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

Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: 47QRAA18D0053
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: February 12, 2018 - February 11, 2023

Contractor: Dranref, LLC
1300 I St NW Suite 400E
Washington, DC 20005 3318

Business Size: Small

Telephone: 855-284-9675
Extension:
FAX Number: www.btgworks.com
Web Site: davidjanifer@btgworks.com
E-mail: Contract Administration: David Janifer

Price list is current as of Modification PS-A812 effective 3/31/2020
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

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.

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.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery area): Domestic

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).

7. Quantity discounts: None

8. Prompt payment terms: 1% 15 days, 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 at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

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(es): Same as company address

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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Number System (DUNS) number: 043649669
26. Notification regarding registration in System for Award Management (SAM) database:
   Registered

27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Partner II</td>
<td>$293.35</td>
<td>$299.21</td>
<td>$305.20</td>
<td>$311.30</td>
<td>$317.53</td>
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<tr>
<td>541611</td>
<td>Partner I</td>
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<td>$254.50</td>
<td>$259.59</td>
<td>$264.78</td>
<td>$270.08</td>
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<td>Director II</td>
<td>$234.79</td>
<td>$239.49</td>
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<tr>
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<td>Director I</td>
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<td>$209.79</td>
<td>$213.99</td>
<td>$218.27</td>
<td>$222.63</td>
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<tr>
<td>541611</td>
<td>Senior Manager II</td>
<td>$199.49</td>
<td>$203.48</td>
<td>$207.55</td>
<td>$211.70</td>
<td>$215.94</td>
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<tr>
<td>541611</td>
<td>Senior Manager I</td>
<td>$175.92</td>
<td>$179.44</td>
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<td>$159.50</td>
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<tr>
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<td>Manager I</td>
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<tr>
<td>541611</td>
<td>Senior Consultant II</td>
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<td>541611</td>
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<tr>
<td>541611</td>
<td>Business Functions Senior Manager II</td>
<td>$205.68</td>
<td>$209.79</td>
<td>$213.99</td>
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<tr>
<td>541611</td>
<td>Business Functions Senior Manager I</td>
<td>$157.60</td>
<td>$160.76</td>
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<td>541611</td>
<td>Business Functions Consultant I</td>
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<td>$144.27</td>
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<td>541611</td>
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<td>541611</td>
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<td>$101.36</td>
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<tr>
<td>541611</td>
<td>Technical Writer/Editor</td>
<td>$93.11</td>
<td>$94.97</td>
<td>$96.87</td>
<td>$98.81</td>
<td>$100.79</td>
</tr>
<tr>
<td>541611</td>
<td>Graphic Designer/Artist</td>
<td>$83.07</td>
<td>$84.73</td>
<td>$86.43</td>
<td>$88.16</td>
<td>$89.92</td>
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<tr>
<td>541611,611430</td>
<td>Administrative Assistant II</td>
<td>$58.69</td>
<td>$59.86</td>
<td>$61.06</td>
<td>$62.28</td>
<td>$63.53</td>
</tr>
<tr>
<td>541611,611430</td>
<td>Administrative Assistant I</td>
<td>$45.93</td>
<td>$46.85</td>
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<td>$48.74</td>
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<tr>
<td>611430</td>
<td>Instructional System Designer</td>
<td>$118.25</td>
<td>$120.61</td>
<td>$123.02</td>
<td>$125.48</td>
<td>$127.99</td>
</tr>
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<td>611430</td>
<td>Senior Trainer</td>
<td>$127.05</td>
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<td>$132.19</td>
<td>$134.83</td>
<td>$137.53</td>
</tr>
<tr>
<td>611430</td>
<td>Training Specialist III</td>
<td>$93.11</td>
<td>$94.97</td>
<td>$96.87</td>
<td>$98.81</td>
<td>$100.79</td>
</tr>
<tr>
<td>611430</td>
<td>Training Specialist II</td>
<td>$85.31</td>
<td>$87.02</td>
<td>$88.76</td>
<td>$90.53</td>
<td>$92.34</td>
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<tr>
<td>611430</td>
<td>Training Specialist I</td>
<td>$73.30</td>
<td>$74.77</td>
<td>$76.26</td>
<td>$77.79</td>
<td>$79.34</td>
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</tbody>
</table>


<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>01020 Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>01312 Secretary</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
MAS Contract Labor Category Descriptions

The following describes minimum performance expectations for all BTG consulting levels.

