

FEDERAL SUPPLY SERVICE - AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

ALEX

ALEX-ALTERNATIVE EXPERTS, LLC

3600 POINTE CENTER COURT, SUITE 160

DUMFRIES, VA 22026

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

WWW.ALEXINC.COM

Multiple Award Schedule

Categories: H - Professional Services/B - Facilities

Contract Number: 47QRAA18D003Y

Contract Period: January 26, 2018 through January 25, 2023

Effective as of Modification # PS-0012, effective July 29, 2020

CORPORATE INFORMATION

Points of Contact:

Monica Joseph – CEO

(p) 703-547-1652 / (f) 703-502-9335

mjoseph@alexinc.com

Sarah Holman – Contracts Manager

(p) 703-547-1665 / (f) 703-502-9335

sholman@alexinc.com

Certifications:

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

Orders: gsaorders@alexinc.com



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.

CUSTOMER INFORMATION

1.a	Awarded SINs	541330ENG 541330ENGRC	Engineering Services
		541715 541715RC	Engineering Research and Development and Strategic Planning
		541611 541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
		541614SVC 541614SVCRC	Supply and Value Chain Management
		541614 541614RC	Deployment, Distribution and Transportation Logistics Services
		561210FS 561210FSRC	Facilities Support Services
		OLM OLMRC	Order-Level Materials
1.b	Identification of the lowest priced model number and price for each SIN	Please reference "Labor Categories and Pricing" on pages 4-5	
1.c	Labor Category Descriptions	Please reference "Labor Category Descriptions" section	
2	Maximum Order	\$1,000,000.00	
3	Minimum Order	\$100.00	
4	Geographic Coverage	48 States, DC	
5	Point(s) of Production	Dumfries, VA 22026	
6	Discounts	Government net prices (discounts already deducted). Refer to attached Pricelist	
7	Quantity Discounts	None	
8	Prompt Payment Terms	0%, Net 30 Days	
		Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.	
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 not accepted above the micro-purchase threshold.	
10	Foreign Items	N/A	
11.a	Time of Delivery	Contact Contractor	
11.b	Expedited Delivery	Contact Contractor	
11.c	Overnight and 2-day delivery	Contact Contractor	
11.d	Urgent Requirements	Contact Contractor	
12	FOB Terms	Destination	
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) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14	Payment Address	ALEX-Alternative Experts, LLC P.O. Box 434 Marshall, VA 20116
15	Warranty Provisions	Standard Commercial Warranty
16	Export packing charges	N/A
17	Terms and conditions of government purchase card acceptance	N/A
18	Terms and conditions of rental, maintenance, and repair	N/A
19	Terms and conditions of installation	N/A
20	Terms and conditions of repair parts	N/A
20.a	Terms and conditions for any other services	N/A
21	List of service and distribution points	N/A
22	List of participating dealers	N/A
23	Preventive maintenance	N/A
24.a	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	N/A
24.b	Section 508	N/A
25	Data Universal Number System (DUNS) Number	800579554
26	SAM Registration	ALEX-Alternative Experts, LLC maintains an active and current registration in www.SAM.gov .

Labor Categories and Pricing (including IFF)

SIN	Labor Category	7/29/20 - 1/25/21	1/26/21 - 1/25/22	1/26/22 - 1/25/23
541330ENG 541715 541611 541614SVC 541614 561210FS	Administration / Clerical - Senior**	\$57.86	\$58.90	\$59.96
541330ENG 541715 541611 541614SVC 541614 561210FS	Administrative Assistant 2**	\$65.59	\$66.77	\$67.97
561210FS	Architecture and Facilities Specialist	\$91.45	\$91.45	\$93.10
561210FS	CADD Designer I**	\$51.81	\$51.81	\$52.74
561210FS	CADD Designer III**	\$66.89	\$66.89	\$68.09
541330ENG 541715 541611	Database Administrator	\$100.22	\$102.03	\$103.86
541330ENG 541715 541611	Database Architect	\$91.22	\$92.86	\$94.53
541330ENG 541715 541611	Database Engineer	\$97.53	\$99.29	\$101.07
541330ENG 541715	Engineer - Level 1	\$67.07	\$68.28	\$69.51
541330ENG 541715	Engineer - Level 2	\$98.67	\$100.44	\$102.25
541330ENG 541715	Engineering Management Analyst	\$119.51	\$121.66	\$123.85
541611	Financial Services Manager	\$71.88	\$73.17	\$74.49
541614SVC	General Clerk III**	\$40.50	\$40.50	\$41.23
561210FS	GIS Specialist	\$58.67	\$58.67	\$59.73
541614SVC 541614 561210FS	Logistics Management Specialist**	\$67.44	\$67.44	\$68.65
541614SVC 541614 561210FS	Logistics Specialist**	\$53.77	\$53.77	\$54.74
541614SVC	Move Services Supervisor**	\$69.01	\$69.01	\$70.25
541614SVC	Mover/Laborer**	\$39.63	\$39.63	\$40.34
541611	Portfolio Manager 1**	\$43.34	\$44.12	\$44.91
541611	Portfolio Manager 3**	\$52.78	\$53.73	\$54.70
541330ENG 541715 541611	Program Analyst Level 1	\$68.53	\$69.77	\$71.02
541330ENG 541715 541611	Program Analyst Level 2	\$82.07	\$83.54	\$85.05
541330ENG 541715 541611	Program Analyst Level 3	\$114.68	\$116.74	\$118.85
541330ENG 541715 541611	Program Analyst Level 4	\$126.87	\$129.15	\$131.48

