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**FSS SCHEDULE 874 MISSION ORIENTED BUSINESS INTEGRATED SERVICES**

**Contract Number: GS-10F-0026S**

Period Covered by Contract: 10/20/2010 to 10/19/2015

**MODIFICATION # PS-0013 Effective July 2011**

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**TECHNICAL AND PROJECT ENGINEERING**

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Business Size:

**Women-owned, Service-disabled, Veteran-owned, Small business**



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## EXECUTIVE SUMMARY

Technical and Project Engineering (TAPE) is intimately familiar with the core competencies of process-based consulting as well as being committed to the success of our clients' missions. We are a woman-owned, service-disabled veteran-owned small business. Our success is undergirded by our management philosophy that encourages:

- **Rigorous honesty**
- **Willingness to under sell ourselves while over producing for the client**
- **A commitment to quality services**
- **Open and honest communications both horizontal and vertical**
- **Small “special focus” Teams as necessary to facilitate requirements**
- **Unhesitating use of senior executives and outside knowledge**
- **Empowering the staff to make informed decisions**
- **Leading by example**
- **Creating and nurturing relationships with the customer team**
- **Meeting and discussing the program with all end-users**

Our core competencies are:

- **Management Consulting**
  - Process-based system design and implementation
  - Process-based performance management support
  - Enterprise architectures
  - Business process re-engineering
  - Business Cases for Exhibit 300
    - Enterprise architecture and security architecture compliance
    - Exhibit 53 funding source tracking and management
    - Portfolio management for IT investment projects
    - Conformance to enterprise architectures
    - Conformance to security requirements
  - Support for CPIC and ITIPS systems
  - Performance metrics and President's Management Agenda
    - Balanced Scorecard
    - Six Sigma Quality Method
    - OMB PART assessments and reporting
    - ITIL, IT service management, BS15000
    - Priority performance metrics systems
  - CMM and ISO certification and assessment
  - Security Certification and accreditation (DITSCAP, NIST)
  - IT auditing for security and controls
  - COBIT, ISACA standards
  - Vulnerability and risk assessment

- **Support Services for Privatization**
  - Performance metrics for Service Level Agreements
  - Statement of Objective (SOO)
  - Performance Work Statements (PWS)
  - Quality Assessment Surveillance Plans (QASP)
  - Risk management and contractor oversight
  - Share-in-savings plans
  - Earned value management support
  
- **Program Integration and Project Management**
  - Contractor support services
  - IV&V, program oversight and progress reviews
  - Operational test and evaluation
  - Earned value management
  - Program management office
  - Risk and issue management
  - Acquisition management and support (SOO, PWS, QASP, service level agreements)
  - System testing and evaluation

## CONTRACT INFORMATION

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description
874-1 & 874-1RC	Consulting Services
874-3 & 874-3RC	Survey Services
874-6 & 874-6RC	Acquisition Management Support
874-7 & 874-7RC	Program and Project Management Services

Cross reference to item descriptions and awarded rates.

