

FEDERAL SUPPLY SERVICE - AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST



3600 POINTE CENTER COURT, SUITE 160

DUMFRIES, VA 22026

(P) 703-502-9700 / (F) 703-502-9705

WWW.ALEXINC.COM

Multiple Award Schedule

Contract Number: GS02F034DA

SIN: 561320SBSA - Temporary Staffing (SBSA)

Contract Period: July 22, 2016 through July 21, 2021

CORPORATE INFORMATION	2
CUSTOMER INFORMATION	2
LABOR CATEGORIES AND PRICING	4
LABOR CATEGORY DESCRIPTIONS	4



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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

CORPORATE INFORMATION

Points of Contact:

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mjoseph@alexinc.com

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Orders: gsaorders@alexinc.com

Business Information:

FED ID#: 65-1306516
DUNS #: 800579554
CAGE Code: 0LAR5
Facility Security Clearance: Top Secret

Certifications:

- Minority Owned Business (Hispanic American)
- Woman Owned Small Business

CUSTOMER INFORMATION

1.a	Awarded SINS	561320SBSA - Temporary Staffing (SBSA) <i>*For item descriptions and awarded prices, please reference "Labor Categories and Pricing" on page 5</i>
1.b	Identification of the lowest priced model number	N/A
1.c	Labor Category Descriptions	Please reference "Labor Category Descriptions" section
2	Maximum Order	\$100,000.00
3	Minimum Order	\$100.00
4	Geographic Coverage	Worldwide
5	Point(s) of Production	N/A
6	Discounts	Prices quoted in this pricelist are net
7	Quantity Discounts	0.5% additional discount for each \$5,000,000 billed annually
8	Prompt Payment Terms	None
9.a	Government Purchase Cards	Government purchase cards are accepted at or below the micro-purchase threshold.
9.b	Government Purchase Cards	Government purchase cards are accepted or not accepted above the micro-purchase threshold.
10	Foreign Items	N/A
11.a	Time of Delivery	30 days ARO
11.b	Expedited Delivery	1 Week ARO
11.c	Overnight and 2-day delivery	N/A
11.d	Urgent Requirements	N/A
12	FOB Terms	Origin
13.a	Ordering Address	ALEX-Alternative Experts, LLC 3600 Pointe Center Court, Suite 160 Dumfries, VA 22026 gsaorders@alexinc.com
13.b	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	ALEX-Alternative Experts, LLC

		P.O. Box 434 Marshall, VA 20116
15	Warranty Provisions	None
16	Export packing charges	N/A
17	Terms and conditions of rental, maintenance, and repair	N/A
18	Terms and conditions of installation	N/A
19	Terms and conditions of repair parts	N/A
19.a	Terms and conditions for any other services	N/A
20	List of service and distribution points	N/A
21	List of participating dealers	N/A
22	Preventive maintenance	N/A
22.a	Special attributes	N/A
22.b	Section 508	N/A
23	Data Universal Number System (DUNS) number	800579554
24	SAM Registration	ALEX- Alternative Experts, LLC maintains an active and current registration in www.SAM.gov .
27	Uncompensated Overtime	Not used

LABOR CATEGORIES AND PRICING

LABOR CATEGORY (SCA COMPLIANT)	GSA PRICE
Administrative Assistant	\$53.37
CAD Drafter I	\$35.47
CAD Drafter II	\$39.12
CAD Drafter III	\$43.06
CAD Drafter IV	\$51.88
General Clerk I	\$27.40
General Clerk II	\$29.47
General Clerk III	\$33.26
Material Coordinator	\$43.13
Material Expediter	\$43.13
Receptionist I	\$27.69
Shipping Receiving Clerk	\$31.61
Supply Technician I	\$53.37
Technical Librarian	\$62.43
Telecommunications Mechanic	\$52.71
Video Teleconference Technician	\$40.31
Warehouse Specialist	\$32.31

Professional (Non-SCA)

