



**GSA SCHEDULE 69, TRAINING AIDS AND DEVICES:
INSTRUCTOR-LED TRAINING; COURSE DEVELOPMENT;
AND TEST ADMINISTRATION**

Special Item Numbers:

27-400 – Instructor-Led Training

27-500 – Course Development; Test Administration

Contract Number GS-02F-0017V

Contract Period: 23 October 2008 – 22 October 2013



Schedule
Contract GS-02F-0017V

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

*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!**TM, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAvantage.gov.*

GSA SCHEDULE 69, TRAINING AIDS AND DEVICES: INSTRUCTOR-LED TRAINING; COURSE DEVELOPMENT; and TEST ADMINISTRATION

FSC GROUP 69 Class 6930

Special Item Number 27-400 – Instructor-Led Training
Special Item Number 27-500 – Course Development; Test Administration

Contract Number GS-02F-0017V

For more information on ordering from Federal Supply Schedules, go to the GSA homepage at: <http://www.gsa.gov>.

Contract Period: 23 October 2008 – 22 October 2013

THE WASHINGTON SECURITY GROUP, INC.

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Business Size: Small Business (Veteran-Owned)

TABLE OF CONTENTS

1. Customer Information	3
2. Overview	6
3. Contract Scope	7
4. Contract Use	7
5. Ordering Process	8
A. Orders Under the \$3,000 Micro-purchase Threshold	8
B. Orders Above the \$3,000 Micro-purchase Threshold	8
C. Orders Over the \$1 Million Maximum Order Threshold.....	10
6. Blanket Purchase Agreements.....	10
Best Value Blanket Purchase Agreement Federal Supply Schedule.....	12
Blanket Purchase Agreement	13
7. Contractor Team Arrangements.....	15
Basic Guidelines for Using Contractor Team Arrangements	15
8. Overview of the Washington Security Group	16
9. SIN 27-400 – Instructor-Led Training.....	18
10. SIN 27-500 – Course Development; Test Administration.....	19
11. Dulles Training Center	20
12. Current & Recent Relevant Past Performance.....	20
Appendix A: Courses	22
Appendix B: GSA Approved Pricelists	31
Appendix C: Labor Categories and Descriptions	33

1. Customer Information

1a. Awarded special item number(s).

27-400	Instructor-Led Training	Pages 18 and 22-31
27-500	Course Development, Test Administration	Pages 19 and 31-33

1b. Price Lists. See Appendix A for course descriptions (pg. 22) and B (pg. 31) for pricing information.

1c. Hourly rates and a description of job titles, experience, functional responsibility and education for those employees or subcontractors who will perform services. See Appendix B (pg. 31) for pricing and Appendix C (pg. 33) for labor descriptions.

2. Maximum order. \$1,000,000.00 USD

3. Minimum order. The minimum order designated for delivery orders/ task orders awarded under this schedule contract is \$100.00 USD.

4. Geographic coverage (delivery area). Domestic delivery. Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point(s) of production (city, county, and State or foreign country). United States of America

6. Discount from list prices or statement of net price. Prices shown in this schedule include a 10% discount off our commercial pricelist for SINs 27-400 and 27-500.

7. Quantity discounts. The Washington Security Group offers quantity discounts for SIN 27-500

5% Dollar Volume Discount for orders in excess of \$500,000.00 (15% total discount)

10% Dollar Volume Discount for orders in excess of \$1,000,000.00 (20% total discount).

8. Prompt payment terms. Net 30

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Government purchase cards will be accepted for payment up to the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government purchase cards will be accepted for payment above the micro-purchase threshold.

10. Foreign items (list items by country of origin). None

11a. Time of delivery. 60 days. May be pre-determined by the Delivery/ Task Order.

11b. Expedited Delivery. Not available.

11c. Overnight and 2-day delivery. Not available.

11d. Urgent Requirements. Not available.

12. F.O.B. point(s). When deliveries are made to destinations outside the contiguous 48 States and the District of Columbia, delivery will be F.O.B inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from point of exportation to destination in Alaska, Hawaii, or the Commonwealth of Puerto Rico, as designated by the ordering office. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.

(1.) The right is reserved to ordering agencies to furnish Government bills of lading.

(2.) Ordering offices will be required to pay differential between freight charges and express charges where the Government desires express deliveries

13a. Ordering address.

Washington Security Group, Inc.
43760 Trade Center Place Suite 135
Sterling, VA 20166-2188
(703) 661-1434 office (703) 661-1439 facsimile

13b. Ordering procedures: See pages 8 and 10 for ordering procedures and Blanket Purchase Agreements (BPA), respectively. **See also Federal Acquisition Regulation (FAR) 8.405-3.**

14. Payment address.

Washington Security Group, Inc.
Attn: Accounts Payable
PO BOX 519
Falls Church, VA 22040-0519

15. Warranty provision. WSG warrants the deliverables required under individual delivery orders to this schedule to be free of defects and in strict compliance with the requirements of the Statement of Work for a period of 90 days. If defects are discovered during the 90-day period, WSG will correct the defect at no cost to the Government. Defects discovered after the 90-day period will be corrected at a negotiated and approved fee with the client.

16. Export packing charges, if applicable. Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Contractors are required to accept the Government purchase card for payments equal to, or less than, the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the Government purchase card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the contractor and the customer; therefore, contractors are encouraged to accept payment by the Government purchase card for all orders, the contractor must so advise the ordering agency within 24 hours of receipt of order. The contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder request correction or replacement of a defective or faulty item in accordance with the contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable

19. Terms and conditions of installation (if applicable). Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable

20a. Terms and conditions for any other services (if applicable). Not applicable

21. List of service and distribution points (if applicable). Not applicable

22. List of participating dealers (if applicable). Not applicable

23. Preventive maintenance (if applicable). 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 / Electronic and Information Technology (EIT) supplies and services. Not applicable

25. Data Universal Number System (DUNS) number. 17-577-1208

26. Notification regarding registration in Central Contractor Registration (CCR) database. WSG is registered in the CCR database - Cage Code 35PH0

27. Uncompensated Overtime. (Indicate if used). Not applicable

2. Overview

The Washington Security Group's Training Schedule 69 General Services Administration (GSA) Federal Supply Schedule (FSS) offers Government agencies a streamlined way to procure a wide range of effective solutions to meet increasingly complex training challenges. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service, and effective leading-edge training methodologies and facilities. Our Training Schedule offers your agency/ organization quick and easy access to the Washington Security Group's expert advice and training solutions. Our services span the full training lifecycle represented by Special Item Numbers (SINs) 27-400 and 27-500: Training and Test Administration, including a wide-range of professional services. The Washington Security Group's approved GSA Federal Supply Schedule 69 contract for Training and Course Development is contract number GS-02F-0017V.

This approved Government contract has many attractive features to both training and contracting officers including, but not limited to the following:

- Structured as an Indefinite Delivery/ Indefinite Quantity (IDIQ) multiple award schedule (MAS) contract **valid through October 22, 2013** with three separate five-year option periods

- Can be used by all federal agencies, mixed-ownership Government corporations and the District of Columbia
- Employs **pre-negotiated** fair and reasonable pricing
- Reduces typical contracting lead times and administrative costs
- Contract includes pre-approved, discounted rates up to \$1 Million, after which agencies can seek additional discounts on pricing
- **No maximum dollar value on task orders**
- Offers alternative contract options: **Firm Fixed Price** or **Time and Materials**
- Allows creation of **Blanket Purchase Agreements (BPAs)** for recurring needs
- Offers unique Contractor Teaming Arrangements options for complete solutions
- **Assures orders meet the Competition in Contracting Act (CICA)**

3. Contract Scope

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The Government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or by time-and-materials.