MOBIS SIN(s)	Labor Category	GSA Price	
		Labor Rates (Loaded with IFF)	
		Vendor Site/GOV'T Site	Vendor Site/GOV'T Site
874-1, 874-3, 874-6, 874-7	Project Manager	\$75.40	\$70.38
874-1, 874-3, 874-6, 874-7	Lead Business Analyst	\$77.07	\$65.74
874-1, 874-3, 874-6, 874-7	Scientific/Management Writer	\$88.64	\$82.61
874-1, 874-3, 874-6, 874-7	Subject Matter Expert	\$87.59	\$81.75
874-1, 874-3, 874-6, 874-7	Performance Metrics Analyst	\$99.30	\$92.57
874-1, 874-3, 874-6, 874-7	Senior Management Analyst	\$123.74	\$108.24
874-1, 874-3, 874-6, 874-7	Program Manager	\$125.74	\$117.39
874-1, 874-3, 874-6, 874-7	Lead Management Analyst	\$138.91	\$122.67
874-1, 874-3, 874-6, 874-7	Senior Performance Metrics Analyst	\$123.42	\$116.03
874-1, 874-3, 874-6, 874-7	Sr. Subject Matter Specialist	\$164.38	\$156.42
874-1, 874-3, 874-6, 874-7	ISO/CMM/CMMI Specialist	\$153.44	\$142.35
874-1, 874-3, 874-6, 874-7	Principal Performance Metrics Analyst	\$169.15	\$157.93
874-1, 874-3, 874-6, 874-7	Principal Management Analyst	\$171.67	\$159.61
874-1, 874-3, 874-6, 874-7	Principal Systems Architect	\$176.72	\$163.81
874-1, 874-3, 874-6, 874-7	Principal Subject Matter Specialist	\$182.07	\$180.55
874-1, 874-3, 874-6, 874-7	Project Control Analyst	\$60.34	\$47.17
874-6	Senior Acquisition Specialist 3	\$173.66	\$152.70
874-6	Senior Acquisition Specialist 2	\$161.10	\$140.09
874-6	Intermediate Acquisition Specialist 2	\$139.27	\$122.46
874-6	Intermediate Acquisition Specialist 1	\$129.17	\$112.33
874-6	Acquisition Support Specialist	\$115.07	\$100.06
874-6	Jr. Acquisition Support Specialist 2	\$102.51	\$90.14
874-6	Jr. Acquisition Support Specialist 1	\$99.85	\$86.83
874-6	Procurement Specialist	\$75.63	\$66.50
874-6	Contract Closeout Specialist	\$53.82	\$47.32
874-1, 874-3, 874-6, 874-7	Principal Program Manager	\$228.58	\$191.25

874-1, 874-3, 874-6, 874-7	Deputy Principal Program/Project Manager	\$214.24	\$176.54
874-1, 874-3, 874-6, 874-7	Functional Analyst Principal	\$160.80	\$123.73
874-1, 874-3, 874-6, 874-7	Functional Analyst Lead	\$125.12	\$95.30
874-1, 874-3, 874-6, 874-7	Functional Analyst	\$110.40	\$85.07

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: N/A
- 1c. Description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services follow.

### LABOR CATEGORY DESCRIPTIONS

Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p><b>Project Manager</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager, on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.</p>	<p>A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions. At least five (5) years of the total experience should consist of management and supervisory experience including the performance of functions with respect to engineering program/projects; at least two (2) years of the total experience spent as a team leader investigating large and complex problems. Demonstrates ability to make sound recommendations relevant to computing, quality control, analysis, and testing systems. Appropriate professional certification(s) required.</p>

<p><b>Lead Business Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Analyzes information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. Applies business process improvement practices, to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the configuration information management guiding principles, cost savings, and open architecture objectives.</p>	<p>A Bachelors degree in Computer Science, Information Systems, Business, or related field with eight (8) years of demonstrated experience, three (3) of which shall be within the last five (5) years in the business of information resources management, which must include five (5) years of experience in business process improvement. Appropriate professional certification(s) required.</p>
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<b>Labor Category Titles</b>	<b>Labor Category Descriptions</b>	<b>Minimum Education/Experience Requirements</b>
<p><b>Scientific/ Management Writer</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Develops, drafts, revises, and edits scientific and/or management reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.</p>	<p>A Bachelor's degree in English or Journalism and at least ten (10) years of experience performing the foregoing technical writing/editing functions. At least four (4) years of the individual's foregoing total experience must have consisted of performing scientific and/or management technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems. Appropriate professional certification(s) required.</p>
<p><b>Subject Matter Expert</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Facilities development of needs analyses, coordinates research and development of solutions, oversees development of solution planning and implementation from a technical perspective. This includes recommendation, establishment, and monitoring of development and implementation methodologies.</p>	<p>Bachelors degree in a relevant field, with 12 years experience, 8 of which were in an area of specialization relevant to job requirements.</p>