LABOR CATEGORY	GSA PRICE YEAR 1	GSA PRICE YEAR 2	GSA PRICE YEAR 3	GSA PRICE YEAR 4	GSA PRICE YEAR 5
Communications Expert III	\$74.85	\$76.35	\$77.88	\$79.44	\$81.03
Engineer	-	\$90.17	\$91.97	\$93.81	\$95.69
Facility Management Specialist	-	\$67.42	\$68.77	\$70.14	\$71.55
Information Technology Specialist	-	\$93.12	\$94.99	\$96.89	\$98.82
Program Analyst	-	\$104.80	\$106.90	\$109.03	\$111.22
Program Manager	\$122.96	\$125.41	\$127.92	\$130.48	\$133.09
Research Analyst I	\$66.29	\$67.62	\$68.97	\$70.35	\$71.76
Research Analyst II	\$80.50	\$82.11	\$83.75	\$85.43	\$87.13
Senior CADD & Architectural Design Specialist	-	\$84.89	\$86.59	\$88.32	\$90.09
Software Developer III (Online Help)	\$84.41	\$86.10	\$87.82	\$89.58	\$91.37
Software Engineer	\$89.97	\$91.77	\$93.60	\$95.48	\$97.39
Subject Matter Expert	-	\$99.92	\$101.92	\$103.96	\$106.04
Supply Manager I	\$59.25	\$60.43	\$61.64	\$62.87	\$64.13
Systems Administrator I	\$37.88	\$38.64	\$39.41	\$40.20	\$41.00
Technical Writer/Editor II	\$61.56	\$62.79	\$64.05	\$65.33	\$66.63

* Prices Shown Herein are Net (discount deducted)

LABOR CATEGORY DESCRIPTIONS

Job Title:	Administrative Assistant
Minimum/General Experience:	Requires 2 or more years of experience in the field or in a related area
Minimum Education:	Requires a high school diploma or its equivalent
Functional Responsibility:	Responsible for performing secretarial duties such as filing, taking phone calls, scheduling appointments, making travel arrangements, in addition to

providing administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Job Title:	CAD Drafter I
Minimum/General Experience:	2-3 Years of Experience
Minimum Education:	High School plus advanced training
Functional Responsibility:	Develops design drawings according to engineering sketches and proposal specifications. Uses standard and specialized computer aided design (CAD) digitizing techniques and skills. Digitizes, edits, and revises engineering drawings of components, parts, circuits, structures and/or assemblies. Makes engineering computations, mathematical calculations, determines scales, and prepares or revises specifications. May prepare pattern generating or artwork tapes for mask fabrication and operates plotters to obtain circuit drawings. Performs calculations needed to solve scaling, dimensioning, and cross section interpolations. Sketches rough layout of machine and computes angles, weights, surface areas, dimensions, radii, clearances, tolerances, leverages, and location of holes. Makes final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project. Under general supervision, capable of performing all jobs including the most complex. Works on assignments that are semi-routine in nature but recognizes the need for occasional deviation from accepted practices. Work is checked since errors may cause delay or expense. May assist and train less experienced personnel.

Job Title:	CAD Drafter II
Minimum/General Experience:	4-5 Years of Experience
Minimum Education:	High School plus advanced training
Functional Responsibility:	Develops design drawings according to engineering sketches and proposal specifications. Uses standard and specialized computer aided design (CAD) digitizing techniques and skills. Digitizes, edits, and revises engineering drawings of components, parts, circuits, structures and/or assemblies. Makes engineering computations, mathematical calculations, determines scales, and prepares or revises specifications. May prepare pattern generating or artwork tapes for mask fabrication and operates plotters to obtain circuit drawings. Performs calculations needed to solve scaling, dimensioning, and cross section interpolations. Sketches rough layout of machine and computes angles, weights, surface areas, dimensions, radii, clearances, tolerances, leverages, and location of holes. Makes final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project. Under general supervision, capable of performing all jobs including the most complex. Works on assignments that are semi-routine in nature but recognizes the need for occasional deviation from accepted practices. Work is checked since errors may cause delay or expense. May assist and train less experienced personnel.

