# Vendors Guide to E-SITE Proposal Price Reports (PPR)

**March 2016**

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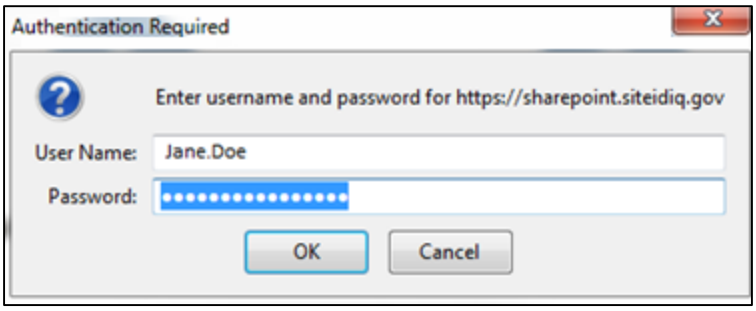
# Log in to SHAREPOINT

1. Go to https://sharepoint.siteidiq.gov

2. Enter your SharePoint credentials at the login window:

   User Name: [login name]

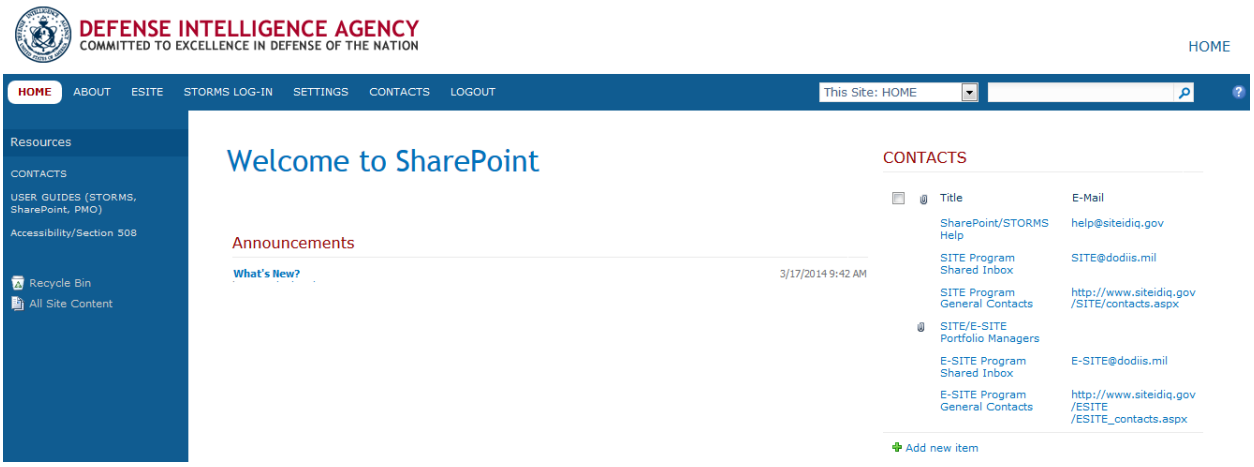
   Password: [SharePoint password]




3. Click **OK**.

# What will you see?

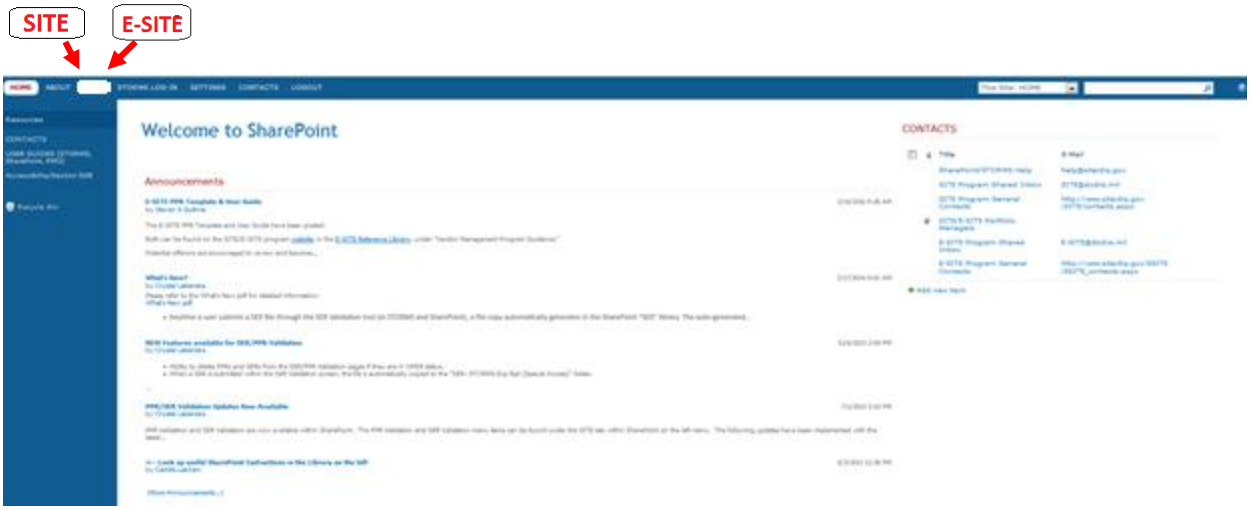
The default Home page is "Welcome to SharePoint". The page will look similar to the figure below.



## Contract Vehicle Home Page

The Contract Vehicle(s) that you are assigned to will appear in the top menu.

From the top menu, select the appropriate Contract Vehicle (ex. SITE, E-SITE) page to view.




## E-SITE PPR Template

**You must use the E-SITE approved PPR template.**

The PPR file is an MS Excel 2007 or 2010 structured file. The PPR file name is composed of three parts preceding the file extension: the Vendor's IDIQ contract number, the Task Order Request for Proposal (RFP) number, and the E-SITE STORMS file type "PPR". Underscores ("_") are used for separators between each part preceding the Excel file extension (either ".xlsx" or ".xls"). The format is defined as follows:

[Vendor's E-SITE IDIQ Contract #] + "_"+ [Task Order RFP #] + "_PPR" + [.File Type Extension]

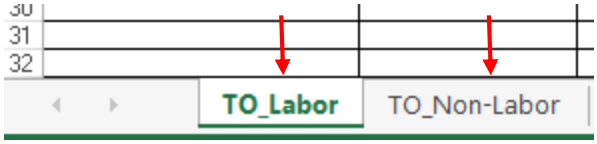
This can be expressed simply as: IDIQ #_RFP #_PPR.xlsx (or .xls)

An example name is: **HHM402-15-D-00XX_HHM402-15-R-XXXX_PPR.xlxs** where HHM402-15-D-00XX represents an E-SITE IDIQ contract, HHM402-15-R-XXXX is the Task Order RFP number, "PPR" defines the E-SITE STORMS file format, and ".xlsx" is an Excel 2010 file type.