<p><b>Performance Metrics Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Responsible for performance metrics analyses. These may include resource planning and allocation, analysis of trends, research, analysis and presentation of program status and resource reports, and market analysis. Supports the government Acquisition Contract Management Team in developing, implementing, and documenting best business practices related to service level agreements, resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining performance requirements. Evaluates requirements for the execution of IT performance strategies and procedures and performs analysis of external market factors affecting performance management.</p>	<p>Bachelor's Degree or equivalent with a minimum of ten (10) years of experience in business systems analysis, five (5) of which must have been within the past eight (8) years, and with six (6) years direct experience in contract negotiations and market analysis. Must have the capability to monitor industry and public policy development for impact on market for IT personnel. Appropriate professional certification(s) required.</p>
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Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p><b>Senior Management Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations.</p>	<p>A Master's degree with ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. Requires highest reasonable certifications reasonable for management area.</p>

<p><b>Program Manager</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Acts as the overall lead, manager and administrator for the contract effort. Serves as the primary interface and point of contact with government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements. Holds P&amp;L responsibility.</p>	<p>A Master's Degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university and ten (10) years of management and supervisory experience including performance in each of the foregoing functions with respect to technical programs/projects. Requires PMP certification from the Project Mgmt Institute.</p>
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<b>Labor Category Titles</b>	<b>Labor Category Descriptions</b>	<b>Minimum Education/Experience Requirements</b>
<p><b>Lead Management Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations.</p>	<p>A Master's degree with ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. Must have three (3) years of management and team leadership experience in similar projects. Requires highest reasonable certifications reasonable for management area.</p>

<p style="text-align: center;"><b>Senior Performance Metrics Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Responsible for advanced performance metrics analyses. These may include resource planning and allocation, analysis of trends, research, analysis and presentation of program status and resource reports, and market analysis. Supports the government Acquisition Contract Management Team in developing, implementing, and documenting best business practices related to service level agreements, resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining performance requirements. Evaluates requirements for the execution of IT performance strategies and procedures and performs analysis of external market factors affecting performance management.</p>	<p>Masters Degree or equivalent with a minimum of twelve (12) years of experience in business systems analysis, five (5) of which must have been within the past eight (8) years, and with six (6) years direct experience in management and program performance issues and performance metrics. Must have the capability to monitor industry and public policy development. Appropriate professional certification(s) required.</p>
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<b>Labor Category Titles</b>	<b>Labor Category Descriptions</b>	<b>Minimum Education/Experience Requirements</b>
<p style="text-align: center;"><b>Senior Subject Matter Specialist</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Individual has clearly demonstrated expertise and accomplishment in a technical/business area. Facilitates development of needs analyses, coordinates research and development of solutions, oversees development of solution planning and implementation from a technical perspective. This includes recommendation, establishment, and monitoring of development and implementation methodologies. Significant communications often required with clientele as well as internal staff. Expertise in chosen field is recognized by all as "world class", with significant contribution to actual "state-of-the-art" thought and practice in the subject area.</p>	<p>Master's degree in relevant field, with 17 years experience, 13 of which were in the area of specialization relevant to job requirements. Requires highest reasonable professional certification in field.</p>