- Demonstrates drive to understand each clients unique business and political atmosphere with a focus on solving client problems
- Strives to exceed client expectations
- Displays integrity by being open and honest in all interactions
- Respects all confidential matters
- Exhibits sensitivity and respect for differences in individuals perspectives, personality, style, and cultural values
- Listens to and acts on constructive feedback
- Responds in a timely manner to all company-facing responsibilities (i.e., timesheets, invoices, resume updates, attendance at mandatory company meetings, interviewing, training, etc.)
- Invests time outside of client activity to pursue activities to improve self, others, and company
- Displays professionalism in regard to appearance, attitude, and timeliness in all client and office interactions
- Contributes to and effectively shares knowledge across BTG
- Appropriately weighs both client and personal needs to achieve the best possible balance for a given situation
- Conveys a positive image of BTG to everyone

The following describes the role and minimum professional requirements for each consulting level within BTG.

SINs 541611 and 611430

Educational Equivalency

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Equivalent Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S. Diploma plus 4 year’s additional experience</td>
<td>Equals Bachelor’s Degree</td>
</tr>
<tr>
<td>Bachelor’s Degree plus 2 year’s additional experience</td>
<td>Equals Master’s Degree</td>
</tr>
<tr>
<td>Master’s Degree plus 4 years of Bachelor’s Degree + 6 year’s additional experience</td>
<td>Equals Ph.D.</td>
</tr>
<tr>
<td>Ph.D. Education Substitutions</td>
<td></td>
</tr>
<tr>
<td>A Ph.D. may be substituted for 4 years of required experience with a Master’s Degree</td>
<td>6 years with a Bachelor’s Degree.</td>
</tr>
<tr>
<td>A Master’s Degree may be substituted for 2 years of required experience with a Bachelor’s Degree</td>
<td></td>
</tr>
<tr>
<td>A Bachelor’s Degree may be substituted for 4 years of required experience with a H.S Diploma</td>
<td></td>
</tr>
</tbody>
</table>
**Partner II**

**General Experience:**
A Partner II requires a minimum of 12 years of consulting and/or directly relevant industry experience. Experience includes: executive level management and direction on client engagements, working experience in project definition and business and systems analysis, creation of competitive strategies, and integration of global business solutions.

**Functional Responsibility:**
A Partner II works with the Project Director and other senior client staff to monitor quality and risk and identify potential issues and overall project problem areas and designs a strategy for addressing them. Must be proficient in reviewing strategic plans and business strategies and design, organizational and infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project’s life cycle. Provides strong executive level management and direction. Has served in this position for several years and possesses a broad understanding of the client’s industry. A Partner II not only brings a thorough understanding of the client’s industry, but also has an extensive tool set of skills to solve the client’s problems. This position serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. This position is also responsible for ensuring quality assurance through the use of BTG’s Quality Assurance and Risk Assessment Program deployed on all large engagements.

**Minimum Education:** Master’s Degree or equivalent experience.

**Partner I**

**General Experience:**
A Partner I requires a minimum of 10 years of consulting and/or directly relevant industry experience. Experience includes: executive level management and direction on client engagements, working experience in project definition and business and systems analysis, creation of competitive strategies, and integration of global business solutions.