SIN	Labor Category	7/29/20 - 1/25/21	1/26/21 - 1/25/22	1/26/22 - 1/25/23
541330ENG 541715 541611	Project Controller	\$79.42	\$80.85	\$82.31
541330ENG 541715 541611 541614SVC 541614 561210FS	Project Manager	\$115.31	\$117.39	\$119.50
541614SVC	Property Management Specialist**	\$61.97	\$61.97	\$63.09
541330ENG 541715 541611 541614SVC 541614 561210FS	Quality Manager	\$154.74	\$157.53	\$160.36
541330ENG 541715 541611 541614SVC 541614 561210FS	Research Analyst 1	\$82.85	\$84.35	\$85.86
541330ENG 541715	Scientist - Level 1	\$59.81	\$60.88	\$61.98
541330ENG 541715	Scientist - Level 2	\$95.41	\$97.13	\$98.88
541330ENG 541715	Scientist - Level 3	\$139.49	\$142.00	\$144.56
541611 541614SVC 541614 561210FS	Senior Budget Analyst	\$93.95	\$95.64	\$97.37
541614SVC	Senior Mover/Laborer**	\$44.76	\$44.76	\$45.57
541330ENG 541715 541611	Subject Matter Expert - Level 3	\$161.08	\$163.98	\$166.93
541330ENG 541715 541611	Subject Matter Expert - Principal	\$142.73	\$145.30	\$147.92
541330ENG 541715 541611	Subject Matter Expert - Senior	\$109.34	\$111.31	\$113.31
541330ENG 541715 541611	Technical Writer/Editor 2	\$76.97	\$78.35	\$79.76
541614SVC	Truck Driver**	\$52.54	\$52.54	\$53.49
541614SVC	Warehouse Manager	\$86.06	\$86.06	\$87.61
541614SVC	Warehouse Specialist**	\$44.94	\$44.94	\$45.75

Service Contract Act (SCA) Matrix		
SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administration/Clerical – Sr.	01020 Administrative Assistant	2015-4281
Administrative Assistant 2	01020 Administrative Assistant	2015-4281
CADD Designer I	30061 - Drafter/CAD Operator I	2015-4281
CADD Designer III	30063 - Drafter/CAD Operator III	2015-4281
General Clerk III	01113 - General Clerk III	2015-4281
Logistics Management Specialist	21040 - Material Expediter	2015-4281
Logistics Specialist	21040 - Material Expediter	2015-4281
Move Services Supervisor	23470 - Laborer	2015-4281
Mover/Laborer	23470 - Laborer	2015-4281
Portfolio Manager 1	01011 - Accounting Clerk I	2015-4281
Portfolio Manager 3	01013 - Accounting Clerk III	2015-4281
Property Management Specialist	21030 - Material Coordinator	2015-4281
Senior Mover/Laborer	23470 - Laborer	2015-4281
Technical Writer/Editor 2**	30462 – Technical Writer II	2015-4281
Truck Driver	31361 - Truckdriver Light	2015-4281
Warehouse Specialist	21410 - Warehouse Specialist	2015-4281

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

LABOR CATEGORY DESCRIPTIONS

Administration/Clerical – Sr.

Functional Responsibility: Responsible for performing secretarial, clerical, and administrative support to technical and engineering staff. Completes tasks in a timely manner by following organization and department procedures. Maintains and updates filing, inventory, mailing, and database systems, either manually or using a computer. Under general supervision, performs 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.

Minimum Education and Years of Experience: High School Diploma; 2 years of experience.

Administrative Assistant 2

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.

Minimum Education and Years of Experience: High School Diploma or GED; 2 years of experience in a related area.

Architecture and Facilities Specialist

Functional Responsibility: Responsible for developing architectural drawings using computer aided design (CAD) software; reviewing project Bill of Materials; ensuring compliance with building codes and all other applicable codes; and overseeing and executing all design documentation to comply with configuration standards. Responsibilities may also include a focus on the inner workings of a building, e.g. mechanical/electrical systems, and general maintenance. May review system warranties, create inspection schedules, walk the site for system evaluation, prepare system evaluation reports, schedule vendors for system maintenance, supervise building maintenance, update system drawings and attend to day to day facility maintenance calls.

Minimum Education and Years of Experience: Bachelor's Degree; 3 years of relevant experience.

*Architectural and Engineering type contracts as defined by the Brooks Act and FAR Part 36 are prohibited under the Schedules.

CAD Designer I

Functional Responsibility: Transforms initial rough designs into working documents using computer aided design (CAD) software. Reviews engineering or architectural drawings and designs to ensure adherence to established specifications and standards. Collaborates with design originators to resolve discrepancies between original drawings and final CAD designs.

Minimum Education and Years of Experience: Associate's Degree; 1 year of relevant experience.

*Architectural and Engineering type contracts as defined by the Brooks Act and FAR Part 36 are prohibited under the Schedules.

CAD Designer III

Functional Responsibility: Transforms initial rough designs into working documents using computer aided design (CAD) software. Reviews engineering or architectural drawings and designs to ensure adherence to established specifications and standards. Collaborates with design originators to resolve discrepancies between original drawings and final CAD designs. May supervise and guide lower-level CAD drafters.