Note: A PPR file name **MUST** not contain an apostrophe (') or the file will not process within STORMS.

## Proposal Spreadsheets Naming Convention

The names of the two spreadsheets contained within the proposal file are: "**TO_Labor**" and "**TO_Non-Labor**". Both spreadsheets must be contained within the file and the names of the spreadsheets must be labeled exactly as defined (see figure below).



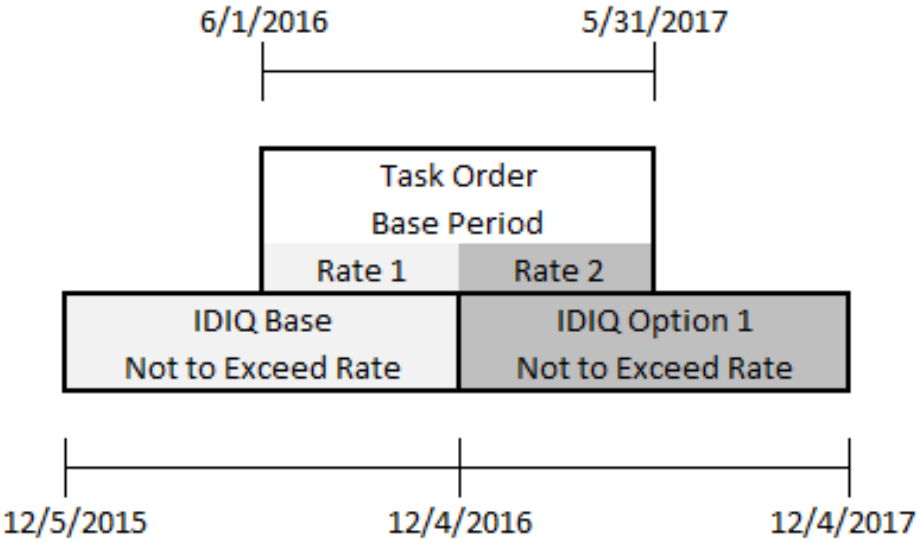

The "TO_Labor" spreadsheet is used to submit the transactions for the proposed labor price and/or cost information (e.g., labor categories, rates, levels of effort, etc.). The "TO_Non-Labor" spreadsheet is used to submit the transactions that contain all the essential non-labor price and/or cost information being proposed.

Other spreadsheets can be created in the file to assist Vendors during proposal preparation. These spreadsheets are ignored by STORMS and have no adverse effect during processing. The order of spreadsheets within the file does not matter.

The specific transaction formats for the "TO_Labor" and "TO_Non-Labor" spreadsheets are defined in the next two sections.

## TO_Labor Spreadsheet (Labor Transaction Formats)

The "TO_Labor" spreadsheet contains the set of data which describes the bidder's proposed labor price and/or costs for each Task Order period, Contract Type (Cost Plus, Firm Fixed Price, Labor Hour and Time & Materials), CLIN, geographical location, and work facility. Because most Task Order Periods of Performance (PoP) straddle two IDIQ periods of performance, there are actually two approved rates that are applicable within a given Task Order PoP (see example diagram below).



The specific PPR template column names and data formats for the proposed labor transaction submissions are shown in the example below:

| Contract | TaskOrder | TaskPeriod | IDIQPeriod |
|---|---|---|---|
| HHM402-15-D-XXXX | HHM402-15-R-00XX | Base | Base |

| CLIN | ContractType | PriceGroup | Category |
|---|---|---|---|
| 0001 | CostPlus | Group 1 | Configuration Manager/Specialist-Level 1 |

| HourlyUnits | HourlyRate | Markup |
|---|---|---|
| 1850 | $35.00 | 1.0% |

| Total of Hourly Cost (w/out off-site Markup) | Total of Hourly Cost (includes off-site Markup) |
|---|---|
| $64,750.00 | $65,397.50 |

The definitions of each column in the "TO_Labor" spreadsheet are provided below. (Note: There are no embedded spaces in the column names.)

| Column Name | Contents | Field Type |
|---|---|---|
| **Contract** | Contract Number - The E-SITE IDIQ contract number of the submitting vendor (NOT the RFP number). The bidding Vendor is responsible for entering their IDIQ contract number on all the Labor lines being proposed. Any lines on the spreadsheet with a blank Contract # will be ignored during processing—this allows the Vendor to enter other data for their use such as subtotals and not affect STORMS processing. | Text |
| **TaskOrder** | Task Order Number – This number will be provided by the E-SITE PMO and will be unique for every Task Order. For PPRs submitted in response to a new Task Order solicitation or Request for Proposal (RFP), the RFP number identified in the solicitation should be used. This value must not be changed in order for the file to process correctly. Note: This element will eventually be changed to the awarded Task Order number in order to submit STORMS expense reports (but that number is not defined until the actual award is made). | Text |
| **TaskPeriod** | Task Order Period of Performance (PoP) – Identifies the PoP within the Task Order to which the proposed labor on this line applies. For DIA solicitations, the first period is usually defined as "Base" and each succeeding PoP as "Option #" such as "Option 1", "Option 2", etc. Official period names will be identified in the | Text |

