

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**



SAIC is a FORTUNE 500® scientific, engineering, and technology applications company that uses its deep domain knowledge to solve problems of vital importance to the nation and the world, in national security, energy and the environment, critical infrastructure, and health. For more information, visit www.saic.com. SAIC: From Science to Solutions®

Language Services

**Standard Industrial Class: 541930
FSC Group: 738 Part II**

**Contract Number: GS-10F-0308U
Contract Period: July 23, 2008 through July 22, 2013
www.saic.com/contractcenter/gsa-language-services/**

Business Size: Large

POINTS OF CONTACT:

SAIC GSA PROGRAM MANAGEMENT OFFICE

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**Mod PS-0004
Effective 5/24/10**

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

1a. Special Item Numbers:

SIN 382-1 Translation Services

SIN 382-2 Interpretation Services

SIN 382-4 Comprehensive Linguistic Analytical Support Services (CLASS)

1b. Price list and rates: See page 6.

1c. Labor Category descriptions and qualifications: See price list.

2. Maximum Order: \$1,000,000. Requirements exceeding the maximum order may be handled pursuant to clause I-FSS-125 (August 1995).

In accordance with FAR 8.405, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a Maximum Order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.

The contractor may:

- Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19);
- Offer the lowest price available under the contract; or,
- Decline the order; orders must be returned in accordance with FAR 52.216-19.

A delivery order for quantities that exceed the Maximum Order may be placed with the contractor selected in accordance with FAR 8.405. The order will be placed under the current contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

3. Minimum Order: \$100.

4. Geographic Coverage: SAIC worldwide locations.

5. Point(s) of Production: SAIC worldwide locations.

6. Discount from List Prices or Statement of Net Price: All prices herein are net.

7. Quantity Discounts: None. Discounts may be negotiated at the task order level.

8. Prompt Payment Terms: 0% net 30 days.

9a. Government Purchase Card: Government commercial credit cards are acceptable for orders below the micro-purchase threshold.

- 9b. Government Purchase Card:** Contact Contractor's Representative for credit card acceptance of orders above the micro-purchase threshold.
- 10. Foreign Items:** None.
- 11a. Time of Delivery:** Services delivered as negotiated in individual Task Orders.
- 11b. Expedited Delivery:** Not applicable.
- 11c. Overnight and Two Day Delivery:** Not applicable.
- 11d. Urgent Requirements:** Not applicable.
- 12. F.O.B. Point(s):** Destination.
- 13a. Ordering Address:**
Science Applications International Corporation
Attention: Sandra L. Reid
200 12th Street S., Suite 1500
Arlington, VA 22202
Phone: 703-414-8812
Fax: 703-414-8267
Email: Sandra.L.Reid@saic.com
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Addresses:** Should Electronic Funds Transfer (EFT) payment be available, SAIC requests that the EFT remittance be specified as follows:

Science Applications International Corporation
Citibank, N.A.
New York, New York
Account No. 30547584
ABA No. 021000089
SWIFT: CITIUS33

Should EFT not be available, the remittance address is as follows:

Science Applications International Corporation
P.O. Box 223058
Pittsburgh, PA 15251-2058

Reference Information for all Checks:
 - The name of the customer making payment
 - The contract number/delivery order number
 - The invoice number
 - If available, project number
- 15. Warranty Provision:** Standard Commercial Warranty.
- 16. Export Packaging Charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance:** SAIC accepts government purchase cards in accordance with government purchase card program guidelines.
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable.
19. **Terms and conditions of installation:** Not applicable.
- 20a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.
- 20b. **Terms and conditions for any other services:** Not applicable.
21. **List of service and distribution points:** Not applicable.
22. **List of participating dealers:** Not applicable.
23. **Preventive maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.
- 24b. **Section 508 compliance:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following web site www.Section508.gov/
25. **Data Universal Number System (DUNS) number:** 01-889-7020.
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** SAIC is registered in the CCR database.

