



## **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 is available through GSA Advantage!®, a menu-driven database system. The INTERNET address for GSA Advantage!® is [GSAAdvantage.gov](http://GSAAdvantage.gov).

## **FACILITIES MAINTENANCE AND MANAGEMENT**

### **Federal Supply Class (FSC) Group: 03FAC**

### **SIN 811-003 Complete Facilities Management**

**Schedule Contract Number: GS-21F-038DA** For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov).

**Contract Period:** August 29, 2016 through August 28, 2021  
(Options to extend through August 2036)

**Pricelist Current Through:** August 29, 2016 through August 28, 2021

#### **Management and Technology Solutions, Inc.**

17095 Belle Isle Drive

Dumfries, VA 22026

Telephone: 571-931-0680

Fax: 703-291-5393

Website: <http://www.mts-group.net>

Authorized Negotiator: Allan Arnette

Email: [aarnette@mts-group.net](mailto:aarnette@mts-group.net)

**EIN: 13-4211560 DUNS: 13-0076511 CAGE CODE: 3EXN4**

**Business Type and Size:** Certified Service Disabled Veteran Owned Small Business (SDVOSB)

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## 1. Customer Information

- 1a. Awarded **SIN 811 003 Complete Facilities Management**. MTS provides facilities management and consulting work. Services will be management duties including, but not limited to, property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The services will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices. NAICS Codes applicable to this SIN include the following:

Number	Description	Business Size
531312	Nonresidential Property Managers	\$7.5 million
541513	Computer Facilities Management Services *	\$27.5 million
541611	Administrative Management and General Management Consulting Services *	
541618	Other Management Consulting Services *	\$15 million
561110	Office Administrative Services	\$7.5 million
561210	Facilities Support Services *	\$38.5 million

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Labor Rates shown on page: 9
- 1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided in Section 4 of this catalog.
2. Maximum Order is \$1,000,000.
3. Minimum order \$100
4. Geographic Coverage: The geographic coverage of this contract is the 48 contiguous states, the District of Columbia, Alaska, and Hawaii.
5. Points of Production: 17095 Belle Isle Drive  
Dumfries, VA 22026
6. Discount from list prices: All prices Net 30
7. Quantity Discounts: No Discount
8. Prompt Payment Terms: Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Government Purchase Card is accepted at or below the micro-purchase threshold.

- 9b. Government Purchase Card is accepted above the micro-purchase threshold.
- 10. Foreign items: N/A
- 11a. Time of Delivery: To be determined at the Task Order level.
- 11b. Expedited Delivery: Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day Delivery: N/A
- 11d. Urgent Requirements: N/A
- 12. F.O.B.: Destination
- 13a. Ordering Address:
  - Management and Technology Solutions, Inc.
  - 17095 Belle Isle Drive
  - Dumfries, VA 22026
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPS's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:
  - Management and Technology Solutions, Inc.
  - 17095 Belle Isle Drive
  - Dumfries, VA 22026
- 15. Warranty Provisions: Warranties will be provided based upon specifics in individual delivery orders. In all cases warranties will meet or exceed those offered in the commercial sector.
- 16. Export Packing Charges: N/A
- 17. Terms and conditions of Government purchase card acceptance: Purchase Card acceptance will be offered at full price. Purchase cards will be accepted in accordance with individual agency limitations on contract value for credit card transactions.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 19. Terms and conditions of installation (if applicable): N/A
- 20. Terms and conditions of repair parts indicating date of parts prices lists and any discounts from list prices (if applicable): N/A

- 20a. Terms and conditions of any other series (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Special attributes, such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/) .
25. Data Universal Numbering System (DUNS) number: 13-0076511
26. Notification regarding registration in Central Contractor Registration (CCR) database:  
Registered.

## 2. Company Profile

MTS is a Service Disabled Veteran Owned Small Business (SDVOSB), located in Stafford, Virginia. Founded in 2002 as a medical logistics company, MTS has grown from 10 employees to over 70 employees, performing multiple Indefinite Delivery Indefinite Quantity (IDIQ) contracts simultaneously, in as many as 13 states, including California, Colorado, Georgia, Kansas, Maryland, Missouri, North Carolina, New York, Oklahoma, Pennsylvania, Texas, Virginia and West Virginia. Our staff includes former military and nonmilitary personnel (Construction project managers, architects, mechanical engineers, master planners, clinical planners, medical logisticians, operational (field) medicine experts (including special operations), facility and equipment planners, IT experts, and data analysts. Collectively, these parties represent many decades of extensive experience in military and civilian healthcare hospital and medical/dental clinics, BSL3 laboratories, logistics operations, supply chain management; material acquisition, facilities construction and management (includes initial outfitting and equipping (IO&T)) and information technology development.

MTS is owned by Allan J. Arnette, a former Army medical logistician with 20 years of active duty military service, retiring as a Lieutenant Colonel. While assigned to Fort Campbell's Blanchfield Army Community Hospital, he served as Chief of Logistics, overseeing 165 employees in: providing a supply distribution center (50,000 SKU's) supporting 240 customers in three states, with an \$11M budget; operating a \$2M capital equipment investment program and \$1M equipment repair and maintenance program; and executing a \$1.8M housekeeping contract and \$2.8M facilities maintenance contract supporting a 600,000 sq. ft. facility with nine service centers. Relevant to this solicitation is that he oversaw the construction of a new Centralized Troop Medical Clinic. Mr. Arnette participated in the planning and design phase of the project prior to its construction, as well as the start of construction project. He also was involved with numerous health care clinic renovation projects (both inside and outside the hospital). During 2002, four years after retiring from the Army, he started Management and Technology Solutions, Inc.. Within a year, MTS was awarded a major IDIQ contract to build medical assemblages for the United States Army Medical Materiel Agency (USAMMA), and in 2007, MTS began providing program management support to the Army's Health Facility Planning Agency (HFPA). This work, entailed providing administrative and technical support in the planning, project management and construction of military hospitals. Over 208 related task orders have been issued under this contract. At the end of this contract, the United States Army Medical Research Acquisition Activity (USAMMRA) began using GSA Mobis to provide a variety of capabilities, in support of the health facility life cycle management process; master planning, project management, transition management, health facility technical and clinical review, medical equipment planning, and health facility criteria/standards. MTS has been awarded 67 delivery orders valued at over \$6M to date, and continues to be a leader in providing quality employees to DOD.

