

# **GSA PROFESSIONAL ENGINEERING SCHEDULE**

## **TABLE OF CONTENTS**

[Terms & Conditions](#)

[Services Offered/Description of Services](#)

[Pricing](#)

[Company Overview](#)

[Position Descriptions](#)

## **TERMS & CONDITIONS**

### **1. Maximum Order**

The maximum dollar value per order for Professional Engineering Services is \$750,000. A delivery order that exceeds the maximum order may be placed in accordance with FAR 8.404.

### **2. Minimum Order**

The minimum dollar value per order to be issued is \$100.00.

### **3. Geographic Coverage (delivery area)**

CONUS

### **4. Discount From List Prices or Statement of Net Price:**

Prices shown are net prices, which include a Government discount.

#### **5. Prompt Payment Terms**

Net 30 days. No additional discount.

#### **6. Ordering Address**

InDyne, Inc.  
11800 Sunrise Valley Drive  
Suite 250  
Reston, VA 20191

#### **7. Payment Address**

InDyne, Inc.  
11800 Sunrise Valley Drive  
Suite 250  
Reston, VA 20191

#### **8. Terms and Conditions of Government Purchase Card Acceptance**

InDyne will accept the Government Commercial Credit Card for purchases up to \$2,500 and will at this time accept the Government purchase credit card for purchases over \$2,500.

#### **9. Data Universal Number System (DUNS) Number**

DUNS: 16-190-9049

#### **10. Registration in Central Contractor Registration (CCR) Database**

InDyne, Inc. is registered in the CCR database.

#### **11. FOB Point**

Destination

### **SERVICES OFFERED/DESCRIPTION OF SERVICES**

#### **PEDS**

Mechanical Engineering  
Electrical Engineering

## SINS (for all PEDS)

SPECIAL ITEM NUMBER	DESCRIPTION OF SERVICES
871-1 <b>Strategic Planning for Technology Programs/Activities</b>	Services include the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

## PRICING

See Rate tables Attached

## COMPANY OVERVIEW

### Corporate History

InDyne is a high technology firm specializing in information technology, science and engineering, and technical and administrative services. InDyne was founded in 1984 and graduated from the Small Business Administration s 8(a) Program in 1997. We experienced rapid growth over the entire history of the company.. We have the requisite expertise to respond to changing requirements; recruit and retain a skilled workforce; and use emerging technology to improve productivity and reduce costs to our customers.

### Areas of Expertise

InDyne has steadily diversified during the last several years. Our goal is to meet or exceed our customers' expectations and ensure their complete satisfaction. We achieve this goal by optimizing among our customer's requirements, implementing state-of-the-art technology, and re-engineering work processes. We strive to find the right balance between immediate results and long-term benefits to minimize the management and technical risks that can threaten program success.

Since November 1997, InDyne s Engineering Analysis & Test Division has provided services to commercial and Government customers in several areas of expertise included in the GSA PES schedule. InDyne s engineering services have been primarily in areas of design, analysis, and test related to gas, fluid, and structural systems; coupled fluid/structural dynamics; and coupled propulsion/structure instabilities. InDyne s Engineering Division boasts a number of experts with varied background from both NASA and industry reaching back into the Lunar Module era. This depth of expertise is complemented by a number of younger engineers who represent the future of the space program.

## POSITION DESCRIPTIONS

Under development

## Labor Category Descriptions

### 1. Administrative Specialist

**Functional Responsibilities:** Specializes in coordinating and performing office administration and support. Interfaces directly with client, usually at the client location, to support InDyne operations as required. Provides documentation support, project administration, general office support, human resource support, event planning and administration, office relocation planning, etc. Proficiency in basic Microsoft software (e.g., Word, Excel, etc.) required.

**Minimum Education:** High School Diploma, G.E.D. Some college preferred.

### 2. Chief Scientist

**Functional Responsibilities:** Oversees all aspects of scientific merit reviews, coordinates assignments and activities of the Senior Scientists, works with government managers and scientists to establish peer review policies and procedures, and ensures that the quality and integrity of the peer review process is maintained at the highest level. The Chief Scientist works directly with the InDyne Director, Peer Review Services to oversee the peer review process.