TABLE OF CONTENTS

SAIC Language Services Overview..... 6

How To Use This Schedule 7

Contract Clauses 8

Orders Exceeding the Maximum Order Threshold..... 8

Blanket Purchase Agreements 8

Contractor Team Arrangements 9

Subcontracting to Small Business 9

Company Overview..... 9

Special Item Number Descriptions 9

GSA Schedule Price List..... 10

Labor Categories and Qualifications 11

SAIC LANGUAGE SERVICES OVERVIEW

Under the General Services Administration federal supply schedule contract for Language Services, contract no. TFTP-GC-017382-B, SAIC's diverse and in-depth knowledge of language services is available to all federal government and other authorized agencies using a streamlined ordering process. SAIC was awarded the Language Services contract on July 23, 2008. The Language Services contract is an indefinite delivery, indefinite quantity multiple award schedule contract that provides for task orders to be placed as firm fixed-price or time and material using the labor categories and ceiling rates defined in the contract. The order type is at the discretion of the ordering agency. To learn more about SAIC's language services contract, please visit our Web site at <http://www.saic.com/contractcenter/gsa-language-services>

Under the federal supply schedule program, GSA enters into contracts with commercial firms to provide supplies and services at stated prices for given periods of time. Orders are placed directly with the schedule contractor, and deliveries are made directly to the customer. The federal supply schedule program mirrors commercial buying practices more than any other procurement process in the federal government today. It provides customers with literally millions of state-of-the-art, high-quality commercial products and services at volume discount pricing on a direct delivery basis. The federal supply schedule program also offers the benefits of shorter lead times, lower administrative costs, and reduced inventories.

Multiple award schedule contracts are awarded to contractors supplying comparable commercial supplies and services at government-negotiated, pre-approved prices. They provide federal agencies with the variety and the flexibility necessary to select the best-valued professional services to meet their requirements. Consistent with the Competition in Contracting Act, multiple award schedule contracts are competitive in that participation in the program is open to all responsible sources, and orders placed following the procedures in Federal Acquisition Regulation 8.4 result in the lowest overall cost alternative. Therefore, when placing orders under federal supply schedules, ordering offices need not: 1) seek further competition, 2) synopsise the requirement, 3) make a separate determination of fair and reasonable pricing, or 4) consider small business programs. GSA already has determined the prices of items under schedule contracts to be fair and reasonable.

Advantages of Using the GSA Language Services Contract Include:

- Five-year contract-ordering period with 3 five-year options. Current ordering period is through July 22, 2013
- Indefinite delivery / indefinite quantity contract with no ceiling and no maximum order limitations
- Available to all federal agencies and authorized organizations
- No synopsis (FedBizOpps posting) is required—all competitive requirements have been met
- Direct customer and contractor relationship – no transfer of funds to GSA required
- Reduced lead times – procurement cost savings
- Labor categories and rates for fixed price and time and materials task orders
- Provides for teaming and subcontracts
- Blanket purchase agreements may be established

HOW TO USE THIS SCHEDULE

In accordance with the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996, GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. While the federal supply schedule program already has determined these rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. Based on quotes requested from three contractors that appear to offer the best value (considering scope of services offered, hourly rates, contractor's locations and other factors, as appropriate), the ordering agency selects the one that best meets its needs.

This contract is available to all federal agencies as a source of language services for domestic and overseas use. Executive agencies, other federal agencies, mixed-ownership government corporations, and the District of Columbia; government contractors authorized in writing by a federal agency pursuant to FAR Part 51; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the executive branch of the federal government. GSA Order ADM 4800.2E provides a complete list of authorized schedule users.

Total price for services are established at the time the task order is placed and are based on the rates offered in the SAIC Language Services Price List catalog. The resultant task order details the estimated number of hours, the labor categories to be provided, and any related items. If the ordering agency's contracting officer chooses to purchase services on a labor-hour-time-and-material basis, the resultant task order will specify the not-to-exceed price, the labor categories proposed (with the hourly rates for each), and any applicable travel and other direct costs.