MTS is known for providing the types and kinds of quality personnel/services the government seeks. We seek talent that works well with teams and who also serve as a resource to recruit and provide to our government customers additional personnel who are well qualified, and work well with other personnel within a team structure. MTS is a current member of ASHE

### 3. Price List and Labor Category Rates for SIN 811-003 - Complete Facilities Management

FEDERAL SUPPLY SCHEDULE PRICELIST - CONUS RATES (INCLUDES IFF)						
Labor ID	Labor Category	Year One	Year Two	Year Three	Year Four	Year Five
MTS001	Administrative Assistant **	\$51.29	\$ 52.31	\$ 53.35	\$ 54.41	\$ 55.49
MTS002	Analyst	\$61.00	\$ 62.22	\$ 63.46	\$ 64.72	\$ 66.01
MTS003	Architect	\$68.27	\$ 69.63	\$ 71.02	\$ 72.44	\$ 73.88
MTS004	Biomed Technician	\$54.71	\$ 55.80	\$ 56.91	\$ 58.04	\$ 59.20
MTS005	Consultant I	\$86.64	\$ 88.37	\$ 90.13	\$ 91.93	\$ 93.76
MTS006	Consultant II	\$108.13	\$ 110.29	\$ 112.49	\$ 114.73	\$ 117.02
MTS007	Construction Manager I	\$62.82	\$ 64.07	\$ 65.35	\$ 66.65	\$ 67.98
MTS008	Construction Manager II	\$75.61	\$ 77.12	\$ 78.66	\$ 80.23	\$ 81.83
MTS009	Construction Manager III	\$84.44	\$ 86.12	\$ 87.84	\$ 89.59	\$ 91.38
MTS010	Equipment Planner I	\$67.11	\$ 68.45	\$ 69.81	\$ 71.20	\$ 72.62
MTS011	Equipment Planner II	\$80.05	\$ 81.65	\$ 83.28	\$ 84.94	\$ 86.63
MTS012	Functional Specialist I	\$57.90	\$ 59.05	\$ 60.23	\$ 61.43	\$ 62.65
MTS013	Functional Specialist II	\$71.33	\$ 72.75	\$ 74.20	\$ 75.68	\$ 77.19
MTS014	Functional Specialist III	\$93.22	\$ 95.08	\$ 96.98	\$ 98.91	\$ 100.88
MTS015	IM/IT Manager (Low Voltage)	\$102.57	\$ 104.62	\$ 106.71	\$ 108.84	\$ 111.01
MTS016	Interior Design Manager	\$48.58	\$ 49.55	\$ 50.54	\$ 51.55	\$ 52.58
MTS017	Logistics Technician **	\$54.41	\$ 55.49	\$ 56.59	\$ 57.72	\$ 58.87
MTS018	Logistics Manager	\$73.28	\$ 74.74	\$ 76.23	\$ 77.75	\$ 79.30
MTS019	Electrical Engineer	\$88.59	\$ 90.36	\$ 92.16	\$ 94.00	\$ 95.88
MTS020	Mechanical Engineer	\$79.52	\$ 81.11	\$ 82.73	\$ 84.38	\$ 86.06
MTS021	Data Base Technician	\$47.70	\$ 48.65	\$ 49.62	\$ 50.61	\$ 51.62
MTS022	Office Manager I	\$24.99	\$ 25.48	\$ 25.98	\$ 26.49	\$ 27.01
MTS023	Office Manager II	\$40.57	\$ 41.38	\$ 42.20	\$ 43.04	\$ 43.90
MTS024	Professional I	\$73.07	\$ 74.53	\$ 76.02	\$ 77.54	\$ 79.09
MTS025	Professional II	\$114.47	\$ 116.75	\$ 119.08	\$ 121.46	\$ 123.88
MTS026	Professional III	\$143.06	\$ 145.92	\$ 148.83	\$ 151.80	\$ 154.83
MTS027	Project Manager Assistant	\$63.56	\$ 64.83	\$ 66.12	\$ 67.44	\$ 68.78
MTS028	Project Manager I	\$81.65	\$ 83.28	\$ 84.94	\$ 86.63	\$ 88.36
MTS029	Project Manager II	\$96.12	\$ 98.04	\$ 100.00	\$ 102.00	\$ 104.04
MTS030	Program Manager	\$168.81	\$ 172.18	\$ 175.62	\$ 179.13	\$ 182.71
MTS031	Quality Assurance/Control Manager	\$78.06	\$ 79.62	\$ 81.21	\$ 82.83	\$ 84.48
MTS032	Safety Manager	\$79.83	\$ 81.42	\$ 83.04	\$ 84.70	\$ 86.39
MTS033	Technical Engineer	\$78.45	\$ 80.01	\$ 81.61	\$ 83.24	\$ 84.90
MTS034	Planner Assistant/Coordinator	\$55.59	\$ 56.70	\$ 57.83	\$ 58.98	\$ 60.15
MTS035	Transition Manager	\$78.02	\$ 79.58	\$ 81.17	\$ 82.79	\$ 84.44
Prices include the GSA Net Price plus the Industrial Funding Fee .0075						
** Denotes Service Contract Act (SCA) applicable labor categories.						

## 4. Facilities Maintenance and Management Services Labor Category Job Skills Descriptions

### Education and Experience Requirements Equivalency Substitution Table

Requirement	Equivalency 1	Equivalency 2	Comments
Ph.D.	Masters Degree +3 yrs	None	Equivalency years experience substitution must be in related experience
Masters Degree	Bachelors Degree +2yrs	None	Equivalency years experience substitution must be in related experience
Bachelors Degree	Associates Degree +2 yrs	5 years related exp. or 120 college hours	Equivalency years experience substitution must be in related experience
Associated Degree	High School Diploma/GED + 2yrs	3 years related exp.	Equivalency years experience substitution must be in related experience
Subject Matter Certification	Up to a Bachelor's Degree	Up to 5 years exp.	
Up to 10 years related experience	Ph.D. in related a area	Masters Degree and 2 years related exp.	
7-9 years related experience	Ph.D. or Masters Degree in a related area	Bachelor's Degree and 2 yrs. Related exp.	
4-6 years related experience	Ph.D., Masters or Bachelor's Degree	Associates Degree with 2 yrs related exp. or a minimum of 60 credited hours at a college or technical school vocation.	
2-3 years related experience	Associates Degree	A minimum of 60 credited hours at a college or technical school vocation.	

- The Contractor, unless otherwise cited in the Order, may make Education and Experience Equivalency 1 substitutions, unilaterally for all labor categories that cite "or equivalent". For all other labor categories, the ordering client must provide prior written consent.
- Education and Experience Equivalency 2 substitutions can only be made with prior written consent from the client or as cited in the order.
- Equivalent substitutions are in addition to Education or Experience requirement (example: requirement Bachelors Degree and 3 years related experience – the equivalent substitution for the degree would require the candidate to have either an Associate's Degree and 5 years experience –or- 8 years related experience.



## **Labor Category Descriptions for SIN 811-003**

### **MTS001 Administrative Assistant**

**Functional Description:** Performs a variety of administrative functions. Schedules appointments, gives information to callers, and may take dictation. Completes and ensures accuracy of multiple types of electronic documents (EXCEL, WORD, PowerPoint, Outlook, Access, etc.) and forms, maintaining documents in specified electronic locations. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget.

**Education/Experience:** Requires a high school diploma with at least 3 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Possess a working knowledge of the following Microsoft Office programs: Word, PowerPoint, Access, Excel, Outlook, and SharePoint. Works at a Senior Level and may direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

### **MTS002 Analyst**

**Functional Description:** Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. Analyzes budgeting and accounting reports to maintain expenditure controls. Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts. Directs the preparation of regular and special budget reports. Consults with managers to ensure that budget adjustments are made in accordance with program changes. Match appropriations for specific programs with appropriations for broader programs, including items for emergency funds. Provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation. Summarize budgets and submit recommendations for the approval or disapproval of funds requests.