Minimum Education and Years of Experience: Associate's Degree; 5 years of relevant experience.

*Architectural and Engineering type contracts as defined by the Brooks Act and FAR Part 36 are prohibited under the Schedules.

Database Administrator

Functional Responsibility: Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of database(s). May implement data models, database designs, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Leads and directs the work of others. Strong computer skills and experience with the Microsoft Office Suite. A wide degree of creativity and latitude is expected. Reports to a manager.

Minimum Education and Years of Experience: Bachelor's Degree; 5 years of experience in a related area.

Database Architect

Functional Responsibility: Responsible for data design, database architecture, metadata and repository creation. Provides technical and engineering consulting in the definition, design, and creation of a database environment. Advises applications development staff and users on data-based solutions to business problems, data architectures, data base management system facilities and capabilities, and the operation and tuning of databases. Coordinates the data administration technical function for data warehouse, data mart, and business intelligence development and maintenance. Monitors databases to ensure accurate and appropriate use of data and is responsible for quality control of the database activities. Plans the technical transitions between development, testing, and production phases of the workplace. Performs data warehouse design and construction. Codes and documents scripts and stored procedures. Develop appropriate programs and systems documentation. Assist with metadata repository management. Prepares and implements data verification and testing methods for the data warehouse and may be assigned responsibility for the management of the function, including associated staff. Career level with a complete understanding and wide application of technical principles, theories and concepts. Working under only general direction, provides technical solutions to a wide range of difficult problems. Independently determines and develops approach to solutions.

Minimum Education and Years of Experience: Bachelor's Degree; 5 years of experience.

Database Engineer

Functional Responsibility: Implements and optimizes the computerized database systems that support the Company's or client's ability to function on a daily basis. Implements and maintains smooth operation and physical design of databases. Conducts performance tuning of indexes and databases in general. Reviews database design and integration of systems, provides backup recovery and makes recommendations regarding enhancements and/or improvements. Maintains security and integrity controls. Formulates policies, procedures, and standards relating to database management, and monitors transaction activity and utilization. May develop stored procedures and/or triggers. Administers a variety of database systems, such as Microsoft SQL Server, and other Database Management Systems (DBMS). Develops and enforces database administration and user standards and procedures; audits, modifies, and amends data in systems using SQL commands. Oversees the scheduling of database projects, database and transaction log backups, notifications, and database replication between multiple SQL Servers and remote sites. Assists Database Designers/Information System Analysts in the development and creation of SQL and Web-based databases and database systems. Reviews technical designs, reports, documentation, and other materials produced by staff; creates and maintains high-level reporting systems using products such as Crystal Reports; researches and implements new database and online technology. Career level with a complete understanding and wide application of technical and engineering principles, theories and concepts. Working under only general direction, provides technical solutions to a wide range of difficult problems. Independently determines and develops approach to solutions.

Minimum Education and Years of Experience: Bachelor's Degree; 5 years of experience.

Engineer – Level 1

Functional Responsibility: Serves as an engineering consultant and technical expert on mission-critical infrastructure, systems, and equipment. Applies professional knowledge of scientific and engineering concepts, principles, phenomena and relationships to: assess specific requirements, delineate appropriately engineered designs, and develop preliminary and final design plans, engineering specifications, cost estimates and procurement packages in support of the operation, preventive maintenance and repair of mechanical, electrical, plumbing, utility and mission critical systems and equipment. Specifies functional requirements, designs and tests components, analyzes designs, and integrates components. Evaluates overall design effectiveness, cost, reliability, and safety. Designs, analyzes, configures, tests and troubleshoots systems, as well as providing project engineering/program management support, development and evaluation support and/or engineering/life cycle

support of a complex nature in a narrow area of specification. Conducts surveys and investigations at project sites to secure necessary data prior to initiating design work.

Experienced with frequent use and application of technical and engineering standards, principles and theories. Works under general supervision, providing solutions to technical problems of moderate scope/complexity.

Minimum Education and Years of Experience: Bachelor's Degree; 2 years of experience.

Engineer – Level 2

Functional Responsibility: Serves as an engineering consultant and technical expert on mission-critical infrastructure, systems, and equipment. Applies professional knowledge of scientific and engineering concepts, principles, phenomena and relationships to: assess specific requirements, delineate appropriately engineered designs, and develop preliminary and final design plans, engineering specifications, cost estimates and procurement packages in support of the operation, preventive maintenance and repair of mechanical, electrical, plumbing, utility and mission critical systems and equipment. Specifies functional requirements, designs and tests components, analyzes designs, and integrates components. Evaluates overall design effectiveness, cost, reliability, and safety. Designs, analyzes, configures, tests and troubleshoots systems, as well as providing project engineering/program management support, development and evaluation support and/or engineering/life cycle support of a complex nature in a narrow area of specification. Conducts surveys and investigations at project sites to secure necessary data prior to initiating design work.

Considered an emerging authority, who applies extensive technical and engineering expertise. Develop technical solutions to complex problems. Exercises considerable latitude in determining objectives and approaches to assignment.

Minimum Education and Years of Experience: Bachelor's Degree; 8 years of experience.