The Special Item Numbers (SINs) available under this contract provide training and course development services. When task orders are placed, customers must identify the SIN or SINs under which the task is being executed. WSG has been awarded a contract by GSA to provide services under the following SINs, as defined below:

- **27-400 Instructor Led Training**
- **27-500 Course Development and Test Administration**

4. Contract Use

This contract is available for use by all federal Government agencies as a source for training and course development services. Executive agencies; other Federal agencies; mixed – ownership Government corporations; the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; 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.

Although mandatory preference programs do not apply to Federal Supply Schedules, orders placed against schedule contracts may be credited toward the ordering activity's

required small business goals. According to FAR 8.4, ordering activities are encouraged to rely on the small business representations made by schedule contractors at the contract level. For orders exceeding the micro-purchase threshold, ordering activities are encouraged to give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement. The Washington Security Group, Inc. (WSG) is a Veteran-owned small business and qualifies under mandatory preference programs.

5. Ordering Process

This section provides an overview of the General Services Administration's (GSA's), Federal Supply Schedule (FSS) ordering process. FSS offers flexible and easy procedures to allow you to purchase our commercial training services at rates that GSA has determined to be fair and reasonable.

Orders placed against a GSA Multiple Award Schedule (MAS) are considered to be issued using full and open competition. Therefore, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider other than GSA small business programs. By placing an order against a schedule using the procedures in this section, the ordering office has concluded that the order represents "best value" and results in the lowest overall cost alternative (considering price, special features, administrative cost, etc.) to meet the Government's needs.

Under FAR 8.4, the general steps for ordering WSG training services are:

- A. **Orders Under the \$3,000 Micro-purchase Threshold** – the order can be placed directly with WSG.
- B. **Orders Above the \$3,000 Micro-purchase Threshold** – ordering agencies, with one exception* must solicit pricing information from at least three FSS 69 contractors and then make a "best value" winning contractor determination. Before placing the order, consider reasonably available information about the supply or service offered under GSA MAS contracts by using GSA Advantage!™ on-line shopping service, or by reviewing catalogs or price list of at least three GSA FSS 69 schedule contractors. Select the delivery and other options available under the schedule that meet the agency's needs. When selecting the supply or service representing the best value, the ordering office may consider:
 - Special supply or service features required for effective program performance
 - Trade-in considerations

- Probable life of the item selected (compared to a comparable item)
- Warranty considerations
- Maintenance availability
- Past performance
- Price

Once a “best value” decision has been made by the ordering agency, WSG would typically process orders exceeding the micro-purchase threshold in the following manner:

- 1) The ordering agency communicates work requirements to WSG through a formal task/ delivery order Request for Proposal (RFP) or Request for Quote (RFQ). At a minimum, the RFP/ RFQ will include a performance-based description of the work to be performed, location of work, delivery schedule, applicable standards, and any special requirements (i.e., security clearances, special knowledge/ experience, travel, etc.). The RFP will also include directions for proposal preparation, submission, and the evaluation criteria for that contractor’s proposal. RFQs do not normally require a proposal for consideration. RFPs/ RFQs may require oral presentations to speed up the procurement process. RFPs/ RFQs may be sent via regular mail, facsimile, or e-mail to WSG at the ordering address listed in Section-7 of this document.
- 2) WSG will then review the RFP/ RFQ, including the work requirements, and will prepare a proposal in accordance with RFP directions, detailing a technical and management approach, addressing the evaluation factors, and providing a price quote. The price quote is based upon the negotiated labor, course, and facility rates included in Section-15 of this document. The price quote in most cases must be firm-fixed prices, but in some cases it could be used to establish a ceiling price. A ceiling price is established for those efforts where the ordering agency makes a determination that it is not possible to estimate accurately the extent or duration of the work and associated costs with a degree of confidence. When such a determination is made, a time-and-materials proposal is required.
- 3) Once the WSG proposal is accepted, the ordering agency’s contracting office issues a task/ delivery order directly to WSG. The order will include our GSA Schedule contract number (contract no. GS-02F-0017V).

*** There may be a few instances when an ordering agency has a complex or unique requirement and can place a sole source order to support national security and defense requirements under the authority of FAR 6.302 even though the micro-purchase threshold has been**

exceeded. Sole source orders occur because the supplies/ services can only be obtained from one source due to procurement requirements. The Washington Security Group has and continues to receive sole source orders as the single national security provider of specialized training and exercise support services for sensitive national security related training and exercise programs as well as offensive counterproliferation training services.

Examples include: specialized training facilities for Tactical & Sensitive Site Exploitation; training and exercise facilities located within 50 miles of Washington, DC; specialized and classified training and course development services and support; and training and evaluation services that require a uniquely qualified Contractor team.

- C. **Orders Over the \$1 Million Maximum Order Threshold** – the same procedures for orders over \$3,000 are followed, but additional competing GSA FSS 69 contractors are normally added. After the “best value” price list is completed and due to the size of the order, the ordering agency will most likely seek price reductions from all competing FSS contractors that are within the best value range. The agency will then place an order with the FSS contractor offering the best overall value.

6. Blanket Purchase Agreements

According to Federal Acquisition Regulation (FAR) 8.405-3, ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services with WSG. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). WSG encourages BPA development for repetitive training requirements. In determining how many BPAs to establish, ordering agencies should consider:

- Need to periodically compare multiple technical approaches or prices
- Scope and complexity of the requirement(s)
- Technical qualifications of the schedule contractor(s)
- Administrative costs of BPAs

BPAs should address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time. When establishing multiple BPAs, the ordering activity should specify the procedures for placing orders under the BPAs. Once a BPA is established, authorized users may

place the order directly with WSG under the established BPA when the need for the supply or service arises.

BPAs generally do not exceed five years in length, but may do so to meet program requirements. WSG can be awarded BPAs that extend beyond the current term of our GSA Schedule contract due to available option periods in the GSA Schedule contract that, when exercised, will cover the BPA's period of performance.

The Remainder of this Page Left Blank

Best Value Blanket Purchase Agreement Federal Supply Schedule
(Insert Agency Name)

In the spirit of the Federal Acquisition Streamlining Act, *(Agency Name)* and The Washington Security Group, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-02F-0017V.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency	Date	Contractor	Date
--------	------	------------	------

BPA Number: _____

Blanket Purchase Agreement

(Insert Agency Name)

Pursuant to **GSA Federal Supply Schedule Contract Number GS-02F-0017V**, Blanket Purchase Agreements, The Washington Security Group, Inc. agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH ***(Ordering Agency Name)***:

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Item Number/ Part Number	*Special BPA Discount/ Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(2) Delivery:

Destination	Delivery Schedules/ Dates
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

Office	Point of Contact (POC)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA in writing via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor: Washington Security Group, Inc.
- (b) Contract Number: GS-02F-0017V
- (c) BPA Number
- (d) Item Identifier, Model Number or National Stock Number (NSN)
- (e) Purchase Order Number
- (f) Date of Purchase
- (g) Quantity, Unit Price, and Extension of Each Item
- (h) Date of Delivery

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and Washington Security Group's invoice, the provisions of this BPA will take precedence.

7. Contractor Team Arrangements

WSG is committed to providing high quality training to the US Government through productive contractual relationships including management and oversight of large team-based "umbrella" training contracts. WSG may partner from time-to-time with academia and industry partners to provide specific and synergistic aspects of our training programs. These partnerships will be closely monitored, managed, and audited under the same voluntary rules that WSG adheres to internally.

WSG views contractor team arrangements as desirable from both a Government and industry standpoint in order to enable the companies involved to:

- Complement each other's unique capabilities; and
- Offer the Government the best combination of performance, cost, and delivery for the system or product being acquired.

WSG may enter into contractor team arrangements during complex research and development or production aspects but may also enter at other times as appropriate.

WSG will normally form a contractor team arrangement before submitting an offer/ proposal/ quotation. However, we may enter into an arrangement later in the acquisition process, including after contract award to ensure contract completion at the highest level of quality and best value to the Government.