**Minimum Education:** Ph.D. Degree in a relevant engineering, science, or mathematics discipline.

**Minimum General Experience:** Ten years experience in a relevant engineering or science discipline; at least five years' experience successfully meeting agreed-to schedules, controlling budget resources, and managing comparable-sized staff; excellent communication skills; ability to interact with wide variety of scientific experts; demonstrated, successful record of working with senior government officials. Two years peer review experience required.

### 3. Director

**Functional Responsibilities:** Provides oversight to ensure overall contract performance and completion of all contract deliverables, with full management authority over all technical and business aspects of the contract. Authority and responsibility includes baseline work scheduling and assignment, product quality and timeliness, continuous process improvement, cost estimating and budget management, staffing, and technical and financial reporting. Establishes priorities, performance objectives, and long-term goals and delegates responsibility and authority to ensure completion of assigned work in accordance with priorities, objectives, and goals. Possesses full authority over all corporate resources dedicated to this contract and is responsible for acquiring additional corporate resources as necessary to meet all contractual requirements.

**Minimum Education:** BA/BS Degree in a technical or management science discipline; an advanced degree is preferred.

**Minimum General Experience:** Ten years' experience successfully meeting agreed-to schedules, controlling budget resources, and managing a scientific support staff. Demonstrated successful record of working with senior government officials. Able to demonstrate a broad understanding of the issues facing and the importance of the peer review process.

#### **4. Drafter I**

**Functional Responsibilities:** Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

**Minimum Education:** High School diploma or equivalent.

**Minimum General Experience:** Six months of drafting training or equivalent experience.

#### **5. Drafter II**

**Functional Responsibilities:** Creates and updates detailed engineering drawings and specifications with the aid of Computer Aided Design (CAD). Issues Engineering Change Notices (ECN) to reflect modifications to existing drawings under the supervision of project management. Creates and updates drawing file log on PC and assists engineers on engineering projects. Works closely with design originators, preparing drawings of unusual, complex, or original designs, which require a high degree of precision. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

**Minimum Education:** Two-year Associate Technical Degree or equivalent experience.

**Minimum General Experience:** Minimum of five years drafting experience. One year of CAD training or equivalent experience. Basic knowledge of good drafting practices required. Good interpersonal and mechanical skills required.

#### **6. Editor/Desktop Publisher**

**Functional Responsibilities:** Edits, writes, and rewrites highly technical scientific and medical material. Demonstrates extensive knowledge of grammar and usage rules and is familiar with elements of typesetting mathematical formulas. Responsible for the layout of scientific and technical material using the latest desktop publishing software, preferably Framemaker. Uses Photoshop and Illustrator or other graphics software to manipulate graphics for layout.

**Minimum Education:** BA Degree or appropriate combination of education and experience required.

**Minimum General Experience:** Five years experience in a technical or medical field required.

## **7. Electro-Mechanical Technician**

**Functional Responsibilities:** Provides a wide range of electrical and mechanical services in support of test facility and test article construction, facility configuration changes for new test programs, test operations, and post-test activities. Electro-Mechanical Technicians may also provide data reduction and data analysis services in support of engineers including electronic spreadsheet calculations, drafting services, data plotting, and data archiving. They may also execute computer programs and analyze and plot data for engineering simulations and calculations under close supervision of an engineer.

**Minimum Education:** Two-year Associate Technical Degree or at least 60 semester hours and on-going course work (co-op candidates) towards a BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry.

**Minimum General Experience:** None.

## **8. Engineer I**

**Functional Responsibilities:** Provides a wide range of engineering functions such as component and system design, analyses in support of design, computer modeling and simulation of physical phenomena, component and system level test planning, testing and test data analysis. Develops computer programs in Fortran, Basic, C++, or electronic spreadsheets. Utilizes computer aided design software, structural finite element software, and fluid and structural dynamics software to analyze fluids and dynamics problems, electrical and control systems, and or mechanical systems. Utilizes MatLab or similar software to perform spectral analyses and interpretation of test data or to develop simulation models. Utilizes LabView or similar software to develop test data acquisition and control systems. Engineer I may supervise the work of Electro-Mechanical Technicians.