| | | |
|---|---|---|
| | solicitation; consult the E-SITE PMO and/or the DIA Contracting Officer/Specialist identified in the solicitation for any exceptions to this convention. | |
| **IDIQPeriod** | IDIQ (Contract) Period in which the work is to be performed. | Text |
| **CLIN** | Contract Line Item Number – The RFP will identify the CLINs to be proposed. Each PoP may contain multiple CLINs. Labor Category rates are managed and validated separately for each CLIN so a proposal can provide different rates on separate CLINS as long as they are within the IDIQ rate. | Text |
| **ContractType** | Contract Type – This is the type of contract proposed. The text in this column must exactly match one of the approved Contract Types as follows:<br><br>• Cost Plus<br>• Firm Fixed Price<br>• Time and Materials<br>• Labor Hour<br><br>Use "Cost Plus" for any Cost Contract Type, such as Cost Reimbursement (CR). Use "Firm Fixed Price" for any Fixed Price contract type, such as FPFF, FPAF, FPIF, etc.<br><br>This list is subject to change, and the instructions and template will be updated and communicated accordingly. Contact the E-SITE PMO with any questions or discrepancies. | Text |
| **PriceGroup** | IDIQ Price Group – This equates to the geographical locations where work is being performed. There were seven (7) price groups for the United States and six (6) foreign locations (overseas) in the original IDIQ contracts—more may be added over time, either at the IDIQ and/or the Task Order level – this direction will come exclusively from the Contracting Officer. | Text |
| **Category** | Labor Category – This is the labor category group and skill/experience level being proposed. There are 39 IDIQ approved labor categories at various skill/experience levels (0, 1, 2, 3, & 4). Not all skill/experience levels apply to all labor category groups. (Ex: “Cyber Security Officer” only has Level(s) 0, 1, 2, & 3 – it does not have a Level 4. Alternately, “Cybersecurity Systems Engineer” has Level(s) 1, 2, 3, & 4, but does not have a Level 0 option.) Any new labor category groups and/or skill/experience levels applicable to the Task Order being proposed must be approved in advance of the submission by the Contracting Officer, and coordinated with the E-SITE PMO. Otherwise, the labor category will not pass the STORMS proposal validation test. | Text |

| | | |
|---|---|---|
| | The Category text must exactly match one of the IDIQ categories or an approved new labor category (see Appendix A for exact strings that can be used). A full list is also included in the PPR template. | |
| **HourlyUnits** | Total Hours – The consolidated number of hours proposed for this labor category during the period. Hours (and Rates) must be listed individually for each "combination" of Task Order and IDIQ periods that will occur during performance of the Task Order, as illustrated in the diagram on page 5. The number of hours in each line should be allocated appropriately based on the Task Order PoP and IDIQ Period dates. For example, 2000 hours are proposed to be worked during the first Task Order Period "Base", which runs from 1 September 2016 to 31 August 2017. Since the IDIQ Periods run from 5 December to 4 December each year (with the IDIQ Period "Base" from 5 December 2015 to 4 December 2016), this means there will be two periods of work during the Base period of the Task Order – one from 1 September 2016 through 4 December 2016 (TaskPeriod=Base; IDIQPeriod=Base), and the second from 5 December 2016 through 31 August 2017 (TaskPeriod=Base; IDIQPeriod=Option 1). In this example, the first period is approximately 3 months long, and the second is 9 months long; thus, ~500 of the 2,000 total hours would likely be allocated for the first period, and the remaining 1,500 for the second. | Number |
| **HourlyRate** | Hourly Rate of Labor – This is the proposed <u>fully burdened</u> labor rate for one (1) hour of work on the Task Order, regardless of the type of contract (FP, LH, T&M, CP, etc.). For Time and Materials, Fixed Price, and Labor Hour CLINs, the proposed rate must be less than or equal to the Vendor's not-to-exceed IDIQ rate for the corresponding period of the work being performed or an error will be produced in STORMS.<br><br>This specific rate applies from the start of the Task Order PoP and remains in effect for the duration of the PoP, unless authorized by a change (i.e., escalation) in the IDIQ PoP rates. | Currency |
| **Markup** | Offsite Markup Rate – This percentage markup is applied to the proposed labor rate when the Vendor's employee will work at a Contractor provided facilities (i.e., not working at a Government provided facility). No other form of markup is allowed since these costs should already be included as part of the fully loaded rate according to the IDIQ award. Markup is not authorized for work to be performed at Government facilities. | Percentage |

| | | |
|---|---|---|
| | Separate transactions are required for a Labor Category when more than one Markup rate applies (i.e., work will be conducted at two or more Contractor provided facilities which have different associated Markup costs). | |
| **Total of Hourly Cost (without off-site Markup)** | Total of Hourly Costs before off-site Markup is applied – The total cost, excluding markup fee for off-site contractor facilities, based on the following formula:<br><br>= (HourlyUnits * HourlyRate) | Currency |
| **Total of Hourly Cost (includes off-site Markup)** | Total of Hourly Costs with off-site markup percentage applied – Total cost for this labor line calculated as follows:<br><br>= (HourlyUnits * [(HourlyRate * (1 + Markup))] | Currency |

## STORMS Processing Rules and Considerations

The following situations apply when processing transactions in STORMS:

- Only one (1) **consolidated** transaction is submitted for each Labor Category where the Period, CLIN, Group, and Markup are the same. STORMS will identify a duplicate transaction error when more than one line has the exact same Labor Category, Period, CLIN, Group, and Markup.
- In the situation where a Labor Category will be hosted at multiple Vendor provided facilities within the same Period, CLIN, and Price Group—only one combined transaction is submitted if the Markup rates are all the same; otherwise, a separate transaction line must be submitted for each different Markup rate showing the correct level of effort applicable to each Markup.
- Excel workbook spreadsheet names and the Column names within the transaction cannot be altered or STORMS will reject the entire spreadsheet.
- **Any row in which the Contract column is blank, is ignored.** This allows comments and subtotals to be included (if desired) as long as this column is blank.
- Additional columns can be added at the Vendor's discretion when constructing the proposal labor spreadsheet to allow for subtotals, totals and other related information. These columns are ignored by STORMS. Additional columns cannot use any of the reserved STORMS column names.
- Additional worksheets can also be added at the Vendor's discretion to allow for additional information, such as cost buildup information or breakdowns/summaries grouped by Period of Performance, Location (Group), etc. Additional worksheets cannot use any of the reserved STORMS worksheet names. Additionally, only the information contained in the TO_Labor and TO_Non-Labor worksheets will be imported and validated in STORMS; it is the Vendor's responsibility to ensure that final price proposal information is reflected in the TO_Labor and TO_Non-Labor worksheets, regardless of any additional supporting data provided in other worksheets.
- The order of the worksheet columns and worksheets does not matter.

- No new Labor Category can be submitted in a transaction unless approved in advance of submission and in writing by the Contracting Officer. Any unrecognized Labor Category will be rejected by STORMS. To avoid this, submit a copy of the approved new Labor Category name (exactly as approved by the Contracting Officer, and exactly how it will be submitted in the proposal) to the E-SITE PMO mail box.

## TO_Non-Labor Spreadsheet

The "TO_Non-Labor" spreadsheet contains the set of data which describes the vendor's proposed non-labor costs for each Task Order period and CLIN.