Basic Guidelines for Using Contractor Team Arrangements

- A. Federal Supply Schedule Contractors may use Contractor Team Arrangements (see FAR 9.6) to provide solutions when responding to a customer agency requirements.
- B. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.
- C. Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.
- D. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.
- E. Customers should refer to FAR 9.6 for specific details on Team Arrangements.
- F. A general outline on how it works:

- Customer identifies their requirements
- Federal Supply Schedule Contractors may individually meet the customer's needs,
 - OR - Federal Supply Schedule Contractors may individually submit a Schedules Team Solution to meet the customer's requirement
- Customers make a best value selection

8. Overview of the Washington Security Group

About WSG

The Washington Security Group, Inc. (WSG) is a professional services company that consists of former military personnel, field intelligence/ operations officers, scientific and technical experts, as well as diplomatic and private sector leaders who share a common commitment to Combating the use of Weapons of Mass Destruction against the United States.

Founded and managed by recognized experts in counterproliferation, Combating WMD (CWMD), WMD interdiction (WMD-I), and unconventional intelligence collection operations, WSG remains the only defense contracting company exclusively dedicated to assisting the U.S. Government in combating and preventing the use of WMD with an integrated approach. We provide comprehensive and integrated programs that address training, education, leadership development, organizational design and implementation, specialized mission planning, and operations against a broad spectrum of functional areas.

Our Mission

To increase U.S. National Security by providing significant contributions to combating the use of WMD by developing innovative solutions to complex counterproliferation issues and offensive operations.

Our core competencies center on CWMD reforms, development of leaders at all levels, training, education, field training exercises, and comprehensive mission rehearsals. Our primary resources are our people and unique/ unsurpassed infrastructure. This includes men and women of courage and commitment who have devoted their lives to the nation and who now apply their skills and experience to the challenges of a rapidly changing international and national security environment. Finally, our training facilities have been informally referred to as a “national asset” and provide the world’s finest CWMD training facilities within 50 miles of Washington, DC.

WSG Core Values

- Honesty and integrity
- Commitment to National Security
- Passion for our customers, for our partners, and for science and technology
- Openness and respectfulness
- Entrepreneurial spirit
- Taking on big challenges and seeing them through
- Constructive self-criticism, self-improvement, and personal excellence
- Accountability

WSG – An Integrated Approach to a Safer Nation

WSG advocates and supports an “integrated approach” to CWMD programs and operations. At a basic level, this implies seamless integration of science and technology with operational, mission support, and intelligence efforts. CWMD operations are highly complex at all stages and require the integration of various functional areas, capabilities, and resources to be successful and mitigate multiple risks. Intelligence analysis, targeting, and collection entities must be capable of providing integrated support throughout the entire operational cycle. Operators and collectors must be highly skilled, intelligent, and physically capable of working in enemy facilities including laboratories with lethal substances and agents under operational and potentially hostile conditions. Organizations and agencies involved in active defense, offensive operations, and intelligence collection require the ability to act independently during actions on the objective or with limited reach back and thus demand the operator/ collector to develop and sustain an advanced working knowledge of multiple and complementary disciplines that can mean the difference between mission success or mission failure. WSG provides individual and custom training programs to reach organizational training objectives and can provide “fast-track” training solutions to develop or enhance Government CWMD capabilities.

WSG provides a wide range of services requiring defense, intelligence, law enforcement, and leadership development expertise. Areas where WSG provides outstanding capabilities include, but are not limited to, the following:

- CWMD and Counterproliferation SME Consulting
- CWMD, WMD-I, Counterproliferation, and CBRNE Training
- Tactical and Sensitive Site Exploitation (TSE/ SSE) Training
- Mock-Target Development and Management
- Exercise Development and Management
- Research, Development, Testing, and Evaluation

- Custom and Classified Program Services and Support

9. SIN 27-400 – Instructor-Led Training

WSG supports U.S. Government training efforts by providing highly qualified Subject Matter Experts (SMEs) to provide classroom and field instruction and training development support that achieve organizational learning and training objectives.

WSG training courses provide realistic operational training to military units, intelligence agencies, and federal and state organizations chartered with conducting pre-attack CWMD and Counterproliferation operations. The pre-attack continuum includes all WMD activities from enemy equipment procurement attempts and Research & Development (R&D) to U.S. operations to stop a terrorist from delivering a weapon to a target.

Our courses are broken down into the following categories:

- Technical Courses for Combating WMD
- Tactical Site Exploitation/ Sensitive Site Exploitation
- CWMD and Counterproliferation HUMINT Operations
- Tactical & Operational Training
- CWMD and Counterproliferation Sustainment Training
- Mission Rehearsals
- Field Training Exercises (FTX)

Our training is suited for both domestic and internationally-focused U.S. Government customers. Training involves an intense focus on actions at the objective of known, or suspected, WMD sites and related facilities. This includes securing a potentially contaminated facility, or vessel, under hostile or contested conditions, site survey and exploitation prioritization, agent detection and sampling, packaging and transporting hazardous materials, and neutralization and destruction. Offensive/ elimination and interdiction training may include, but is not limited to, armed high-risk operations at clandestine production facilities, operations to secure materials that are in shipment to the United States, operations to stop the physical delivery of a device to a target once inside the United States and related post-interdiction safety and technical activities.

Sustainment training, mission rehearsals, and complex field training exercises (FTXs) provide ongoing training opportunities for individuals, teams, and units. Sustainment training allows for the increased proficiency of personnel and teams while allowing for personal growth and leadership opportunities while minimizing the loss of perishable

skills associated with CWMD operations. Mission rehearsals and well-planned and executed FTXs provide unique training opportunities for teams to prepare for deliberate and crisis CT and CWMD operations based on integrated targets and programs that are designed to replicate specific real-world scenarios.

All of our instructor-led training programs are designed and taught by instructors who have direct experience planning and conducting CWMD and Counterproliferation operations. We continue to expand our dedicated effort to integrate the brightest persons in science and technology with experienced intelligence officers and military operations personnel to develop and maintain the best training programs and courses available anywhere in the world.

10. SIN 27-500 – Course Development; Test Administration

WSG provides the U.S. Government with professional services in support of various agencies chartered with select national security missions. These services involve support to planning and creation of courses and/or training materials to meet the goals and objectives of those agencies. These may be delivered in a classroom or through other instructional means. Course development includes but is not limited to new training course development, updates of existing US Government courses, custom training courses and programs, and exercise development. Test administration includes the testing, tracking, and evaluation of personnel, programs, and systems to make educated and sound assessments in support of instructional programs.

WSG offers development and testing/ evaluation of specialized national security-related training programs and courses to provide clients with unique, real-world tactical, operational, and strategic training solutions (basic, intermediate, and advanced) to satisfy both homeland security and military CWMD, counterproliferation, and counter-terrorism requirements. Training and exercises can be developed for any security situation, functional area, or mission/ skill set including, but not limited to, domestic and international WMD pre-attack interdiction operations, CWMD offensive operations and active defense, Tactical Site Exploitation (TSE), Sensitive Site Exploitation (SSE), CBRNE forensic inspection/ investigation, enemy program disruption and defeat, unconventional maritime scenarios including vessels at sea involved in the transshipment of WMD materials or weapons, initial CBRNE incident response, and other national security or counter-terrorism topics.

WSG's course development services are designed by experienced personnel and adhere to the training requirements and standards set-forth by the Department of Defense and specific requirements by each service and command/ unit. Course development may follow several paths and may include customization of existing

modules and courses to tailor specific knowledge and skill sets to the customer's trainees or through novel "from-the-ground up" development of specific training to meet requirements.