Federal Acquisition Regulation 8.4 provides procedures for the acquisition of services using GSA schedule contracts. To summarize the process for ordering languages services, the government agency:

1. Prepares a request for quotation that includes:
 - A performance-based statement of work that outlines the work to be performed
 - Type of task order – time and material or firm fixed price
 - Basis to be used for contractor selection (best value, etc.)
2. Transmits the request for quotations to contractors:
 - Selects at least three (more if task order value is more than \$1 million) qualified contractors on the schedule. Note: Department of Defense agencies need to refer to DFAR 208.4 when ordering services over \$100,000 using the GSA schedules.
 - Sends requests for quotations to selected contractors. GSA's e-buy provides ordering agencies a streamlined, Web-based system for ordering services using the GSA schedules.
3. Evaluates quotes and selects the contractor to receive the order:
 - Evaluates responses based on the factors identified in the requests for quotations
 - Places the order directly with the schedule contractor that represents the best value and results in the lowest overall cost alternative, considering price, special qualifications, administrative costs, and so forth.

The requesting government agency's contracting office directly issues the task order to the selected contractor without GSA involvement in the procurement process. All task order reporting requirements and remission of fees to GSA are the responsibility of the contractor.

CONTRACT CLAUSES

GSA multiple award schedule contracts are awarded in accordance with the provisions of Federal Acquisition Regulation Part 12 – Acquisition of Commercial Items. As much as possible, GSA multiple award schedule contracts include only those clauses required, either to implement provisions of law or executive orders applicable to the acquisition of commercial items or determined to be consistent with customary commercial practice. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (e.g., security, hazardous material handling, key personnel) provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law. For a list of clauses and terms and conditions included in the Language Services contract, contact the SAIC Language Services points of contact.

ORDERS EXCEEDING THE MAXIMUM ORDER THRESHOLD

All GSA MAS contracts contain a price point called a maximum order threshold. This threshold is not a ceiling on an order size; rather, it is a point where the ordering agency needs to consider additional contractors (more than three) and seek discounts from the listed catalog rates.

When placing an order that exceeds the maximum order threshold, ordering offices shall follow the standard ordering procedures, and the following additional procedures:

1. Consider additional schedule contractors (more than three)
2. Seek price reductions from the schedule contractor(s) offering the best value (considering price and other factors)
3. Selected contractor(s) may choose to offer a lower price for the requirement (the price reduction clause is not applicable to orders placed over the maximum order threshold)
4. After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

BLANKET PURCHASE AGREEMENTS

Ordering activities may establish blanket purchase agreements under any GSA schedule contract. A GSA schedule blanket purchase agreement simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, thus saving administrative time and reducing paperwork.

Blanket purchase agreements are established in accordance with the procedures in Federal Acquisition Regulation Part 8.405-3. An ordering activity may request a price reduction based on the total estimated volume of the blanket purchase agreement, regardless of the size of individual orders. Blanket purchase agreements may be established with one or more

scheduled contractors at the discretion of the ordering activity. When establishing multiple blanket purchase agreements, the ordering activity must specify the procedures for placing orders under the blanket purchase agreements. A GSA schedule blanket purchase agreement should not exceed five years in length, but may do so to meet program requirements. A blanket purchase agreement may extend beyond the current term of its GSA schedule contract, so long as there are option periods in the GSA schedule contract that, if exercised, will cover the blanket purchase agreement's period of performance.

CONTRACTOR TEAM ARRANGEMENTS

Contractor Team Arrangements are encouraged under the Federal Supply Schedules Program. Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together, by complementing each other's capabilities, to offer a total solution to meet an ordering activity's requirement rather than ordering activity making separate buys for each part of a requirement. The CTA combines the supplies and/or services from the team members' separate GSA Schedule contracts. It permits contractors to compete for orders for which they may not independently qualify. A customer benefits from a CTA by buying a solution rather than making separate buys from various contractors. Contractor Team Arrangements provide a "win-win" situation for both GSA Schedule contractors and ordering activities.