Job Title:	CAD Drafter III
Minimum/General Experience:	5-6 Years of Experience
Minimum Education:	High School plus specialized training
Functional Responsibility:	Develops design drawings according to engineering sketches and proposal specifications. Uses standard and specialized computer aided design (CAD) digitizing techniques and skills. Digitizes, edits, and revises engineering drawings of components, parts, circuits, structures and/or assemblies. Makes engineering computations, mathematical calculations, determines scales, and prepares or revises specifications. May prepare pattern generating or artwork tapes for mask fabrication and operates plotters to obtain circuit drawings. Performs calculations needed to solve scaling, dimensioning, and cross section interpolations. Sketches rough layout of machine and computes angles, weights, surface areas, dimensions, radii, clearances, tolerances, leverages, and location of holes. Makes final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project. Extensive knowledge of field. Works on assignments that are moderately difficult, requiring judgment in resolving issues or in making recommendations. Plans own work. Uses judgment within limits of standard practice. Only asks for supervision for unusual cases. Errors could affect other operating groups. May have day to day work coordination of others.

Job Title:	CAD Drafter IV
Minimum/General Experience:	6+ Years of Experience
Minimum Education:	High School plus specialized training
Functional Responsibility:	Develops design drawings according to engineering sketches and proposal specifications. Uses standard and specialized computer aided design (CAD) digitizing techniques and skills. Digitizes, edits, and revises engineering drawings of components, parts, circuits, structures and/or assemblies. Makes engineering computations, mathematical calculations, determines scales, and prepares or revises specifications. May prepare pattern generating or artwork tapes for mask fabrication and operates plotters to obtain circuit drawings. Performs calculations needed to solve scaling, dimensioning, and cross section interpolations. Sketches rough layout of machine and computes angles, weights, surface areas, dimensions, radii, clearances, tolerances, leverages, and location of holes. Makes final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project. Extensive knowledge of field. Works on assignments that are moderately difficult, requiring judgment in resolving issues or in making recommendations. Plans own work. Uses judgment within limits of standard practice. Only asks for supervision for unusual cases. Errors could affect other operating groups. May have day to day work coordination of others.

Job Title:	Communications Expert III
Minimum/General Experience:	Minimum 4-6 years of experience in a related area
Minimum Education:	Bachelor's Degree; or HS/GED and 4+ years of additional experience. Master's Degree preferred.

Functional Responsibility:	Designs and coordinates company communications. Responsible for maintaining policies and procedures, monitoring company media, and utilizing electronic publishing technology. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Works under general supervision. A certain degree of creativity and latitude is required. Reports to a supervisor or manager.
Job Title:	Engineer
Minimum/General Experience:	2-4 Years of Experience
Minimum Education:	Bachelor's Degree, or Associates Degree and 3+ years of additional experience
Functional Responsibility:	Responsible for accomplishing assigned engineering duties and responsibilities on several simultaneous projects. Conducts Quality Assurance activities in accordance with established policies, procedures, and regulations. Assists in design, development, implementation, and analysis of technical products and systems. Performs simple and routine engineering design tasks with standard techniques. Assists in the preparation of plans, designs, computation methods and reports.
Job Title:	Facility Management Specialist
Minimum/General Experience:	2-5 years of experience in a related field
Minimum Education:	Associates Degree or HS/GED and 3+ years of additional experience
Functional Responsibility:	Provides a single or range of engineering, facility management and/or construction functions. Responsible for performing technical inspections of work, adhering to quality control standards, and reviewing project drawings and specifications to ensure compliance with requirements.
Job Title:	General Clerk I
Minimum/General Experience:	Requires 0-1 year of experience in the field or in a related area.
Minimum Education:	Requires a high school diploma or its equivalent
Functional Responsibility:	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Maintains and updates filing, inventory, mailing, and database systems, either manually or using a computer. Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and PCs. Greets visitors, answers telephones, directs calls and takes messages. Inventories and orders materials, supplies, and services. Opens, sorts and routes incoming mail, prepares outgoing mail, receives incoming packages. Works under close supervision; typically reports to a supervisor or manager.
Job Title:	General Clerk II
Minimum/General Experience:	Requires 2 years of experience in the field or in a related area
Minimum Education:	Requires a high school diploma or its equivalent
Functional Responsibility:	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Familiar with standard concepts, practices, and procedures