<p><b>ISO/CMM/CMMI Specialist</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Applies knowledge of computer science quality assurance and methodology concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering processes and process improvement tools to identify conceptual or theoretical solutions to problems of computer process control. Develops evaluations of status of efforts to apply process improvement to projects and practices and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Responsible for developing project plans, justifications, guidelines, and controls. Leads teams of 5 or more.</p>	<p>A Masters of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and fifteen (15) years of experience performing the foregoing functions, five (5) of which shall be in the last seven (7) years. Required specialized experience required includes performing as a team lead or project lead in the functions stated above for a minimum of five (5) years. Appropriate professional certification(s) required.</p>
<p><b>Principal Performance Metrics Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Responsible for advanced performance metrics analyses. These may include resource planning and allocation, analysis of trends, research, analysis and presentation of program status and resource reports, and market analysis. Supports the government Acquisition Contract Management Team in developing, implementing, and documenting best business practices related to service level agreements, resource planning, allocation and compensation. Provides professional support to Contract and Business Managers in meeting and maintaining performance requirements. Evaluates requirements for the execution of IT performance strategies and procedures and performs analysis of external market factors affecting performance management.</p>	<p>Masters Degree or equivalent with a minimum of fifteen (15) years of experience in business systems analysis, five (5) of which must have been within the past eight (8) years, and with eight (8) years direct experience in management and program performance issues and performance metrics. Must have the capability to monitor industry and public policy development. Appropriate professional certification(s) required.</p>

Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p style="text-align: center;"><b>Principal Management Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations.</p>	<p>A Master's degree with fifteen (15) years of direct experience, five (5) of which shall be within the last eight (8) years in management of government business and technical operations. Must have demonstrated program, deliverables and staff management experience. Must have five (5) years of management and team leadership experience in similar projects. Requires highest reasonable certifications reasonable for management area.</p>
<p style="text-align: center;"><b>Principal Systems Architect</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards – such as Institute of Electrical and Electronic reference model – as they apply to the implementation and specification of Information Management solution of the application platform across the application of program interface (API), and the external environment/software application. Evaluates analytically and systematically problems of work flows, organization, and planning.</p>	<p>Master's Degree in Computer Science, Information Systems, Engineering, or other related disciplines. The Senior Systems Architect must have a minimum of twenty (20) years experience with eight (8) of the last ten (10) years in supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEFIX, entity relationship diagrams), and other design techniques. Must have experience with object-oriented principles, and the logical and physical functional, operational, and technical architecture of large and complex information systems. Requires highest reasonable certifications possible for software architecture field.</p>

Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p><b>Principal Subject Matter Specialist</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Individual has clearly demonstrated expertise and accomplishment in a technical/business area. Facilitates development of needs analyses, coordinates research and development of solutions, oversees development of solution planning and implementation from a technical perspective. This includes recommendation, establishment, and monitoring of development and implementation methodologies. Significant communications often required with clientele as well as internal staff. Expertise in chosen field is recognized by all as "world-class", with significant contribution to actual "state-of-the-art" thought and practice in the subject area.</p>	<p>Master's degree in a relevant field, with twenty (20) years experience, fifteen (15) of which were in an area of specialization relevant to job requirements. Requires highest reasonable professional certifications in field.</p>
<p><b>Project Control Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Under supervision, assists in providing project management with administrative support on a complex project or business unit. Duties may include project accounting reports and coordination in support of project management, and reporting project schedule focus to management, to include tracking annual fiscal plans and monthly updates. Will typically include administrative tasks involving payroll and personnel processing/maintenance/reporting, along with administration of purchasing, leasing, and procurement of services as required. Maintains financial status reports, material and equipment records, and production costs/delivery schedule records as required by project manager.</p>	<p>Requires bachelor's degree (in a technical field or business administration) or equivalent, and zero to two years of related (project support or management) experience.</p>

Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p><b>Sr. Acquisition Specialist 3</b></p> <p>874-6</p>	<p>Senior Acquisition Specialists 3 shall provide senior level support and assistance in coordination and oversight of acquisition projects as designated in specific task order(s). The Senior Acquisition Specialist 3 shall possess all of the demonstrated knowledge requirements delineated below, as verified by a signed and dated resume by the individual and a corporate executive. Senior Acquisition Specialist 3 is, independently or as part of a team, responsible for planning, and coordinating the efforts of key officials for Federal, State, or national organizations (administrative, elective, civic, and professional); and for stimulating cooperation and jointly planning by such agencies to get needed programs into operation and make services easier and quicker to obtain. The Senior Acquisition Specialist 3 may have the additional responsibility for managing and supervising some or all Contractor personnel assigned to the performance of work.</p>	<p>The Senior Acquisition Specialist 3 shall have at least a Bachelor Degree, including 24 semester hours among accounting, law, business, finance, contracts, purchasing, and economics. Industrial management, marketing, quantitative methods, and organization and management. Experience Requirements: The Senior Acquisition Specialist shall have a minimum of fifteen (15) years of experience in conducting comprehensive acquisition support activities as described in this PWS. If the Senior Acquisition Specialist is in a supervisory position, at least seven (7) years of experience shall have been in an equivalent supervisory/leadership role. Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Senior Acquisition Specialist shall clearly possess the following knowledge and skills: Ability to communicate effectively, both orally and in writing. Ability to conduct comprehensive research and analysis of technical and cost data. Ability to read and interpret acquisition policy, regulations, and directives. Ability to provide clear leadership, technical direction. And guidance to all lower level acquisition personnel. Ability to mentor government staff as appropriate. Additional desired education: Master's degree, DAWIA Level III certification or equivalent. Relevant experience and education may be interchangeable for specific requirements.</p>

<p style="text-align: center;"><b>Senior Acquisition Specialist 2</b></p> <p style="text-align: center;">874-6</p>	<p>The Senior Acquisition Specialist shall have the primary responsibility for managing and supervising all Contractor personnel assigned to the performance of work. Senior Acquisition Specialists shall provide senior level support and assistance in coordination and oversight of acquisition projects as designated in specific task order(s). The Senior Acquisition Specialist shall possess all of the demonstrated knowledge requirements delineated below, as verified by a signed and dated resume by the individual and a corporate executive.</p>	<p>Educational Requirements: The Senior Acquisition Specialist shall have at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management Experience Requirements: The Senior Acquisition Specialist shall have a minimum of eight (8) years of experience in conducting comprehensive acquisition support activities as described in this PWS. If the Senior Acquisition Specialist is the Program Manager, at least three (3) of the eight (8) years of experience shall have been in an equivalent supervisory/leadership role. Additional Required Knowledge and Skills: The Senior Acquisition Specialist shall clearly possess the following knowledge and skills: Ability to communicate effectively, both orally and in writing, with senior personnel. Ability to read and interpret Federal acquisition policy, regulations, and directives and to apply those interpretations fully and legally to all activities described in this PWS. Ability to provide clear leadership, technical direction, and guidance to all lower level acquisition personnel. Additional Desired Education: Bachelor's Degree.</p>
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Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p style="text-align: center;"><b>Intermediate Acquisition Specialist 2</b></p> <p style="text-align: center;">874-6</p>	<p>The Intermediate Acquisition Specialist 2 shall be responsible for conducting the acquisition support activities described in this PWS. The designated Intermediate Acquisition Specialist shall possess all of the demonstrated knowledge requirements delineated below, as verified by a signed and dated resume by the individual and a corporate executive.</p>	<p>The Intermediate Acquisition Support Specialist 2 shall have at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, and economics. Industrial management, marketing, quantitative methods, and organization and management. Experience Requirements: The Intermediate Acquisition Specialist shall have a minimum of eight (8) years of experience in conducting comprehensive acquisition support activities as described in this PWS. Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Intermediate Acquisition Specialist shall clearly possess the following knowledge and skills: Ability to communicate effectively, both orally and in writing. Ability to conduct comprehensive research and analysis of technical and cost data. Ability to read and interpret acquisition policy, regulations, and directives. Ability to provide clear leadership, technical direction. And guidance to all lower level acquisition personnel. Additional</p>

