On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address GSA Advantage® is: GSAAdvantage.gov

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: 47QRAA18D000P
Contract Period: October 18, 2017 through October 17, 2022

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contractor: Aver, LLC
10 G St NE Suite 600A
Washington, DC 20002

Business Size: Service-Disabled Veteran-Owned Small Business (SDVOSB)

Telephone: 202-713-9007
FAX Number: 888-377-4162
Web Site: www.avercg.com
E-mail: chris@avercg.com
Contract Administration: Christopher M Hartline

Pricelist current through Modification #PS-A812, effective March 16, 2020.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
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<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
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<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Pricing Page 5.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 6.

2. **Maximum Order:**
   - For SIN 541611: $1,000,000.00
   - For SIN OLM: $250,000.00

3. **Minimum Order:** $100.00

4. **Geographic Coverage (delivery Area):** Domestic and Overseas

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.

7. **Quantity discounts:** None Offered

8. **Prompt payment terms:** Net 30 days
   - Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over the micro-purchase threshold

10. **Foreign items (list items by country of origin):** None

11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address (is): Same as Contractor

15. Warranty provision: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

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 price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (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. 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: N/A
25. **Data Universal Numbering System (DUNS) number:** 078821876

26. **Notification regarding registration in System for Award Management (SAM) database:** Registered.
## GSA Awarded Hourly Pricing

The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

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**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Labor Category Descriptions

**Administrative Specialist II**

**Functional Responsibilities:** The Administrative Specialist II provides assistance with maintaining personnel and other files. Prepares correspondence, schedules, and coordinates travel. Supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Assists in the preparation of management plans and reports.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**Analyst I**

**Functional Responsibility:** The Analyst I contributes to the analysis and evaluation of recommended solutions. Analyzes and interprets business rules or technical requirements needed to develop Information Technology (IT) systems. Interfaces with clients and technical resources to ensure on time, within budget delivery of system specifications. Defines, gathers, and analyzes system requirements and specifications. Designs architecture and data flow of complex software systems. Programs software components to specifications. Areas of expertise may include business process reengineering; programming; performance management; statistical process control; individual and organizational assessment and evaluation; process modeling and simulation; strategic and business planning; change management; and organizational development.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 2 years

**Analyst II**

**Functional Responsibility:** The Analyst II contributes to the analysis, evaluation of recommended solutions, and leads projects. Analyzes and interprets business rules or technical requirements needed to develop IT systems. Interfaces with clients and technical resources to ensure on time, within budget delivery of system specifications. Defines, gathers, and analyzes system requirements and specifications. Designs architecture and data flow of complex software systems. Programs software components to specifications. Areas of expertise may include business process reengineering; programming; performance management; statistical process control; individual and organizational assessment and evaluation; process modeling and simulation; strategic and business planning; change management; and organizational development.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 5 years
**Business Analyst I**

**Functional Responsibility:** Serves as a business analyst and supports/conducts analysis within the Customer’s time frame, cost, and mission parameters. Assists in identifying problems and/or potential problems in the planning, organizing, and performance of work for one or more subtasks within the relevant subject matter domain of the project. Under the technical guidance and expertise of project management staff, contributes to the performance of project activities and the preparation of work products. Ensures that products meet quality standards. Works as part of the project team; technical and managerial guidance is provided.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 5 years

---

**Business Analyst II**

**Functional Responsibility:** Serves as a senior business analyst and designs/conducts analysis initiatives within the Customer’s time frame, cost, and mission parameters. Coordinates in identifying problems and/or potential problems and in the planning, organizing, and performance of work for one or more subtasks within the relevant subject matter domain of the project. Applying industry expertise and lessons learned, contributes to the performance of project activities and the preparation of solutions and work products. Ensures that products meet quality standards. Evaluates business functions and prepares options to directly support the implementation of Customer’s strategic direction. Works as part of the project team; technical and managerial guidance is provided.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 10 years

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**Business Analyst III**

**Functional Responsibility:** Serves as lead business analyst and possibly manager on client tasks. Conducts and leads analysis within the Customer’s time frame, cost, and mission parameters. Leads identification of problems and/or potential problems and in the planning, organizing, and performance of work for one or more subtasks within the relevant subject matter domain of the project. In accordance with customer requirements, mission objectives, policies, and regulations, directly contributes to the successful performance of program/project activities and the preparation and delivery of solutions and work products. Ensures that products meet quality standards. Works as part of the project team; technical and managerial guidance is provided.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 15 years