The specific "TO_Non-Labor" column names and data formats for the proposed non-labor transaction submissions are as follows:

| Contract | TaskOrder | TaskPeriod | CLIN | ContractType |
|---|---|---|---|---|
| HHM402-15-D-XXXX | HHM402-15-R-00XX | Base | 0001 | Firm Fixed Price |

| Type | TrackingID | Item | Count | Each |
|---|---|---|---|---|
| Travel | TR00123 | Travel | 1 | $3000.00 |

| Indirect | Total Cost |
|---|---|
| 3.0% | $3090.60 |

The specific column names and data formats for the proposed non-labor transaction submissions are provided below. (Note: There are no embedded spaces in the column names)

| Column Name | Contents | Field Type |
|---|---|---|
| **Contract** | Contract Number - The E-SITE IDIQ contract number of the submitting Vendor (NOT the RFP number). The bidding Vendor is responsible for entering their IDIQ contract number on all the non-labor lines being proposed. Any lines on the spreadsheet with a blank Contract # will be ignored during processing—this allows the Vendor to enter extraneous data such as subtotals and not affect STORMS processing. | Text |
| **TaskOrder** | Task Order number – This number will be provided by the E-SITE PMO and will be unique for every Task Order. For PPRs submitted in response to a new Task Order solicitation or Request for Proposal (RFP), the RFP number identified in the solicitation should be used. This value must not be changed in order for the file to process correctly. Note: This element will eventually be changed to the awarded Task Order number in order to submit STORMS expense reports (but that number is not defined until the actual award is made). | Text |

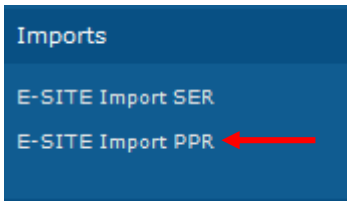
| | | |
|---|---|---|
| **TaskPeriod** | Task Order Period of Performance (PoP) – Identifies the PoP within the Task Order to which the proposed labor on this line applies. For DIA solicitations, the first period is usually defined as "Base" and each succeeding PoP as "Option #" such as "Option 1", "Option 2", etc. Official period names will be identified in the solicitation; consult the E-SITE PMO and/or the DIA Contracting Officer/Specialist identified in the solicitation for any exceptions to this convention. | Text |
| **CLIN** | Contract Line Item Number – The RFP will identify the CLINs to be used for non-labor expenses. The non-labor transaction formats are validated and stored in the database based on the CLIN. | Text |
| **ContractType** | Contract Type – This is the type of contract proposed. The text in this column must exactly match one of the approved Contract Types as follows:<br>• Cost Plus<br>• Firm Fixed Price<br>• Labor Hour<br>• Time and Materials | Text |
| **Type** | Non-Labor Expense Type – This is the type of expense being proposed. The E-SITE IDIQ contract identifies the types of expense which may be proposed. The text in this column must exactly match one of the IDIQ approved non-labor expense types as follows:<br>Facilities<br>Fee<br>Hardware-Licenses and Maintenance<br>Housing<br>Materials<br>OEM Payments<br>Relocation<br>Software-Licenses and Maintenance<br>Special Vehicles<br>Transportation of Equipment<br>Travel<br>Tuition<br><br>STORMS will reject any line which does not have one of these non-labor expense types in this column. | Text |
| **TrackingID** | Unique Vendor Non-Labor Tracking Identifier –This is a unique tracking identifier provided by the Vendor and is used as a reference to the non-labor expense submitted on this transaction. When the winning Vendor's proposal file is loaded into STORMS, | Text |

| | | |
|---|---|---|
| | this ID is stored and used for correlating non-labor expenses as they are submitted. | |
| **Item** | Item Description – This is a description of the proposed non-labor expense. It should be detailed enough for the Contracting Office and COR to understand what is proposed. | Text |
| **Count** | Item Count – This is the total number of units proposed for this item. | Integer Number |
| **Each** | Cost Each (per Unit) – This is the single unit cost of the item defined on this line. The total cost is not required since it will be computed by STORMS as follows: Count * Each * (1 + Indirect percentage) | Currency |
| **Indirect** | Indirect Rate – This is the total of all indirect costs applied to the direct costs, in accordance with corporate accounting rules – including items such as General and Administrative (G&A) expenses, Material Handling fees, and other allowable markups. | Percentage |
| **Total** | Total Cost of Item – Calculated as follows:<br><br>= Count * Each * (1 + Indirect) | Currency |

## Import a PPR

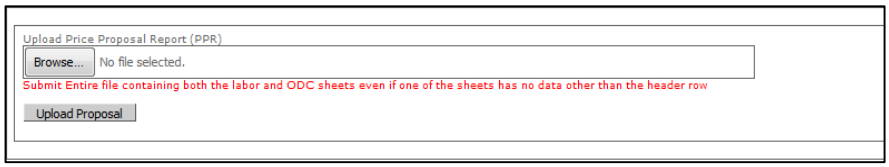
The import tool is located under the **Imports** section on the left navigation menu.

1. Click the **E-SITE Import PPR** link.

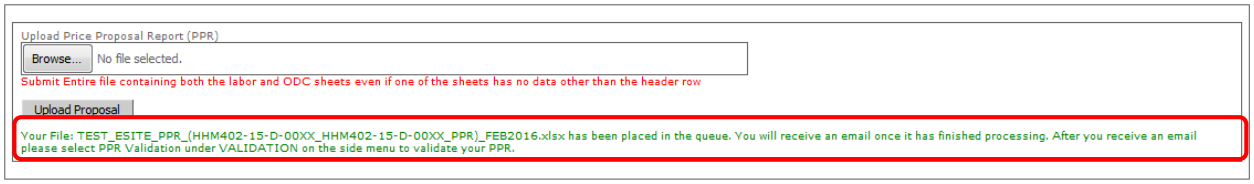



2. **Browse** for the PPR file you would like to upload and click the **Upload Proposal** button.