		desired education: Bachelor's Degree, DAWIA I or II certification or equivalent. Relevant experience and education may be interchangeable for specific requirements.
<p><b>Intermediate Acquisition Specialist 1</b></p> <p>874-6</p>	<p>The Intermediate Acquisition Specialist shall be responsible for conducting the acquisition support activities described in this PWS. The designated Intermediate Acquisition Specialist shall possess all of the demonstrated knowledge requirements delineated below, as verified by a signed and dated resume by the individual and a corporate executive.</p>	<p>Educational Requirements: The Intermediate Acquisition Support Specialist shall have at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, and economics. Industrial management, marketing, quantitative methods, and organization and management. Experience Requirements: The Intermediate Acquisition Specialist shall have a minimum of six (6) years of experience in conducting comprehensive acquisition support activities as described in this PWS. Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Intermediate Acquisition Specialist shall clearly possess the following knowledge and skills: Ability to communicate effectively, both orally and in writing. Ability to conduct comprehensive research and analysis of technical and cost data. Ability to read and interpret acquisition policy, regulations, and directives. Ability to provide clear leadership, technical direction. And guidance to all lower level acquisition personnel. Additional desired education: Bachelor's Degree.</p>

<b>Labor Category Titles</b>	<b>Labor Category Descriptions</b>	<b>Minimum Education/Experience Requirements</b>
<p><b>Acquisition Support Specialist</b></p> <p>874-6</p>	<p>The Acquisition Support Specialist shall be responsible for conducting the acquisition support activities described in this PWS. Acquisition Support Specialists shall possess all of the demonstrated experience and knowledge requirements delineated below, as verified by a signed and dated resume by the individual and a corporate executive.</p>	<p>Acquisition Support Specialist shall have at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. Experience Requirements: Minimum of four (4) years of experience in conducting comprehensive acquisition support activities as described in this PWS. Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Acquisition Support Specialist shall clearly possess the following knowledge and skills: (1) Ability to communicate effectively, both orally and in writing; (2) Ability to conduct comprehensive research and analysis of technical and cost data; (3) Ability to read and interpret acquisition policy, regulations, and directives; and (4) Ability to provide clear guidance to all lower level acquisition personnel. Additional Desired Education; Bachelors Degree.</p>

<p style="text-align: center;"><b>Jr. Acquisition Support Specialist 2</b></p> <p style="text-align: center;">874-6</p>	<p>The Junior Acquisition Support Specialist 2 shall be responsible for conducting the acquisition support activities described in this PWS.</p>	<p>The Junior Acquisition Support Specialist 2 shall have at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. Experience Requirements: The Junior Acquisition Support Specialist shall have a minimum of four (4) years of experience in conducting comprehensive acquisition support activities as described in this PWS. Additional Desired Education: Associate Degree Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Junior Acquisition Support Specialist shall possess the following knowledge and skills: (1) Ability to communicate effectively, both orally and in writing. (2)Ability to conduct detailed research and analysis of technical and cost data. (3)Ability to read and interpret acquisition policy, regulations, and directives. Relevant experience and education may be interchangeable for specific requirements.</p>
<p style="text-align: center;"><b>Junior Acquisition Support Specialist 1</b></p> <p style="text-align: center;">874-6</p>	<p>The Junior Acquisition Support Specialist shall be responsible for conducting the acquisition support activities described in this PWS.</p>	<p>Educational Requirements: The Junior Acquisition Support Specialist shall have at least 24 semester hours among accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. Experience Requirements: The Junior Acquisition Support Specialist shall have a minimum of two (2) years of experience in conducting comprehensive acquisition support activities as described in this PWS. Additional Desired Education: Associate Degree Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Junior Acquisition Support Specialist shall possess the following knowledge and skills: (1) Ability to communicate effectively, both orally and in writing. (2)Ability to conduct detailed research and analysis of technical and cost data. (3)Ability to read and interpret acquisition policy, regulations, and directives.</p>

