

Description of Labor Categories

Quantum's takes pride in our professional staff, which possesses the "right mix" of technical skills and "real-world" operational experience. Our GSA-approved labor categories are designed with two goals in mind: (1) to provide our customers with high-quality, best-value engineering services, and (2) to provide opportunities for the professional growth and advancement of our staff.

PROGRAM MANAGER

Education: B.S. or B.A. Degree.

Experience/Minimum Training Requirements: This position requires a minimum of 12 years of experience in providing professional engineering services and a bachelor's degree in an engineering, computer science, business, or other related scientific or technical discipline.

- With a master's degree in the fields described above, 10 years of experience.
- With a Ph. D. in the fields described above, eight (8) years of experience.
- With 20 years of experience, a degree in the fields described above is not required.

Duties: Serves as project manager for a large, complex task order (TO) or a group of individual task orders (TOs). Demonstrates proven skills in those technical areas addressed by the TOs to be managed. Works with the Government Contracting Officer (CO), the Contracting Officer's Representatives (CORs), the Ordering Offices representatives, and the individual Task Leaders (TLs) to ensure that all TO-deliverables are met on schedule and within costs. Organizes, directs, and coordinates the planning and production of all contract activities. Horizontal integrates the planning and implementation of multiple task orders when necessary. Demonstrates excellent written and oral communication skills.

TASK LEADER

Education: B.S. or B.A. Degree.

Experience/ Minimum Training Requirements: This position requires a minimum of 10 years of experience in providing professional engineering services and a bachelor's degree in an engineering, computer science, business, or other related scientific or technical discipline.

- With a master's degree in the fields described above, eight (8) years of experience.
- With a Ph. D. in the fields described above, six (6) years of experience.
- With 15 years of experience, a degree in the fields described above is not required. **Duties:**

Performs day-to-day management of assigned task order (TO) projects and acts as lead for all technical matters concerning the task. Demonstrates proven skills in the technical areas addressed by the TO. Provides guidance and direction to personnel assigned to work on the task. Initially prepares the internal task plan defining the subtasks, subtask phasing, inputs, outputs, skill requirements, tools to be used, total manpower, cost and schedule for the task, as well as all briefings and progress/performance reports. For potential problem areas, outlines realistic solutions and preventive measures to be followed. Demonstrates excellent oral and written communication skills.

PRINCIPAL SYSTEMS ENGINEER

Education: B.S. or B.A. Degree.

Experience/ Minimum Training Requirements: This position requires a minimum of 10 years of experience in providing professional engineering services and a bachelor's degree in an engineering or other related scientific or technical discipline.

- With a master's degree in the fields described above, eight (8) years of experience.
- With a Ph. D. in the fields described above, six (6) years of experience.

Duties: Establishes performance and technical standards for the tasks. Develops and refines new engineering techniques to enhance quality and productivity. Generates and approves testing specifications for the TO. Must be able to serve as liaison for interpreting and translating the various disciplines represented on the task team and a point of contact for evaluation of problems arising from the interdisciplinary nature of the task.

PRINCIPAL SYSTEMS ANALYST

Education: B. S. or B.A. Degree.

Experience/ Minimum Training Requirements: This position requires a minimum of 10 years of experience in providing professional engineering services and a bachelor's degree in computer science, business, or other related discipline. Must include a superior functional knowledge of task order (TO) - specific requirements. Must demonstrate the ability to work independently or when given only general direction.

- With a master's degree in the fields described above, eight (8) years of experience.
- With a Ph. D. in the fields described above, six (6) years of experience.
- With 15 years of experience, a degree in the fields described above is not required. **Duties:**

Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision to support staff. Demonstrates excellent oral and written communication skills.

SENIOR SYSTEMS ENGINEER

Education: B.S. or B.A. Degree.

Experience/ Minimum Training Requirements: This position requires a minimum of eight (8) years of experience in providing professional engineering services and a bachelor's degree in an engineering or other related scientific or technical discipline. At least four years of experience in the supervision of systems engineers.

With a master's degree in the fields described above, six (6) years of experience.

Duties: Analyzes user and system requirements. Evaluates problems in workflow, organization, and planning. Develops appropriate corrective actions. Provides daily supervision and direction to the staff.

SENIOR SYSTEMS ANALYST

Education: B.S. or B.A. Degree.

Experience/Minimum Training Requirements: This position requires a minimum of eight (8) years of experience in providing professional engineering services and a bachelor's degree in computer science, business or other related discipline. At least four years experience in the supervision of analysts.

- With a masters degree in the fields described above, six (6) years of experience.
- With 12 years of experience, a degree in the fields described above is not required.

Duties: Determines functional and cross-functional relationships. Performs functional allocation to identify the required tasks and their interrelationships. Provides daily supervision and direction to the systems analysts.

SYSTEMS ENGINEER

Education: B. S. or B. A. Degree.

Experience/Minimum Training Requirements: This is a mid-level position that requires a minimum of five (5) years experience in systems engineering and a bachelor's degree in engineering or other related scientific or technical discipline. At least two (2) years of experience in analytical problem solving related to work flow, organization, and planning. Must demonstrate the ability to work independently or under general direction.