**Functional Responsibility:**
A Partner I works with the Project Director and other senior client staff to monitor quality and risk and identify potential issues and overall project problem areas and designs a strategy for addressing them. Proficient in reviewing strategic plans and business strategies and design, organizational and infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project’s life cycle. Provides strong executive level management and direction. Brings a thorough understanding of the client’s industry, but also has an extensive tool set of skills to solve the client’s problems. This position includes being a leader in strategic, business, and action planning. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution. This position is also responsible for ensuring quality
assurance through the use of BTG’s Quality Assurance and Risk Assessment Program deployed on all large engagements.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

<table>
<thead>
<tr>
<th>Director II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Experience:</strong></td>
</tr>
<tr>
<td>A Director II is a senior level position that requires a minimum of 12 years of consulting and/or directly relevant industry experience. Experience includes: executive level management and direction on client engagements, defining engagement strategy, objectives, and scope, including defining engagement deliverables, working experience in project definition and process and systems analysis, creation of competitive strategies, and integration of global solutions. Other experience includes coordinating multiple projects and team, and assisting clients in achieving desired program results.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong></td>
</tr>
<tr>
<td>A Director II is proficient in project estimation and resource planning efforts and in resolving global project issues, such as process and technical compatibility, client expectations, and timing. Fosters overall soundness of analytical approach, and is able to suggest alternatives. Manages project resources; champions firm initiatives, and leads developments in new business enterprises through innovation. Provides strong executive level management and direction. A Director II not only brings a thorough understanding of the client’s industry, but also has an extensive tool set of skills to solve the client’s problems. This position includes being a leader in strategic, business, and action planning, maintains responsibility for formulating work standards, creating strategic project objectives, and managing client issues and feedback. Directs client communications and is a senior communication person with client leaders and executives along with the Partners.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Master’s Degree or equivalent experience.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Experience:</strong></td>
</tr>
<tr>
<td>A Director I requires a minimum of 10 years of consulting and/or directly relevant industry experience. Experience includes: Experience includes: executive level management and direction on client engagements, defining engagement strategy, objectives, and scope, including defining engagement deliverables, working experience in project definition and process and systems analysis, creation of competitive strategies, and integration of global solutions. Other experience includes coordinating multiple projects and team, and assisting clients in achieving desired program results.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong></td>
</tr>
<tr>
<td>A Director I is proficient in project estimation and resource planning efforts and in resolving global project issues, such as process and technical compatibility, client expectations, and timing. Fosters overall soundness of analytical approach, and is able to suggest alternatives. Manages project resources; champions firm initiatives, and leads developments in new business enterprises through innovation. Possesses a deep understanding of the client’s industry, and also has an extensive tool set of skills to solve the client’s problems. This</td>
</tr>
</tbody>
</table>
position includes being a leader in strategic, business, and action planning, maintains responsibility for formulating work standards, creating strategic project objectives, and managing client issues and feedback.

**Minimum Education:** Master’s Degree or equivalent experience.

### Senior Manager II

**General Experience:**
A Senior Manager II requires a minimum of 10 years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources.

**Functional Responsibility:**
A Senior Manager II maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. Other experience includes communication with client and project managers and management of multiple projects across various industry lines. Provides strong senior-level management and has served in this position for several years. Responsibility for overall project activities and is the primary point of contact with client executives. This position assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the Government Contracting Officer (CO) and delegated government representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Involved in process and productivity improvement, as well as, systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Senior Manager I

**General Experience:**
A Senior Manager I require a minimum of eight years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. Other experience includes communication with client and project managers and management of multiple projects across various industry lines.

**Functional Responsibility:**
A Senior Manager I maintain responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. A Senior Manager I provide strong senior-level management and direction. Assists and helps and supports our client’s strategy, and provides business and action planning. Involved in process and productivity improvement, as well as, systems alignment. Assumes responsibility for overall project delivery and oversight of key technical
enablers on projects and identification of needs for new tools. May assume regular interaction and communications with the Government Contracting Officer (CO) and delegated government representatives. This position maintains responsibility for managing technical solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. Specifically, A Senior Manager I will lead organizational assessments, and program audits, and evaluations are also performed by this position.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Manager II

**General Experience:**
A Manager II is an experienced Manager that has a minimum of seven years of consulting and/or directly relevant industry experience. Experience includes: senior-level management and direction on client engagements, extensive experience in all aspects of leading a project, understanding business needs, experience in formulating project definition, isolating success factors, and aligning firm objectives with client needs. Other experience includes management of local resources, administration of project work plans and processes, and core capabilities in information systems design and technical solutions.