**Education/Experience:** Associate Degree in Accounting and 5 years of experience demonstrating standardized bookkeeping and accounting procedures used in an accounting system. A minimum of two years' experience with creating/editing electronic spreadsheets. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS003 Architect**

**Functional Description:** Researches, plans, designs, and administers building projects for clients, applying knowledge of design, construction procedures, zoning and building codes, and building materials. Consults with client to determine functional and spatial requirements of new structure or renovation, and prepares information regarding design, specifications, materials, color, equipment, estimated costs, and construction time. Plans layout of project and integrates engineering elements into unified design for client review and approval. Uses computer-aided drafting (CAD) equipment to produce designs, working drawings, charts, forms and records. Coordinates structural, electrical and mechanical designs and determines a method of presentation to graphically present building plans. Visits job sights to obtain and assemble data into architectural designs. Draws rough and detailed scale plans for foundations, buildings and structures, based on preliminary concepts, sketches, engineering calculations, specification sheets and other data. Uses CAD to provide layout and plan interior room arrangements. May supervise, coordinate and inspect the work of draftspersons, technicians, and technologists on construction projects, and ensure builder compliance with design specifications and advising on design corrections.

**Education/Experience:** BS Degree in Architecture and 3 years' experience as an architect, or equivalent. Registration in appropriate jurisdictions may also apply. Trained in the utilization of CAD equipment or conventional drafting station. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS004 Bio Med Technician**

**Functional Description:** Performs equipment installation, testing, calibrating, and repairing complex equipment; training users; maintaining safe operations. Maintains equipment by completing preventive maintenance schedules; conducting tests; following manufacturer's instructions; troubleshooting and repairing malfunctions; calling for special service; evaluating service contracts; maintaining equipment inventories. Evaluates proposed equipment by conducting tests and evaluations. Improves equipment performance by studying machine interaction; conferring with equipment users; developing modifications; collaborating with equipment manufacturers. Maintains equipment supplies inventory by checking stock; anticipating needs; placing and expediting orders; verifying receipt. Prepares reports by collecting, analyzing and summarizing information and trends. Maintains safe and healthy working environment by conducting safety tests;

recommending and complying with procedures; training and guiding equipment users; complying with codes. Clarifies manufacturer provided documentation (operating and maintenance instructions, guidelines, diagrams and terminology) and conveys to equipment users. Performs minor assembly and technical/electrical safety inspections. Provides technical assistance to new equipment users. Understands more complex equipment having integrated subsystems having microprocessor or mini-computer based systems. Performs more complex testing. Has a basic understanding of the acquisition process. Assists with coordinating new equipment acquisition and installation, taking into consideration procurement lead times, construction constraints, commissioning requirements, certifications requirement and transition schedules.

**Education/Experience:** Completion of a civilian or equivalent equipment technician school and have 3 years of experience in maintenance operations is required. Must possess a thorough knowledge of equipment commonly used to support the facility. Must have an understanding of equipment design concepts and functionality. Organization and planning skills and the ability to present technical information in a logical manner in a variety of oral, written and automated formats are also required. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS005 Consultant I**

**Functional Description:** Recognized authority across multiple areas of expertise who provides expertise at a high technical and programmatic level to accomplish customer sponsored projects, including new program development. Expertise comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project. Plans, organizes, staffs, directs and manages performance of work associated with one or more projects under the technical guidance and expertise of a project manager. Contributes substantially to the planning and execution of project activities and the preparation of project deliverables. Fully responsible for providing technical guidance and expertise to project staff; ensuring that methods, tools and techniques applied in performance of the work represents the state-of-the-art; and performing studies and analyses to ensure consistent management and delivery of project requirements. Regularly reviews operational performance, designing and recommending organizational changes, as needed, to ensure successful accomplishment of strategic and project objectives. Seeks opportunities to enhance organizational structure and to incorporate business process improvements. Responsible for closely monitoring the technical quality of work products, ensuring that all of them meet established quality standards. In conjunction with project management, identifies, establishes and implements the work execution approach, schedule and budget. May direct the work efforts of junior team members and administrative staff. Maintains working interfaces with client project management teams, providing consultative advice in areas of expertise. Works as part of project team, with technical and managerial guidance provided by project manager.

**Education/Experience:** Bachelor's Degree in a directly related discipline (or equivalent) and 4 years of consulting related to the offered service. May be required to work independently. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS006 Consultant II**

**Functional Description:** Recognized authority across multiple areas of expertise who provides leadership and expertise at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project. Serves as a subject matter expert for more complex projects. Expertise comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project. Plans, organizes, staffs, directs and manages performance of work associated with one or more projects under the technical guidance and expertise of a project manager. Contributes substantially to the planning and execution of project activities and the preparation of project deliverables. Fully responsible for providing technical guidance and expertise to project staff; ensuring that methods, tools and techniques applied in performance of the work represents the state-of-the-art; and performing studies and analyses to ensure consistent management and delivery of project requirements. Regularly reviews operational performance, designing and recommending organizational changes, as needed, to ensure successful accomplishment of strategic and project objectives. Seeks opportunities to enhance organizational structure and to incorporate business process improvements. Responsible for closely monitoring the technical quality of work products, ensuring that all of them meet established quality standards. In conjunction with project management, identifies, establishes and implements the work execution approach, schedule and budget. May direct the work efforts of junior team members and administrative staff. Maintains working interfaces with client project management teams, providing consultative advice in areas of expertise. Works as part of project team, with technical and managerial guidance provided by project manager.

**Education/Experience:** Bachelor's Degree in a directly related discipline (or equivalent) and 8 years of consulting related to the offered service. May be required to work independently. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS007 Construction Manager I**

**Functional Description:** Primary on-site representative, providing construction management oversight and technical support for projects. Coordinates project actions and resolves issues with the local community, multiple agencies, staff, architects, and contractors. Coordinates, supervises and directs all aspects of construction to ensure the project meets design specifications and is completed on time. Prepare cost estimates, budgets, and work timetables as required. Schedules and insures the workmanship of all work by inspecting and approving subcontractor's work. Responsible for Safety issues and ensuring all safety incidents (violations and injuries) are documented and reported. Complies with legal requirements, building and safety codes, and other regulations, ensuring all work is in compliance with federal, state, and local construction requirements and building codes. Maintains records of all changes such as change orders and/or purchase orders. Responsible for inspections and corresponding paperwork. Approves all subcontractor invoices with regard to work completion and quality. Coordinates engineering change proposals (ECP's) and other actions impacting the construction/completion of the project. Manages the project's Initial Outfitting (IO) and Transition budgets. Provides consulting services in transition planning and execution; equipment planning, procurement, and installation; and other functions required to provision and transition operations into the new facilities. Ensures all project actions and issues are documented, coordinated, tracked, and resolved. Provides managerial oversight of the projects' budget, schedule, and operations. Provides administrative, operational, and managerial updates. Maintains daily log of all occurrences on the Community. Coordinates with purchasing department regarding budgets and quality of subcontractors. Coordinates with various managers/departments regarding plans and specifications. Interpret and explain contracts and technical information to other professionals. Report work progress and budget matters to clients. Collaborate with architects, engineers, and other construction specialists. Select, schedule, and coordinate subcontractor activities. Respond to work delays, emergencies, and other problems.