**Minimum Education:** BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry.

**Minimum General Experience:** None, but typical summer employment and/or co-op technical experience preferred.

## **9. Engineer II**

**Functional Responsibilities:** Provides a wide range of engineering functions such as component and system design, analyses in support of design, computer modeling and simulation of physical phenomena, component and system level test planning, testing and test data analysis. Develops computer programs in Fortran, Basic, C++, or electronic spreadsheets. Utilizes computer aided design software, structural finite element software, and fluid and structural dynamics software to analyze fluids and dynamics problems, electrical and control systems, and or mechanical systems. Utilizes MatLab or similar software to perform spectral analyses and interpretation of test data or to develop simulation models. Utilizes LabView or similar software to develop test data acquisition and control systems. Engineer IIs may lead a small project team consisting of other engineers and technicians under the supervision of a Senior Engineer, Principal Engineer or Senior Principal Engineer.

**Minimum Education:** BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry.

**Minimum General Experience:** Two years experience performing duties of Engineer I, or MS Degree and one year equivalent summer employment or co-op technical experience.

## **10. Engineering Drawing Specialist**

**Functional Responsibilities:** Controls and manages all engineering drawings. Files and retrieves drawings as required. Updates and maintains drawing document revisions and histories. Validates, copies, issues, and distributes all copies and revisions. Identifies incomplete or inaccurate records and responds quickly to multiple requests for information. Ensures compliance with ISO 9001 requirements.

**Minimum Education:** High School diploma or equivalent.

**Minimum General Experience:** Basic understanding of engineering drawing control required. Demonstrated attention to detail. Demonstrated organizational skills. Basic understanding of ISO 9001 requirements preferred.

## **11. Logistics Specialist**

**Functional Responsibilities:** Coordinates the meeting logistics associated with all workshops, pre-solicitation meetings, and pre-proposal meetings. Coordinates peer review panel logistics, travel (transportation and hotel), per diem and honoraria as specified, and processes associated expense vouchers and peer reviewer survey responses.

**Minimum Education:** High School Diploma, G.E.D.; BA Degree preferred.

**Minimum General Experience:** Five years directly applicable experience.

## **12. Principal Engineer**

**Functional Responsibilities:** Applies extensive and highly specialized knowledge of engineering principles and practices in broad areas of assignment in order to accomplish assigned projects. Determines theoretical principles involved and approach to be taken using judgment in the independent evaluation, selection, and adaptations of standard techniques, procedures, and criteria in order to accomplish assigned projects. Responsible for planning; staffing; technical supervision; and cost, schedule and quality control of assigned projects. May provide the primary customer and subcontractor interface for assigned projects either directly, or through delegation. Responsible for ensuring contractual requirements for assigned projects will be satisfied within defined contract scope and budget. Responsible for responding to changes in customer budget, schedule and technical requirements with mutually agreeable solutions.

**Minimum Education:** BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry. MS or Ph.D. Degree preferred and may be used to qualify for the position in lieu of some requisite experience.

**Minimum General Experience:** Ten or more years directly applicable technical experience including extensive and successful project team leadership responsibilities.

### **13. Project Engineer**

**Functional Responsibilities:** Provides project team leadership for project personnel providing a wide range of engineering functions such as component and system design, analyses in support of design, research and development, computer modeling and simulation of physical phenomena, component and system level test planning, testing and test data analysis. Develops, supervises and trains others in:

- Developing computer programs in Fortran, Basic, C++, or electronic spreadsheets.
- Using computer aided design software, structural finite element software, and fluid and structural dynamics software to analyze fluids and dynamics problems, electrical and control systems, and or mechanical systems.
- Utilizing MatLab or similar software to perform spectral analyses and interpretation of test data or to develop simulation models.
- Utilizing LabView or similar software to develop test data acquisition and control systems.