Engineering Management Analyst

Functional Responsibility: Performs a variety of project administration support services involving data review, reporting, project coordination, budget review, and other related duties in support of the Project/Program Manager. Provides support to the Project/Program Manager in planning, managing, and monitoring projects through its life cycle. Works on overall project planning through reporting on project schedules and deliverables. Briefs management on status of action items and metrics to track contract performance. Coordinates projects; develops system for data collection, reporting criteria and records; researches and compiles statistics and data for projects; may assist in writing narratives for reports. Monitors project timeline; tracks document submissions; creates, monitors and maintains audit files. Identifies, communicates and resolves risks. Identifies and resolves issues to eliminate or mitigate the occurrence of consequences that may impact the success of the project. For program compliance, designs and implements procedures to fulfill project objectives and criteria; may prepare memorandums; works with agencies to resolve concerns and issues. Prepares monthly variance reports with associated footnotes. Evaluates and monitors the performance and efficiency of programs to ensure that program implementation is on target.

Recognized as an authority within the company. Works on unusually complex technical and engineering problems and provides solutions which are highly innovative. Determines and pursues courses of action necessary to obtain desired results.

Minimum Education and Years of Experience: Bachelor's Degree; 10 years of experience.

Financial Services Manager

Functional Responsibility: Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Strong computer skills and experience with the Microsoft Office Suite. Reports to a Sr. manager.

Minimum Education and Years of Experience: Bachelor's Degree; 5 years of experience in a related area.

General Clerk III

Functional Responsibility: Maintains records and databases, prepares forms, verifies information, and resolves problems. Responsibilities may also include answering and screening incoming calls and correspondences, responding independently when possible; maintaining daily attendance records; performing all other position related duties as assigned or requested.

Minimum Education and Years of Experience: High School Diploma or GED; 3 years of relevant experience.

GIS Specialist

Functional Responsibility: Responsible for providing oversight creation, integration, maintenance, and management of geospatial data. Must have experience performing geospatial modeling, analysis, and data manipulation; and experience creating, updating, and maintaining databases, attributes, maps, and graphs using Geographic Information System (GIS) software and related equipment. May work with architectural and facilities drawings and designs; analyze spatial data for geographic statistics to incorporate into documents and reports; compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, tabular data, databases, and existing maps; enter map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.

Minimum Education and Years of Experience: Bachelor's Degree in Geographic Information Systems, or related field; 1 year of relevant experience.

Logistics Management Specialist

Functional Responsibility: Supports purchasing, pricing, and contract management functions of a project or program. Manages specialty property services such as locksmith services, equipment repairs, and equipment warranties. Receives, creates, and processes request orders. Manages the delivery, receipt, and issuance of property, equipment, and materials as needed to effectively support the project or program. May be responsible for managing the inventory of property, equipment, and materials. May conduct market research for maintenance and service contracts. Schedules repair and maintenance for office equipment, furniture, and loading dock equipment.

Minimum Education and Years of Experience: Bachelor's Degree; 3 years of relevant experience.

Logistics Specialist

Functional Responsibility: Locates and moves materials and parts between work locations to expedite processing of goods, according to pre-determined schedules and priorities and records quantity and type of materials distributed and on hand. Responsible for keeping related records, reviewing 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 items overdue and to inform them of location, availability, and condition of materials. Work may include directing Power-Truck Operators or Material Handling Laborers to expedite movement of materials between storage and work locations, compare work ticket specifications with material at work locations to verify appropriateness of material in use, and may update and maintain inventory records, using computer terminal.

Minimum Education and Years of Experience: High School Diploma or GED; 3 years of relevant experience.

Move Services Supervisor

Functional Responsibility: Responsible for the execution, performance, and compliance of all move services management functions in accordance with contract or task order scope and corporate policies. This includes operation performance to ensure optimum levels of customer service, quality, customer satisfaction, and productivity. Specific duties include but are not limited to oversight of move services operations including transportation requests, move requests, forecasting and scheduling, transfer or move of equipment and property assets, and all other reporting requirements. May establish and execute a schedule of recurring safety training meetings for moving services personnel. Maintain all relevant move services documentation and processes. Plan work schedules and assign duties to maintain adequate staffing levels. Review work throughout the process and at completion to ensure that it has been properly performed. As needed, assist in performing physical tasks including transporting materials, pack and move furniture, boxes, and equipment.

Minimum Education and Years of Experience: High School Diploma or GED; 3 years of relevant experience.

Mover/Laborer

Functional Responsibility: Responsible for safely packing and moving various materials within a facility or between multiple facilities. Must have knowledge of safe lifting and moving methods. Must have the ability to repeatedly lift and handle furniture, equipment, boxes, and other materials. Must be able to withstand a wide range of temperatures in a warehouse environment. Additional responsibilities may include loading and unloading supplies and shipments by utilizing manual or motorized pallet jacks.

Minimum Education and Years of Experience: High School Diploma or GED; 2 years of relevant experience.

Portfolio Manager 1

Functional Responsibility: Responsible for all facets of portfolio management to include: enrollment and management of account status; Accounts Payable/Accounts Receivable; invoice reconciliation; and record maintenance. Demonstrates superior communication skills interacting with internal and external stakeholders, employees, and vendors. Documents calls and written records in database and directs caller to appropriate department for investigation/response. Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Ensures that all correspondence is handled and addressed in a timely manner. Meet and exceed the internal and external customer expectations by understanding and anticipating customer needs. Perform data entry activities. Familiar with standard concepts, practices, and procedures within the field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Strong computer skills and experience with the Microsoft Office Suite. Reports to a supervisor or manager.

Minimum Education and Years of Experience: High School Diploma or GED; 1 year experience in a related area.