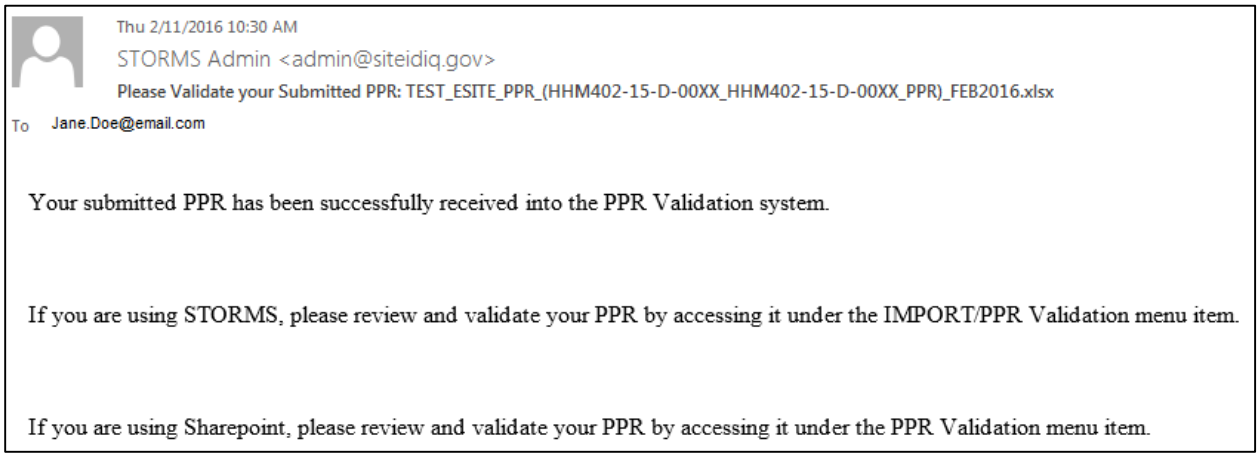
   ***Note:*** **You must use the E-SITE approved PPR template**.



3. A status message will display within the page whether your file was successfully uploaded OR if there were issues encountered.



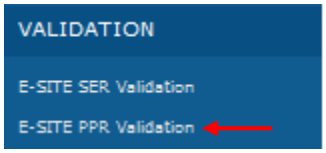

4. You will receive an e-mail when the upload process is complete.



## Validate a PPR

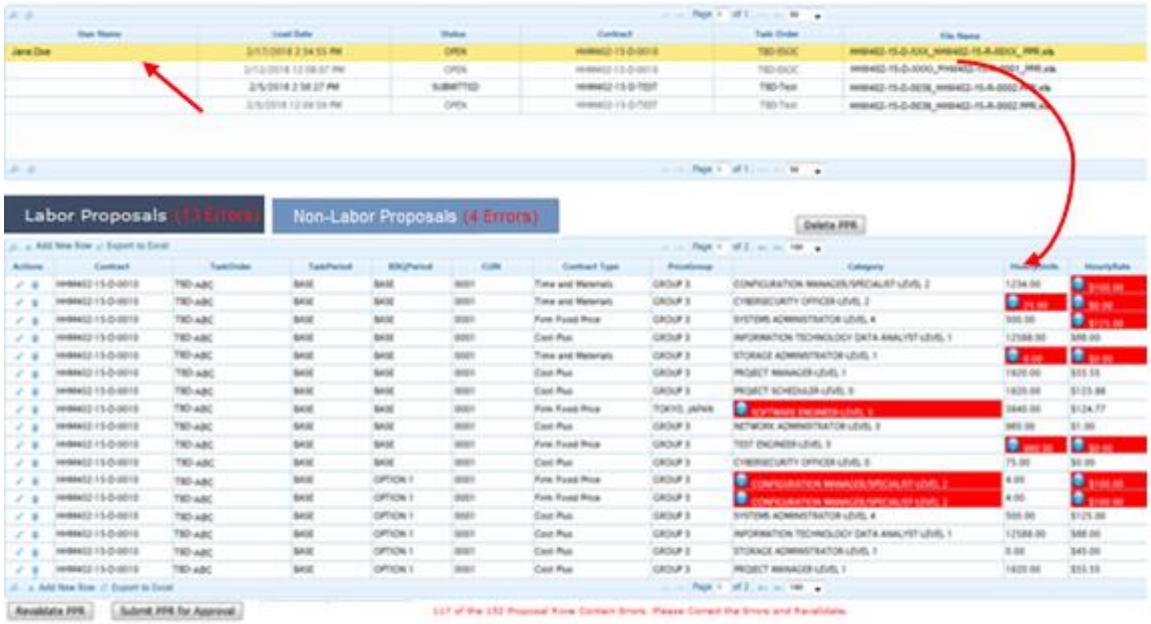
Once the PPR file has been successfully uploaded, you need to review and validate both the Labor and Non-Labor Proposals tabs before the PPR can be submitted.

1. Select the **E-SITE PPR Validation** link under the Validation section on the left navigation menu.




2. The PPR Validation page displays two sections: (1) Top grid lists the PPR files that have been uploaded by the User (only the User's uploaded files will be visible), (2) Bottom grid displays the PPR you select from the top grid.

3. Select the PPR you would like to validate in the top grid. The data associated with the PPR you selected will display in the bottom grid with any errors highlighted in red. All errors must be corrected before submitting the PPR file. The Labor and Non-Labor proposals are displayed in separate tabs.

