

**PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

**SECTION J**

**LIST OF ATTACHMENTS**

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## TASK ASSIGNMENT FORM

### TASK ASSIGNMENT

Instructions:

- To obtain support services under Contract No. DE-EM0001245, ORP staff shall provide the information below to the Contracting Officer and to the Program Funding Official.
- To ensure there are no conflicts of interest, contractor employees shall not develop this Task Assignment.
- The Technical Monitor must qualify the selected contractor resource prior to the start of work if the task involves performance of assessments of contractor or ORP activities (See ESQ-OA-DI-02).

1. ORP Requesting Office:
2. ORP Technical Monitor:
3. Funding Source(s):
4. Task Title:
5. Task Description:
  
6. Does ESQ-OA-DI-02 Apply? Yes / No
7. Period of Performance:
8. Estimated Direct Productive Labor Hours:
9. Estimated Travel:
10. Deliverable(s):
11. Deliverable(s) Due Date(s):
12. Potential Resource(s):

## NORTH WIND TEAM LABOR CATEGORIES FOR ORP CONTRACT

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The following labor category descriptions define the minimum qualifications for the North Wind Team's personnel by Labor Category for the ORP Support Services Contract. Registration and/or certification in particular professional programs or societies will be considered for equivalency to a bachelor's or master's degree and may also be substituted for years of experience.

### **EXECUTIVE MANAGEMENT/CONSULTANT CATEGORIES**

#### **Executive Consultant II**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** –Thirty (30) years of directly applicable experience interfacing and working with organizational executives and senior management, or senior technical or business individuals, in government or industry on strategic, management, technical, or business issues in an executive capacity and/or as a consultant.

**Duties** – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Efforts are targeted at the executive or senior management levels. Involved with organizational issues of major and strategic significance. Maintains relationships at executive and senior levels in the client organization. Understands and communicates relevant industry or government best practices from personal experience.

#### **Executive Consultant I**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** –Twenty (20) years of directly applicable successful experience performing complex projects, including working with senior management to establish and assist in achieving strategic, management, technical, or business objectives for significant projects or programs in an executive capacity and/or as a consultant.

**Duties** – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Efforts are targeted at the executive or senior management levels. Involved with organizational issues of major and strategic significance. Maintains relationships at executive and senior levels in the client organization. Understands and communicates relevant industry or government best practices from personal experience.

#### **Management Consultant II**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Twenty-five (25) years of directly applicable experience interfacing and working with organizational executives and senior management, or senior technical or business individuals, in government or industry on significant management, technical, or business issues in an executive capacity and/or as a consultant.

**Duties** – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Works at a senior level to improve major projects and programs. Consults on organizational strategy and problem solving. Offers successful experience in management consulting roles and proven skills in developing plans that yield positive improvements.

### **Management Consultant I**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Fifteen (15) years of directly applicable successful experience performing complex projects, including working with senior management to establish and assist in achieving strategic, management, technical, or business objectives for significant projects or programs in an executive capacity and/or as a consultant.

**Duties** – Consults and assists on organizational strategy, planning, management, and problem solving related to major projects or programs. Works closely at a senior level to improve major projects and programs. Consults on organizational strategy and problem solving. Offers successful experience in management consulting roles and proven skills in developing plans that yield positive improvements.

### **Consultant**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Fifteen (15) years of directly applicable successful experience consulting or performing on complex projects, including providing strategic, management, technical, or business assistance to significant projects or programs in an executive capacity and/or as a consultant.

**Duties** – Provides specialized knowledge to major projects or programs. Works at a senior level to improve major projects and programs. Consults on organizational issues and assists in problem solving. Offers successful experience in management consulting roles and proven skills in developing plans that yield positive organizational improvements.

### **Program Manager III**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in program management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Twenty (20) years of directly applicable experience related, but not limited to, experience in managing government or private sector programs, projects, contracts, funds, or resources.

**Duties** – Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management of programs or multiple projects. Supervises and directs staff on a daily basis. Duties include contract management, relevant project management, and customer interface.

### **Program Manager II**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in program management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Fifteen (15) years of directly applicable experience related, but not limited to, experience in managing government or private sector programs, projects, contracts, funds, or resources.

**Duties** – Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management of programs or multiple projects. Supervises and directs staff on a daily basis. Duties include contract management, relevant project management, and customer interface.