Portfolio Manager 3

Functional Responsibility: Responsible for all facets of portfolio management to include: enrollment and management of account status; Accounts Payable/Accounts Receivable; invoice reconciliation; and record maintenance. Demonstrates superior communication skills interacting with internal and external stakeholders, employees, and vendors. Documents calls and written records in database and directs caller to appropriate department for investigation/response. Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Ensures that all correspondence is handled and addressed in a timely manner. Meet and exceed the internal and external customer expectations by understanding and anticipating customer needs. Perform data entry activities. Familiar with standard concepts, practices, and procedures within the field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Strong computer skills and experience with the Microsoft Office Suite. A certain degree of creativity and latitude is required. Reports to a supervisor or manager.

Minimum Education and Years of Experience: High School Diploma or GED; 5 years of experience in a related area.

Program Analyst – Level 1

Functional Responsibility: Provides executive administrative support, objective advice, expertise and specialized skills in support of large complex engineering programs and the government officials/directorate overseeing them. Primarily focused with the strategy, structure, funding, management and operations of the program or Directorate. Generally, has expertise in several areas such as engineering, financial analysis, budget formulation, systems acquisition, appropriation funding, committee oversight, logistics, internal controls, workforce planning, policy development, legislative analysis, strategic planning, conference organizing. Prepares and updates operating plans, financials and budgets; coordinates with product managers, prime contractors, departments and government agencies as required. Develops single or multiple effort project plans incorporating the project variables. Performs re-forecasts of project variables, as necessary, throughout project. Identifies and facilitates resolution of operational issues. Generates position papers on broad issues affecting the program. Prepares briefings and reviews package for government officials in preparation for testimony to Congress. Monitors program obligations and expenditures, identifies those not meeting benchmarks and prepares responses to address deficiencies. Tracks, analyzes and distributes program budget controls and emergent funding execution documents and procurement requests. Coordinates weekly tracker and action items for the official's tickler/action items with various department heads and subject matter experts to close out items. Serves as an engineering consultant and support specialist and may have management responsibilities for staff. Recognized as an emerging authority who applies extensive scientific, technical and engineering expertise. Develops technical solutions to complex problems. Exercises considerable latitude in determining objectives and approaches to assignment.

Minimum Education and Years of Experience: Bachelor's Degree; 8 years of experience.

Program Analyst – Level 2

Functional Responsibility: Provides executive administrative support, objective advice, expertise and specialized skills in support of large complex engineering programs and the government officials/directorate overseeing them. Primarily focused with the strategy, structure, funding, management and operations of the program or Directorate. Generally, has expertise in several areas such as engineering, financial analysis, budget formulation, systems acquisition, appropriation funding, committee oversight, logistics, internal controls, workforce planning, policy development, legislative analysis, strategic planning, conference organizing. Prepares and updates operating plans, financials and budgets; coordinates with product managers, prime contractors, departments and government agencies as required. Develops single or multiple effort project plans incorporating the project variables. Performs re-forecasts of project variables as necessary throughout project. Identifies and facilitates resolution of operational issues. Generates position papers on broad issues affecting the program. Prepares briefings and reviews package for government officials in preparation for testimony to Congress. Monitors program obligations and expenditures, identifies those not meeting benchmarks and prepares responses to address deficiencies. Tracks, analyzes and distributes program budget controls and emergent funding execution documents and procurement requests. Coordinate weekly tracker and action items for the official's tickler/action items with various department heads and subject matter experts to close out items. Serves as senior-level consultant and support specialist and may have management responsibilities for staff.

Recognized authority within the Company and works on unusually complex technical problems and provides solutions which are highly innovative. Determines and pursues courses of action necessary to obtain desired results.

Minimum Education and Years of Experience: Bachelor's Degree; 10 years of experience.

Program Analyst – Level 3

Functional Responsibility: Provides executive administrative support, objective advice, expertise and specialized skills in support of large complex engineering programs and the government officials/directorate overseeing them. Primarily focused with the strategy, structure, funding, management and operations of the program or Directorate. Generally, has expertise in several areas such as engineering, financial analysis, budget formulation, systems acquisition, appropriation funding, committee oversight, logistics, internal controls, workforce planning, policy development, legislative analysis, strategic planning, conference organizing. Prepares and updates operating plans, financials and budgets; coordinates with product managers, prime contractors, departments and government agencies as required. Develops single or multiple effort project plans incorporating the project variables. Performs re-forecasts of project variables as necessary throughout project. Identifies and facilitates resolution of operational issues. Generates position papers on broad issues affecting the program. Prepares briefings and reviews package for government officials in preparation for testimony to Congress. Monitors program obligations and expenditures, identifies those not meeting benchmarks and prepares responses to address deficiencies. Tracks, analyzes and distributes program budget controls and emergent funding execution documents and procurement requests. Coordinates weekly tracker and action items for the official's tickler/action items with various department heads and subject matter experts to close out items. Serve as senior-level consultant and support specialist and may have management responsibilities for staff. Recognized expert within the Company, who designs, researches and develops highly advanced technological, scientific and engineering applications.

Minimum Education and Years of Experience: Bachelor's Degree; 12 years of experience.

