

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service**

### *Authorized Federal Supply Schedule Price List*

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](http://GSAAdvantage.gov).

Schedule Title- Multiple Award Schedule (MAS)  
Federal Supply Group: MAS  
Contract Number: 47QRAA18D007R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

Period Covered by Contract: Apr 9, 2018 through Apr 8, 2023  
Pricelist current through Modification: #A812 effective February 03, 2020



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<b>Contract Administration:</b>	Estefania Arregui-Gómez, PMP, CSM, CPP, ITILv3
<b>Business Size:</b>	Small business, Woman Owned business, Women Owned (WOSB), Women Owned (EDWOSB), SBA Certified Small Disadvantaged business, SBA Certified HUBZone Firm

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**I. CUSTOMER INFORMATION**

1a. Table of Awarded Special Item Number:

SIN	Category	SIN Description
54151S	Information Technology Professional Services	IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.
	OLM	Order Level Materials

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

541611	Document Specialist	\$48.63
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1c. HOURLY RATES: See page 6 for hourly rates and descriptions.

2. Maximum order:

SIN Title	Maximum Order
54151S Information Technology Professional Services	\$500,000.00
541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	\$1,000,000.00
OLM	\$250,000.00

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): CONUS

5. Points of production: Same as Contractor Address

6. Discount from list prices: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.

7. Quantity discounts: 1.5% for orders greater than \$200,000.00

8. Prompt payment terms. 1% Net 10 Days, Net 30 Days  
  
"Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
- 9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.
- 9.b Government Purchase Cards are accepted above the micro-purchase threshold.
10. FOREIGN ITEMS: None
- 11a. Time of Delivery: Services Specified on the Task Order
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor
12. F.O.B Points: Destination
- 13a. Ordering Address: 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: Same as company address
15. Warranty provision: Contractor's standard commercial warranty.
16. Export Packing Charges: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contact Contractor
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. Section 508 Compliance for EIT: As Applicable

25. Data Universal Number System (DUNS) number. 079410349
26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database

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**II. LABOR CATEGORY PRICING**

SIN	Labor Category	Site	Year 1 04/09/18 – 04/08/19	Year 2 04/09/19 – 04/08/20	Year 3 04/09/20 – 04/08/21	Year 404/09/21 – 04/08/22	Year 5 04/09/22 – 04/08/23
54151S	Applications Systems Developer III	Customer	\$111.98	\$114.33	\$116.73	\$119.18	\$121.68
54151S	Business Consultant	Customer	\$111.38	\$113.72	\$116.11	\$118.55	\$121.04
54151S	Database Architect/Analyst	Customer	\$149.96	\$153.11	\$156.32	\$159.61	\$162.96
54151S	Document Management Specialist	Customer	\$104.24	\$106.43	\$108.66	\$110.94	\$113.27
54151S	Enterprise Document Management Architect	Customer	\$179.30	\$183.07	\$186.91	\$190.84	\$194.85
54151S	Net Developer	Customer	\$100.24	\$102.34	\$104.49	\$106.69	\$108.93
54151S	Program Manager II	Customer	\$149.96	\$153.11	\$156.32	\$159.61	\$162.96
54151S	Project Manager	Customer	\$117.12	\$119.57	\$122.09	\$124.65	\$127.27
54151S	Rational Jazz System Administrator	Customer	\$98.25	\$100.32	\$102.42	\$104.57	\$106.77
54151S	SAS Administrator	Customer	\$98.25	\$100.32	\$102.42	\$104.57	\$106.77
54151S	Security Analyst III	Customer	\$127.92	\$130.60	\$133.34	\$136.15	\$139.00
54151S	Security Architect	Customer	\$184.50	\$188.37	\$192.33	\$196.36	\$200.49
54151S	Security Technical Writer	Customer	\$98.25	\$100.32	\$102.42	\$104.57	\$106.77
541611	Document Specialist	Customer	\$48.63	\$49.65	\$50.69	\$51.76	\$52.85
541611	Functional Specialist - 1	Customer	\$98.25	\$100.32	\$102.42	\$104.57	\$106.77
541611	Functional Specialist - 2	Customer	\$128.03	\$130.71	\$133.46	\$136.26	\$139.12
541611	Sr. Consultant	Customer	\$122.81	\$125.39	\$128.03	\$130.72	\$133.46
541611	Training Specialist	Customer	\$84.36	\$86.13	\$87.94	\$89.78	\$91.67
541611	Business Analyst	Customer	\$91.30	\$93.22	\$95.18	\$97.18	\$99.22
541611	Functional Analyst II	Customer	\$98.25	\$100.32	\$102.42	\$104.57	\$106.77
541611	Functional Analyst II - SharePoint Compliance	Customer	\$98.25	\$100.32	\$102.42	\$104.57	\$106.77
541611	IMS Scheduler	Customer	\$114.13	\$116.53	\$118.97	\$121.47	\$124.02