within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Job Title:	General Clerk III
Minimum/General Experience:	Requires 2-3 years of experience in the field or in a related area
Minimum Education:	Requires a high school diploma or its equivalent
Functional Responsibility:	Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. May greet visitors, answer telephones, direct calls and take messages. Inventories and orders materials, supplies, and services. Opens, sorts and routes incoming mail, prepares outgoing mail, receives incoming packages. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Job Title:	Information Technology Specialist
Minimum/General Experience:	3 years of experience in a related field
Minimum Education:	Associates Degree
Functional Responsibility:	Under general direction, responsible for ensuring the timely process through which problems are controlled. Includes problem recognition, research, isolation, resolution, and follow-up steps. Performs IT systems and network administration. Analytically and systematically evaluates problems of workflows, organization, and planning, and develops appropriate corrective action. May recommend quality improvements. Documents and works to resolve problems. Prepares technical analysis reports and other related technical documentation. Typically involves use of problem management database and help desk system.

Job Title:	Material Coordinator
Minimum/General Experience:	Minimum of 2 years related experience
Minimum Education:	Requires a high school diploma or equivalent
Functional Responsibility:	Facilitates and expedites the flow of materials to and from various departments. Deals directly with vendors to ensure prompt and accurate delivery of goods to appropriate locations. Inspects goods upon delivery to verify delivered goods match order specifications. Handles any delivery inconsistencies or delays. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

Job Title:	Material Expediter
Minimum/General Experience:	2-3 or more years of experience in the field or in a related area
Minimum Education:	Requires a high school diploma or its equivalent
Functional Responsibility:	Locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.
Job Title:	Program Analyst
Minimum/General Experience:	3 years of related experience
Minimum Education:	Bachelor's Degree; or HS/GED and 4+ years of additional experience
Functional Responsibility:	Conducts analyses of complex functions, outcomes, and work processes of broad administrative or technical programs. Formulates, edits, and compiles objectives, policies, and procedures. Tracks and reviews work products, requiring a high degree of familiarity with relevant policies, programs, and standards; identifies issues and makes recommendations for administrative or technical improvement. Drafts responses to taskings, reports, fact sheets, assessment materials, and other documents/materials as needed. Capable of interacting with upper management, to include executives.
Job Title:	Program Manager
Minimum/General Experience:	Minimum of 6 years of experience with Information Technology Programs, acquisition, contracts or program management.
Minimum Education:	Bachelor's degree from an accredited college or university in Information Technology (IT) or other related field.
Functional Responsibility:	The Program Manager has overall programmatic (cost, schedule, performance) responsibility for the execution of the contract and the delivery of IT services. Responsible for all aspects of the development and implementation of assigned deliverables; reviews all deliverables to ensure adherence to quality and timeliness standards; provides a single primary point of contact to the government for those deliverables. Manages the integration of all tasks towards completion; identifies and mitigates risks. Maintains communication with all contract stakeholders (technical and contractual).

Job Title:	Research Analyst I
Minimum/General Experience:	0-2 years of related experience
Minimum Education:	Bachelor's Degree; or HS/GED and 4+ years of additional experience
Functional Responsibility:	Conducts detailed research and analyses of complex functions, outcomes and work processes of broad administrative or technical programs and makes recommendations for improvement in the effectiveness and efficiency of work operations. Manages and/or conducts various phases of research including proposal, design and execution. May perform quantitative research including but not limited to designing surveys, developing analysis plans, and analyzing results. May perform qualitative research including but not limited to writing discussion guides and screeners, interviewing, analyzing data and writing reports. Advises program managers on methods and procedures, management surveys, management reports, and control techniques. Ensures that separate databases are merged as necessary, oversees quality assurance tests, runs analyses, and reviews summary statistics. Ensures that data is converted into proper format for outside sources and oversees data security and confidentiality. Possesses knowledge of the specific organization's programs and missions, as well as knowledge of pertinent laws, regulations, and policies related to program/operations area to consider their impact on programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Ability to communicate effectively. Strong logic and reasoning abilities, as well as the ability to conduct thorough research and analysis. Strong proficiency with MS Office Suite. Excellent verbal and written communication skills. Strong time management. Reports to a supervisor or manager.