11. Dulles Training Center

Located approximately 30 miles from Washington, D.C., WSG's Dulles Training Center (DTC) is a state-of-the-art facility dedicated to training organizations chartered with conducting tactical/ sensitive site exploitation (TSE/ SSE) and forensic intelligence and is the only commercial TSE/ SSE training center in the US. This training center is over 10,000 square feet and the training area has infinitely configurable spaces, including moveable walls that allow customers to experience multiple training scenarios in a short period of time. WSG maintains a large inventory of training items found in state/ non-state actor CBRNE facilities including a wide spectrum of working foreign and domestic scientific equipment, simulated and real chemicals/ materials, and a variety of props to simulate a foreign atmosphere. DTC has four isolation rooms accommodating up to 16 people for mission planning and separate equipment storage/ preparation areas. The facility is cleared to store Government firearms and classified documents/ computers to the SECRET level to augment training courses. Multiple classrooms, a separate break area, and ADA-compliant kitchen and bathrooms make the training area capable of accommodating training groups for single day or multiple days without constraint.

DTC is augmented by complementary facilities located throughout the United States including training facilities in Pennsylvania, Florida, and Wyoming as well as a private airport located 35 miles from Washington, D.C. known as Washington Field. Each facility is unique, but collectively they allow for CBRNE forensics and biometrics training including decontamination training, environmental sampling, intermediate, and advanced biomedical sampling, and scenario based exercises including custom target mock-ups. Washington Field is an 80-acre facility operated exclusively by WSG and includes a FAA-approved private airport with a 2,400-foot runway (FAA Identifier 70MD). The Washington Security Group has been granted a Class "R" Biomedical Research license and has conducted joint medical research with the George Washington University Medical Center.

12. Current & Recent Relevant Past Performance

The Washington Security Group, Inc. is the established leader in providing the U.S. Government with CWMD and counterproliferation instructor-led training services,

course development, and test administration. We have a proven track record of providing unprecedented strategic and tactical training support services to the Intelligence Community, Special Operations Community, and the Department of Homeland Security in all areas of CWMD, WMD-I, and SSE. **In the last three years alone, WSG training professionals have delivered over 500 days of basic, intermediate, and advanced training to over 1,400 professionals in mission critical skill sets.** This experience, coupled with our staff, a thorough understanding of national requirements, existing curriculum of over 400 courses, and world-class facilities within 50 miles of Washington, D.C. offers Government clients the best training available with an established contractor that has demonstrated proven contract schedule and cost performance, exceeded customer contract requirements and expectations, personifies low contract risk, and has fast-tracked Government operational capabilities through planning and delivering specialized CWMD and counterproliferation training and exercise programs.

Current & Recent Relevant Past Performance – Ten Most Recent Contracts (updated 10.23.08)	Program Management	Tactical Site Exploitation (TSE)	Sensitive Site Exploitation (SSE)	CBRNE Forensic Intelligence	CBRNE Clandestine Labs	CBRNE Pilot Plant Production	CBRNE Full Production	CBRNE Storage Facilities	CWMD/ WMD-I Intelligence	CT Training Services	Tactical/ Operational	Anti-Terrorism/ Force Protection	Sustainment Training	Integrated Training Exercise	Annual WMD FTX	Equipment and Logistics	Other Courses
Project 2714GS	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Project 2712 DD	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●
Project 2711DD	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●
Project 2710DD		●	●	●	●	●	●	●	●		●	●		●		●	●
Project 2709DD	●										●	●	●	●		●	●
Project 2708DD	●									●	●	●		●		●	●
Project 2707DD		●	●	●	●	●	●	●	●		●	●		●		●	●
Project 2706AR	●	●	●	●	●	●	●	●	●	●				●		●	●
Project 2705OG	●										●	●		●		●	●
Project 2704HS	●	●	●	●	●						●	●				●	●

Appendix A: Courses

Chemical Warfare/ Threat Agents

Introduction to Chemistry

This course provides instruction on the fundamentals of applied chemistry to students at all experience levels. The focus of applications sets the groundwork for understanding of the development of CBRNE and the methods for countering the threat. The course provides the necessary common framework for individuals to participate individually and as of team members in follow-on CBRNE training courses. This course may serve as refresher for students who have not studied chemistry recently, or may serve as supporting instruction for students finding more advanced levels of instruction difficult.

- Periodic table, atomic structure, and states of matter
- Inorganic chemistry
 - Basic nomenclature, chemical bonding and structure
 - Types of reactions
 - Equations, moles, and stoichiometry
 - Incompatible materials and safety
- Organic chemistry
 - Basic nomenclature, chemical bonding and structure
 - Heterocyclic chemistry and nomenclature
 - Incompatible materials and safety
 - Types of reactions
- Biochemistry
 - Nucleic acids (DNA/ RNA)
 - Cell signaling
 - Metabolism
- Common laboratory equipment/ tools

Prerequisite(s): None

Introduction to Chemical Warfare & Threat Agents

This course provides instruction on the specific agents that may be used in the development of chemical weapons. This course is useful to students at all experience levels. The coursework establishes a framework for a full range of classroom and field experience. The course provides the necessary common framework for individuals to participate individually and as team members in follow-on CBRNE training courses. This course may serve as refresher for students who have not studied the

weaponization of chemicals, or may serve as supporting instruction for students finding more advanced levels of instruction difficult.

- Historical development and use
- Contemporary use
- Characteristics (persistency, classes and designations)
- Delivery (dispersion, thermal dissemination, aerodynamic dissemination)
- Protection against chemical warfare
- Basic decontamination approaches
- Basic medical intervention and treatments
- Exposure guidelines

Prerequisite(s): None

Chemical Warfare Laboratory Operations

This course is designed to assist U.S. Government personnel in gaining a solid understanding of the basic organic chemistry and CW production processes in order to enhance their capabilities to assess; sample; exploit; and disable critical points, components, and materials. Course participants will assemble the laboratory materials required and set-up equipment to produce simulated precursors and chemical warfare agents. Participants will gain an understanding of the types of chemicals, equipment, laboratories, and training required to produce basic chemical warfare agents.

Topics Covered:

- Introductory lectures outlining the contextual environment for the use of precursors, agents, materials and equipment necessary for production, methods of creating products and purification methods and processes.
- CW Production Processes

Special Considerations

This course is restricted to authorized U.S. Government personnel with counter-proliferation and/or CBRNE response, investigative or intelligence roles and responsibilities only. Detailed course descriptions and course length(s) are not provided in this course description.

Process Choices: Traditionally multiple agent processes are covered in the two day course of instruction. Students can focus on mastery of the production of selected agents listed below (using several different approaches) or may focus on a broad selection of agents to round out their knowledge base. Students are afforded time to work through processes so that they understand concepts,

required materials, timelines, expertise required, and acceptable deviations from "standard" recipes.

- Production of key precursors
- Production requirements for Hydrogen cyanide and Cyanogen chloride
- Production of vesicant agents – Lewisite (L), Sulfur Mustard (HD, H)
- Production of G-nerve agents – Tabun (GA), Sarin (GB), Soman (GD), Cyclosarin (GF)
- Production of V-nerve agents – VX

Prerequisite(s): Nomination from US Government Agency/ Military Command

Advanced Chemical Agent Concepts

This course is designed to provide individuals with advanced instruction on chemical warfare agents, production techniques, and methods. Personnel are expected to gain an understanding of the chemistry behind chosen historical, current, and future production methods. Focus is on the materials necessary for production, how they are combined to form the agent, purification methods and processes, representative degradation processes, and finally storage considerations. Medical information is also presented to outline appropriate personal protection strategies and post-exposure treatment options.

Topics Covered:

- Vesicant synthesis, degradation, and exposure management
 - Sulfur Mustard (HD)
 - Sesqui-mustard (QN)
 - Nitrogen Mustards (HN)
 - Lewisite (L)
- OP nerve Agent synthesis and degradation
 - G Series (GA, GB, GD, GF, GV, other analogues)
 - V Series (VX, VE, VM, VG, other analogues)
- OP poisoning, aging, treatment, metabolism, and long-term consequences

Special Considerations

This course is restricted to authorized U.S. Government personnel with counter-proliferation and/or CBRNE response, investigative or intelligence roles and responsibilities only. Detailed course descriptions and course length(s) are not provided in this course description.