**Education/Experience:** Associate's Degree in a construction-related field (or equivalent) and 3 years' experience. Requires technical knowledge and applicability of laws, regulations, policies, methods and procedures affecting health facility construction. Position requires knowledge of general principles of architecture, engineering, design, construction, and project management; medical-functional and medical building system components and their interrelationships; applicable government, industry, and accreditation standards and criteria (including space planning, life safety, indoor air quality, patient privacy, sustainability, and others related to healthcare facilities); government policies and procedures, including contracting functions, quality assurance, and risk management; organizations relevant to health facility operations and construction; computer programs and tools that speed and improve project execution; and data and documentation use and management, to include drawings, specifications, schedules, and estimates. Must have working knowledge of the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook

### **MTS008 Construction Manager II**

**Functional Description:** Performs duties similar to a Construction Manager I, however, on more complex construction projects that are larger in scale and/or require greater technical proficiencies and which inherently have greater risks that requires greater coordination, supervision, and direction than that of a Construction Manager I.

**Education/Experience:** Bachelor's degree in a construction-related field (or equivalent) and 5 years' experience. Requires technical knowledge and applicability of laws, regulations, policies, methods and procedures affecting health facility construction. Position requires knowledge of general principles of architecture, engineering, design, construction, and project management; medical-functional and medical building system components and their interrelationships; applicable government, industry, and accreditation standards and criteria (including space planning, life safety, indoor air quality, patient privacy, sustainability, and others related to healthcare facilities); government policies and procedures, including contracting functions, quality assurance, and risk management; organizations relevant to health facility operations and construction; computer programs and tools that speed and improve project execution; and data and documentation use and management, to include drawings, specifications, schedules, and estimates. Must have working knowledge of the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook

### **MTS009 Construction Manager III**

**Functional Description:** Performs duties similar to a Construction Manager I, however, on more complex construction projects that are larger in scale and/or require greater technical proficiencies and which inherently have greater risks that requires greater coordination, supervision, and direction than that of a Construction Manager II.

**Education/Experience:** Bachelor's degree in a construction-related field (or equivalent) and 10 years' experience. Requires technical knowledge and applicability of laws, regulations, policies, methods and procedures affecting health facility construction. Position requires knowledge of general principles of architecture, engineering, design, construction, and project management; medical-functional and medical building system components and their interrelationships; applicable government, industry, and accreditation standards and criteria (including space planning, life safety, indoor air quality, patient privacy, sustainability, and others related to healthcare facilities); government policies and procedures, including contracting functions, quality assurance, and risk management; organizations relevant to health facility operations and construction; computer

programs and tools that speed and improve project execution; and data and documentation use and management, to include drawings, specifications, schedules, and estimates. Must have working knowledge of the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook

### **MTS010 Equipment Planner I**

**Functional Description:** Identifies and plans for the equipment acquisition at designated sites / facilities. Additional duties include coordination with multiple representatives, including commercial manufacturers or suppliers, to assist in the planning and procurement of the appropriate medical equipment; assisting the facility's personnel in the validation of new/existing equipment requirements and re-use plan; conducting equipment planning reviews; maintaining the Project's equipment database with current statistics; coordinating with acquisition personnel to ensure timely procurement actions as they relate to the development of a total IO program and the ordering, receipt, storage and final movement of equipment into the new facility. Assist in the implementation and follow-up on change orders required for the installation of equipment. Review construction Operations & Maintenance data, test and training plans for equipment. Evaluate new equipment for serviceability, life expectancy, safety and appropriateness of intended use. Develop supporting data and researches and coordinates logistics support requirements and methodologies or equipment/systems and standardization of equipment product lines. Prepare budget estimates for the equipment/system's short and long term requirements considering overall life cycle costs. Monitor procurement schedules and the provisioning of various project related equipment/system items and repair parts. Provide and maintains documentation on issues/problems encountered in equipment planning for use in reports, briefings, and planning sessions. Participate in equipment/system requirement and design reviews.

**Education/Experience:** Associate Degree and 2 or more years' experience in healthcare and/or medical research and medical maintenance operations or 10 or more years' experience in healthcare and/or medical research medical maintenance operations in lieu of a technical degree. Must have the ability to organize and plan specific events in a logical manner, and the skill to present such plans in a variety of automated formats (Microsoft Project, Microsoft Power Point, etc.).

### **MTS011 Equipment Planner II**

**Functional Description:** Provides technical reviews of equipment acquisition at designated sites / facilities. Coordinates with multiple representatives, including commercial manufacturers or suppliers, to assist in the planning and procurement of the appropriate medical equipment; assisting the facility's personnel in the validation of new/existing equipment requirements and re-use plan; conducting equipment planning reviews; maintaining the Project's equipment database with current statistics; coordinating with acquisition personnel to ensure timely procurement actions as they relate to the development of a total IO program and the ordering, receipt, storage and final movement of equipment into the new facility. Coordinate with construction manager on the scheduling, location, and installation of all equipment. Assist in the implementation and follow-up on change orders required for the installation of equipment. Review construction Operations & Maintenance data, test and training plans for equipment. Evaluate new equipment for serviceability, life expectancy, safety and appropriateness of intended use. Develop supporting data and researches and coordinates logistics support requirements and methodologies or equipment/systems and standardization of equipment product lines. Prepare budget estimates for the equipment/system's short and long term requirements considering overall life cycle costs. Monitor procurement schedules and the provisioning of various project related equipment/system items and repair parts. Provide and maintains documentation on issues/problems encountered in equipment planning for use in reports, briefings, and planning sessions. Participate in equipment/system requirement and design reviews.

**Education/Experience:** Bachelor's Degree or Graduate from a civilian advanced biomedical equipment technician school or equivalent with 5 or more years' experience in healthcare and/or medical research and medical maintenance operations. Must have the ability to organize and plan specific events in a logical manner, and the skill to present such plans in a variety of automated formats (Microsoft Project, Microsoft Power Point, etc.).

### **MTS012 Functional Specialist I**

**Functional Description:** Responsible for assessment of a particular project/task organization's work execution challenges (as they relate to the use of specialized skills and knowledge, or the use of specific work processes), utilizing knowledge gained through similar, prior engagements. Contributes expertise in the required functional areas to the execution planning of a particular project/task, leveraging his/her "prior engagement" knowledge in the impact assessment of industry trends; policies/codes/standards requirements; and/or operational methodologies. Conducts studies and planning activities in support of the project team's objectives. May be required to provide function specialists with expertise in various fields to include: CADD/BIMS, cost estimating, DMLSS and or GFEBs, facilities management, functional analyses, health facility planning, IT/telecommunications, medical equipment planning, nursing methods analyses, quality control/assurance, safety, strategic/master planning, and transition planning.

**Education/Experience:** Associate's Degree (or equivalent) and 2 years' experience in a related field. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS013 Functional Specialist II**

**Functional Description:** Responsible for assessment of a particular project/task organization's work execution challenges (as they relate to the use of specialized skills and knowledge, or the use of specific work processes), utilizing knowledge gained through similar, prior engagements. Contributes expertise in the required functional areas to the execution planning of a particular project/task, leveraging his/her "prior engagement" knowledge in the impact assessment of industry trends; policies/codes/standards requirements; and/or operational methodologies. Conducts studies and planning activities in support of the project team's objectives. May be required to provide function specialists with expertise in various fields to include: CADD/BIMS, cost estimating, DMLSS and or GFEBs, facilities management, functional analyses, health facility planning, IT/telecommunications, medical equipment planning, nursing methods analyses, quality control/assurance, safety, strategic/master planning, and transition planning.