Job Title:	Research Analyst II
Minimum/General Experience:	3 years of related experience
Minimum Education:	Bachelor's Degree; or HS/GED and 4+ years of additional experience
Functional Responsibility:	Conducts detailed research and analyses of complex functions, outcomes and work processes of broad administrative or technical programs and makes recommendations for improvement in the effectiveness and efficiency of work operations. Manages and/or conducts various phases of research including proposal, design and execution. May perform quantitative research including but not limited to designing surveys, developing analysis plans, and analyzing results. May perform qualitative research including but not limited to writing discussion guides and screeners, interviewing, analyzing data and writing reports. Advises program managers on methods and procedures, management surveys, management reports, and control techniques. Possesses knowledge of the specific organization's programs and missions, as well as knowledge of pertinent laws, regulations, and policies related to program/operations area to consider their impact on programs. Has skill in applying research based analytical and evaluative methods and techniques in developing recommendations for new procedures and approaches to identify and resolve significant issues and problems of a unique nature. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May lead or direct the work of others. Ability to communicate effectively to make

recommendations to management and brief them. Strong logic and reasoning abilities, as well as the ability to conduct thorough and high-level research and analysis. Strong proficiency with MS Office Suite. Excellent verbal and written communication skills. Excellent time management and project management skills. Reports to a supervisor or manager.

Job Title:	Receptionist I
Minimum/General Experience:	0-2 years of experience in the field or in a related area
Minimum Education:	Requires a high school diploma or its equivalent
Functional Responsibility:	Greets vendors, customers, job applicants and other visitors. May operate a switchboard to route incoming calls and place outgoing calls. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Job Title:	Senior CADD and Architectural Design Specialist
Minimum/General Experience:	2-5 years of experience
Minimum Education:	Associates Degree or HS/GED and 3+ years of additional experience
Functional Responsibility:	Conducts field surveys, gathers data and prepares detailed drawings of building and construction alterations and additions including plans, details, sections, and elevations from rough sketches and outlines with differing levels of detail, format, models, or oral instructions. Develops solutions and details using Computer Aided Design (CAD) to complete technical drawings. Converts hand-drawn architectural and engineering plans into CAD drawings.

Job Title:	Shipping Receiving Clerk
Minimum/General Experience:	0 - 2 years of experience in a related area
Minimum Education:	Requires a high school diploma or equivalent
Functional Responsibility:	Assembles orders and prepares goods for shipment. Records shipment data, including weight, charges, and space availability. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Job Title:	Software Developer III (Online Help Developer)
Minimum/General Experience:	Minimum of 5 years of experience in the field
Minimum Education:	Requires a bachelor's degree in a related area or equivalent
Functional Responsibility:	Codes software applications to adhere to designs supporting internal business requirements or external customers. Standardizes the quality assurance procedure for software. Oversees testing and develops fixes. Has knowledge of standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the

work of others. A wide degree of creativity and latitude required. Typically reports to a project leader or manager.

Job Title:	Software Engineer
Minimum/General Experience:	Minimum of 3 years of experience in the field
Minimum Education:	Requires a bachelor's degree in a related area or equivalent
Functional Responsibility:	Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A wide degree of creativity and latitude is expected.

Job Title:	Subject Matter Expert
Minimum/General Experience:	5 years of experience with subject matter
Minimum Education:	Bachelor's Degree
Functional Responsibility:	Senior level experience associated with subject matter to be performed under a task order. Extensive experience with defining and resolving high-level subject matter issues. Ability to provide analytical findings (reports, presentations, etc.) to diverse professional groups to support decision-making, conduct risk trade-offs, develop technical goals and coordinate inputs from multiple sources.

Job Title:	Supply Manager I
Minimum/General Experience:	2 - 4 years of experience.
Minimum Education:	Bachelor's or equivalent
Functional Responsibility:	Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services; supervising staff. Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures. Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions. Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols. Controls inventory levels by conducting physical counts; reconciling with data storage system. Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement. Completes warehouse operational requirements by scheduling and assigning employees; following up on work results. Maintains warehouse staff by recruiting, selecting, orienting, and training employees. Supervision usually covers a single functional area. The functional activities can range from not very complex to somewhat complex and the impact of decisions on business operations range from being limited to having somewhat of an impact. Supervision usually involves responsibility, either directly or through group leaders and assistants, for the management of employees with generally similar

occupational skills, employees with a relatively limited variety of skills or employees in a single area of expertise. Estimates personnel needs and assigns work to meet completion dates. Makes recommendations on employment decisions.