Prerequisite(s): None

- Working knowledge of basic chemical warfare agents to include production, use, and treatment methods

- Nomination from US Government Agency/ Military Command

Biological Warfare/ Threat Agents

Introduction to Biology

This course is designed to provide the non-biologist with instruction on basic applied biology concepts related to human disease and important biological processes affecting man. The primary intent of this course is to provide course participants with the essential biology background to participate in follow-on CBRNE and/or counterproliferation training courses. This course may also serve as refresher and/or remedial training for personnel that have not had a lot of biology education or training in the recent past.

Topics Covered:

- Bacteriology
 - Historical aspects of discovery, manipulation, and diseases.
 - Cell morphology, nomenclature, metabolism and division
 - Classical and modern diagnostics
 - Nature of specific infectious diseases of bacterial origin
 - Review of selected tools and procedures to view and manipulate bacteria
 - Preventative and reactive treatment for selected bacteria
- Virology
 - Historical aspects of discovery, manipulation, and diseases.
 - Characterization, morphology, nomenclature, assembly and release
 - Nature of specific infectious diseases of viral origin
 - Review of selected tools and procedures to view and manipulate virus
 - Subviral particles: viroids, satellites, and prions
 - Preventive and reactive treatment for selected viruses
- Molecular Biology
 - Historical aspects of discoveries and utilization
 - Basics of genetics, Nucleic acids (DNA, RNA, plasmids), promoters, codons, reading frames, exon, intron, translation, transcription
 - Proteins (production, modification, and destruction)
 - Common laboratory tools and techniques
- Non-bacterial Toxins (Marine, snake, scorpion, amphibians, plant)
 - Modes of action and therapeutics

Prerequisite(s): None

Introduction to Biological Warfare & Threat Agents

This course is designed to introduce the concepts of biological warfare. This course is intended to broaden the capability of CBRNE personnel and the counterproliferation operator and analyst/ targeting professional. This course may also serve as refresher and/or remedial training for personnel that have not had biological warfare familiarization training in the recent past.

Topics Covered:

- Historical biological warfare
- Biological and Toxin Weapons Convention
- Bacterial agents (Anthrax, Plague, Glanders, Brucella, Q Fever, Tularemia)
- Viral agents (Venezuelan Equine Encephalitis (VEE), Smallpox, Viral hemorrhagic Fevers)
- Toxins (Ricin, Botulinum toxin, Staphylococcus enterotoxins, Mycotoxins)
- Detection, protection, and decontamination
- Emerging and future BW

Prerequisite(s): None

Biological Warfare Laboratory Operations

The Biological Warfare Laboratory Operations course of instruction focuses on selected known bacterial, rickettsial, toxin, and/or viral agents of concern. All of the agents covered in this course are listed under the Centers for Disease Control and Prevention (CDC) Select Agent Program and have been identified as having the “potential to pose a severe threat to public health and safety.” Teamed participants will design a functional laboratory setup, physically assemble the reagents/ materials required, set-up necessary laboratory equipment, and perform basic processes to produce simulated biological warfare agents. The goal of this module is to enable U.S. Government personnel to gain an understanding of the biological weapons production process to enhance their capabilities to sample critical points effectively. This course provides hands-on learning to demonstrate the minimums needed to

Special Considerations

This course is restricted to authorized U.S. Government personnel with counter-proliferation and/or CBRNE response, investigative or intelligence roles and responsibilities only. Detailed course descriptions and course length(s) are not provided in this course description.

produce these agents for use, thereby allowing the CBRNE or counterproliferation professional to successfully conduct or support operations against clandestine or larger laboratories. Participants may work on home-style or larger, more sophisticated laboratories.

Several process choices are offered and can include parts of an entire category or specific agents from multiple categories as defined below. Traditionally, four to six processes are covered in the two-day course of instruction.

Agent Process Choices, Bacteria/ Rickettsia

- Bacillus anthracis (Anthrax)
- Francisella tularensis (Tularemia)
- Yersinia pestis (Plague)
- Coxiella burnetti (Q fever)
- Clostridium botulinum (Botulism)
- Brucella sp. (Brucellosis)
- Burkholderia mallei (Glanders) and pseudomallei (Meliodiosis)
- Rickettsia prowazekki (Typhus)
- Rickettsia rickettsii (Rocky Mountain Spotted Fever)

Agent Process Choices, Toxins

- Ricin
- Abrin
- Botulinum toxin
- Staphylococcal enterotoxins (SEA, SEB)
- Clostridium perfringens epsilon toxin
- Saxitoxin

Agent Process Choices, Viral

- Yellow Fever
- Variola Major Virus (Smallpox)
- Encephalitis Viruses (VEE, WEE, JE, TBE, EEE)
- Rift Valley Fever Virus
- Crimean-Congo Hemorrhagic Fever Virus
- South American Hemorrhagic Fever Viruses (Machupo)
- Ebola Virus
- Marburg Virus
- Lassa Fever Virus

Prerequisite(s): Nomination from US Government Agency/ Military Command

Homemade/ Improvised Explosives

Introduction to the Chemistry of Homemade Explosives

This course is designed to introduce participants to the fundamentals of basic explosives, including their synthesis with a focus on those explosives that are readily manufactured in the home (home-made explosives). In addition, hazards associated with explosives laboratories and individual / team safety during CBRNE or counterproliferation operations will be addressed. As a way to apply classroom learning, participants will assemble materials, equipment, and simulated chemicals to "make" a home-made explosives laboratory. This will also reinforce acceptable rules of personal conduct when investigating/ exploiting suspected explosive laboratories. This module is designed to enhance learning through hands-on application of classroom instruction.

Special Considerations

This course is restricted to authorized U.S. Government personnel with counter-proliferation and/or CBRNE response, investigative or intelligence roles and responsibilities only. Detailed course descriptions and course length(s) are not provided in this course description.

Topics Covered:

- Fundamentals of explosives
- Military and commercial explosives
- Safety during counterproliferation activities
- Threat of home-made explosives
- Synthesis of frequently encountered home-made explosives
- Synthesis of commonly used commercial/ military explosives

Prerequisite(s): None

Exploitation, Sampling, and Collection Courses

Tactical Site Exploitation Familiarization Course

The Tactical Site Exploitation (TSE) Course is designed to provide conventional and unconventional forces with basic awareness in conducting on-site exploitation of counter-terrorism related targets. Focus is on timely execution of tasks along with

thorough evaluation of items within the target area. Students will be exposed to information about hazards, equipment requirements, mission planning, survey techniques, search techniques, and packaging of materials related to TSE missions with extensive practical exercises throughout the course. This course is designed to support unconventional and conventional ground forces conducting operations in support of the Global War on Terrorism.

Topics Include:

- TSE operations overview
- TSE cycle and the levels of TSE operations
- Key factors for successful operations
- Characteristics of typical TSE targets
- TSE “targets of opportunity” (exploitable targets)
- Mission planning for TSE missions
- Search and survey techniques for small or large teams
- Common TSE tools and equipment

Prerequisite(s): None

Operational Sustainment Training Facility & Assessment

Operational Sustainment Training Facility – Standard

The “Operational Sustainment Training Facility” and related scenarios provide law enforcement and defense personnel and teams with the ability to conduct routine basic, intermediate, and advanced sustainment training in a controlled and completely private environment offering realistic mock targets. Each mock target or targets are designed and developed to meet specific training goals to test and evaluate the performance of personnel assigned counter-terrorism, counterproliferation, or CBRNE duties and responsibilities. Remote observation and training evaluation stations including exercise command and control stations allow for an unobtrusive view of the training

Special Considerations

The facility floor plans, equipment, and scenario(s) are routinely changed, please contact WSG to obtain specific information about the target(s) to ensure the facility meets all training requirements. Training is self-administered by the unit. WSG provides administrative and safety support only.

event for observer/ evaluators. Scenarios are developed, built, and offered at a unique WSG training facility in the Washington DC Metropolitan area.