Duties: Performs complex engineering analysis and design tasks. Prepares specifications and designs and implements the solutions. May design subsystems. Assists in developing standards. Works as part of a task team.

SYSTEMS ANALYST

Education: B. S. or B. A. Degree.

Experience/Minimum Training Requirements: This is a mid-level position that requires a minimum of five (5) years analyzing systems. At least two (2) years of specialized experience in analytical problem solving and developing functional requirements for complex systems. Must demonstrate the ability to work independently or under only general direction.

With eight (8) years of relevant experience, a degree is not required.

Duties: Analyses user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Works as part of a task team.

JUNIOR SYSTEMS ENGINEER

Education: B. S. or B. A. Degree.

Experience/Minimum Training Requirements: This is an entry-level position that requires a minimum of one (1) year of experience in systems engineering and a bachelor's degree in engineering or other related scientific or technical discipline.

Duties: Provides basic technical assistance in systems engineering under the supervision of more senior engineers. Works as part of a task team.

JUNIOR SYSTEMS ANALYST

Education: B.S. or B.A. Degree.

Experience/Minimum Training Requirements: This is an entry-level position requiring a bachelor's degree in computer science, business, or other related discipline.

With five (5) years of relevant experience, a degree is not required.

Duties: Assists more senior analysts in analyzing user needs to determine functional and cross-functional requirements, in performing functional allocation, and in identifying resources required for the tasks. Works as part of a task team.

TECHNICAL EDITOR

Education: Associates degree in English, literature, or other related discipline or the equivalent.

Experience/Minimum Training Requirements: This position requires a minimum of three (3) years of experience, of which one year must be specialized which includes the editing of technical documents.

With eight (8) years of relevant experience, a degree is not required.

Duties: Assists in collecting and organizing information for preparation of user manuals, training materials, and reports. Edits functional descriptions, system specifications, and any other customer deliverables and documents. Assists the Project Manager and Task Leaders in performing financial and administrative functions.

TECHNICAL TYPIST

Education: High school diploma or equivalent.

Experience/Minimum Training Requirements: Must have two (2) years experience in a technical typing position.

Duties: Must be able to type at least 60 words per minute with than one percent error rate. Must be capable of preparing final-form technical documents. Must be able to use various PC word processing software products (e.g., Word, WordPerfect, and Excel).

GRAPHICS SPECIALIST

Education: High school diploma or equivalent.

Experience/Minimum Training Requirements: Must have at least four (4) years of specialized experience in graphics.

Duties: Must be capable of preparing final-form graphics containing no errors. Must be able to use various PC graphics products (e.g., PowerPoint, Claris Draw, Adobe PhotoShop, Microsoft Publisher).

EXECUTIVE-LEVEL SUBJECT MATTER EXPERT

Education: B.S. or B.A. Degree.

Experience/Minimum Training Requirements: This position requires a minimum of 26 years of specialized experience in the functional area being studied and at least a bachelor's degree. A master's or doctorate degree is preferred.

With 30 years of specialized experience, a degree is not required.

Duties: Provides technical, managerial, and administrative advice to the Project Manager (PM) concerning the functional area under study. Makes recommendations and advises on organizational-wide system improvements. Demonstrates excellent oral and written communication skills. May work independently or directly for the PM.

ENGINEER/SCIENTIST

DUTIES: Performs complex engineering analysis and design tasks. Prepares specifications and designs, and implements the solutions. May design subsystems. Assists in developing standards. Analyzes user and system requirements. Evaluates problems in workflow, organization, and planning. Develops appropriate corrective actions. May work independently with guidance from higher level personnel.

May be required to serve as liaison for interpreting and translating the various disciplines represented on the task team and a point of contact for evaluation of problems arising from the interdisciplinary nature of the task. Must be able to ability to perform detailed and complex calculations plus possess knowledge of practices/principles necessary to assess advanced systems concepts, assess specifications and perform system integration.

As the levels increase, the requisite responsibilities and composite labor rates increase in magnitude. May be responsible for formulation of the opinions, decisions and ultimate performance of the task specified in the statement of work contained in the Task Order.

EDUCATION/EXPERIENCE: For Levels II – VI, must possess a Ph.D., M.S., and/or B.S. Degree in a recognized engineering or scientific discipline and from an accredited program of study (for Engineers) or an accredited college or university (for Scientists). To provide the customer with maximum flexibility in acquiring the appropriate skill level, six (6) experience levels are defined. They are:

Level	Minimum Years of Experience		
	B.S.	M.S.	Ph.D.
Level I	N/A	N/A	N/A
Level II	0	N/A	N/A
Level III	4	2	0
Level IV	10	8	5
Level V	15	12	11
Level VI	20	15	10

Notes:

1. Engineer/Scientist Level VI must possess a minimum of possess at least 2 years of managerial/supervisory experience.

2. Engineer/Scientist II is a Co-Op position requiring at least one year completion of study in an engineering or science program; a 3.0 (out of 4.0) grade point average; and enrollment in an official cooperative education/training program at the accredited college or university.

NOTE: Education equivalents, where applicable, are specified within each individual labor category description.

Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	WD Number
Technical Editor	30462 - Technical Writer II	2015-4603
Technical Typist	01612 - Word Processor II	2015-4603
Graphics Specialist	13042 - Illustrator II	2015-4603

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).