For additional information see FAR 9.6 and "Contractor Team Arrangements" at the GSA website <http://www.gsa.gov> under "Acquisition Solutions", click on "GSA Schedules", click on "Contractor Team Arrangements" or contact the SAIC FMM Program Management Office.

SUBCONTRACTING TO SMALL BUSINESS

Recognizing both the social and economic benefits, SAIC is committed to the maximum practicable use of small, HUBZone small, small disadvantaged and women-owned small business concerns as subcontractors.

COMPANY OVERVIEW

SAIC is a Fortune 500® scientific, engineering and technology applications company that uses its deep domain knowledge to solve problems of vital importance to the nation and the world, in national security, energy and the environment, critical infrastructure, and health. We do this with the constant and deliberate commitment to ethical performance and integrity that has marked SAIC since its founding. SAIC's approximately 45,000 employees serve customers in the Department of Defense, the intelligence community, the U.S. Department of Homeland Security, other U.S. Government civil agencies and selected commercial markets. SAIC had annual revenues of \$10.07 billion for its fiscal year ended January 31, 2009.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

The Language Services contract enables Federal agencies to improve communications due to the increasing impact the globalization of business economies have on organizations. These services will facilitate the elimination of language barriers to improve performance, quality and efficiency of operations. SAIC will provide translation and interpretation services to Federal agencies under three Special Item Numbers (SINs).

Language Services Available from SAIC

SAIC will provide qualified and experienced language professionals with relevant specialist knowledge in the required field of expertise in performance of the services required.

Translation Services (SIN 382-1)

Services include the translation of written, electronic and multi-media material to and from English and native foreign languages. Materials include but are not limited to: Business, Legal, Medical, Technical, Documents, Braille, Software, Website localization for Internet and Intranet, Video subtitling, captioning, and Transcriptions for Title III Monitoring. Client consultation and Project management services include translation formatting, proofreading, text adaptation, editing, graphic design, and desktop publishing.

Interpretation Services (SIN 382-2)

Services include the interpretation of oral communication to and from English and native Foreign Languages. Interpretation includes but is not limited to: Simultaneous, Consecutive, Escort, Community, Telephonic and Voiceovers. Interpreter forums may include meetings, conferences, seminars, litigation, briefings, and training. Client consultation and project management services provided for scheduling, assignment and logistical coordination of linguist support.

Comprehensive Linguistic Analytical Support Services (SIN 382-4)

Comprehensive Language Services in support of local, national, or global requirements that support the missions of military, law enforcement, homeland and national security organizations among others. Services include but are not limited to: Collecting, translating/interpreting and delivering mission related data; performing data analysis; cultural consulting; role-playing; Title III monitoring and intercepts; interview support, preparing related reports and assessments; forensic processing; screening/gisting; related project/program management and control for linguist screening and, recruitment; logistical coordination; site supervision and quality control of all related services. Linguists with security clearances are included in the above mentioned services. Services provided under this SIN must include communication from a source language to a target language.

GSA SCHEDULE PRICE LIST

If the agency Contracting Officer chooses to purchase from this SIN on a Firm Fixed Price Task/Delivery Order basis, the total price shall be established at the time of the order and will be based on the prices offered herein.

If the agency Contracting Officer chooses to purchase from this SIN on a Labor Hour basis, the resultant Task/Delivery Order shall specify the Not To Exceed price, the Labor Category(ies) proposed (with the hourly and daily rates for each), and the Other Direct Costs (ODCs).