Facility/ Scenarios:

- Mock targets may include state laboratories, clandestine laboratories, and improvised laboratories in a variety of commercial and residential settings.
- Intermediate and advanced exercise scenarios include complicated or advanced technical equipment and set-ups, information of intelligence value, and a variety of specialty items.
- Exercise scenarios are changed on a regularly scheduled basis to provide customers ongoing training and evaluation of operational personnel.

Prerequisite(s): None

A safety observer will be provided as part of rental of the space. Evaluation will not be completed by the safety observer.

Units may share the rental of the space as required to gain insight into real world teaming and organization or to defray costs. WSG will not provide separate billing for each unit. One unit will arrange for the site and pay for it and the other will make notification that they have been invited by the other unit to participate. WSG will help to coordinate times prior to training.

Custom configurations are available but at different pricing. Contact WSG directly for pricing for custom requirements.

Sustainment TSE/ SSE Training Evaluator

Experienced evaluators are available to augment TSE/ SSE training if desired, or required, by the Government. Evaluators will work with individuals and teams to provide constructive feedback before, during, and/or after training to facilitate improvement and provide a focused training environment. The evaluator will also act as an additional safety for training. Evaluations will be based on acceptable industry standards and pre-established SOP from the unit/ agency that is training. The unit/ agency must inform WSG of the standards to be evaluated and provide any paperwork that is needed for capturing the data (notes, observations, etc.). Evaluators will have advanced degrees and in many cases, extensive real world experience, in the areas of CBRNE and forensics.

Appendix B: GSA Approved Pricelists

GSA Price List							
SIN 27-400 Instructor Led Training						Effective October 23, 2008	
#	SIN	Course Title*	Course Length (Days**)	Participants		COMMERCIAL PRICE (CPL)	GSA PRICE (including IFF)
				Min	Max		
Chemical Warfare/ Threat Agents							
1	27-400	Introduction to Chemistry	5 days	6	18	\$44,185.41	\$40,065.12
2	27-400	Introduction to Chemical Warfare & Threat Agents	1 day	6	18	\$11,231.25	\$10,183.94
3	27-400	Chemical Warfare Laboratory Operations	2 days	6	12	\$22,212.18	\$20,140.89
4	27-400	Advanced Chemical Agent Concepts	3 days	6	12	\$24,288.43	\$22,023.53
Biological Warfare/ Threat Agents							
5	27-400	Introduction to Biology	5 days	6	18	\$44,185.41	\$40,065.12
6	27-400	Introduction to Biological Warfare & Threat Agents	1 day	6	18	\$11,231.25	\$10,183.94
7	27-400	Biological Warfare Laboratory Operations – Bacterial Agents	2 days	6	12	\$18,518.65	\$16,791.79
Homemade/ Improvised Explosives							
8	27-400	Introduction to the Chemistry of Homemade Explosives	2 days	6	18	\$22,496.25	\$20,398.47
Exploitation, Sampling, and Collection Courses							
9	27-400	Tactical Site Exploitation (TSE) Familiarization Course	3 days	6	12	\$32,706.73	\$29,656.83
Operational Sustainment Training Facility & Assessment							
10	27-400	Operational Sustainment Training Facility	1 day	3	12	\$13,425.30	\$12,173.39
11	27-400	Sustainment Training TSE/ SSE Training Evaluator	1 day	N/A	N/A	\$1,173.84	\$1,064.38

*Course materials included.

** Training Course Day based on 8 hours of training

GSA Price List								
SIN 27-500 Course Development						Effective October 23, 2008		
SIN	Job Title	Education/ Certification Level	Years of Experience	Commercial Price List (CPL)	Unit of Issue (Hour)	GSA Price (including IFF)	GSA Price (including IFF) for orders of \$500K+	GSA Price (including IFF) for orders of \$1M+
27-500	Program Manager	Bachelor's Master's	15 10	\$234.10	Hour	\$212.27	\$200.48	\$188.68
27-500	Project Leader	Bachelor's Master's	10 5	\$166.11	Hour	\$150.62	\$142.25	\$133.88
27-500	National Asset Level II	Bachelor's	20	\$410.18	Hour	\$371.93	\$351.27	\$330.61
27-500	National Asset Level I	Bachelor's	15	\$337.84	Hour	\$306.34	\$289.32	\$272.30
27-500	Subject Matter Expert III	Bachelor's Master's	15 10	\$347.99	Hour	\$315.54	\$298.01	\$280.48
27-500	Subject Matter Expert II	Bachelor's Master's	10 5	\$273.84	Hour	\$248.30	\$234.51	\$220.72
27-500	Subject Matter Expert I	Bachelor's Master's	10 5	\$229.30	Hour	\$207.92	\$196.37	\$184.82
27-500	Senior Consultant	Bachelor's Master's	10 5	\$178.94	Hour	\$162.25	\$153.24	\$144.23
27-500	Consultant	Bachelor's Master's	5 3	\$146.73	Hour	\$133.05	\$125.66	\$118.26
27-500	Chief Scientist	Master's Ph.D.'s	20 15	\$296.91	Hour	\$269.22	\$254.27	\$239.31
27-500	Principal Scientist	Master's Ph.D.'s	15 10	\$216.46	Hour	\$196.28	\$185.37	\$174.47
27-500	Senior Scientist	Bachelor's Master's	15 10	\$147.08	Hour	\$133.36	\$125.96	\$118.55
27-500	Scientist II	Bachelor's Master's	10 5	\$95.74	Hour	\$86.81	\$81.99	\$77.17
27-500	Scientist I	Bachelor's Master's	5 -	\$67.03	Hour	\$60.78	\$57.40	\$54.03
27-500	Technician II	Associate's Bachelor's	5 3	\$51.59	Hour	\$46.78	\$44.18	\$41.58
27-500	Technician I	Associate's	2	\$40.71	Hour	\$36.91	\$34.86	\$32.81
27-500	Senior Intelligence Analyst	Bachelor's	10	\$132.28	Hour	\$119.94	\$113.28	\$106.62
27-500	Intelligence Analyst II	Bachelor's	5	\$113.56	Hour	\$102.97	\$97.25	\$91.53
27-500	Intelligence Analyst I	Bachelor's	2	\$68.59	Hour	\$62.19	\$58.74	\$55.28
27-500	Logistician	High School Diploma	5	\$112.52	Hour	\$102.03	\$96.36	\$90.69
27-500	IT Specialist	Bachelor's	3	\$153.98	Hour	\$139.62	\$131.86	\$124.11
27-500	Editor	High School Diploma	4	\$84.29	Hour	\$76.43	\$72.18	\$67.94
27-500	Program Support Specialist	High School Diploma	2	\$78.33	Hour	\$71.03	\$67.08	\$63.13

Appendix C: Labor Categories and Descriptions

Labor Category: Program Manager

Position/ Function Description:

Serves as the senior management member for two large and complex tasks and multiple small tasks. Possesses significant task leadership experience and high-level analytical experience. Interfaces with Government personnel to establish final task objectives, performance measures, and schedule. Oversees the development of the task plan that allocates the necessary resources by subtask to provide the required deliverables to the Government on time. Secures all the resources necessary to complete the task and allocates them among the various subtasks. Manages all task resources and ensures that the task progresses as planned. Ensures that all deliverables meet the highest levels of quality. Serves as the principal liaison between the Washington Security Group and the Government and provides timely status reports. Leads and participates in Government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor’s degree and more than 15 years of relevant experience; or a Master’s degree and more than 10 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Project Leader

Position/ Function Description:

Serves as the senior management member for a single large and complex task or multiple small tasks. Possesses substantial task leadership experience and high-level analytical experience. Interfaces with Government personnel to establish final task objectives, performance measures, and schedule. Oversees the development of the task plan that allocates the necessary resources by subtask to provide the required deliverables to the Government on time. Secures all the resources necessary to complete the task and allocates them among the various subtasks. Manages all task resources and ensures that the task progresses as planned. Ensure that all deliverables meet the highest level of quality. Serves as the principal liaison between the Washington Security Group and the Government and provides timely status reports. Leads and participates in Government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor’s degree and more than 10 years of relevant experience; or a Master’s degree and more than 5 years of relevant experience; or equivalent combination of education and experience.

