

ManTech

**Legal Support Services Commercial Price List
ManTech International Corporation
January 2021**

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Hourly Billing Rates

Billing Category	Billing Code	Rate
Administrative Support	LSS-A	\$146
Junior Administrative Support	LSS-JA	\$124
Director	LSS-D	\$389
Senior Project Manager	LSS-SPM	\$298
Project Manager	LSS-PM	\$225
Litigation Support 6	LSS-6	\$400
Litigation Support 5	LSS-5	\$350
Litigation Support 4	LSS-4	\$300
Litigation Support 3	LSS-3	\$250
Litigation Support 2	LSS-2	\$200
Litigation Support 1	LSS-1	\$150

Qualifications

LSS-6	Litigation Support 6	9 years relevant experience in electronic discovery, digital media imaging and acquisitions, and technical Subject Matter Expert (SME) support or qualified to serve as an expert witness.
LSS-5	Litigation Support 5	7 years relevant experience in electronic discovery, digital media imaging and acquisitions, and technical Subject Matter Expert (SME) support.
LSS-4	Litigation Support 4	5 years relevant experience in electronic discovery, digital media imaging and acquisitions, and technical Subject Matter Expert (SME) support.
LSS-3	Litigation Support 3	3 years relevant experience in electronic discovery, digital media imaging and acquisitions, and technical Subject Matter Expert (SME) support.
LSS-2	Litigation Support 2	2 years relevant experience in electronic discovery, digital media imaging and acquisitions, and technical Subject Matter Expert (SME) support.
LSS-1	Litigation Support 1	1 years relevant experience in electronic discovery, digital media imaging and acquisitions, and technical Subject Matter Expert (SME) support.
LSS-A	Administrative Support	<p>Minimum/General Experience: 5 years related experience.</p> <p>Directly supports litigation support projects, by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Performs Executive Level support. Support data assurance and proofreads correspondence, reports, and documentation.</p> <p>Minimum Education: High School Diploma or equivalent training.</p>
LSS-JA	Junior Administrative Support	<p>Minimum/General Experience: 3 years experience.</p> <p>Functional Responsibility: On legal/litigation related projects, directly supports facility customer service efforts by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports. Performs high level secretarial work Types and proofreads correspondence, reports, and documentation.</p> <p>Minimum Education: High School Diploma or equivalent training.</p>
LSS-D	Director	<p>Minimum/General Experience: Minimum of five years experience. Experience generally includes project development, management and control of funds and resources, demonstrated capability in managing multi-task litigation support contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.</p> <p>Minimum Education: Bachelors Degree</p>
LSS-SPM	Senior Project Manager	<p>Minimum/General Experience: This position requires three years experience. Experience should include project development, management and control of funds and resources, demonstrated capability in managing multi-task litigation support contracts and/or subcontracts of varying complexities.</p> <p>Minimum Education: Bachelors Degree</p>
LSS-PM	Project Manager	<p>Minimum/General Experience: Two years of experience in management positions on litigation support contracts. Must have a demonstrated capability of good oral and written communication skills.</p> <p>Minimum Education: BS/BA in a field of study relevant to the work being performed.</p>

General Guidelines

The compensation system of ManTech International Corporation and its subsidiaries is designed to pay equitably and fairly for services rendered in a manner which aids in attracting, retaining and motivating competent employees without regard to race, sex, age, national origin, religion, or physical ability while providing appropriate control of overall compensation costs.

Commercial Rates are calculated using maximum basic salary for a Job Level, loaded at Commercial Cost Center Rates, and adjusted in accordance with the ManTech International Strategic Plan and Initiatives, and future year recruitment expectations.

Price Deviation: Concessions, discounts or other deviations are addressed on a case-by-case basis and are subject to approval by executive level management.

Customer Site Rates are effective only if service is performed on customer premises for at least six (6) months.

Travel and Accommodations and Other Direct Costs are handled on an order-by-order basis and are subject to open market prices.

Education Equivalence: Where the job description requires a certain level of educational qualification or "equivalent experience", the following guidelines may prove helpful:

Associates Degree	4-5 years of directly related experience
BS/BA (Not engineering)	7-8 years of directly related experience
Engineering Degree	10 years of directly related experience.

To determine the appropriate salary grade for a position, a benchmark analysis technique is used. This technique is defined as the comparison of the average paid rate for similar positions based on salary survey information. The position is placed in the ManTech salary structure using midpoint control. The compensation program objective is to maintain (or place) positions in the ManTech salary structure within plus or minus five (5) percent of survey data average paid rate. Changes in benchmark position rates are normally met by an annual adjustment in salary ranges. Variations in paid rates caused by supply vs. demand of a particular skill in a local/regional area are met through salary grade level adjustment in the existing structure. Separate structures may be required to compensate for the extreme paid-rate variations for these skills in different areas of the U.S. or Internationally.

Sea Duty/Isolated Duty

ManTech pays a premium on the normal hourly rate to compensate eligible employees who work occasional periods of sea duty or who occasionally work at designated isolated locations. Sea Duty is defined as duty aboard a naval vessel under way (actually away from the pier). Isolated locations are those where the employee is effectively confined on-site for both lodging and subsistence. Premium amounts will be administered on a case by case basis in accordance with ManTech policies.

Shift Differential

Employees receive shift premiums for all time worked other than the first shift, in accordance with the schedule in effect at each facility. If 50 percent – or more – of an employee’s time worked falls within one of the time spans below, they are eligible for the designated shift differential. The following time spans will serve to identify the hours used to authorize the pay differential:

- Shift 1 - 6:00 a.m. to 3:59 p.m
- Shift 2 - 4:00 p.m. to 11:59 p.m
- Shift 3 - Midnight to 5:59 a.m

Shift premium amounts will be administered on a case by case basis in accordance with ManTech policies. Where contracts specify a shift differential, the percentages may be different. Shift differential applies only to approved activities and is not applicable to exempt personnel working casual overtime.

Additional information can be obtained from ManTech’s Compensation Manual and from the Policy and Procedures Manual.

Contact Information

For any questions or for additional information, please contact:

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