**Education/Experience:** Bachelor's Degree (or equivalent) and 5 years' experience in a related field. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS014 Functional Specialist III**

**Functional Description:** Responsible for assessment of a particular project/task organization's work execution challenges (as they relate to the use of specialized skills and knowledge, or the use of specific work processes), utilizing knowledge gained through similar, prior engagements. Contributes expertise in the required functional areas to the execution planning of a particular project/task, leveraging his/her "prior engagement" knowledge in the impact assessment of industry trends; policies/codes/standards requirements; and/or operational methodologies. Conducts studies and planning activities in support of the project team's objectives. May be required to provide function specialists with expertise in various fields to include: CADD/BIMS, cost estimating, DMLSS and or GFEBs, facilities management, functional analyses, health facility planning, IT/telecommunications, medical equipment planning, nursing methods analyses, quality control/assurance, safety, strategic/master planning, and transition planning.

**Education/Experience:** Master's Degree (or equivalent) and 10 or more years' experience in a related field. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS015 IM/IT Manager**

**Functional Description:** Responsible for the project IM/IT/Low voltage systems and addressing issues associated with the design, installation, integration, commissioning, certification, operation, and training of these systems. Ensures all IM/IT and Low voltage systems (e.g. nurse call systems, building automation systems, security systems, access control systems, telemetry systems, mass notification systems, automated signage / way-finding systems, video teleconferencing and voice systems,) are integrated successfully with the project's overall IM/IT systems in accordance with applicable regulations and guidelines. NOTE: This position is not responsible for the overall design of IM/IT/low voltage systems; however, for design build projects, the manager may be required to provide design development input on IM/IT and low voltage systems. Identifies IM/IT and Low voltage requirements and interfaces, and advises on the impact of deploying external systems and integration of emerging technology for such systems as Nurse Call, bed side TV systems, and physiological monitoring systems). Provides technical reviews of contract documents, drawings, specifications, submittals, Requests for Information (RFI) and other materiel / plans related to project IM/IT and Low voltage systems. Develops IM/IT and Low voltage systems user survey tools and coordinates needs assessment surveys. Assist with developing a strategic IM/IT Plan to include wireless technologies, tele-radiology, CHCS II/Ahlta , HIPAA, Informatics, telephones etc. Assist project Transition Manager / Officer and facility's IMD staff in their development of IM/IT/Low voltage concepts of operations (CONOPs) for new facility. Develop IM/IT and Low voltage systems transition plan and schedule in coordination with the project's Transition Manager / Officer and facility's IMD staff. Assists facility staff in developing an effective and sequential IM/IT/Low voltage training plan for facility's IMD supporting/maintenance staff and end users. Monitors installation and participates in commissioning of specific IM/IT and low voltage systems for the project. Assist with the final successful commissioning and acceptance of all IM/ IT and Low voltage systems.

**Education/Experience:** BSEE, BSCS, BSIS, BSET(or higher degree in same discipline) with 5 or more years' experience in healthcare and/or medical research construction OR 8 or more years' experience in healthcare or medical research IM/IT in lieu of a technical degree. Experience with Army Certification & Accreditation process to include Defense Information Assurance and Certification Process (DIACAP) and Certificate of Networkiness (CON) is required. Also, demonstrated knowledge of Ethernet, Gigabit Ethernet, and Ten Gigabit Ethernet and routers, switches, firewalls, and Virtual Private Network (VPN) concentrators is required. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

### **MTS016 Interior Design Manager**

**Functional Description:** Assists in the construction management, technical support, and monitoring the quality of work performed on assigned project's Interior Design elements; advising the Program Manager (or designated representative) on matters relating to the project's adherence to the contract/standard for interior design and FF&E. Reviews and provides comments and feedback on building interior designs and specifications, contractor submittals and schedules, and other project related documentation and plans. Uses AutoCAD, accesses Share Point, PROLOG and RMS systems to track assigned project submittals, RFI's and Value Engineering recommendations. Monitors user comments, resolution status, and provides feedback to the Program Manager. Provides technical advice on medical unique FF&E systems, applications, and functions. Assists in the development, coordination and processing of project related engineering change proposals (ECPs) that relate to Interior Design and FF&E. Coordinates with the end user on assigned projects to ensure the required Operations and Maintenance (O&M) training is conducted. Ensures project closeout actions, as they relate to Interior Design and FF&E are fully accomplished, This includes the provisioning of as-built drawings, warranty plan/documentation, and other required actions. Reviews all Interior Design and FF&E Submittals for assigned projects, and provides review comments to Senior Interior Designer. Documents construction conditions affecting Interior Design and FF&E requirements for resolution or follow-up. Assists the Transition Officer and end user during the design, construction, transition, and turnover of the project. Assists the Program Manager (or designated representative) in providing guidance and consulting support in the planning, procurement, receipt, and installation of required interior design and FF&E selections, aids in the development of the interior design and FF&E, and documenting and tracking its execution. Requires technical knowledge and applicability of policies, methods and procedures affecting health facility construction, outfitting, and transition with emphasis on furniture, fixtures, and equipment (FF&E) coordination. Position requires knowledge of general principles of healthcare operations, transition support and management, logistics and acquisition functions associated with FF&E procurement, architecture, design concepts, construction, and project management. Additionally, candidate must understand medical-functionality and medical equipment system components and their interrelationships; applicable government, industry, and accreditation standards and criteria (including space planning, life safety, antiterrorism, patient privacy, sustainability, and others related to healthcare facilities); DoD and Army health facility construction and transition policies and procedures, including contracting functions associated with FF&E procurement, and quality assurance with respect to FF&E installation.

**Education/Experience:** Associates Degree (or equivalent) with major or concentration in either: Interior Design, Healthcare Administration, Engineering or Architecture Technician, Business Management, or Construction Management and 3 years of work related experiences Experience with AutoCAD or similar system required, and candidate must be capable of utilizing CAD to analyze and print drawings. Individual must be proficient in the use of Microsoft Office Programs (Excel, PowerPoint, Word), SharePoint, and Microsoft Project.

### **MTS017 Logistics Technician**

**Functional Description:** Approve bills for payment. Calculate costs of orders, and charge or forward invoices to appropriate accounts. Check shipments when they arrive to ensure that orders have been filled correctly and those goods meet specifications. Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers. Compare suppliers' bills with bids and purchase orders in order to verify accuracy. Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems. Determine if inventory quantities are sufficient for needs, ordering more materials when necessary. Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered. Prepare, maintain, and review purchasing files, reports and price lists. Prepare purchase orders and send copies to suppliers and to departments originating requests. Respond to customer and supplier inquiries about order status, changes, or cancellations. Review requisition orders in order to verify accuracy, terminology, and specifications. Track the status of requisitions, contracts, and orders. Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors. Monitor contractor performance, recommending contract modifications when necessary. Monitor in house inventory movement and complete inventory transfer forms for bookkeeping purposes. Perform buying duties when necessary. Prepare invitation-of-bid forms and mail forms to supplier firms or distribute forms for public posting.