Labor Category: National Asset II

Position/ Function Description:
Participates as a team member in the role of senior advisor. Possesses expert knowledge of the policy and other related issues associated with two or more areas of expertise accrued during a distinguished career of service. Serves as a senior advisor to the team management and Government providing expert advice and counsel. Works with team management and Government personnel to understand all the issues associated with the task. Performs high-level research, and authors briefings, papers, and reports on policy and related issues. Provides expert recommendations to the team management and Government personnel. Deploys and conducts national-level operations as a team leader in support of field collection operations and/or operations combating the use of Weapons of Mass Destruction.

Minimum Education – Minimum General Experience: Bachelor's degree. These individuals are recognized national experts in many areas and have had distinguished careers in intelligence, operations, field collection operations and/or counterproliferation operations and have served or are serving in the highest levels of Government, private sector, or academia.

Labor Category: National Asset I

Position/ Function Description:
Participates as a team member in the role of advisor. Possesses expert

knowledge of the policy and other related issues associated with two or more areas of expertise accrued during a distinguished career of service. Serves as a senior advisor to the team management and Government providing expert advice and counsel. Works with team management and Government personnel to understand all the issues associated with the task. Performs high-level research, and authors briefings, papers, and reports on policy and related issues. Provides expert recommendations to the team management and Government personnel. Deploys and conducts national-level operations as a team member in support of field collection operations and/or operations combating the use of Weapons of Mass Destruction.

Minimum Education – Minimum General Experience: Bachelor's degree. These individuals are recognized national experts in many areas and have had distinguished careers in intelligence, operations, field collection operations and/or counterproliferation operations and have served or are serving in the highest levels of Government, private sector, or academia.

Labor Category: Subject Matter Expert

Position/ Function Description:
Recognized at the industry level in a technical field or specialized operational area and is proficient in relevant principles and practices. Applies experience, skills, and expert knowledge within a specific discipline.

Generates unique concepts as evidenced by the synthesis of new products or processes. Provides leadership for technical and operational activities in a specialized subject or mission area. Serves as a major contributor to technical, operational, and mission planning process.

Minimum Education – Minimum General Experience: Bachelor's degree and more than 10 years of relevant experience; or a Master's degree and more than 5 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Senior Consultant

Position/ Function Description: Participates as a senior team member providing high-level expert consulting services. Works with team management and Government personnel to establish the final task objectives, performance measures, and schedule. Functions may include, but are not limited to, services such as recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies, role player and scenario development. Serves as a contributing team leader or senior team member in area of technical knowledge. Provides analytical, research and technical support to projects, producing solutions and documentation. Performs

intelligence/ operations services in one or more of the specialized areas, applying incident management, problem solving, and task management. Prepares papers, reports, and briefings in both draft and final form that present findings, conclusions, and recommendations to the other team members, Government, and industry. Leads and participates in Government and industry forums and briefings. Performs quality review on selected work to ensure that it meets the highest professional standards.

Minimum Education – Minimum General Experience: Bachelor's degree and more than 10 years of relevant experience; or a Master's degree and more than 5 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Consultant

Position/ Function Description: Participates as a mid-level team member providing a wide range of consulting services. Serves as a contributing team member in area of technical knowledge. Provides analytical, research and technical support to projects, producing solutions and documentation. Performs intelligence/ operations services in one or more of the specialized areas, applying incident management, problem solving, and task management. Prepares papers, reports, and briefings in both draft and final form that present findings, conclusions, and recommendations to the other team members, Government, and industry.

Participates in Government and industry forums and briefings. Performs quality review on selected work to ensure that it meets the highest professional standards.

Minimum Education – Minimum General Experience: Bachelor's and more than 5 years of relevant experience; or a Master's degree and more than 3 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Chief Scientist

Position/ Function Description: Conceives, researches, and develops advanced applications and techniques for existing, new and proposed systems. Implements new concepts through internally and externally-funded development programs. Provides technical advice and counsel to other professionals and brings both specialty and broad experience to peer review of new developments and problem solutions generated by others. Presents projects, represents company at public and private events. Attends conferences, meetings, and seminars as necessary to broaden corporate knowledge, keep abreast of latest technologies/ procedures/ directions, network among peers and customers, advertise corporate capabilities, and develop ideas for future company projects/ products.

Minimum Education – Minimum General Experience: MS plus twenty years relevant experience or PhD and fifteen years relevant experience. Leadership, mentoring, supervision, and

development of employees. Development of new/ novel products, procedures, and techniques. Budget management. Project supervision and direction. Acting as representative of corporation/ agency at meetings, conferences, seminars, and product reviews. Substitution for education requirement can be made on a one-for-one basis with relevant experience.

Labor Category: Principal Scientist

Position/ Function Description: Plans, conducts supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unsupervised action. Ensures compliance with corporate, local, state, and federal Government rules, regulations, and laws concerning waste management and laboratory/ office safety. Supervises other scientific and technical employees on scientific projects providing direction and purpose on projects. Generates, monitors, and analyzes budgetary requirements for projects under his/her control. Provides estimates on work load, materials cost, and timelines for major scientific projects.

Minimum Education – Minimum General Experience: MS with 15 years experience or PhD in relevant scientific/ engineering field. Experience with management of others required. Must be able to handle basic human resources problems with limited assistance (i.e. yearly evaluations,

recommendation for bonuses, verbal or written reprimands, etc.). Evaluation of training programs. Development of courses, projects, and product schedules. Training of employees on scientific matters, including safety. Quality assurance and quality control (QA/QC) monitoring and remedy. Substitution for education requirement can be made on a one-for-one basis with relevant experience.

Labor Category: Senior Scientist

Position/ Function Description:

Under general supervision of Project Manager, plans, conducts and supervises focused technical applications and exploitation project assignments. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, un-reviewed action or decision. Provides training and instructor to customers. Evaluates customer performance and recommends changes to programs of instruction to meet requirements. Provides laboratory training to technicians on routine/ standardized tests/ procedures. Monitors and records compliance with laboratory safety procedures, laboratory waste management procedures, and animal husbandry procedures. Repairs, calibrates, and maintains basic/ common/ advanced laboratory equipment. Supervises inventory on laboratory equipment as necessary. Ensures compliance with security procedures related to laboratory areas. In addition to performing experiment and working on projects, performs

routine analyses subject to Quality Assurance and Control procedures. Generates, monitors, and analyzes budgetary requirements for projects as required by senior leadership. Provides estimates on work load, materials cost, and timelines for major scientific projects. Works on complicated assignments where little evaluation is required (solo projects). Represents corporate interests to customer on scientific matters with other senior employees/ project leaders as part of a project team.

Minimum Education – Minimum

General Experience: BS plus fifteen years of related scientific/ Government experience or M.S. plus ten years of relevant experience. Relevant experience includes but is not limited to, gathering relevant data, performing analysis, providing reports and briefings on projects, developing experiments, products, and procedures, supervising laboratory technicians and junior-level scientists, ensuring compliance with safety, security, and waste regulations/ procedures, interfacing with customer on scientific topics as part of a larger team, providing QA/QC inspection and controls on work and work products, and monitoring/ supervision of subcontractor progress. Substitution for education requirement can be made on a one-for-one basis with relevant experience.