Project Engineers may lead several small project teams of other engineers and technicians. They are responsible for managing project technical, cost and budget requirements and provide project-reporting progress to senior project management. They lead their teams in preparation of technical reports and may provide the primary customer, subcontractor and other organizational project teammate technical interfaces for projects under their leadership.

**Minimum Education:** BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry.

**Minimum General Experience:** Ten years directly applicable experience, or MS Degree and eight years directly applicable experience, or Ph.D. Degree and three years directly applicable experience.

### **14. Project Manager**

**Functional Responsibilities:** Ensures overall contract performance and completion of all contract deliverables, with full management authority over all technical and business aspects of the contract. Authority and responsibility includes baseline work scheduling and assignment, product quality and timeliness, continuous process improvement, cost estimating and budget management, staffing, and technical and financial reporting. Responsible for meeting all contract requirements. Acts as the primary point of contact with the Contracting Officer and the Contracting Officer's Technical Representative and is responsible for subcontractor performance, if applicable. Establishes priorities, performance objectives, and long-term goals and delegates responsibility and authority to ensure completion of assigned work in accordance with priorities, objectives, and goals. Works with Director-Peer Review Services for acquiring additional corporate resources as necessary to meet all contractual requirements. Reports directly to the Director-Peer Review Services.

**Minimum Education:** BA/BS Degree in a technical or management science discipline; an advanced degree is preferred.

**Minimum General Experience:** Eight years' experience successfully meeting agreed-to schedules, controlling budget resources, and managing a scientific support staff. Demonstrated successful record of working with senior government officials. Able to demonstrate a broad understanding of the issues facing and the importance of the peer review process and/or the applicable science discipline including detailed knowledge of the published literature, plus knowledge of scientific information systems and bibliographic systems.

### **15. Science Support Specialist I**

**Functional Responsibilities:** Supports all aspects of the peer review process as assigned. Assists Senior Scientists and Science Support Specialist II personnel with reviewer recruitment, panel preparation and panel administration. Assists in development of selection letter processing and procurement mailings. Assists in peer review processing including proposal processing, panel review processing and other documentation related to Research Announcements, appeals and unsolicited proposals. Assists with the proper storage of proposals, accurate data entry in relevant databases, and overall proper disposal of proposals. Responsible for keeping Lead personnel apprised of changes or problems related to the peer review process.

**Minimum Education:** BS/BA Degree required. BS/BA in a relevant engineering, science, mathematics or other technical discipline is highly desirable.

**Minimum General Experience:** Experience in successfully meeting agreed-to schedules and managing comparable sized tasks; excellent communication skills; ability to interact with a wide variety of scientific experts. Appropriate academic experience can be substituted for work experience.

### **16. Science Support Specialist II**

**Functional Responsibilities:** Supports all aspects of the peer review process as assigned. Assists Senior Scientists with reviewer recruitment, panel preparation and panel administration. Leads coordination of selection letter processing and procurement mailings. Leads management of peer review processing including proposal processing, panel review processing and other documentation related to Research Announcements, appeals and unsolicited proposals. This includes supervision of: the proper storage of proposals, accurate data entry in the database, and overall proper disposal of proposals. Responsible for keeping the Project Manager apprised of changes in schedule, performance, process and other issues related to the peer review process and offering recommendations to the Project Manager to improve overall performance of the peer review process.

**Minimum Education:** BS/BA Degree required. BS/BA in a relevant engineering, science, mathematics or other technical discipline is highly desirable.

**Minimum General Experience:** Four years experience in a relevant engineering or science discipline position. At least three years experience with scientific peer review is highly desired. Proven experience successfully meeting agreed-to schedules, controlling budget resources and managing comparable sized tasks. Excellent communication skills; required; ability to interact with a wide variety of scientific experts and demonstrated record of performance.

### **17. Senior Electro-Mechanical Tech.**

**Functional Responsibilities:** Provides a wide range of electrical and mechanical services in support of test facility and test article construction, facility configuration changes for new test programs, test operations, and post-test activities. Senior Electro-Mechanical Technicians may be required to train and supervise entry level Electro-Mechanical Technicians. They may also provide data reduction and data analysis services in support of engineers including electronic spreadsheet calculations, drafting services, data plotting, and data archiving. Senior Electro-Mechanical Technicians may also execute computer programs and analyze and plot data for engineering simulations and calculations under close supervision of an engineer.