<p><b>Procurement Specialist</b></p> <p>874-6</p>	<p>Under the direction of the team lead, performs advanced level work to prepare and conduct complex procurement activities and formal procurements for goods, materials, services, and construction. Writes or oversees the writing of contracts.</p>	<p>The Procurement Specialist shall have an accredited college degree (BA) in Public Administration, Business Administration with a minimum of two (2) years of experience as a Buyer, or equivalent, in a high volume public agency. A suitable combination of relevant education and applicable experience may be considered. Relevant experience and education may be interchangeable for specific requirements.</p>
<p><b>Contract Closeout Specialist</b></p> <p>874-6</p>	<p>The Contract Closeout Specialist will perform all activities required to closeout all physically completed contracts and will coordinate all closeout actions in accordance with the Federal Acquisition Regulations. The candidate is expected to work independently while coordinating with the Closeout Team, Contracts and Subcontracts departments.</p>	<p>The Contract Closeout Specialist shall have at least a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. A minimum of one (1) year of experience in administrative support related positions. Relevant experience and education may be interchangeable for specific requirements.</p>

Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p><b>Principal Program Manager</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Program Manager is responsible for the performance of a relatively significant program with multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. For all aspects of the program execution, the Program Manager oversees the technology development and/or application, marketing, resource allocation within program constraint established by the client. Program area typically represents multiple functional areas such as budget development, systems analysis, quality control and/or administration, to include responsibility for the employment, training, motivation, discipline, and performance evaluation of assigned employees. Supervises all contractor personnel assigned to this program. Serves as the Contracting Officer's Representative (COR) point of contact for all matters pertaining to contract management and execution. Determines the appropriate tools and software products needed to efficiently and effectively perform all tasks assigned under the Army Training Models procurement.</p>	<p>The Program Manager requires bachelor's degree or equivalent, and twelve to fifteen years of related (technical environment) experience with prior management experience. Masters Degree in financial management or related field is desirable. Specific capabilities (effective combination of qualifications and experience) required include: Prior experience in training management and training resource management Understanding of the role of training requirements in training resource management Prior experience in training resource management software applications Project Management, System Analysis, Software Development Interrelationship of financial/logistical systems and policies as they relate to training resource requirements</p>
<p><b>Deputy Principal Program Manager/ Project Manager</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Deputy PM for all project planning, execution and delivery. Assists higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. Identifies, acquires, and utilizes project resources to achieve technical objectives. As the Senior Task Leader, is responsible for planning, organizing and managing a project, or series of smaller projects or a definable piece of a larger program, for successful completion and performance, consistent with contractual agreements. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing, in accordance with project objectives.</p>	<p>The Deputy Program Manager requires bachelor's degree or equivalent, and twelve to fifteen years of related (technical environment) experience with prior management experience. Masters Degree in financial management or related field is desirable. Specific capabilities (effective combination of qualifications and experience) required include: Prior experience in training management and training resource management; Understanding of the role of training requirements in training resource management; Prior experience in training resource management software applications; Project Management, System Analysis, Software Development.</p>

Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p><b>Functional Analyst Principal</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Functional Analysts serve as Subject Matter Experts, perform detailed functional or system design functions, and provide the project with primary research capabilities. Functional analysts cover the full spectrum of tasks ranging from data collection and analysis to development of algorithms used to represent data in a decision support environment. As a recognized authority, oversees the analysis of complex problems in terms of management information and conceptualizes proposed cost efficient/mission effective solutions. Functional Analysts at this level perform advanced and complex systematic reviews of selected functions. These reviews are designed to capture all relevant information available, to ensure that proposed solutions represent the best overall solution for the client. Functional Analysts at this level may also participate in various testing functions (i.e. string and acceptance tests) to verify that results are correct and consistent with the desired result. Additionally, analysts at this level develop and update regulations, policies, and command guidance, as required to disseminate guidance, as required to disseminate guidance to subordinate commands and activities. Execution of this task may require interface with client senior managers.</p>	<p>Functional Analysts at this level require a Bachelor's degree in related field or equivalent with ten to twelve years of related experience.</p>
<p><b>Functional Analyst Lead</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Functional Analyst serve as Subject Matter Experts, perform detailed functional or system design functions, and provide the project with primary research capabilities. Functional Analysts cover the full spectrum of tasks ranging from data collection and analysis to development of algorithms used to represent data in a decision support environment. Oversee the analysis of problems in terms of management information and conceptualize proposals that afford maximum probability of effectiveness in relation to cost or risk. Perform systematic reviews of selected functions to determine application and design of systems or models. Participate in various testing functions (i.e. string and acceptance tests) to verify that results are correct. Develop and update functional or operating manuals outlining established methods of performing work in accordance with organizational policy. Train clients or user personnel in the operation and capabilities of proposed models. Provide functional guidance/team leadership on more complex projects.</p>	<p>Bachelor's degree in related field or equivalent experience and seven to nine years of related experience.</p>