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**Functional Analyst II**

**Functional Responsibilities:** The Functional Analyst II analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses expert knowledge and experience in the requirements and integration.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years
**Functional Analyst III**

**Functional Responsibilities:** The Functional Analyst III analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses expert knowledge and experience in the requirements and integration. Provides daily supervision, quality assurance checks, and direction to support staff. May serve as the Deputy Program Manager.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 8 years

---

**Management Analyst I**

**Functional Responsibility:** Junior Management Analysts supports development and conducting of qualitative and quantitative studies, research, and analysis to evaluate, integrate, or improve programs and projects. Assists staff/teams to identify and develop methods, plans, and documentation to streamline operating procedures, reports, and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produce results in a cost-effective manner.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 2 years

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**Management Analyst II**

**Functional Responsibility:** Management Analysts manage and/or support projects or provide program and business support with limited supervision. Develops and facilitates complex qualitative and quantitative studies, research, and analysis to evaluate, integrate, or improve program/project productivity. Contributes to the development of methods, plans, and documentation used to streamline operating procedures, reports, and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produce results in a cost-effective manner. Provides support through conducting interviews, data gathering, preparing studies, and developing recommendations.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 5 years

---

**Management Analyst III**

**Functional Responsibility:** Senior Management Analysts lead projects or provide program and business support without supervision. Plans and oversees the development and conducting of complex qualitative and quantitative studies, conducts research and analysis to evaluate, and integrates or improves program/project productivity. Responsible for providing direction and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Identifies and develops methods, plans, and documentation to streamline operating procedures, reports, and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produce results in a cost-effective manner.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 10 years
Management Specialist I

**Functional Responsibility:** Develops a plan of action for addressing the review of all assigned areas; independently conducts review. Conducts interviews and gathers information, as necessary, to discover and identify problems and solutions. Prepares a narrative on the conditions, criteria, and cause-and-effect on assigned areas for inclusion in final report. Analyzes complex or sensitive programs, operations, or special projects. Provides technical guidance. Prepares work papers for compliance with Department policies and procedures and with established Departmental and professional standards.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 2 years

Management Specialist II

**Functional Responsibility:** Leads management consulting tasks requiring broad understanding of organizational dynamics and business. Duties may include oversight and Quality Assurance (QA) for: activity and data modeling; developing business methods; identifying best practices; creating/assessing performance measures; facilitation; interviewing; and training. Management Specialists analyze customer and mission needs to determine business and functional requirements. Possesses requisite knowledge and expertise in the requirements field and perform tasks such as functional analysis to identify required tasks and their interrelationships. Identifies resources required and manage tasks or tasks independently. Work with engineers on systems integration and conducts business process analyses.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 5 years

Manager I

**Functional Responsibility:** Manages and coordinates resources, plans, and execution of task activities and deliverables within customer expectations. Leads resources responsible for completing tasks within schedule, budget, and quality standards. Organizes, supervises, and supports assignments within scope associated with the assigned tasks. Establishes and enforces customer expectations and quality of work products, to include associated task deliverables.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 5 years

Manager II

**Functional Responsibility:** Responsible for the coordination and completion of objectives within the scope of work. Performs day-to-day management and coordination of project operations. Builds and maintains professional relationships with customers, project team staff, internal/external vendors, and other stakeholders directly or indirectly involved with the project. Responsible for maintaining staffing levels, costs, project execution plans, deliverable acceptance, and team supervision. Assists senior management staff, as needed, in managing contract execution.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 10 years
**Program Management Specialist I**

**Functional Responsibility:** Supports team members by developing multiple complex project deliverables. Provides input to project scope, schedule, and budget baselines based on an understanding of the program or System Development Life Cycle (SDLC). Maintains changes to project baselines, monitors deliverables, conducts reviews, and manages incorporation of quality management systems for the project. Prepares presentations and other materials to support project and/or system functions. Leads activities to identify project risks and develop mitigation plans. Drafts correspondence, reports, white papers, minutes, spreadsheets, communications products, briefs, and other documentation. Maintains and tracks action items and participates in acquisition information management.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 2 years