Price List for SINs 382-1, 382-2, 382-4

GSA Labor Category	Labor Rate Year 1 7/23/08 to 7/22/09	Labor Rate Year 2 7/23/09 to 7/22/10	Labor Rate Year 3 7/23/10 to 7/22/11	Labor Rate Year 4 7/23/11 to 7/22/12	Labor Rate Year 5 7/23/12 to 7/22/13
Admin I	\$40.40	\$41.61	\$42.86	\$44.15	\$45.47
Admin II	\$57.99	\$59.73	\$61.53	\$63.37	\$65.27

Project Control I	\$75.34	\$77.60	\$79.93	\$82.32	\$84.79
Project Control II	\$85.84	\$88.42	\$91.07	\$93.80	\$96.62
Project Control III	\$96.00	\$98.88	\$101.85	\$104.90	\$108.05

Linguist/Analyst I	\$55.67	\$57.34	\$59.06	\$60.83	\$62.65
Linguist/Analyst II	\$76.98	\$79.29	\$81.67	\$84.12	\$86.64
Linguist/Analyst III	\$89.56	\$92.24	\$95.01	\$97.86	\$100.80
Linguist/Analyst IV	\$110.42	\$113.74	\$117.15	\$120.66	\$124.28
Linguist/Analyst V	\$122.57	\$126.25	\$130.04	\$133.94	\$137.96
Linguist/Analyst VI	\$143.55	\$147.86	\$152.29	\$156.86	\$161.57
Linguist/Analyst VII	\$170.78	\$175.91	\$181.19	\$186.62	\$192.22
Linguist/Analyst VIII	\$198.01	\$203.95	\$210.07	\$216.37	\$222.86
Linguist/Analyst IX	\$229.35	\$236.23	\$243.32	\$250.62	\$258.14

Program Manager I	\$94.29	\$97.12	\$100.03	\$103.03	\$106.12
Program Manager II	\$124.08	\$127.80	\$131.63	\$135.58	\$139.65
Program Manager III	\$143.55	\$147.86	\$152.29	\$156.86	\$161.57
Program Manager IV	\$166.66	\$171.66	\$176.81	\$182.11	\$187.57
Program Manager V	\$193.75	\$199.57	\$205.55	\$211.72	\$218.07

Note: Rates are inclusive of Uncompensated Overtime

LABOR CATEGORIES AND QUALIFICATIONS

SIN 382-1 - TRANSLATION SERVICES, SIN 382-2 – INTREPRETATION SERVICES and SIN 382-4 COMPREHENSIVE LINGUISTIC ANALYTICAL SUPPORT SERVICES (CLASS)

Admin I

- Minimum Education: High School diploma or GED equivalent desired.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Provides administrative-type support to technical and management-level personnel. This includes, but is not limited to, linguist/analyst deployment support, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, data input and other office administration functions. May perform other duties as assigned.

Admin II

- Minimum Education: BS/BA or equivalent desired.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Provides technical, managerial, and administrative support for interpretation and/or translation problem definition, analysis, requirements development, and implementation for language services program execution.

Linguist/Analyst I

- Minimum Education: High School diploma or GED equivalent desired
- General Experience: Two (2) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Performs a variety of technical language services project support tasks including interpretation and/or translation services and analyses.

Linguist/Analyst II

- Minimum Education: High School diploma or GED equivalent desired
- General Experience: Four (4) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Performs a variety of technical language services project support tasks including interpretation and/or translation services and analyses.

Linguist/Analyst III

- Minimum Education: BS/BA or equivalent desired.
- General Experience: none.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Provides language services technical expertise by conducting and/or participating in the strategic, tactical, and operational aspects of projects.

Linguist/Analyst IV

- Minimum Education: BS/BA or equivalent desired.
- General Experience: Two (2) years.
- Security: If required, must be able to obtain and maintain a security clearance.

- Position Duties/Responsibilities: Plans and designs language services projects. Develops or directs the development of findings, draws conclusions, and develops recommendations. Prepares and presents reports.

Linguist/Analyst V

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Two (2) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Develops or directs the development of findings, draws conclusions, and develops recommendations for language services. Prepares and presents reports. Conducts large projects and is responsible for meeting goals within time and cost constraints.

Linguist/Analyst VI

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Three (3) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Develops or directs the development of findings, draws conclusions, and develops recommendations for language services. Prepares and presents reports. Conducts large projects and is responsible for meeting goals within time and cost constraints.