Job Title:	Supply Technician I
Minimum/General Experience:	0-2 years of experience in the field
Minimum Education:	Requires a high school diploma or its equivalent
Functional Responsibility:	Receives and processes orders for materials and merchandise. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experiences and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Job Title:	Systems Administrator I
Minimum/General Experience:	0-2 years of experience in the field or in a related area
Minimum Education:	Requires a bachelor's degree in a related area or equivalent
Functional Responsibility:	Installs new software releases and system upgrades, evaluates and installs patches, and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Job Title:	Technical Librarian
Minimum/General Experience:	0-2 years of experience in the field
Minimum Education:	Requires a high school diploma or equivalent
Functional Responsibility:	The Librarian maintains library collections of materials: books, serial publications, and documents, audiovisual and electronic files. Assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources to locate information. This worker issues and receives materials in multiple formats for circulation or use in library, assembles and arranges all library materials, maintains reference and circulation materials. The Librarian also answers correspondence on special reference subjects, may compile list of library materials according to subjects or interests, and catalogs and classifies all materials. The librarian administers operational requirements of the library and information computer systems.

Job Title:	Technical Writer/Editor II
Minimum/General Experience:	Minimum 4 years of experience in the field or in a related area.
Minimum Education:	Bachelor's Degree (or equivalent) with 2 – 4 years of experience, or a Master's with 0-2 years of experience.
Functional Responsibility:	Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service

manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials. Translates complex data into user-friendly text for print and electronic publications, such as technical journals, user and training manuals, government proposals, websites and podcasts. Gathers information through research, statistical reports and interviews with technical staff. Develops cataloging systems, and maintains records, files, electronic media and archiving of information for publications. Assists in preparing material for technical seminars and business forums. May be called upon to assist in technical or business presentations in such meetings as business or customer needs require. Selects or recommends use of layouts, graphics, drawings, tables, exhibits, illustrations, charts, or storyboards to amplify or clarify publications objectives. Experienced with frequent use and application of technical standards, principles and theories. Works under general supervision, providing solutions to technical problems of moderate scope/complexity.

Job Title:	Telecommunications Mechanic
Minimum/General Experience:	0-3 years of experience in the field or in a related area.
Minimum Education:	Requires an associate's degree or equivalent
Functional Responsibility:	Performs installation and troubleshooting of cables, computer, voice and data equipment, and peripherals. Reads, interprets, and implements schematic drawings for installation purposes. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Job Title:	Video Teleconference Technician
Minimum/General Experience:	Minimum of 2 years of experience in the field
Minimum Education:	Requires an associate's degree or equivalent
Functional Responsibility:	Responsibilities include setting up and adjusting audio-visual equipment, performing routine maintenance, and assisting in editing tapes. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is expected. Typically reports to a supervisor or manager

Job Title:	Warehouse Specialist
Minimum/General Experience:	Minimum of 1 year of experience in the field
Minimum Education:	Requires a high school diploma or equivalent
Functional Responsibility:	Receives, unpacks, checks, and stores merchandise or materials. Fills requisitions and orders. Packs, crates, and ships products and materials to distribution center, departments, or assembly line. May operate fork lift.

Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager.

Experience Equivalency:

ALEX applies the industry standard that 1½ years professional experience is equivalent to 1 year of college.

<i>Degree</i>	<i>Associates Degree</i>	<i>Bachelor's Degree</i>	<i>Masters Degree</i>	<i>PhD</i>
<i>Years of Experience</i>	<i>3 years of related professional experience</i>	<i>6 years of related professional experience</i>	<i>9 years of related professional experience</i>	<i>12 years of related professional experience</i>

OCONUS Delivery:

Work performed OCONUS will be in accordance with the U.S. Department of State guidelines. ALEX provides employees with “danger” and/or “hazard” pay when they are traveling to certain designated countries. This additional compensation is provided to offset employees for the additional risk of traveling to and working in an environment more dangerous than their standard work location. “Danger” or “hazard” pay will be handled on a Task Order basis and shall be an allowable cost. These costs are not included in our GS02F034DA schedule rates.