**Minimum Education:** Two-year Associate Technical Degree or at least 90 semester hours and on-going course work (co-op candidates) towards a BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry.

**Minimum General Experience:** Five years experience performing duties of an Electro-Mechanical Technician.

## **18. Senior Engineer**

**Functional Responsibilities:** Provides project team leadership for project personnel providing a wide range of engineering functions such as component and system design, analyses in support of design, computer modeling and simulation of physical phenomena, component and system level test planning, testing and test data analysis. Develops, supervises and trains others in:

- Developing computer programs in Fortran, Basic, C++, or electronic spreadsheets.
- Using computer aided design software, structural finite element software, and fluid and structural dynamics software to analyze fluids and dynamics problems, electrical and control systems, and or mechanical systems.
- Utilizing MatLab or similar software to perform spectral analyses and interpretation of test data or to develop simulation models.
- Utilizing LabView or similar software to develop test data acquisition and control systems.

Senior Engineers may lead small to medium size project teams consisting of two to ten other engineers, technicians or subcontractors, and provide project reporting progress to senior project management. They lead their teams in preparation of technical reports for projects under their leadership and must be capable of performing significant communication and coordination activities directly with customers, other project organization teammates, and subcontractors.

**Minimum Education:** BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry.

**Minimum General Experience:** Five years experience, or MS Degree and three years directly applicable experience, or Ph.D. Degree and one year directly applicable experience.

## **19. Senior Principal Engineer**

**Functional Responsibilities:** Applies extensive and highly specialized knowledge of engineering principles and practices in broad areas of assignment in order to accomplish assigned projects. Determines theoretical principles involved and approach to be taken using judgment in the independent evaluation, selection, and adaptations of standard techniques, procedures, and criteria in order to accomplish assigned projects. Responsible to ensure that planning; staffing; technical supervision; and cost, schedule and quality control functions are provided on projects. Performs work which includes complex features such as resolution of conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements. Ensures that projects have adequate technical and peer reviews and oversees detailed feasibility studies for proposed equipment and systems. Conducts on-site technical visits as required. Responsible for ensuring contractual requirements for all projects will be satisfied within defined contract scope and budget through periodic project reviews with Principal Engineers. Oversees resolution of issues stemming from changes in customer budget, schedule and technical requirements with mutually agreeable solutions. Responsible for ensuring project staff members are receiving adequate technical training, leadership development, and management development training.

**Minimum Education:** BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry. MS or Ph.D. degree preferred.

**Minimum General Experience:** Twenty or more years directly applicable technical experience including extensive successful project team leadership, organizational development, and management responsibilities.

## **20. Senior Project Engineer**

**Functional Responsibilities:** Provides project team leadership for project personnel providing a wide range of engineering functions such as component and system design, analyses in support of design, research and development, computer modeling and simulation of physical phenomena, component and system level test planning, testing and test data analysis. Develops, supervises and trains others in:

- Developing computer programs in Fortran, Basic, C++, or electronic spreadsheets.
- Using computer aided design software, structural finite element software, and fluid and structural dynamics software to analyze fluids and dynamics problems, electrical and control systems, and or mechanical systems.
- Utilizing MatLab or similar software to perform spectral analyses and interpretation of test data or to develop simulation models.
- Utilizing LabView or similar software to develop test data acquisition and control systems.

Senior Project Engineers may lead one or more medium to large size project teams of 10 to 30 other engineers and technicians. They are responsible for managing project technical, cost and budget requirements and provide project-reporting progress to senior project management. They also lead their teams in preparation of technical reports for projects under their leadership and may provide the primary customer, subcontractor and other organizational project teammate technical interfaces for projects under their leadership.

**Minimum Education:** BS Degree in Electrical, Mechanical, Chemical, Civil, Aerospace or Biomedical Engineering, Computer Science, Physics or Chemistry.