Linguist/Analyst VII

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Four (4) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Directs the performance of or provides technical expertise to a variety of language service projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base.

Linguist/Analyst VIII

- Minimum Education: PhD or equivalent desired.
- General Experience: Four (4) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Provides expert language services, technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation of complex projects and programs.

Linguist/Analyst IX

- Minimum Education: PhD or equivalent desired.
- General Experience: Seven (7) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Provides expert language services, technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation of complex projects and programs.

Program Manager I

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Four (4) years.
- Security: If required, must be able to obtain and maintain a security clearance.

- Position Duties/Responsibilities: Program Management activities including planning and design of language services projects. Plans, organizes and controls the overall activities of the project. Ensures that all activities conform to the terms and conditions of the contract and delivery orders. Client consultation and project management services provided for scheduling, assignment and logistical coordination of linguist support.

Program Manager II

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Five (5) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Program Management activities including planning and design of language services projects. Plans, organizes and controls the overall activities of the project. Ensures that all activities conform to the terms and conditions of the contract and delivery orders. Client consultation and project management services provided for scheduling, assignment and logistical coordination of linguist support.

Program Manager III

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Seven (7) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Plans and designs projects. Conducts large projects and is responsible for meeting goals within time and cost constraints. Prepares and presents reports. Plans, organizes and controls the overall activities of the project. Ensures that all activities conform to the terms and conditions of the contract and delivery orders. Client consultation and project management services provided for scheduling, assignment and logistical coordination of linguist support.

Program Manager IV

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Eight (8) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Directs the performance of technical expertise for a variety of language services projects which may be organized by technology, program, or client. Plans, organizes and controls the overall activities of the project. Ensures that all activities conform to the terms and conditions of the contract and delivery orders. Client consultation and project management services provided for scheduling, assignment and logistical coordination of linguist support.

Program Manager V

- Minimum Education: MS/MA or equivalent desired.
- General Experience: Ten (10) years.
- Security: If required, must be able to obtain and maintain a security clearance.
- Position Duties/Responsibilities: Directs the performance of technical expertise to a variety of related language services activities which may be organized by technology, program, or client. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items. Ensures that all activities conform to the terms and conditions of the contract and delivery orders. Client consultation and project management services provided for scheduling, assignment and logistical coordination of linguist support.

Project Control I

- **Minimum Education:** BS/BA or equivalent desired.
- **General Experience:** Two (2) years.
- **Security:** If required, must be able to obtain and maintain a security clearance.
- **Position Duties/Responsibilities:** Conducts and/or participates in direct-billed project control activities including the strategic, tactical, and operational aspects of language service projects. In addition, the project controller will provide comprehensive support services for the execution of the language service project's management, consultation and deliverables.

Project Control II

- **Minimum Education:** BS/BA or equivalent desired.
- **General Experience:** Four (4) years.
- **Security:** If required, must be able to obtain and maintain a security clearance.
- **Position Duties/Responsibilities:** Conducts and/or participates in direct-billed project control activities including the strategic, tactical, and operational aspects of language service projects. In addition, the project controller will provide comprehensive support services for the execution of the language service project's management, consultation and deliverables.

Project Control III

- **Minimum Education:** BS/BA or equivalent desired.
- **General Experience:** Six (6) years.
- **Security:** If required, must be able to obtain and maintain a security clearance.
- **Position Duties/Responsibilities:** Conducts and/or participates in direct-billed project control activities including the strategic, tactical, and operational aspects of language service projects. In addition, the project controller will provide comprehensive support services for the execution of the language service project's management, consultation and deliverables.

Substitution/Equivalency:

- GED or vocational degree = high school diploma
- Two years of higher-level education = one (1) yr general experience.
- BS/BA = six (6) yrs general experience
- MS/MA = ten (10) yrs general experience, or BS/BA + four (4) yrs general experience
- Ph.D. = thirteen (13) yrs general experience, or BS/BA + six (6) yrs general experience, or MS/MA and three (3) yrs experience