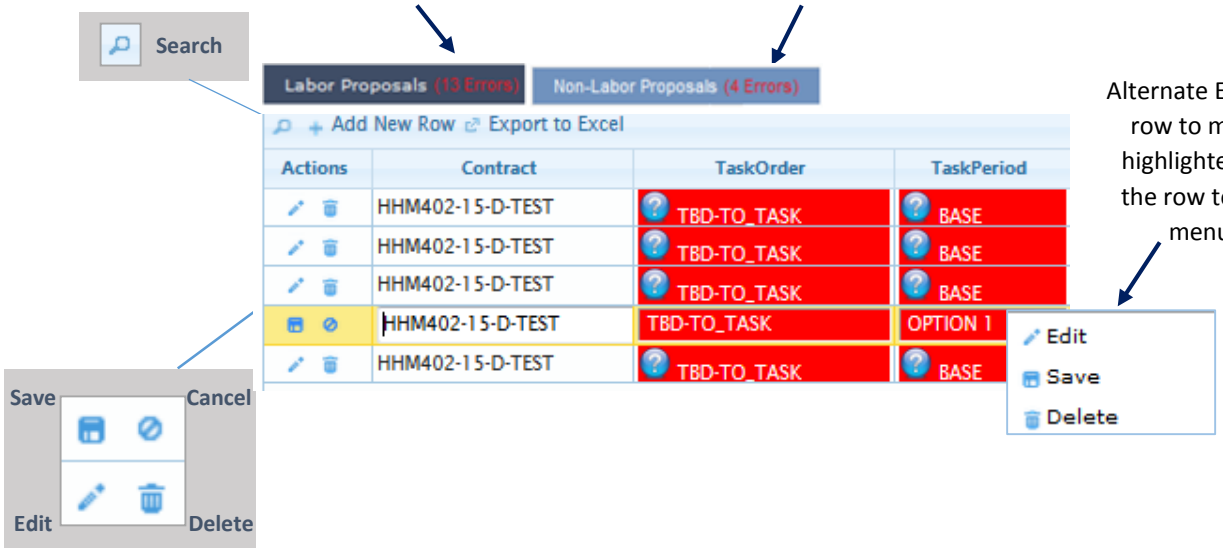


## PPR Validation Overview

Displays the number of errors on the Labor Proposals sheet

Displays the number of errors on the Non-Labor Proposals sheet

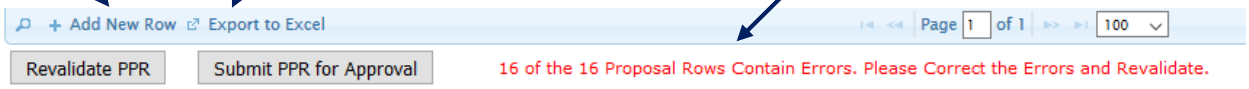
Alternate Edit: Click in the row to make sure it is highlighted. Right-click the row to bring up the menu options.




Add a new row to the PPR

Generates a copy of the data in the PPR Validation grid in Excel format. This file can be reimported.

Displays the total number of Errors for Labor and Non-Labor Proposals rows.




Revalidate PPR | Submit PPR for Approval

16 of the 16 Proposal Rows Contain Errors. Please Correct the Errors and Revalidate.

If there are errors, the cell with the error will be highlighted in red. If you hover over the cell, you will see a detailed error message.

ERROR: Reduce rate to comply with associated period of performance and CLIN

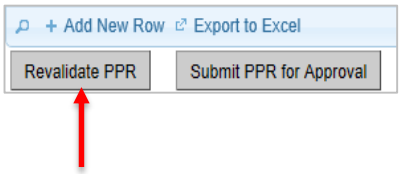
## Edit a PPR

1. Click the icon in the *Actions* column next to the row you would like to edit.

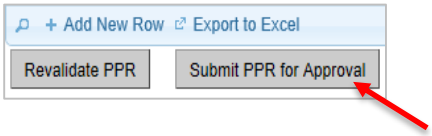
2. After you have made changes to the row, click the icon to save the data.

3. After all changes have been made, click the **Revalidate PPR** button at the bottom of the grid. If there are still errors, they will be highlighted in the grid. If the data is valid, the message at the bottom of the grid will display:

   0 of the PPR Rows Contain Errors.




4. After all of the errors have been corrected, click the **Submit PPR for Approval** button at the bottom of the grid. The Status column next to the PPR you submitted will change from **OPEN** to **SUBMITTED** in the top grid.

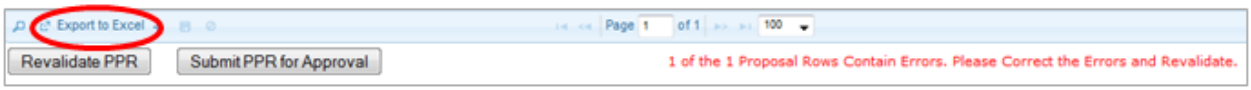



Note: Upon award, STORMS will only maintain the Task Order price data from the winning Vendor.

## Export to Excel

1. Click the

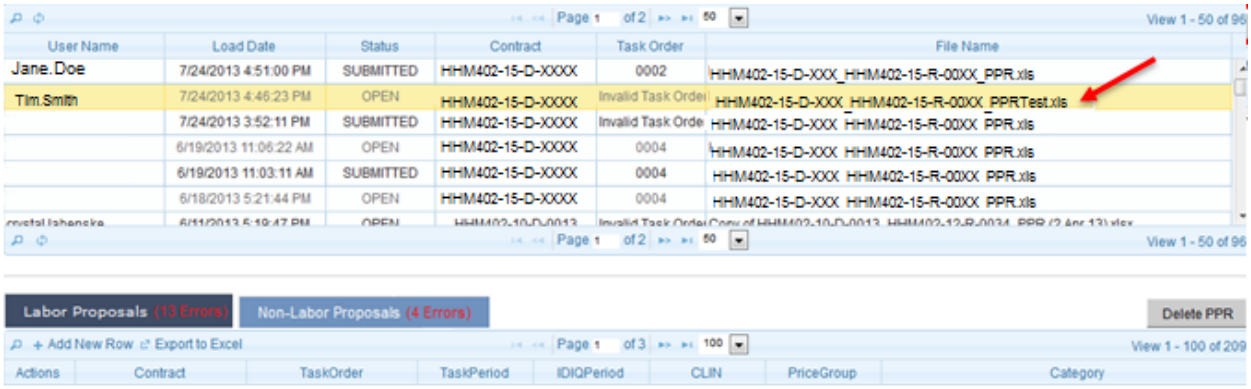
button.

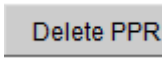



2. Make changes to the file and reimport the file. Refer to the **Import a PPR** section of this document.

## Delete a PPR

1. Select the PPR you would like to delete from the top grid.




2. Click the 

button on the upper right corner of the lower grid.

**Note**: Only PPRs in "OPEN" status can be deleted. PPRs that have been SUBMITTED or APPROVED cannot be deleted.

The PPR will be deleted from the top and lower grids. The PPR will be deleted **permanently** from STORMS.

# APPENDIX A – ABBREVIATIONS

| Abbreviation | Definition |
|---|---|
| CLIN | Contract Line Item Number |
| IDIQ | Indefinite Delivery/Indefinite Quantity |
| ODC | Other Direct Cost |
| OTSS | Outside Technical Support Services |
| PoP | Period of Performance |
| PPR | Price Proposal Report |
| RFP | Request for Proposal |
| SLIN | Sub Line Item Number (also known as “Sub-Contract Line Item Number”) |
| E-SITE | Enhanced Solutions for the Information Technology Enterprise |
| STORMS | SITE Task Order and Requirements Management System |