---

**Program Management Specialist II**

**Functional Responsibility:** Develops and manages multiple, complex projects and deliverables. Provides input to project scope, schedule, and budget baselines based on an understanding of the program or SDLC. Maintains changes to project baselines, monitors deliverables, conducts reviews, and manages incorporation of quality management systems for the project. Prepares presentations and other materials to support project and/or system functions. Leads activities to identify project risks and develop mitigation plans. Drafts correspondence, reports, white papers, minutes, spreadsheets, communications products, briefs, and other documentation. Maintains and tracks action items and participates in acquisition information management.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 5 years

---

**Program Management Specialist III**

**Functional Responsibility:** Provides leadership and management of program management specialists and analysts. Develops and manages multiple, complex projects and deliverables. Provides input to project scope, schedule, and budget baselines based on an understanding of the program or SDLC. Maintains changes to project baselines, monitors deliverables, conducts reviews, and manages incorporation of quality management systems for the project. Prepares presentations and other materials to support project and/or system functions. Leads activities to identify project risks and develop mitigation plans. Drafts correspondence, reports, white papers, minutes, spreadsheets, communications products, briefs, and other documentation. Maintains and tracks action items and participates in acquisition information management.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 10 years
**Program Manager II**

**Functional Responsibilities:** The Program Manager II organizes, directs, and manages day-to-day contract operation support functions, involving multiple, complex, and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Establishes and maintains reports to show progress of projects to management and customers; organizes and delegates responsibilities to subordinates; and oversees the successful completion of all assigned tasks.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 5 years

**Project Manager III**

**Functional Responsibilities:** The Project Manager (PM) III serves as the PM for a large, complex Task Order (TO) (or a group of TOs affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO); the task order-level Task Managers (TM); Government management personnel; and customer agency representatives. Under the guidance of the Program Manager, the PM is responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the TO are implemented in a timely manner. Performs enterprise-wide, horizontal integration planning and interfaces to other functional systems, including problem tracking/management and preparation and delivery of presentations.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years

**Senior Acquisition Specialist**

**Functional Responsibilities:** The Sr. Acquisition Specialist provides strategic planning on acquisition approaches. Is familiar with the Government’s process and the Federal Acquisition Regulations (FAR) for acquisition programs and the program reviews required for acquisition approval. Provides guidance on the contracting process to include developing solicitation materials, the solicitation review process, and the contract award process. Gathers, analyzes, and composes technical information for acquisition and project documentation.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 8 years
**Senior Advisor**

**Functional Responsibility:** Functional responsibilities include working with most senior members of the client organization to ensure that overall project direction, strategy, and expectations are being met. Senior Advisors lead teams in providing specialized advice on specific problems that require extensive knowledge of the subject matter. Leads the design and preparation of technical reports, studies, and related documentation. Prepares and delivers presentations, training, and briefings as required by the Task Order (TO). Leads the effort to create comprehensive methods for describing current or future structure; interrelationships; communication structure; and behavior of an organization's processes; information systems; personnel; and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 10 years

---

**Senior Configuration Specialist**

**Functional Responsibilities:** The Sr. Configuration Specialist defines provisions for configuration management planning, identification, improvement, change control, status accounting, and audits. Plans, identifies, and maintains the original and current configuration of requirements documentation, design documentation, software, and related documentation. Regulates the change process and conducts configuration audits. Supports the Quality Assurance (QA) process audits.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 8 years

---

**Senior Program Management Specialist**

**Functional Responsibilities:** The Sr. Program Management Specialist develops and manages multiple, complex project and deliverables. Provides input to project scope, schedule, and budget baselines based on an understanding of the program. Maintains changes to project baselines, monitors deliverables, conducts reviews, and manages incorporation of quality management systems for the project. Prepares presentations and other materials to support project and/or system functions. Leads activities to identify project risks and develop mitigation plans. Drafts correspondence, reports, white papers, minutes, spreadsheets, communications products, briefs, and other documentation.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 8 years

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**Subject Matter Expert II**

**Functional Responsibilities:** The Subject Matter Expert (SME) II provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex issues on acquisition and business projects. Makes recommendations and advises on organizational-wide improvements, optimization, or maintenance efforts.

**Minimum Education:** Bachelor’s

**Minimum Experience:** 10 years
Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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