**Functional Responsibility:**
A Manager II maintains the day-to-day interaction with the client, fostering successful program management through performance reviews, assessment and analysis, design and development of solutions, monitoring budget allotments, issues resolution, and implementation. Provides strong management and direction, and is focused on high performance work. Assumes responsibility for managing engagement issues and outlining project work plans and deliverables. Reviews engagement scope for consistency with overall firm and client objectives. Actively manages project resources, budget activities, quality control practices, and project deliverables. Maintains a constant flow of communication with the client and project team and provides technical direction and experience. Assumes responsibility for proper implementation of business solutions and overall project performance. Conducts analyses of client problems and develops creative solutions and recommendations. This position also may perform organizational assessments, program audits, and evaluations, system alignment, and process and productivity improvement.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Manager I

**General Experience:**
A Manager I require a minimum of five years of consulting and/or directly relevant industry experience. Experience includes: senior-level management and direction on client engagements, extensive experience in all aspects of leading a project, understanding business needs, experience in formulating project definition, isolating success factors, and aligning firm objectives with client needs. Other experience includes management of local resources, administration of project work plans and processes, and core capabilities in information systems design and technical solutions.

**Functional Responsibility:**
A Manager I maintain the day-to-day interaction with the client, fostering successful program management through performance reviews, assessment and analysis, design and development
of solutions, monitoring budget allotments, issues resolution, and implementation. Provide strong management and direction, and is focused on high performance work. Responsible for developing an engagement work plan and selecting, modifying, and using the appropriate consulting tools for each engagement. Serves in the role of team leader over assigned support areas, often filling the position of project team lead and instructing, directing, and monitoring the work of other project staff. Assumes responsibility for selecting and using appropriate consulting tools and resources for the engagement. Conducts analysis of work plan completeness, prepares status reports, and supports quality control practices. Performs analyses of fundamental client issues, assesses appropriate alternatives, and recommends solutions. Communicates client expectations to project team, and escalates appropriate issues to senior level project staff. Maintains technical knowledge within industry and service line. Conducts analyses of client problems and develops creative solutions and recommendations. This position also may perform organizational assessments, program audits, and evaluations, system alignment, and process and productivity improvement.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

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### Senior Consultant II

**General Experience:**
A Senior Consultant II is an experienced senior consultant that has a minimum of four years of consulting and/or directly relevant industry experience and/or educational training in related fields. Experience includes: support program management and familiarity with client issues, assistance with design issues, leading client teams, analysis of project data, and development of appropriate deliverables. Other experience includes development of leadership/management skills, performing benchmark analyses, building organizational design models, and defining business and technical needs.

**Functional Responsibility:**
A Senior Consultant II is proficient in the use of firm tools and enablers to better support the overall objectives and goals of the program objectives. Demonstrates these skills by performing status reports, verifying work plan completeness, and communicating with team members. Provides senior-level analytical and program support, and is focused on providing high performance work. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Assumes responsibility for contributing to work plan development, reaching engagement milestones, and often leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.

**Minimum Education:** Master’s Degree or equivalent experience.

---

### Senior Consultant I

**General Experience:**
A Senior Consultant I has a minimum of three years of consulting and/or directly relevant industry experience and/or educational training in related fields. Experience includes: support program management and familiarity with client issues, assistance with design issues, leading client teams, analysis of project data, and development of appropriate deliverables. Other experience includes development of leadership/management skills, performing benchmark analyses, building organizational design models, and defining business and technical needs.

**Functional Responsibility:**  
A Senior Consultant I is proficient in the use of firm tools and enablers to better support the overall objectives and goals of the program objectives. Demonstrates these skills by performing status reports, verifying work plan completeness, and communicating with team members. Provides senior-level analytical and program support, and is focused on providing high performance work. In Consulting Services, a Senior Consultant I contribute to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Assists in the development of engagement deliverables and contributes to status reporting. Applies business modeling, process modeling, and software design techniques to meet project objectives. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to the Team Lead or Project Manager. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Consultant II

**General Experience:**  
A Consultant II is an experienced consultant that requires a minimum of two years in the consulting field or other related work experience. Experience includes: proficiency in analysis and defining business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.