Labor Category: Scientist II

Position/ Function Description:

Under supervision of a Project Manager or Senior Scientist carries out assignments associated with projects.

Translates technical guidance received from supervisor into usable data applicable to the particular assignment coordinates the activities of juniors and technicians. Work assignments are varied and require some originality and ingenuity. Trains customer on lower level scientific matters. Provides laboratory training to technicians on routine/ standardized tests/ procedures. Monitors and records compliance with laboratory safety procedures, laboratory waste management procedures, and animal husbandry procedures. Repairs, calibrates, and maintains basic/ common laboratory equipment. Supervises and completes inventory on laboratory equipment as necessary. Ensures compliance with security procedures related to laboratory areas. In addition to performing experiment and working on projects, performs routine analyses subject to Quality Assurance and Control procedures. Works on less complicated assignments where little evaluation is required (solo projects). May represent company to customer on scientific matters with other senior employees as part of a project team.

Minimum Education – Minimum General Experience: BS plus ten years of related experience in scientific field or Master's of Science and five years of experience. Substitution for education requirement can be made on a one-for-one basis with relevant experience.

Labor Category: Scientist I

Position/ Function Description:
Under close supervision of Project

Manager or senior scientist employees. Provides basic laboratory training to technicians on routine/ standardized tests/ procedures. Monitors and records compliance with laboratory safety procedures, laboratory waste management procedures, and animal husbandry procedures. Repairs, calibrates, and maintains basic/ common laboratory equipment. Supervises and completes inventory on laboratory equipment as necessary. Ensures compliance with security procedures related to laboratory areas. Gathers and correlates basic data and performs routine analyses subject to Quality Assurance and Control procedures. Works on less complicated assignments where little evaluation is required (solo projects).

Minimum Education – Minimum General Experience: BS with five years relevant experience or Master's of Science in related field. Relevant experience includes but is not limited to operation of common, basic, and advanced laboratory equipment. Training and supervision of technician level employees. Basic development of standard operating procedures, techniques, processes, or products under supervision. Compliance and monitoring of laboratory safety program and laboratory waste programs. Installation and setup of equipment following manufacturer's directions and supervision. Substitution for education requirement can be made on a one-for-one basis with relevant experience.

Labor Category: Technician II

Position/ Function Description:

Performs assignments that are normally standardized but may assist in development of new/ novel techniques under the supervision of more senior employee or project leader/ manager. Operates testing or processing equipment of moderate complexity. Prepares digital maps, charts or graphs. May install or set-up equipment, perform routine maintenance, trouble shoot malfunctioning equipment and make simple repairs. Extracts and processes test data. Under supervision of more senior employee. Performs duties in team environment but may occasionally be asked to perform solo projects.

Minimum Education – Minimum

General Experience: Associate's degree in related scientific field plus five years of hands-on experience or BS in related scientific field plus three years of relevant experience. Relevant experience may include but is not limited to laboratory testing, data analysis, experiment scheduling and execution, supervision of entry level technicians, basic animal husbandry, laboratory safety programs, laboratory waste management, . Substitutions for education requirements may be made on a one-for-one basis with relevant hands-on experience.

Labor Category: Technician I

Position/ Function Description: Entry level position for scientific and technical areas. Technician will perform tasks under supervision of more experienced employee until basic safety and procedural tasks are reviewed and

observed. Operates basic laboratory equipment. Performs standardized tasks related to chemical, biological, or veterinary experiments. Responsible for basic laboratory area safety and cleanliness. Inventory, security, and routine maintenance/ calibration of common equipment. May setup/ install equipment with assistance. Under supervision of more senior employee. Functions largely in team environment rather than solo projects.

Minimum Education – Minimum

General Experience: Associate's Degree in related scientific field or Certification by nationally recognized technology board. Minimum requirement of two years of practical experience in laboratory sciences. Relevant experience may include but is not limited to, running assays, preparing media, setting up reactions, data input and basic data analysis, laboratory safety programs, basic animal husbandry, and inventory of scientific items. Substitutions for education requirement may be made on a one-for-one basis with relevant hands-on experience.

Labor Category: Senior Intelligence Analyst

Position/ Function Description:

Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs including training and training

development; scenario development and may be an instructor/ role player. Develops and monitors project tasks and schedules. May manage work of task or project teams. Areas of professional responsibility include signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT), or imagery intelligence (IMINT).

Minimum Education – Minimum General Experience: BS or BA Degree. Facility in one or more foreign languages preferred. Minimum of ten years' professional experience, of which five must be specialized within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, scenario development and role player, logistics, procurement, budget and finance and/or risk assessment. Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practice and procedures. One year of experience may be substituted for one year of education.

Labor Category: Intelligence Analyst II

Position/ Function Description: Conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of

specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs including training and training development; scenario development and may be an instructor/ role player. Develops and monitors project tasks and schedules. Areas of professional responsibility include Signal Intelligence (SIGINT), Human Intelligence (HUMINT), Electronic Intelligence (ELINT), or Imagery Intelligence (IMINT).

Minimum Education – Minimum General Experience: BS or BA degree. Facility in one or more foreign languages preferred. Minimum of five years' professional experience, of which two must be specialized within one or more professional intelligence disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices, and procedures. One year of experience may be substituted for one year of education.

Labor Category: Intelligence Analyst

Position/ Function Description:

Supports the analysis team and its products. May conduct analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs including training and training development, scenario development and may be an instructor/ role player. Assists in the development and monitoring of project tasks and schedules. Areas of professional responsibility include Signal Intelligence (SIGINT), Human Intelligence (HUMINT), Electronic Intelligence (ELINT), or Imagery Intelligence (IMINT).

Minimum Education – Minimum

General Experience: BS or BA degree. Facility in one or more foreign languages preferred. Minimum of two years' professional experience within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques; experience in gathering and analyzing data to solve complex problems and/or produce finished reports (e.g., requirements definition, operations research,

modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. One year of experience may be substituted for one year of education.

Labor Category: Logistician

Position/ Function Description:

Integrates the spectrum of the logistics processes within the operational, acquisition and wholesale environments. Responsible for directing the integrated logistics process, developing support policies, procedures and systems, and providing implementation guidance. Prepares and implements directives to ensure effective logistics support, and establishes and enforces standards to ensure that the assigned work force is properly trained and equipped. Develops, initiates, integrates and manages all logistics actions associated with life cycle management of systems, subsystems and equipment.

Minimum Education – Minimum

General Experience: High School Diploma/ Vocational School Certificate or GED and 5 years professional experience in integrated logistics support.

Labor Category: IT Specialist

Position/ Function Description:

Provides program design, programming



complex systems, integrating with database systems, web-enabling software, testing complex systems, integrating software modules within systems environment for information technology requirements including but not limited to Washington Security Group eLearning products for unclassified and classified media.

Minimum Education – Minimum General Experience: Bachelor's in Computer Science and a minimum of 3 years of relevant experience with one or more of the following tools: Windows, Unix, C, C++, Java, MS-SQL, Oracle, Sybase and SourceSafe.

Labor Category: Editor

Position/ Function Description: Provides writing and editing services for textual, graphical, and other multimedia products through the complete production cycle from initial draft to completed product in support of tasks.

Minimum Education – Minimum General Experience: High school



diploma with applicable training in editing and 4 years of experience in editing and in related production functions in a business services environment.

Labor Category: Program Support Specialist

Position/ Function Description: Provides general program and administrative support to project staff; provides logistical support, inventory control of Government equipment and supplies, orders equipment and supplies, prepares office reports, operates office information software and equipment, establishes and maintains files and schedules, and oversees office operations.

Minimum Education – Minimum General Experience: High school diploma with applicable training in office information software tools and 2 years in an office environment preparing reports, spreadsheets, correspondence, and technical papers.