**Education/Experience:** AA/AS (or equivalent) in related field plus 3 years of relevant experience. Additional experience may be substituted for education requirements. Must have experience with the following Microsoft Office programs: Word, Excel, and Outlook.

### **MTS018 Logistics Manager**

**Functional Description:** Manages the acquisition planning, execution, and tracking of equipment and furnishings associated with healthcare / medical research projects. Performs transition and provisioning activities associated with military healthcare / medical research construction and renovation projects, as well as healthcare / medical research equipment planning, procurement and installation. Using experience in acquisition and property management, develops the equipment procurement plan and schedule in the context of the project. Assist the facility's Logistics Division in evaluating equipment and furnishings for serviceability, life expectancy, safety and appropriateness of intended use. Develops supporting data, research and

coordinate logistics support requirements and methodologies or equipment/systems and standardization of equipment product lines. Assist in the preparation of cost forecasts and budget estimates for the equipment/system short and long term requirements considering overall life cycle costs. Monitor procurement schedules and the provision of various project related equipment/system items and repair parts. Alert appropriate government officials of problems affecting logistics supportability and/or schedule changes and recommends solutions. Provide and maintain documentation on issues/problems encountered for use in reports, briefings, and planning sessions. With government guidance participate in equipment/system requirement and design reviews and monitor the progress of equipment procurement and receipt.

Education/Experience: BS/BA degree with 5 or more years' experience in healthcare and/or medical research logistics management OR- 7 or more years' experience in healthcare and/or medical research logistics management in lieu of a technical degree. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS019 Electrical Engineer**

Functional Description: Confers with engineers, customer, and other to discuss existing or potential engineering projects and product. Designs, implements, maintains, and improves electrical instruments, and products facilities, components and systems for commercial, industrial, and domestic purposes. Directs and coordinates manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, customer requirements. Inspects completed installations and observes operations, to insure conformance to design and equipment specifications and compliance with operational and safety standards. Performs detailed calculations to compute and establish Manufacturing, construction, and installation standards and specifications. Plans and implements research methodology and procedures to apply principles of electrical theory to engineering projects. Plans layout of electric power generating plants and distributions and stations. Prepares and studies technical drawing, specifications of electrical systems and topographical maps to ensure that installation and operations conform to standards and customer requirements. Assists in developing capital project programs for and equipment and major repairs. Collects data relating to commercial and residential developments, population, and powers system interconnection to determine operating efficiency of electrical systems. Complies with dates and writes reports regarding existing and potential engineering studies and projects. Conducts field surveys and study maps, graphs, diagrams, and other data to identify and correct power system problems. Develops budgets, estimating labor, Material, and Construction costs. Investigate customer or public complaints; determine nature and extent of problem, and recommends remedial measures. Oversees efforts to assure projects are completed satisfactorily, on time and within budget. Prepares specifications for purchase for materials and equipment. Supervises and trains project members as necessary. Investigates and tests vendors' and competitors' products.

Education/Experience: Bachelor of Science in Electrical Engineering and 3 years' experience. Demonstrates excellent oral, written and computer communication skills.

### **MTS020 Mechanical Engineer**

Functional Description: Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications. Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles. Specify system components or direct modification of products to ensure conformance with engineering design and performance specifications. Assist drafters in developing the structural design of products, using drafting tools or computer-assisted design/drafting equipment and software. Develop, coordinate, and monitor all aspects of production, including selection of manufacturing methods, fabrication, and operation of product designs. Perform personnel functions, such as supervision of production workers, technicians, technologists and other engineers, and design of evaluation programs. Provide feedback to design engineers on customer problems and needs. Study industrial processes to determine where and how application of equipment can be made. Write performance requirements for product development or engineering projects. Apply engineering principles and practices to emerging fields, such as robotics, waste management, and biomedical engineering. Estimate costs and submit bids for engineering, construction, or extraction projects, and prepare contract documents. Read and interpret blueprints, technical drawings, schematics, and computer-generated reports. Solicit new business and provide technical customer service. Conduct research that tests and analyzes the feasibility, design, operation and performance of equipment, components and systems. Confer with engineers and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information. Design test control apparatus and equipment and develop procedures for testing products. Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification. Establish and coordinate the maintenance and safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition. Investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew. Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications. Recommend design modifications to eliminate machine or system malfunctions.

Education/Experience: Bachelor of Science in Mechanical Engineering plus 3 years' experience. Demonstrates excellent oral, written and computer communication skills. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

### **MTS021 Data Base Technician**

Functional Description: Manages an equipment accountability database to ensure that equipment that is purchased for and installed in a new building is properly accounted for and a maintenance record is established at initial equipment install. Equipment may either be purchased and installed by the general contractor (GC) during construction or purchased by the government and installed under separate contract. The database applies to multiple types of equipment that is either: 1) a part of a building-wide facilities system or component thereof, 2) medical research laboratory equipment that is primarily supported by medical maintenance personnel, 3) and maintenance, general warehousing, and logistics equipment. Coordinates with the procurement specialist to obtain all applicable information on the equipment being installed. Using an automated accountability the DMLSS data base is populated with the required information to ensure accurate, daily accountability. Data entry will be performed in accordance with standard operating procedures, DMLSS training manuals, Real Property Installed Equipment (RPIE) inventory, maintenance guidelines, and generally will include, but is not limited to, equipment gains, populating the nomenclature field, providing all data for maintenance significant items and equipment, and in the case of equipment losses, process the transactions to account for all loss actions. Working knowledge of the construction processes for healthcare and/or medical research facilities is required as well as familiarity with transition and commissioning activities associated with medical / medical research construction and renovation projects, and equipment planning, procurement and installation.

Education/Experience: High school or equivalent degree is a minimum requirement. Training (with documentation) in databases is required. Defense Medical Logistics Standard Support (DMLSS) property accountability / facility maintenance experience is favored. Must have experience with the following Microsoft Office programs: Word, Access, Excel, and Outlook.

### **MTS022 Office Manager I**

Functional Description: Supports office operations by maintaining office systems and, in some cases, may supervise staff. Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions. Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement. Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments. Completes operational requirements by scheduling and assigning employees; following up on work results. Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends. Maintains office staff by orienting and training employees regarding office procedures. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Contributes to team effort by accomplishing related results as needed.

Education/Experience: High School Diploma or GED and 2 years' experience. Additional required skills may include the following, depending on the defined scope of work: Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, and Reporting Skills. Must have experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

### **MTS023 Office Manager II**

Functional Description: Works independently to maintain office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions. Determines when new procedures are needed for changing situations and devises and implements alternatives; revising or clarifying procedures to eliminate conflict or duplication; identifying and resolving various problems that affect the orderly flow of work in transactions with parties outside the organization. Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement. Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments. Completes operational requirements by scheduling and assigning employees; following up on work results. Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends. Maintains office staff by orienting and training employees regarding office procedures. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Achieves financial



objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Contributes to team effort by accomplishing related results as needed.