**Functional Responsibility:**  
A Consultant II provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Provides analytical and program support, and is focused on high performance work. A Consultant II has served in this position for at least 18 months. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. Participates in organizational assessments, and performance measures and indicators.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Consultant I
### General Experience:
A Consultant I require a minimum of one year in the consulting field or other related work experience. Experience includes: proficiency in analysis and defining business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.

### Functional Responsibility:
A Consultant I provide assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Provides analytical and program support, and is focused on high performance work. In Consulting Services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May also participate in organizational assessments, and performance measures and indicators.

### Minimum Education:
Bachelor’s Degree or equivalent experience.

### Business Functions Senior Manager II

#### General Experience:
Business Functions Senior Manager II require ten years of experience in business architecture design implementation, change management efforts, business support, analysis, or business process redesign.

#### Functional Responsibility:
Business Functions Senior Manager II apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple BTG projects. Business Functions Senior Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Senior Manager II is qualified to perform such tasks as:
- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Develop business solutions and supervise analysis
- Manage client contracts.

### Minimum Education:
Bachelor’s Degree or equivalent experience.
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- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Develop business solutions and supervise analysis
- Manage client contracts

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Business Functions Consultant I

**General Experience:**
Business Functions Consultant I require five years of experience in business architecture design implementation, change management efforts, business support, analysis, or business process redesign.

**Functional Responsibility:**
Business Functions Consultant I apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On BTG projects, Business Functions Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Functions Consultant I is qualified to perform tasks such as:

- Supervise Business Functions analysts in the development of technical or business solutions, testing or assessment reviews, or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for business architecture design users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team workplans / Perform workflow analyses
- Define business architecture design requirements
- Conduct or provide guidance on research analysis
- Assist in project budget preparation

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Instructional Systems Designer

**General Experience:**
Instructional Systems Designer require six years of experience in information systems development, training, or related fields. Must have 3 years’ specialized experience in areas of development and providing end-user training on computer hardware and application software.

**Functional Responsibility:**
Works independently, or as a team leader, provides on-the-job instruction for an educational program, demonstrates, explains, and instructs students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Conducts and evaluates training to include front-end analysis, design of training courses, and development of training program content and material, and classroom/laboratory instruction. Interprets technical information and translates it into practical language for training and instruction. Confers with technical staff members to interpret technical requirements and verify training and instructional material. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Develops and validates and implements instruments measuring student achievement of learning/training objectives.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Graphic Designer/Artist

**General Experience:**
Graphic Designer/Artist require five years of experience in graphic design.

**Functional Responsibility:**
Uses knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generate and manipulate graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Provide creative development and graphic design for media kits, brochures, one-sheets, web banners and other materials. Extensive knowledge of InDesign, Illustrator, Photoshop, PowerPoint, HTML and other graphic desktop publishing software is required. Knowledge and experience in production art, printing, electronic pre-press, promotion and advertising is needed. Some familiarity with MS Word and Excel is essential. Must be familiar with standard concepts, practices, and procedures within a particular field.

**Minimum Education:** Associate’s Degree or equivalent experience.
### Senior Trainer

**General Experience:**
Senior Trainer require seven years of experience of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.

**Functional Responsibility:**
Develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training; and provides daily supervision and direction to training staff.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### System Designer I

**General Experience:**
System Designer I require three years of experience. Specialized experience includes: analysis and design of business applications on complex systems for enterprise solutions, including experience in data base management concepts, use of programming languages, and/or DBMS.