# APPENDIX B - E-SITE IDIQ LABOR CATEGORIES

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|---|
| Configuration Manager/Specialist-Level 0 |
| Configuration Manager/Specialist-Level 1 |
| Configuration Manager/Specialist-Level 2 |
| Configuration Manager/Specialist-Level 3 |
| Cybersecurity Officer-Level 0 |
| Cybersecurity Officer-Level 1 |
| Cybersecurity Officer-Level 2 |
| Cybersecurity Officer-Level 3 |
| Cybersecurity Systems Engineer-Level 1 |
| Cybersecurity Systems Engineer-Level 2 |
| Cybersecurity Systems Engineer-Level 3 |
| Cybersecurity Systems Engineer-Level 4 |
| Cybersecurity Technical Specialist/Expert-Level 1 |
| Cybersecurity Technical Specialist/Expert-Level 2 |
| Cybersecurity Technical Specialist/Expert-Level 3 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 1 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 2 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 3 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Auditor/Inspector-Level 4 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 1 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 2 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 3 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Incident Responder-Level 4 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 1 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 2 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 3 |
| Cybersecurity-Computer Network Defense Service Provider (CND-SP) Infrastructure Support-Level 4 |
| Cybersecurity-Information Assurance/Security Assessor-Level 1 |
| Cybersecurity-Information Assurance/Security Assessor-Level 2 |
| Cybersecurity-Information Assurance/Security Assessor-Level 3 |
| Cybersecurity-Information Assurance/Security Assessor-Level 4 |
| Database Administrator-Level 1 |
| Database Administrator-Level 2 |
| Database Administrator-Level 3 |
| Database Engineer-Level 1 |
| Database Engineer-Level 2 |
| Database Engineer-Level 3 |
| Field Service Technician-Level 1 |
| Field Service Technician-Level 2 |
| Field Service Technician-Level 3 |
| Graphics Specialist-Level 0 |

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|---|
| Graphics Specialist-Level 1 |
| Graphics Specialist-Level 2 |
| Hardware Engineer-Level 1 |
| Hardware Engineer-Level 2 |
| Hardware Engineer-Level 3 |
| Hardware Support/Maintenance Technician-Level 0 |
| Hardware Support/Maintenance Technician-Level 1 |
| Hardware Support/Maintenance Technician-Level 2 |
| Hardware Support/Maintenance Technician-Level 3 |
| Information Technology Analyst-Level 1 |
| Information Technology Analyst-Level 2 |
| Information Technology Analyst-Level 3 |
| Information Technology Data Analyst-Level 1 |
| Information Technology Data Analyst-Level 2 |
| Information Technology Data Analyst-Level 3 |
| Installation Specialist-Level 0 |
| Installation Specialist-Level 1 |
| Installation Specialist-Level 2 |
| Installation Specialist-Level 3 |
| IT Logistics Technician-Level 0 |
| IT Logistics Technician-Level 1 |
| IT Logistics Technician-Level 2 |
| Network Administrator-Level 1 |
| Network Administrator-Level 2 |
| Network Administrator-Level 3 |
| Network Engineer-Level 1 |
| Network Engineer-Level 2 |
| Network Engineer-Level 3 |
| Process Improvement/Process Re-Engineering Analyst-Level 1 |
| Process Improvement/Process Re-Engineering Analyst-Level 2 |
| Process Improvement/Process Re-Engineering Analyst-Level 3 |
| Program Manager-Level 1 |
| Program Manager-Level 2 |
| Program Manager-Level 3 |
| Program Manager-Level 4 |
| Program Support Specialist-Level 0 |
| Program Support Specialist-Level 1 |
| Program Support Specialist-Level 2 |
| Project Manager-Level 1 |
| Project Manager-Level 2 |
| Project Manager-Level 3 |
| Project Scheduler-Level 0 |
| Project Scheduler-Level 1 |
| Project Scheduler-Level 2 |
| Quality Assurance Manager/Specialist-Level 1 |
| Quality Assurance Manager/Specialist-Level 2 |
| Quality Assurance Manager/Specialist-Level 3 |

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|---|
| Satellite Field Service Technician-Level 1 |
| Satellite Field Service Technician-Level 2 |
| Satellite Field Service Technician-Level 3 |
| Service Desk Specialist-Level 0 |
| Service Desk Specialist-Level 1 |
| Service Desk Specialist-Level 2 |
| Software Engineer-Level 1 |
| Software Engineer-Level 2 |
| Software Engineer-Level 3 |
| Software Engineer-Level 4 |
| Software/Web Developer-Level 1 |
| Software/Web Developer-Level 2 |
| Software/Web Developer-Level 3 |
| Storage Administrator-Level 1 |
| Storage Administrator-Level 2 |
| Storage Administrator-Level 3 |
| Subject Matter/Functional Expert-Level 2 |
| Subject Matter/Functional Expert-Level 3 |
| Subject Matter/Functional Expert-Level 4 |
| Systems Administrator-Level 1 |
| Systems Administrator-Level 2 |
| Systems Administrator-Level 3 |
| Systems Administrator-Level 4 |
| Systems Architect-Level 1 |
| Systems Architect-Level 2 |
| Systems Architect-Level 3 |
| Systems Engineer-Level 1 |
| Systems Engineer-Level 2 |
| Systems Engineer-Level 3 |
| Systems Engineer-Level 4 |
| Technical Writer-Level 0 |
| Technical Writer-Level 1 |
| Technical Writer-Level 2 |
| Technical Writer-Level 3 |
| Test Engineer-Level 0 |
| Test Engineer-Level 1 |
| Test Engineer-Level 2 |
| Test Engineer-Level 3 |
| VTC Engineer-Level 1 |
| VTC Engineer-Level 2 |
| VTC Engineer-Level 3 |
| VTC Operator-Level 0 |
| VTC Operator-Level 1 |
| VTC Operator-Level 2 |

# APPENDIX C – E-SITE LABOR PRICE GROUPS

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|---|
| Group 1 |
| Group 2 |
| Group 3 |
| Group 4 |
| Group 5 |
| Group 6 |
| Group 7 |
| GERMANY |
| IRAQ AND AFGHANISTAN |
| QATAR |
| SEOUL, KOREA |
| TOKYO, JAPAN |
| UNITED KINGDOM |

General descriptions of the locations defined for Groups 1 thru 7 are shown on the next pages. Any US location not already assigned to Price Groups 1 through 6 will be priced at Group 7 rates. Questions regarding Group descriptions should be directed to the Contracting Officer, who will make final determination and resolve any discrepancies or exceptions.