Education/Experience: Associates Degree (or equivalent) and 5 years of administrative experience. Additional required skills may include the following, depending on the defined scope of work: Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, and Reporting Skills. Must have experience with the following Microsoft Office programs: Word, PowerPoint, Access, Excel, and Outlook.

#### **MTS024 Professional I**

Functional Description: Plans, organizes, staffs, directs and manages performance of work associated with one or more projects under the technical guidance and expertise of a project manager. Contributes to the planning and execution of project activities and the preparation of project deliverables. Full responsible for providing specific technical guidance and expertise to project staff as related to their licensed area of expertise; ensuring that methods, tools and techniques applied in performance of the work represent the state-of-the-art; and performing studies and analyses to ensure consistent management and delivery of project requirements. Regularly reviews operational performance, designing and recommending organizational changes, as needed, to ensure successful accomplishment of strategic and project objectives. Seeks opportunities to enhance organization structure to incorporate business process improvements. Responsible for closely monitoring the technical quality of work products, ensuring that all of them meet best practice and quality standards. In conjunction with project management, identifies, establishes and implements the work execution approach, schedule and budget. May direct the work efforts of junior team members and administrative staff. Maintains working interfaces with client project management teams, providing consultative advice in areas of expertise. Works as part of a project team, with technical and managerial guidance provided by project management. Based on educational background and expertise, may be tasked to work independently within their area of expertise.

Education/Experience: Bachelor's Degree with 2 years' experience or equivalent. Maintains State-recognized licensure commensurate with their specific functional discipline. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

#### **MTS025 Professional II**

Functional Description: Plans, organizes, staffs, directs and manages performance of work associated with one or more projects under the technical guidance and expertise of a project manager. Contributes to the planning and execution of project activities and the preparation of project deliverables. Full responsible for providing specific technical guidance and expertise to project staff as related to their licensed area of expertise; ensuring that methods, tools and techniques applied in performance of the work represent the state-of-the-art; and performing studies and analyses to ensure consistent management and delivery of project requirements. Regularly reviews operational performance, designing and recommending organizational changes, as needed, to ensure successful accomplishment of strategic and project objectives. Seeks opportunities to enhance organization structure to incorporate business process improvements. Responsible for closely monitoring the technical quality of work products, ensuring that all of them meet best practice and quality standards. In conjunction with project management, identifies, establishes and implements the work execution approach, schedule and budget. May direct the work efforts of junior team members and administrative staff. Maintains working interfaces with client project management teams, providing consultative advice in areas of expertise. Works as part of a project team, with technical and managerial guidance provided by project management. Based on educational background and expertise, may be tasked to work independently within their area of expertise.

Education/Experience: Bachelor's Degree with 5 years' experience, or equivalent. Maintains State-recognized licensure commensurate with their specific functional discipline. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

#### **MTS026 Professional III**

Functional Description: Plans, organizes, staffs, directs and manages performance of work associated with one or more projects under the technical guidance and expertise of a project manager. Contributes to the planning and execution of project activities and the preparation of project deliverables. Full responsible for providing specific technical guidance and expertise to project staff as related to their licensed area of expertise; ensuring that methods, tools and techniques applied in performance of the work represent the state-of-the-art; and performing studies and analyses to ensure consistent management and delivery of project requirements. Regularly reviews operational performance, designing and recommending organizational changes, as needed, to ensure successful accomplishment of strategic and project objectives. Seeks opportunities to enhance organization structure to incorporate business process improvements. Responsible for closely monitoring the technical quality of work products, ensuring that all of them meet best practice and quality standards. In conjunction with project management, identifies, establishes and implements the work execution approach, schedule and budget. May direct the work efforts of junior

team members and administrative staff. Maintains working interfaces with client project management teams, providing consultative advice in areas of expertise. Works as part of a project team, with technical and managerial guidance provided by project management. Based on educational background and expertise, may be tasked to work independently within their area of expertise.

Education/Experience: Master's Degree with 10 years' experience, or equivalent. Maintains State-recognized licensure commensurate with their specific functional discipline. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

#### **MTS027 Project Manager Assistant**

Functional Description: Assist the Project Manager in establishing and maintaining a project tracking system and updating project status reports and project information papers. Prepares recurring status briefings senior leaders. Provide back-check reviews on Interior Design Submittals for various projects and provide review comments to the Project Managers. Serve as in-house liaison for design related issues, to include space plan revisions, specification approval, punch list assistance and the processing of product/services contracts. Assist project managers, clinical planners, equipment and technical planners with registration, recording and coordination of review comments into automated software. Tracks training requirements and coordinate off-site training seminars. Maintains tracking logs including contract status, deliverables, payments, and items relating to contract support as well as all travel requests for staff. Setup and maintains file system for retaining project authorization (1391), directives, CWE, information papers, project status reports, schedules, and other criteria as directed. Files project materials in the office library, and assist with plans to convert hard copy historical files to digital medium. Using an electronic format, collect and track project change orders from PMD elements.

Education/Experience: Associate's Degree with major or concentration in either: Interior Design, Healthcare Administration, Engineering or Architecture Technician, Business Management, or Construction Management and 4 years of work related experience. Experience with AutoCAD or similar system is favored. Candidate must be capable of utilizing CAD to analyze and print drawings. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

#### **MTS028 Project Manager I**

Functional Description: Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems, and works to mitigate the anticipated problems. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Completes tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting officer.

Education/Experience: Bachelor's degree. Must have 3 or more years of general experience including three years of specialized experience of which two years were direct supervisory experience. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

#### **MTS029 Project Manager II**

Functional Description: Responsible for planning and operational management of one or more project support projects having objectives and execution requirements ranging from simple to complex. Holds primary responsibility for establishing an organizational structure for the project team; establishing/monitoring project schedule and budget; and ensuring compliance with all requirements and deliverables. Provides expertise in development of applicable task execution methods; implementation of best business practices; and facilitation of required training, organizational development and work process implementation. Performs periodic studies and reviews of selected management/organization structures to evaluate performance relative to project objectives. Continuously evaluates business strategies and work methods to ensure constant project focus on client requirements. Serves as primary interface with the customer(s), ensuring prompt response to stated concerns, but maintaining contractual compliance with the Scope of Work's actual requirements and the contractual terms and conditions. Provides overall technical guidance to the project team and final quality review of all work products.

Education/Experience: Bachelor's degree. Must have six or more years of general experience including five years of specialized experience of which two years were direct supervisory experience. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

### **MTS030 Program Manager**

**Functional Description:** Serves as the Senior Manager, and is primary authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning work schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity.

**Education/Experience:** Bachelor's degree. Must have at least ten years' experience, of which at least six years must be specialized. Specialized experience includes: complete project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

### **MTS031 Quality Assurance/Control Manager**

**Functional Description:** Develops and implements a Quality Control Program (QCP) to assure compliance with established specifications. Monitors the QCP and updates as necessary. Performs inspections on maintenance and repair of the Buildings and Structures and construction projects. Maintains files and records of results. Interacts with the corporate staff, Project Manager, Subcontract Managers, environmental/safety personnel and others, as required. Trains managers and non-supervisory personnel in quality control and quality improvement methods. Conducts monthly meetings for the purpose of briefing the customer on the quality of service in each of the major functional areas and work management centers to include information on problem areas, customer complaints received, corrective action recommended and accomplished, status process improvement in initiatives and other subjects as appropriate. Performs QC contract compliance and reporting in accordance with contract requirements, specifications, and regulatory guidelines. Reviews and distributes discrepancy reports. Develops and administers quality indoctrination and quality awareness. Makes recommendations to the Project Manager. Maintains QC files. Manages customer inquiries, recommendations, and complaints. Documents all internal and external training duties as assigned.