Program Analyst – Level 4

Functional Responsibility: Provides executive administrative support, objective advice, expertise and specialized skills in support of large complex engineering programs and the government officials/directorate overseeing them. Primarily focus with the strategy, structure, funding, management and operations of the program or Directorate. Generally, has expertise in several areas such as engineering, financial analysis, budget formulation, systems acquisition, appropriation funding, committee oversight, logistics, internal controls, workforce planning, policy development, legislative analysis, strategic planning, conference organizing. Prepares and updates operating plans, financials and budgets; coordinates with product managers, prime contractors, departments and government agencies as required. Develops single or multiple effort project plans incorporating the project variables. Perform re-forecasts of project variables as necessary throughout project. Identifies and facilitates resolution of operational issues. Generate position papers on broad issues affecting the program. Prepares briefings and reviews package for government officials in preparation for testimony to Congress. Monitors program obligations and expenditures, identifies those not meeting benchmarks and prepares responses to address deficiencies. Tracks, analyzes and distributes program budget controls and emergent funding execution documents and procurement requests. Coordinate weekly tracker and action items for the official's tickler/action items with various department heads and subject matter experts to close out items. Serve as senior-level consultant and support specialist and may have management responsibilities for staff.

Recognized as an industry specialist with technical insight in multiple fields such as engineering and technical disciplines. Complexity of work is state of the art and may be new to the Company and to the industry. Serve as consultant to the business unit in long-range planning concerning new or projected areas of technological research and advancements.

Minimum Education and Years of Experience: Bachelor's Degree; 16 years of experience.

Project Controller

Functional Responsibility: Manages and oversees project controls for technical and engineering projects. Responsible for project planning and scheduling, cost estimating and monitoring, and quality review. Manages project controls personnel. Establishes operating policies to mitigate risk. Provides guidance and consultation for project managers. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Strong computer skills and experience with the Microsoft Office Suite. Reports to a manager.

Minimum Education and Years of Experience: Bachelor's Degree; 5 years of experience in a related area.

Project Manager

Functional Responsibility: Provides tactical management and leadership to project teams in order to ensure the client's project proceeds on time and within budget. Oversees all aspects of projects, from initiation to completion. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Assesses and identifies project resource needs. Utilizes project management tools to track, prioritize and communicate timelines and deliverables to the project team and client. Assesses project quality and risk, and proactively investigates and resolves issues. Prepares reports for upper management regarding status of project. Maintains a positive, results-oriented work environment. May act as the primary client contact and manages the client relationship. Strong leadership and motivational skills. Strong organizational and time management skills, with the ability to meet harsh deadlines and work efficiently in a fast-paced environment. Must be adept at conflict resolution and able to make decisions quickly and efficiently. Strong computer proficiency and experience with MS Office Suite. Experience with MS Project highly preferred. Reports to a senior manager or executive.

Minimum Education and Years of Experience: Bachelor's Degree; 2 years of experience in a related area.

Property Management Specialist

Functional Responsibility: Provides oversight and assists in the determination of requirements for asset procurements; plans and schedules the procurement, delivery, and receipt of assets; and records assets utilizing property and asset management systems. May conduct competitive reviews and market research for the procurement of property and services. May coordinate meetings with contractors, open market dealers, and other service providers. Executes property and service purchases. Must have the ability to lift and handle furniture, equipment, boxes, and other materials.

Minimum Education and Years of Experience: Associate's Degree; 3 years of relevant experience.

Quality Manager

Functional Responsibility: Responsible for the design and implementation of policies and procedures to ensure that quality standards are met during production. Oversees testing of processes and products. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Strong computer skills and experience with the Microsoft Office Suite. Reports to a senior manager or executive.

Minimum Education and Years of Experience: Bachelor's Degree; 6 years of experience in a related area.

Research Analyst 1

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.

Minimum Education and Years of Experience: Bachelor's Degree; 0 years of related experience

Scientist – Level 1

Functional Responsibility: This job is for experienced scientists in one of the technical, science or analytical fields, who has gained substantial experience in, but not limited to, supporting large projects related to the individual subject matter expertise. Relevant experience includes, but is not limited to, experience in supporting large projects related to the individual's subject matter expertise. These senior personnel are experts in a field of study and research, including, but not limited to engineering, physics, nuclear science, aerospace, advanced information processing, weapons science, intelligence, and with a number of years of experience. Has some experience as a leader and Project Manager. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. They produce and/or review substantive and/or complex documentation reflecting detailed knowledge of areas as identified in the statement of work.

Recognized expert within the company, who designs, researches and develops highly advanced applications, which may result in new product/business opportunities for the company. Leads efforts to capture new business through technical work and capability briefings.

Minimum Education and Years of Experience: Bachelor's Degree; 12 years of experience.

Scientist – Level 2

Functional Responsibility: This job is for experienced scientists in one of the technical, science or analytical fields, who has gained substantial experience in, but not limited to, supporting large projects related to the individual subject matter expertise. Relevant experience includes, but is not limited to, experience in supporting large projects related to the individuals' subject matter expertise. These senior personnel are experts in a field of study and research, including, but not limited to engineering, physics, nuclear science, aerospace, advanced information processing, weapons science, intelligence, and with a number of years of experience. Has some experience as a leader and Project Manager. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. They produce and/or review substantive and/or complex documentation reflecting detailed knowledge of areas as identified in the statement of work.

Recognized as an industry specialist with technical insight in multiple fields and disciplines. Complexity of work is state of the art and may be new to the company and to the industry. Serves as consultant to the business unit in long-range planning concerning new or projected areas of technological research and advancements.

Minimum Education and Years of Experience: Bachelor's Degree; 16 years of experience.