**Minimum General Experience:** Fifteen or more years directly applicable experience, or MS Degree and 12 years directly applicable experience, or Ph.D. Degree and eight years directly applicable experience.

## **21. Senior Scientist I**

**Functional Responsibilities:** Serves as scientific administrator for the independent peer review of proposals in assigned areas of scientific responsibility. Develops and maintains a working scientific knowledge of scientific discipline areas assigned. With the assistance of Senior Scientist II and III, identifies and recruits appropriate scientific experts to serve on independent peer review panels or as mail reviewers of proposals in assigned areas of scientific responsibility. Assists Senior Scientists II and III in the planning and development of high quality scientific workshops as required. Understands and implements policies and procedures that pertain to the independent peer review process including rules governing confidentiality and conflicts of interest and established procedures for panel review. Maintains a consistently high level of competence and professional conduct in all interactions with the scientific community, government officials and co-workers.

**Minimum Education:** MS Degree in a relevant engineering, science or mathematics discipline is required; Ph.D. or MD is highly desirable.

**Minimum General Experience:** Relevant experience in scientific research positions is highly desirable. Relevant academic experience may be substituted for work experience. Ability to interact with a wide variety of scientific experts.

## **22. Senior Scientist II**

**Functional Responsibilities:** Serves as scientific administrator for the independent peer review of proposals in assigned areas of scientific responsibility. Develops and maintains a working scientific knowledge of scientific discipline areas assigned. Identifies and recruits appropriate scientific experts to serve on independent peer review panels or as mail reviewers of proposals in assigned areas of scientific responsibility. Plans, develops and implements high quality scientific workshops in assigned areas of scientific responsibility as required. Understands and implements policies and procedures that pertain to the independent peer review process including rules governing confidentiality and conflicts of interest and established procedures for panel review. Maintains a consistently high level of competence and professional conduct in all interactions with the scientific community, government officials and co-workers.

**Minimum Education:** MS Degree in a relevant engineering, science or mathematics discipline is required; Ph.D. or MD is highly desirable.

**Minimum General Experience:** 2 years experience with scientific peer review required. Relevant experience in scientific research positions may be substituted for peer review experience. Ability to interact with a wide variety of scientific experts; Experience with government scientific research programs desired but not required.

## **23. Senior Scientist III**

**Functional Responsibilities:** Serves as lead scientific administrator for independent peer review of proposals in assigned areas of scientific responsibility. Develops and maintains a working scientific knowledge of scientific discipline areas assigned. Identifies and recruits appropriate scientific experts to serve on independent peer review panels or as mail reviewers of proposals in assigned areas of scientific responsibility. Serves as lead for scientific discipline areas relevant to the project. May supervise the work of Senior Scientists I and II. Plans, develops and implements high quality scientific workshops in assigned areas of scientific responsibility as required. Understands and implements policies and procedures that pertain to the independent peer review process including rules governing confidentiality, conflicts of interest and established procedures for panel review. Provides technical advice to the Project Manager on peer review policies and procedures. Maintains a consistently high level of competence and professional conduct in all interactions with the scientific community, government officials and co-workers.

**Minimum Education:** MS Degree in a relevant engineering, science or mathematics discipline is required; Ph.D. or MD is highly desirable.

**Minimum General Experience:** 5 years experience with scientific peer review required. Relevant experience in scientific research positions may be substituted for peer review experience. Ability to interact with a wide variety of scientific experts; demonstrated, successful record of working with senior government officials. Experience with government scientific research programs desired but not required.

## **24. Technical Writer/Editor**

**Functional Responsibilities:** Edits, writes, and rewrites highly technical scientific and medical material. Demonstrates extensive knowledge of grammar and usage rules and is familiar with elements of typesetting mathematical formulas. Reviews and proofs layouts to make minor changes or corrections using desktop publishing software. For bibliographic support services, requires an emphasis on creating monographic records and indexing journal article records.