**Functional Responsibility:**
Work with analysts on the feasibility of a conceptual design by taking technical specifications and designing system components to meet the set requirements. Draw/develop detailed design documentation including charts and diagrams that indicate the various components involved. Prepare instructions for programmer implementation. Collaborate with technical team members (analysts and programmers) to ensure functionality according to systems specifications, and develop solutions as problems or issues arise. Design monitoring and performance measurement processes. Experience includes increasing responsibilities in information systems design. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### System Designer II

**General Experience:**
System Designer II requires seven years of experience. Increasingly complex and progressive experience. Specialized experience includes: analysis and design of business applications on complex systems for enterprise solutions, including experience in data base management concepts, use of programming languages, and/or DBMS. Knowledge of appropriate storage and retrieval methods, experience designing technical applications and processes on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

**Functional Responsibility:**
Work with analysts on the feasibility of a conceptual design by taking technical specifications and designing system components to meet the set requirements. Draw/develop detailed design
documentation including charts and diagrams that indicate the various components involved. Prepare instructions for programmer implementation. Collaborate with technical team members (analysts and programmers) to ensure functionality according to systems specifications, and develop solutions as problems or issues arise. Design monitoring and performance measurement processes. Lead, support and assist less experienced system designers on researching, developing and delivering detailed systems design documentation.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### System Designer III

**General Experience:**
System Designer III requires ten years of experience. Increasingly complex and progressive experience in performing systems analysis, design, development, and implementation for business, mathematical, engineering or scientific settings using a variety of information technology resources. Requires experience with current technologies and, where required for the task, emerging technologies.

**Functional Responsibility:**
Work with analysts on the feasibility of a conceptual design by taking technical specifications and designing system components to meet the set requirements. Draw/develop detailed design documentation including charts and diagrams that indicate the various components involved. Prepare instructions for programmer implementation. Collaborate with technical team members (analysts and programmers) to ensure functionality according to systems specifications, and develop solutions as problems or issues arise. Design monitoring and performance measurement processes. Works at the highest technical level of all phases of applications, analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced designers/programmers.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Technical Writer/Editor

**General Experience:**
Technical Writer/Editor require five years of experience in the related field.

**Functional Responsibility:**
Gathers, analyzes, translates and composes technical information into clear, readable documents to be used by technical and nontechnical personnel. Composes technical documents including, user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user’s manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

### Training Specialist III

**General Experience:**
Training Specialist III require six years of experience of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.
**Functional Responsibility:**
Performs day-to-day management of training operations and serves as the course manager for a particular training course. The Principle Instructor may be involved in multiple tasks and supervising groups of personnel at multiple locations for a single, advanced course. Demonstrates skills in the scope of work encompassed by the task order, provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all training support activities. Has completed advanced courses in instructor or training.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

**Training Specialist II**

**General Experience:**
Training Specialist II require four years of experience of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.

**Functional Responsibility:**
Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas related to training and curriculum development. Provides insight and advice concerning strategic direction and applicability of current, industry standard training solutions. Responsible for providing high-level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Principle Instructors are primarily used on projects for their specific expertise in support of all training and educational objectives.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

**Training Specialist I**

**General Experience:**
Training Specialist I require two years of experience of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.

**Functional Responsibility:**
Senior expert with extensive knowledge in designated field or discipline. Provides insight and advice concerning curriculum, training concepts, strategic direction, and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Possess demonstrated ability and experience in multiple training courses or course developmental efforts. Other areas of expertise may include individual and organizational assessment and evaluation, organizational development, and the development of leadership/management skills. Directs the activities of other staff as necessary on activities related to the specified field or discipline.

**Minimum Education:** Bachelor’s Degree or equivalent experience.

**ADMINISTRATIVE ASSISTANT I**
<table>
<thead>
<tr>
<th>General Experience:</th>
<th>At least one (1) year administrative experience within the industry.</th>
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</thead>
<tbody>
<tr>
<td><strong>Functional Responsibility:</strong></td>
<td>The Administrative Assistant I works under close supervision in performing various administrative duties/tasks of a moderately complex nature, and assists in selected tasks of a more complex nature. He or she performs administrative functions related to management policies and general project operations.</td>
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<tr>
<td><strong>Minimum Education:</strong></td>
<td>High School</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Administrative Assistant II</th>
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</thead>
<tbody>
<tr>
<td><strong>General Experience:</strong></td>
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<tr>
<td><strong>Functional Responsibility:</strong></td>
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<td><strong>Minimum Education:</strong></td>
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