Scientist – Level 3

Functional Responsibility: This job is for experienced scientists in one of the technical, science or analytical fields, who has gained substantial experience in, but not limited to, supporting large projects related to the individual subject matter expertise. Relevant experience includes, but is not limited to, experience in supporting large projects related to the individuals' subject matter expertise. These senior personnel are experts in a field of study and research, including, but not limited to engineering, physics, nuclear science, aerospace, advanced information processing, weapons science, intelligence, and with a number of years of experience. Has some experience as a leader and Project Manager. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. They produce and/or review substantive and/or complex documentation reflecting detailed knowledge of areas as identified in the statement of work.

Recognized industry authority with advanced technical insight in multiple fields and disciplines. Complexity of work is state of the art and new to the Company and to the industry. Serve as consultant to top management in long-range planning concerning new or projected areas of technological research and advancements.

Minimum Education and Years of Experience: Bachelor's Degree; 18 years of experience.

Senior Budget Analyst

Functional Responsibility: Serves as the program management advisor with responsibility for providing recognized expertise to leadership in the research and analysis of significant issues, developments, and events affecting the management of the budget, personnel, and the program. Plans, develops, and reviews policies governing the management of these functional areas and presents findings to leadership for decision and subsequent implementation. Serves as the budget advisor for all operations and is a representative in planning and analysis meetings with assigned program managers, Office Directors, and other government agency representatives. Primary fiscal and planning duties include preparation of, Budget Formulation, Budget Execution, and oversight of reimbursements. Duties may include writing complex, comprehensive Memorandum of Understandings for service and reimbursement activities. Reviews, analyzes, edits and consolidates budget submissions for accuracy of technical treatment, mathematical accuracy, adequacy of supporting justification and makes recommendations to management for reprogramming of funds among various operations, projects and contracts. Develops, analyzes, evaluates, consults on and/or improves the effectiveness of work methodologies and procedures, organizational structure, manpower utilization, distribution of resources, and the development of management controls. Ultimately responsible for a full range of analytic products including qualitative and quantitative analysis to determine functional area effectiveness and accurate resource allocation to meet established mission goals. Conducts broad research and analysis into a wide variety of administrative issues and initiatives to explore alternatives.

Minimum Education and Years of Experience: Bachelor's Degree; 8 years of related experience.

Senior Mover/Laborer

Functional Responsibility: Responsible for safely packing and moving various materials in support of moving efforts within a facility. Must have knowledge of safe lifting and moving methods. Must have the ability to repeatedly lift and handle furniture, equipment, boxes, and other materials. Must be able to withstand a wide range of temperatures in a warehouse environment. Additional responsibilities may include coordinating and scheduling departmental moves and special event setups; loading and unloading supplies and shipments by utilizing manual or motorized pallet jacks; performing other related duties as required to meet customer needs.

Minimum Education and Years of Experience: High School Diploma or GED; 3 years of relevant experience.

Subject Matter Expert – Level 3

Functional Responsibility: Works as a consulting team member or an individual consultant providing objective advice, expertise and specialized skills in, but not limited to, supporting **scientific, technological, and engineering** projects related to the individual's subject matter expertise. These senior employees are considered experts in a functional domain (e.g., large scale enterprise solutions, acquisition, industry, client, finance, organizational development, etc.) with a number of years of experience. SMEs prepare and deliver presentations to colleagues, subordinates, commercial clients and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. Produces and/or reviews documentation and reports reflecting knowledge of areas as identified in the statement of work. Generally, employees assigned to this job are very senior level individual contributors but may have supervisory responsibilities.

Recognized as an industry authority with advanced technical insight in multiple fields and disciplines. Complexity of work is state of the art and new to the company and to the industry. Serves as consultant to top management in long-range planning concerning new or projected areas of technological research and advancements.

Minimum Education and Years of Experience: Bachelor's Degree; 18 years of experience.

Subject Matter Expert – Principal

Functional Responsibility: Works as a consulting team member or an individual consultant providing objective advice, expertise and specialized skills in, but not limited to, supporting **scientific, technological, and engineering** projects related to

the individual's subject matter expertise. These senior employees are considered experts in a functional domain (e.g., large scale enterprise solutions, acquisition, industry, client, finance, organizational development, etc.) with a number of years of experience. SMEs prepare and deliver presentations to colleagues, subordinates, commercial clients and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. Produces and/or reviews documentation and reports reflecting knowledge of areas as identified in the statement of work. Generally, employees assigned to this job are very senior level individual contributors but may have supervisory responsibilities.

Recognized industry specialist with technical insight in multiple fields and disciplines. Complexity of work is state of the art and may be new to the company and to the industry. Serves as consultant to the business unit in long-range planning concerning new or projected areas of technological research and advancements. Is instrumental in attracting/obtaining major new business.

Minimum Education and Years of Experience: Bachelor's Degree; 16 years of experience.

Subject Matter Expert – Senior

Functional Responsibility: Works as a consulting team member or an individual consultant providing objective advice, expertise and specialized skills in, but not limited to, supporting **scientific, technological, and engineering** projects related to the individual's subject matter expertise. These senior employees are considered experts in a functional domain (e.g., large scale enterprise solutions, acquisition, industry, client, finance, organizational development, etc.) with a number of years of experience. SMEs prepare and deliver presentations to colleagues, subordinates, commercial clients and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques. Produces and/or reviews documentation and reports reflecting knowledge of areas as identified in the statement of work. Generally, employees assigned to this job are very senior level individual contributors but may have supervisory responsibilities.