Labor Category Titles	Labor Category Descriptions	Minimum Education/Experience Requirements
<p style="text-align: center;"><b>Functional Analyst</b></p> <p>874-1, 874-3, 874-6, 874-7</p>	<p>Functional Analysts also serve as Subject Matter Experts, and perform detailed functional or system design functions, and assist in providing the project with primary research capabilities. While the range of experience is rather large it is a representation of the levels of support required to meet project objectives. At the lower end of the experience scale are functional analysts collecting data from specific systems and making recommendations to local clients on the significance of that data. At the other end of the experience spectrum are analysts who must review not only the data but the system that provides the data. This analysis ensures that information developed from the available data is consistent with the actual intent of the data, to include analysis of system assumptions and limitations. This higher level data/systems analysis is used to generate algorithms within the client's training model applications, as appropriate. Additionally, selected functional analysts are required to develop information and decision briefings, covering multiple aspects of the overall program, to key client leads. Information and recommendations evolving from the senior analysts is time-sensitive, highly visible, and form the basis for resource decisions impacting training.</p>	<p>Experience ranges from two to twelve years depending upon the function of project segment supported, with a Bachelor's Degree or equivalent generally required.</p>

2. Maximum Order: \$1,000,000
3. Minimum Order: \$2,500
4. Geographic Coverage: Worldwide
5. Point of Production: N/A
6. Discount from List Price: See pricing chart for discount off commercial rates.
7. Quantity Discount: Negotiated by task order
8. Prompt Payment Terms: ½% 10 days
- 9a. Government Purchase Cards are accepted below the micro-purchase threshold.
- 9b. Government Purchase Cards are accepted above the micro-purchase threshold.
10. Foreign Items: N/A

- 11a. Time of Delivery: 30 days ARO
- 11b. Expedited Delivery: N/A
- 11c. Overnight/2-Day Delivery: N/A
- 11d. Urgent Requirements: N/A
- 12. FOB Point: N/A
- 13a. Ordering address(es).  
  
5695 King Centre Drive, Suite 102  
Kingstowne VA 22315  
  
703-924-5020 Bus  
877-471-3046 Fax  
  
wjaffe@tape-llc.com
- 13b. 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(es).  
  
5695 King Centre Drive, Suite 102  
Kingstowne VA 22315  
  
703-924-5020 Bus  
877-471-3046 Fax  
  
wjaffe@tape-llc.com
- 15. Warranty provision: N/A
- 16. Export packing charges, if applicable: N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable) : N/A
- 19. Terms and conditions of installation (if applicable): N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and

- any discounts from list prices (if applicable): N/A.
- 20a. Terms and conditions for any other services (if applicable): N/A
  - 21. List of service and distribution points (if applicable): N/A
  - 22. List of participating dealers (if applicable): TAPE does not use dealers.
  - 23. Preventive maintenance (if applicable): N/A
  - 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
  - 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
  - 25. Data Universal Number System (DUNS) number: 131788130
  - 26. TAPE is registered in the Central Contractor Registration (CCR) Database.