### **Project Manager III**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in project management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Twenty (20) years of directly applicable experience in directing and managing projects.

**Duties** – Manages complex project or projects, including enforcing work standards, providing quality assurance and configuration management, reviewing work quality, assigning schedules, and communicating goals, objectives, and policies to subordinates. Oversees financial management and administrative activities, such as budgeting, financial reporting, and manpower and resource planning. Participates in project development life cycle phases from inception to deployment, with an ability to provide guidance and direction in these tasks areas is required.

### **Project Manager II**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in project management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Fifteen (15) years of directly applicable experience in directing and managing projects.

**Duties** – Manages a project, including enforcing work standards, providing quality assurance and configuration management, reviewing work quality, assigning schedules, and communicating goals, objectives, and policies to subordinates. Oversees financial management and administrative activities, such as budgeting, financial reporting, and manpower and resource planning. Participates in project development life cycle phases from inception to deployment, with an ability to provide guidance and direction in these tasks areas is required.

### **Project Manager I**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in program management, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Eight (8) years of directly applicable experience in directing and managing projects

**Duties** – Assists with the planning and management of major projects, develops milestones and schedules, and manages activities to meet cost and schedule milestones. Participates in project development and execution, with an ability to provide guidance and direction in these tasks areas as required.

## **MANAGEMENT / MULTI-DISCIPLINARY / FUNCTIONAL SUPPORT PERSONNEL**

### **Technical Specialist III**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

**Experience** – Fifteen (15) years of directly applicable experience in providing technical or business support to management on projects.

**Duties** – Conducts daily tasks, as assigned that are required to perform ongoing support to management. Interfaces with management personnel, contract managers, and customer representatives. Develops and enforces work standards, defines schedules, and reviews work quality. Provides leadership for the project team. Conducts large task orders, ensuring conformance to task specifications and contract provisions. Provides expertise to conduct investigations and studies, and presents recommendations and solutions related to short-and long-range program planning requirements. Classifies and summarizes data for preparation and submission of reports.

### **Technical Specialist II**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

**Experience** – Ten (10) years of directly applicable experience in providing technical or business support to management on projects.

**Duties** – Conducts daily tasks, as assigned that are required to perform ongoing support to management. Interfaces with management personnel, contract managers, and customer representatives. Assists with developing and enforcing work standards, defining schedules, and reviewing work quality. Conducts single large task orders or multiple small task orders, ensuring conformance to task specifications and contract provisions. Provides expertise to conduct investigations and studies, and presents recommendations and solutions related to short-and long-range program planning requirements. Classifies and summarizes data for preparation and submission of reports.

### **Technical Specialist I**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

**Experience** – Seven (7) years of directly applicable experience in providing technical or business support to management on projects.

**Duties** – Conducts one or more small task orders required to perform ongoing support to management. Interfaces with the customer for a task area and conducts the overall task with minimal supervision.

### **Analyst III**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

**Experience** – Ten (10) years of directly applicable experience in applying relevant theories, principles, and practices to tasks.

**Duties** – Conducts investigations, studies, and analyses. Presents recommendations and solutions to management. Establishes good business practices and ensures compliance with policies and procedures. Develops and submits reports.

### **Analyst II**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

**Experience** – Five (5) years of directly applicable experience in applying relevant theories, principles, and practices to tasks.

**Duties** – Assists with conducting investigations, studies, and analyses. Assists in developing recommendations and solutions to management. Assists in establishing good business practices and ensuring compliance with policies and procedures. Assists with preparation and submission of reports.

### **Analyst I**

**Education** – BS/BA degree in engineering, science, or business management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in engineering, science, or business management, in addition to the requisite experience.

**Experience** – Two (2) years of directly applicable experience in applying relevant theories, principles, and practices to tasks.

**Duties** – Assists with conducting investigations, studies, and analyses. Assists in developing recommendations and solutions to management. Assists in establishing good business practices and ensuring compliance with policies and procedures. Assists with preparation and submission of reports.

## **ENGINEERING / SCIENTIFIC / TECHNICAL PERSONNEL**

### **Engineer/Scientist III**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Twenty (20) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, extensive knowledge of relevant technology and techniques, experience in solving complex technical problems, and team leader responsibilities.