Recognized expert within the company, who designs, researches and develops highly advanced applications, which may result in new product/business opportunities for the company. Leads efforts to capture new business through technical work and capability briefings.

Minimum Education and Years of Experience: Bachelor's Degree; 10 years of experience.

Technical Writer/Editor 2

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.

Minimum Education and Years of Experience: Bachelor's Degree; 2 years of experience.

Truck Driver

Functional Responsibility: Responsible for the daily maintenance and operation of a variety of vehicles including vans, box trucks, and stake body trucks. Conduct vehicle inspections ensuring that mechanical, safety, and emergency equipment is in working order, as required. Maintain accurate logs per required standards. Inventory and inspect goods to be moved to determine quantities and condition. Must have in-depth knowledge of safety standards for loading and security cargo prior to transport. Must have a driving record free of traffic violations and a thorough understanding of Department of Transportation rules and regulations.

Minimum Education and Years of Experience: High School Diploma or GED; 3 years of relevant experience.

Warehouse Manager

Functional Responsibility: Provides operational leadership to ensure an effective and efficiently run warehousing operation. Manages shipping and receiving services. Provide reports on the various warehouse services activities. Provide recommendations of storage requirements and space allocations at the storage facilities. Provide effective and efficient supervision and utilization of assigned personnel. Ensures compliance with operating procedures to ensure that all work is accomplished in accordance with requirements.

Minimum Education and Years of Experience: Associate's Degree; 5 years of relevant experience, with one year in a supervisory role.

Warehouse Specialist

Functional Responsibility: Responsible for locating and moving materials and parts between work areas to expedite processing of goods. Must keep accurate inventory records. May manually load and unload freight cars, trucks, and other transportation. Unpacks, shelves, and places items in proper storage locations. May transport goods by hand truck, cart, or pallet jack. May work in hot or humid work environments. May be required to be on feet for several hours at a time. May be exposed to hazardous or dangerous materials (after proper training).

Minimum Education and Years of Experience: High School Diploma or GED; 2 years of relevant experience.

***Please see experience in lieu of education equivalency table on next page**

Experience Equivalency Table:

ALEX applies the industry standard that 1½ years of professional experience is equivalent to 1 year of college, and 1 year of college is equivalent to 1 ½ years of professional experience.

Labor Category	Min Education	Min Exp	PhD	Masters	Bachelors	Associate	High School
Administration / Clerical - Senior	High School	2	0	0	0	0	2
Administrative Assistant 2	High School	2	0	0	0	0	2
Architecture and Facilities Specialist	Bachelor's	3	0	0	3	6	9
CAD Designer I	Associate's	1	0	0	0	1	4
CAD Designer III	Associate's	5	0	0	2	5	8
Database Administrator	Bachelor's	5	0	2	5	8	11
Database Architect	Bachelor's	5	0	2	5	8	11
Database Engineer	Bachelor's	5	0	2	5	8	11
Engineer - Level 1	Bachelor's	2	0	0	2	N/A	N/A
Engineer - Level 2	Bachelor's	8	2	5	8	N/A	N/A
Engineering Management Analyst	Bachelor's	10	4	7	10	N/A	N/A
Financial Services Manager	Bachelor's	5	0	2	5	8	11
General Clerk III	High School	3	0	0	0	0	3
GIS Specialist	Bachelor's	1	0	0	1	4	7
Logistics Management Specialist	Bachelor's	3	0	0	3	6	9
Logistics Specialist	High School	3	0	0	0	0	3
Move Services Supervisor	High School	3	0	0	0	0	3
Mover/Laborer	High School	2	0	0	0	0	2
Portfolio Manager 1	High School	1	0	0	0	0	1
Portfolio Manager 3	High School	5	0	0	0	2	5
Program Analyst Level 1	Bachelor's	8	2	5	8	11	14
Program Analyst Level 2	Bachelor's	10	4	7	10	13	16
Program Analyst Level 3	Bachelor's	12	6	9	12	15	18
Program Analyst Level 4	Bachelor's	16	10	13	16	19	22
Project Controller	Bachelor's	5	0	2	5	8	11
Project Manager	Bachelor's	2	0	0	2	5	8
Property Management Specialist	Associate's	3	0	0	0	3	6
Quality Manager	Bachelor's	6	0	3	6	9	12
Research Analyst 1	Bachelor's	0	0	0	0	3	6
Scientist - Level 1	Bachelor's	12	6	9	12	N/A	N/A
Scientist - Level 2	Bachelor's	16	10	13	16	N/A	N/A
Scientist - Level 3	Bachelor's	18	12	15	18	N/A	N/A
Senior Budget Analyst	Bachelor's	8	2	5	8	11	14
Senior Mover/Laborer	High School	3	0	0	0	0	3
Subject Matter Expert - Level 3	Bachelor's	18	12	15	18	21	24
Subject Matter Expert - Principal	Bachelor's	16	10	13	16	19	22
Subject Matter Expert - Senior	Bachelor's	10	4	7	10	13	16
Technical Writer/Editor 2	Bachelor's	2	0	0	2	5	8
Truck Driver	High School	3	0	0	0	0	3
Warehouse Manager	Associate's	5	0	0	2	5	8
Warehouse Specialist	High School	2	0	0	0	0	2