. Program Manager Level III

Education: B.A. or B.S. degree

General Experience: Six years' experience in business, including 4 years of increasing responsibility in assignment supervision and management.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple project and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control program.

4. Management Consultant Level I

Education: B.A. or B.S. degree in business or business-related field and a Master's degree.

General Experience: Eight years' experience in business or energy.

Duties: Serves as a leader ensuring that a group of management consultants are working in concert to systematically integrate the project components to meet milestones and deliverables. Gathers and analyzes management information, cost information, information systems and other business and energy data. Determine trends and provide recommendations. Prepares business case analysis. Performs audits and provides feedback to client. Crafts and enforces quality control program.

5. Management Consultant Level II

Education: B.A. or B.S. degree in business or business-related field.

General Experience: Six years' experience in business or energy.

Duties: Serves as a leader ensuring that a group of management consultants are working in concert to systematically integrate the project components to meet milestones and deliverables. Gathers and analyzes management information, cost information, information systems, and other business and energy data. Determine trends and provide recommendations. Prepares business case analysis. Performs audits and provides feedback to client. Crafts and enforces quality control program.

6. Management Consultant Level III

Education: B.A. or B.S. degree

General Experience: Up to 2 years' experience in business or energy.

Duties: Serves as a junior member of the team and works to gather and analyze management information, energy information, cost information, information systems, and other business and energy data. Understands how to formulate strategic plans to capture and analyze data. Assists in analyzing data to determine trends and provide recommendations. Assists in preparing business case analysis for energy projects.

7. Management Consultant Level IV

Education: B.A. or B.S. degree

General Experience: Entry-level position.

Duties: Serves as a junior member of the team and works to gather and analyze management information, energy information, cost information, information systems, and other business and energy data. Assists in formulating strategic plans to capture and analyze data. Assists in analyzing data to determine trends and provide recommendations. Assists in preparing business case analysis for energy projects.

8. Subject Matter Expert Level I

Education: M.S., MBA, or PhD degree

General Experience: Fifteen years' experience in business and energy.

Duties: Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex energy and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy-related issues.

9. Subject Matter Expert Level II

Education: B.A. or B.S. degree

General Experience: Twelve years' experience in business and energy.

Duties: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex energy and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy and energy-related issues.

10. Subject Matter Expert Level III

Education: B.A. or B.S. degree

General Experience: Ten years experience in business and energy.

Duties: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex energy and business issues. Makes

recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy and energy-related issues.

11. Subject Matter Expert Level IV

Education: B.A. or B.S. degree

General Experience: Eight years' experience in business and energy.

Duties: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex energy and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy and energy-related issues.

12. Research Analyst Level I

Education: B.A. or B.S. degree

General Experience: Up to 4 years' experience in business.

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; and collects, analyzes, and summarizes data. Contributes to client reports as directed, including documentation preparation, writing, editing, production coordination, and graphics.

13. Research Analyst Level II

Education: B.A. or B.S. degree

General Experience: Up to 3 years' experience in business.

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; and collects, analyzes, and summarizes data. Contributes to client reports as directed, including documentation preparation, writing, editing, production coordination, and graphics.

14. Research Analyst Level III

Education: B.A. or B.S. degree

General Experience: Up to two years' experience in business.

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; and collects, analyzes, and summarizes data. Contributes to client reports as directed, including documentation preparation, writing, editing, production coordination, and graphics.

15. Research Analyst Level IV

Education: B.A. or B.S. degree

General Experience: Up to 1 year of experience in business.

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects, analyzes, and summarizes data. Contributes to client reports as directed, including documentation preparation, writing, editing, production coordination, and graphics.

16. Research Analyst Level V

Education: B.A. or B.S. degree

General Experience: No related experience in business.

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; and collects, analyzes, and summarizes data. Contributes to client reports as directed, including documentation preparation, writing, editing, production coordination, and graphics.

17. Technical Writer Level I

Education: B.A. or B.S. degree

General Experience: Up to 4 years' experience in technical writing.

Duties: Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

18. Technical Writer Level II

Education: B.A. or B.S. degree

General Experience: Up to 2 years' experience in technical writing.

Duties: Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.

19. Administrative/Clerical Level I

Education: High school diploma or A.A. degree in business or related field.

General Experience: Up to 2 years' experience in technical writing.

Duties: Provide administrative support to the consulting staff. Provide documentation control, office coordination, reproduction support, and other office administration functions.

20. Technical Assistant

Education: High school diploma

General Experience: Up to 5 years' experience in technical support or studies.

Duties: Assist in performing research or implementation tasks overseen by more senior members of the staff. Collect data, install equipment, and conduct surveys. Contribute to client reports as directed. Provide administrative support to the consulting staff.

Appendix D

DEGREE / EXPERIENCE EQUIVALENCY

The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Degree	Experience Equivalence*	Other Equivalence
Associate's	1 year relevant experience	Vocational or technical training in work-related field
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years relevant experience	Professional certification
Master's	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience	Professional license
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience	

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.