**Duties** – Analyzes complex technical or scientific problems to support management. Defines functional requirements, as necessary. Develops and communicates solutions. Provides supervision as required.

## **Engineer/Scientist II**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Twelve (12) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, substantial knowledge of relevant technology and techniques, experience in solving complex technical problems, and team leader responsibilities.

**Duties** – Analyzes complex technical or scientific problems to support management. Defines functional requirements, as necessary. Develops and communicates solutions. Provides supervision as required.

## **Engineer/Scientist I**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience. MS/MA or PhD degree in a relevant field is considered to be 2 and 5 years experience, respectively.

**Experience** – Seven (7) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, knowledge of relevant technology and techniques, experience in gathering data to assist in solving complex technical problems, and team leader responsibilities.

**Duties** – Assists in analyzing complex technical or scientific problems to support management. Assists in defining functional requirements, as necessary. Assists in developing and communicating solutions. Provides supervision as required.

## **Engineer/Scientist - Support**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

**Experience** – Five (5) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, knowledge of relevant technology and techniques, and experience in gathering data to assist in solving complex technical problems.

**Duties** – Assists in analyzing complex technical or scientific problems to support management. Assists in defining functional requirements, as necessary. Assists in developing and providing training materials.

## **Engineer/Scientist - Associate**

**Education** – BS/BA degree in engineering, science, or management, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

**Experience** – Two (2) years of directly applicable experience in an engineering, scientific, or technical field.

**Duties** – Assists in analyzing technical or scientific problems to support management, usually under the guidance of a more senior leader or manager.



## **Designer II**

**Education** – BS/BA degree in some technical or management field, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

**Experience** – Ten (10) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, sound knowledge of engineering design and construction standards and techniques; computer aided drafting techniques, and good verbal and written communication skills.

**Duties** – Performs oversight of construction efforts and completed work to validate intended designs. Identifies and communicates any construction errors or omissions. Works in a team environment and under limited supervision.

## **Designer I**

**Education** – BS/BA degree in some technical or management field, or alternatively, an accredited high school certificate plus 8 years of specialized experience in a technical field, in addition to the requisite experience.

**Experience** – Five (5) years of directly applicable experience in an engineering, scientific, or technical field. Relevant experience includes, but is not limited to, sound knowledge of engineering design and construction standards and techniques; computer aided drafting techniques, and good verbal and written communication skills.

**Duties** – Performs oversight of construction efforts and completed work to validate intended designs. Identify and communicate any construction errors or omissions. Works in a team environment and under limited supervision.

## **ADMINISTRATIVE SUPPORT PERSONNEL**

### **Administrative Specialist III**

**Education** – AA degree in some business or financial field, or alternatively, an accredited high school certificate plus 8 years of specialized experience in an administrative field, in addition to the requisite experience.

**Experience** – Ten (10) years of directly applicable experience in an on office or business environment maintaining relevant records and other files, preparing and editing a variety of documents, assisting in the preparation of presentation graphics, scheduling meetings, and arranging and coordinating travel.

**Duties** – Supports development of contract business documents and deliverables. Produces financial forecasts and other financial reports. Assists with contract management and preparation and submission of contract reports as required. Develops extensive knowledge of company and customer policies and procedures.

### **Administrative Specialist II**

**Education** – High school diploma or equivalent.

**Experience** – Four (4) years of direct or related experience in producing data to develop financial forecasts and other financial reporting.

**Duties** – Assists with preparation of contract business documents and deliverables, including financial forecasts and other financial reporting. Assists with contract management and preparation

and submission of contract reports as required. Assists with investigations and with preparation and submission of contract reports as required.

**Administrative Specialist I**

**Education** – High school diploma or equivalent.

**Experience** – Two (2) years of direct or related experience in maintaining records and other files.

**Duties** – Prepares and edits routine correspondence. Assists in the development of a variety of contract deliverables and reports. Assists with scheduling of travel. Develops and applies knowledge of company and customer policies and procedures.

**Administrative Support**

**Education** – High school diploma or equivalent.

**Experience** – One (1) year of direct or related experience in a clerk or assistant type position.

**Duties** – Provides administrative support to management and staff.

**Clerk/Typist/Data Entry**

**Education** – High school diploma or equivalent.

**Experience** – One (1) year of direct or related experience in a clerk or assistant type position.

**Duties** – Provides typing and data entry support to management and staff.