**Education/Experience:** AA/AS in related field plus 5 years of relevant experience. Additional experience may be substituted for education requirements. Demonstrates excellent oral, written and computer communication skills.

### **MTS032 Safety Manager**

**Functional Description:** Establishes and reviews health and safety guidelines in order to minimize accidents and injuries on and off site. This may include checking for appropriate safety clothing or gear, as well as enforcing the display of safety signage. Reviews blueprints, ventilation systems and lighting to ensure safety provisions are sufficient for workers. May analyze materials being used on site in order to design proper signage and disposal methods. Maps out emergency evacuation plans, including locations for fire extinguishers and first-aid kits. Consults building codes, government regulations and other emergency response agencies in order to ensure that the workplace is compliant with health, safety and environmental regulations. Presents and explains safety plans, as well as conducting training programs. Documents on-the-job injuries, safety violations, and inadequate job performance, reports finding to the Project Manager and others, as required. Conducts area surveys to determine safety levels for exposure to materials and conditions. Investigates causes of industrial accidents or injuries to develop solutions to minimize or prevent recurrence. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents. Examines plans and specifications for new machinery or equipment to determine if all safety requirements have been included. Inspects facilities, machinery, and safety equipment to identify and correct potential hazards, and ensure compliance with safety regulations. Conducts or directs testing of air quality, noise, temperature, or radiation to verify compliance with health and safety regulations. Provides technical guidance to organizations regarding how to handle health-related problems, such as water and air pollution. Conducts or coordinates training of workers concerning safety laws and regulations, use of safety equipment, devices, and clothing, and first aid.

**Education/Experience:** BA/BS in Occupational Health (or equivalent) or in a related field, and two years' experience or be a Board Certified Safety Professional. Occupational Safety and Health Administration (OSHA) courses and certifications related to construction safety guidelines, fire prevention methods and risk management techniques may be considered as equivalent to BA/BS Degree, when accompanied by at least three years of professional safety experience.

### **MTS033 Technical Engineer**

**Functional Description:** Provides medical / medical research lab constructability technical support, and monitors the quality of work performed on the project. Provides technical advice and medical-/ medical research constructability support and information ensuring the projects meet the required standards. Provides guidance and assistance to the end user (facility staff) during the construction, transition, and turnover of the project. Reviews building designs and specifications, review of facility operational and functional systems. Reviews and provides input on building specifications, operational and function systems, contractor submittals and schedules, and other project related documentation and plans. Reviews and coordinates user requested engineering change proposals (ECP's), and in conjunction with subject matter experts, validates ECPs with the design concept of operations. Reviews construction contract modifications for potential impacts on: 1) the medical / medical research functionality of the building or 2) the concept of operations. Coordinates these issues with the facility staff to ensure the changes are implemented into the future transition processes such as training, concept of operation implementation, and movement plans. Coordinates any required specialized medical equipment reviews with both the technical and facility staff. Provide user oversight the Quality Assurance/Quality Control (QA/QC) program via daily interface and discussion with the QA personnel, field inspections and staying knowledgeable on current COE QA/QC procedures, requirements and standards. Coordinate between end user and COE to develop and publish facility Operations and Maintenance (O&M) manuals. Contractor will evaluate Value Engineering proposals for inclusion in the project. Provides technical advice/interpretation for the IM/IT and Communications Design and follow on contract to include coordination between the COE, the user and the communications design A/E and follow on contractor. Provides technical advice on medical / research lab unique systems, applications, and functions. Identifies and tracks construction specific issues, ensuring they are coordinated and resolved. Assists government to develop, coordinate, and process project related engineering change proposals (ECPs) through the Project Manager or Program Manager to ensure valid User requirements are integrated into the projects' final end state. Participates in commissioning procedures as required. Coordinates with the end user (facility staff) to ensure the required Operations and Maintenance (O&M) training is conducted, O&M manuals, warranties, accurate As-Built drawings, etc are provided in a timely manner. Aids in the coordination and conduct of project inspections, tests, verifications, and certifications; ensuring the facility specifications and overall aesthetics are met. Produces CADD drawings when required.

**Education/Experience:** BS Degree in Architecture, Engineering, Design, Construction, or Project Management (or equivalent). Requires advance knowledge in project management; medical / medical research functional and medical / medical research building system components and their interrelationships; applicable government, industry, and accreditation standards and criteria (including space planning, life safety, antiterrorism, indoor air quality, patient privacy, sustainability, and others related to healthcare facilities); DoD and Army policies and procedures, including contracting functions, quality assurance, and risk management; organizations relevant to health facility operations and construction; computer programs and tools that speed and improve project execution; and data and documentation use and management, to include drawings, specifications, schedules, and estimates. Extensive knowledge of and experience in medical construction, and knowledge of Quality Assurance practices is required. Must have working knowledge of the following Microsoft Office programs: Project, Word, PowerPoint, Access, Excel, and Outlook.

### **MTS034 Planner Assistant/Coordinator**

**Functional Description:** Assist in conducting the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

**Education/Experience:** Associates Degree (or equivalent) and the ability to communicate orally and in writing. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.

### **MTS035 Transition Manager**

**Functional Description:** Performs a variety of duties in the planning, execution, completion of special maintenance, replacement and upgrade of large and more complex healthcare facilities of all types. Assist the health care facility in their movement from an existing facility to a new or renovated facility. These services are more than simply move coordination. They include but are not limited to: Interim and final relocation sequencing and movement planning; Coordination of movements; Facilitating development of new concept of operations; Coordinating staff training of safety, security, and new operating systems; Evaluation and assistance with updating equipment relocation, procurement and installation plans; Development of staff and public information programs; Post-occupancy follow-up and "fine-tuning" operations in the relocated areas. Provides services that ensure the organizations' staff is properly trained, oriented, and able to become fully functional in their interim or new spaces in a minimum amount of time. The Transition Planner coordinates with the design team to ensure appropriate training is provided. The Transition Planner must work with the construction management team,

equipment procurement team, operational staff team as well as organizational leadership units. Additionally, the transition planner must provide team-building and cohesiveness programs to minimize staff concerns and turmoil while simultaneously ensuring appropriate training such as: Equipment systems; Building systems; Transportation systems; Communications systems; Life safety and support systems; Security; Housekeeping systems. Particular attention must be provided to ensuring all appropriate policies and procedures are updated to reflect the new physical plant conditions and characteristics. Examples include revising and assisting with fire evacuation plans, mass casualty plans, clinic operating procedures as well as inter-departmental coordination.

Education/Experience: BA (or equivalent) in related field with a minimum of 5 years of progressive responsibility in the area of medical planning and transitioning. Must have expertise/experience with the following Microsoft Office programs: Word, PowerPoint, Excel, and Outlook.