| **US Locations - By Group** | | | |
|---|---|---|---|
| | ***Note: If not listed herein, the rate will be based on a Group 7 pay rate.** | | |
| **State** | **County** | **Price Group*** | **US Site/City/Metro Area** |
| CA | Los Angeles | Gp 1 | Los Angeles |
| CA | San Bernardino | Gp 1 | Fort Irwin, National Training Center |
| NJ | Monmouth | Gp 1 | Fort Monmouth |
| CO | Denver | Gp 2 | Denver |
| HI | Honolulu | Gp 2 | Pearl Harbor, Camp Smith, Hickam AB, Ft. Shafter (Oahu) |
| AK | Anchorage | Gp 3 | Fort Richardson |
| AK | Fairbanks North Star | Gp 3 | Fort Wainwright |
| AK | SE Fairbanks | Gp 3 | Fort Greely |
| AL | Jefferson | Gp 3 | 117th Intelligence Squadron, Birmingham |
| AR | Pulaski | Gp 3 | Little Rock AFB, North Little Rock |
| CA | San Diego | Gp 3 | San Diego, Camp Pendleton, Oceanside |
| DC | Washington | Gp 3 | Washington DC Metro Area |
| MD | Anne Arundel | Gp 3 | Washington DC Metro Area, Ft. Meade |
| MD | Baltimore | Gp 3 | Washington DC Metro Area, Baltimore |

| | | | |
|---|---|---|---|
| MD | Calvert | Gp 3 | Washington DC Metro Area |
| MD | Carroll | Gp 3 | Washington DC Metro Area |
| MD | Charles | Gp 3 | Washington DC Metro Area |
| MD | Frederick | Gp 3 | Washington DC Metro Area |
| MD | Harford | Gp 3 | Washington DC Metro Area, US Army Aberdeen Test Center |
| MD | Howard | Gp 3 | Washington DC Metro Area |
| MD | Montgomery | Gp 3 | Washington DC Metro Area |
| MD | Prince George's | Gp 3 | Washington DC Metro Area |
| MD | Queen Anne's | Gp 3 | Washington DC Metro Area |
| MD | St Mary's | Gp 3 | Washington DC Metro Area |
| MD | Washington | Gp 3 | Washington DC Metro Area |
| PA | Adams | Gp 3 | Washington DC Metro Area |
| PA | York | Gp 3 | Washington DC Metro Area |
| VA | Alexandria | Gp 3 | Washington DC Metro Area |
| VA | Arlington | Gp 3 | Washington DC Metro Area |
| VA | Clarke | Gp 3 | Washington DC Metro Area |
| VA | Culpeper | Gp 3 | Washington DC Metro Area |
| VA | Fairfax | Gp 3 | Washington DC Metro Area, Fort Belvoir |
| VA | Falls Church | Gp 3 | Washington DC Metro Area |
| VA | Fauquier | Gp 3 | Washington DC Metro Area |
| VA | Frederick | Gp 3 | Washington DC Metro Area, Winchester |
| VA | King George | Gp 3 | Washington DC Metro Area |
| VA | Loudoun | Gp 3 | Washington DC Metro Area |
| VA | Prince William | Gp 3 | Washington DC Metro Area, Quantico, Manassas |
| VA | Stafford | Gp 3 | Washington DC Metro Area |
| VA | Spotsylvania | Gp 3 | Washington DC Metro Area |
| VA | Warren | Gp 3 | Washington DC Metro Area |
| WA | Island | Gp 3 | Whidbey Island, RIPO-1, Oak Harbor |
| WV | Berkeley | Gp 3 | Washington DC Metro Area |
| WV | Hampshire | Gp 3 | Washington DC Metro Area |
| WV | Jefferson | Gp 3 | Washington DC Metro Area |
| WV | Morgan | Gp 3 | Washington DC Metro Area |
| CA | Alameda | Gp 4 | Camp Parks, W ARISC, Dublin |
| FL | Dade | Gp 4 | Miami, SOUTHCOM HQ |
| FL | Duval | Gp 5 | Jacksonville |
| GA | Fulton | Gp 5 | Fort McPherson |
| NC | Cumberland | Gp 5 | Ft. Bragg |
| AL | Madison | Gp 6 | Redstone Arsenal, Huntsville |
| FL | Orange | Gp 6 | Orlando |
| OH | Montgomery | Gp 6 | Wright Paterson Air Force Base, Dayton |
| AL | Calhoun | Gp 7 | Fort McClellan |
| AZ | Cochise | Gp 7 | Fort Huachuca |

| | | | |
|---|---|---|---|
| AZ | Pima | Gp 7 | Davis Monthan, Tucsan |
| CO | El Paso | Gp 7 | Colorado Springs |
| FL | Hillsborough | Gp 7 | Macdill Air Force Base, Tampa |
| GA | Clayton | Gp 7 | Fort Gillem, SE ARISC, Forest Park |
| GA | Liberty | Gp 7 | Fort Stewart |
| GA | Richmond | Gp 7 | Fort Gordon |
| IL | Edgar | Gp 7 | Scott AFB |
| IL | Lake | Gp 7 | FT Sheridan, NC ARISC |
| IL | Rock Island | Gp 7 | Rock Island Arsenal |
| KS | Geary | Gp 7 | Fort Riley |
| KS | Leavenworth | Gp 7 | Fort Leavenworth |
| KY | Christian | Gp 7 | Fort Campbell |
| MA | Middlesex | Gp 7 | Ft. Devens, Natick Soldier Center RIP-18 |
| MI | Wayne | Gp 7 | Detroit, Naval Air Reserve Center Selfridge, Mt. Clemens |
| MN | Montgomery | Gp 7 | Minneapolis, RIPO-10 |
| NC | Onslow | Gp 7 | Camp LeJeune |
| NE | Sarpy | Gp 7 | Offut AFB |
| NY | Jefferson | Gp 7 | Fort Drum |
| NY | Oneida | Gp 7 | Rome Labs, ONI/DIA, Rome |
| OK | Comanche | Gp 7 | Fort Sill |
| PA | Franklin | Gp 7 | Letterkenny Army Depot, Strategic Studies Institute |
| SC | Charleston | Gp 7 | Charleston AFB |
| SC | Richland | Gp 7 | Fort Jackson |
| TN | Shelby | Gp 7 | Memphis, RIPO-Memphis, Millington |
| TX | Bell | Gp 7 | Fort Hood |
| TX | Bexar | Gp 7 | Lackland AFB, San Antonio |
| TX | El Paso | Gp 7 | Fort Bliss |
| UT | Salt Lake | Gp 7 | Draper, Army National Guard, Salt Lake City |
| VA | Albemarle | Gp 7 | Charlottesville |
| VA | Caroline | Gp 7 | Fort A. P. Hill |
| VA | Norfolk | Gp 7 | Norfolk |
| VA | Suffolk City | Gp 7 | Suffolk |
| VA | Virginia Beach | Gp 7 | Virginia Beach, NSWC, Damneck |
| WA | Pierce | Gp 7 | Fort Lewis |
| | ***Note: If not listed herein, the rate will be based on a Group 7 pay rate.** | | |