**Minimum Education:** BA Degree or appropriate combination of education and experience required.

**Minimum General Experience:** Five years experience required.

## Government Site Rates

#	GSA Labor category	Year 11	Year12	Year 13	Year 14	Year 15
1	Administrative Specialist	34.43	35.47	36.53	37.63	38.75
2	Chief Scientist	135.03	139.08	143.26	147.55	151.98
3	Director	112.73	116.12	119.60	123.19	126.88
4	Drafter I	45.17	46.52	47.92	49.35	50.83
5	Drafter II	60.36	62.17	64.03	65.95	67.93
6	Editor/ Desktop Publisher	47.38	48.80	50.27	51.77	53.33
7	Electro Mechanical Technician	41.17	42.40	43.68	44.99	46.34
8	Engineer I	46.32	47.71	49.14	50.61	52.13
9	Engineer II	67.01	69.02	71.09	73.23	75.42
10	Engineering drawing Specialist	32.56	33.54	34.54	35.58	36.64
11	Logistics Specialist	49.42	50.90	52.43	54.00	55.62
12	Principal Engineer	124.24	127.97	131.80	135.76	139.83
13	Project Engineer	80.02	82.42	84.89	87.44	90.06
14	Project Manager	109.43	112.71	116.09	119.57	123.16
15	Science Support Specialist I	38.50	39.66	40.85	42.07	43.33
16	Science Support Specialist II	74.02	76.24	78.52	80.88	83.31
17	Senior Electro Mechanical Technician	53.91	55.53	57.19	58.91	60.68
18	Senior Engineer	73.28	75.48	77.75	80.08	82.48
19	Senior Principal Engineer	132.23	136.20	140.28	144.49	148.83
20	Senior Project Engineer	115.11	118.57	122.12	125.79	129.56
21	Senior Scientist I	69.11	71.19	73.32	75.52	77.79
22	Senior Scientist II	88.70	91.36	94.11	96.93	99.84
23	Senior Scientist III	110.40	113.71	117.12	120.63	124.25
24	Technical Writer/ Editor	37.28	38.39	39.55	40.73	41.95

Assumes 3% per year escalation.

## InDyne Site Rates

#	Labor Category	Year 11	Year 12	Year 13	Year 14	Year 15
1	Administrative Specialist	37.88	39.02	40.19	41.40	42.64
2	Chief Scientist	148.54	152.99	157.58	162.31	167.18
3	Director	123.99	127.71	131.54	135.49	139.55
4	Drafter I	52.29	53.86	55.48	57.14	58.86
5	Drafter II	67.38	69.40	71.49	73.63	75.84
6	Editor/ Desktop Publisher	52.12	53.68	55.29	56.95	58.66
7	Electro Mechanical Technician	48.04	49.48	50.96	52.49	54.07
8	Engineer I	53.34	54.94	56.59	58.29	60.04
9	Engineer II	73.57	75.78	78.05	80.40	82.81
10	Engineering drawing Specialist	40.01	41.21	42.44	43.71	45.03
11	Logistics Specialist	54.36	55.99	57.67	59.40	61.19
12	Principal Engineer	138.35	142.50	146.78	151.18	155.71
13	Project Engineer	91.56	94.30	97.13	100.05	103.05
14	Project Manager	120.38	123.99	127.71	131.54	135.48
15	Science Support Specialist I	42.35	43.62	44.93	46.28	47.67
16	Science Support Specialist II	81.41	83.85	86.37	88.96	91.63
17	Senior Electro Mechanical Technician	61.27	63.11	65.01	66.96	68.97
18	Senior Engineer	84.15	86.68	89.28	91.95	94.71
19	Senior Principal Engineer	153.02	157.61	162.34	167.21	172.22
20	Senior Project Engineer	129.90	133.80	137.81	141.95	146.21
21	Senior Scientist I	76.02	78.31	80.65	83.07	85.57
22	Senior Scientist II	97.57	100.50	103.51	106.62	109.82
23	Senior Scientist III	121.43	125.07	128.82	132.69	136.67
24	Technical Writer/ Editor	41.00	42.23	43.50	44.81	46.15

Assumes escalation rate of 3% per year