SIN	Labor Category	Site	Year 1 04/09/18 – 04/08/19	Year 2 04/09/19 – 04/08/20	Year 3 04/09/20 – 04/08/21	Year 404/09/21 – 04/08/22	Year 5 04/09/22 – 04/08/23
541611	Management Consultant III	Customer	\$197.50	\$201.64	\$205.88	\$210.20	\$214.62
541611	Transition Manager	Customer	\$117.11	\$119.57	\$122.08	\$124.64	\$127.26

**SERVICE CONTRACT ACT (SCA) MATRIX:**

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Document Specialist	13061 - Media Specialist I	WD 15-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

### III. LABOR CATEGORY DESCRIPTIONS

#### **SPECIAL ITEM NO. 54151S**

##### **Applications Systems Developer III**

*Functional Responsibility:* Creates technical solutions by designing, implementing, testing, deploying, and maintaining software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution. Applies basic knowledge of programming techniques and best practices around developing custom code. Develops program specifications for writing and testing applications. Oversees development of test data, performs thorough testing and corrections to ensure compliance with requirements. Documents applications according to Government standards and procedures. Extensive experience in J2EE or .NET related technologies and development environments. Excellent understanding of software development lifecycle. Extensive experience in system analysis, requirements gathering, design and development of custom programs. Experience includes a broad range of assignments in technical tasks.

*Minimum Education:* Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.

*Minimum/General Experience:* Five (5) years of experience developing software. Knowledge in .NET related technologies and development environments. Knowledge of system analysis, design, and or maintenance. Excellent understanding of requirements gathering, design and development of custom applications. Excellent understanding of object-oriented design concepts.

##### **Business Consultant**

*Functional Responsibility:* Gather and analyze requirements under the direction of project manager or Senior Business Consultant/Analyst. Ability to recommend new business processes, guide organizations to enterprise process change, and facilitate organizational change. Is able to Gather and analyze requirements and works independently with little direction. Designs and documents requirements, use cases and business processes in a consistent and uniformed manner. Ability to recommend new business processes, guide organizations to enterprise process change, and facilitate organizational change.

*Minimum Education:* Bachelors degree in IT or business disciplines.

*Minimum/General Experience:* Five (5) years of experience as a business analyst, functional analyst, or related field.

##### **Database Architect/Analyst**

*Functional Responsibility:* Designs databases to support the development of application solutions and is responsible for the design of the data used, updated, and produced by the application. Uses data modeling to help generate application solutions. Provides competent leadership, and highly specialized and technical guidance, to complex data architectural challenges. Simultaneously plans, manages, and provides technical oversight for data architecture activities. Directs completion of tasks within estimated time frames and budget constraints. Schedules and as-signs duties to subordinates and formulates and enforces work standards.

Coordinates with the Program Manager, Deputy Program Manager, or Project Manager to ensure problem resolution and customer satisfaction. May serve as Task Order Manager for one or more task orders. Has extensive experience in project management and data architecture discipline(s).

*Minimum Education:* Bachelor's degree in Computer science, Information science or related scientific field.



Minimum/General Experience: Eight (8) years of related experience, including five (5) years as a database administrator or database developer.

### **Document Management Specialist**

Functional Responsibility: Works as part of a team that supports and develops applications for use against document management or information system platforms in production, test, and development environments. Writes, reviews, or executes plans for testing new or established document management or information systems. Assists in leading the design, development, and support of applications. Provides operations support of the production, test, and development of environments, including off hours support as needed. Reviews and updates project documents to ensure program standards are met and technical content is complete. Ensures Content Management (CM) and other information system standards are met. Provides custom integration implementation support on products involving software including pre-site inspection, initial installation, implementation, customization, integration and outline orientation for the customer.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.

Minimum/General Experience: Three (3) years of experience assisting the design, development, and support of document management applications for Documentum or other platforms.

### **Enterprise Document Management Architect**

Functional Responsibility: Acts as the main point of contact for technical customer inquiries. Is responsible for developing project plans, justifications, guidelines and controls. Applies knowledge of computer concepts and techniques to develop and implement automated solutions to engineering, scientific, or business data acquisition and management problems. Leads in implementation, design and development of software applications. Reviews and manages system design to ensure it covers system requirements and/or system requirements are updated. Reviews and manages system implementation to ensure it covers system design and/or system requirements and designs are updated. Responsible for technical roadmaps and system infrastructure including infrastructure design, implementation, and maintenance. Ability to perform system analysis and technology recommendations. Reviews team designs and implementation deliverables. Applies advanced knowledge of computer concepts, techniques and Documentum's product suite or other information platforms to design, develop and implement automated solutions to imaging, content/document management, engineering, and management problems. Is responsible for enterprise architecture planning, capacity planning, logical and physical architecture specifications, justifications guidelines, and controls. Develops alternative approaches to design, test, and evaluation techniques for solving automation problems. Ability to perform enterprise system analysis and technology recommendations.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business, Science or other technically related discipline.

Minimum/General Experience: Eight (8) years of experience with a minimum of three (3) years specialized experience as an architect. Excellent understanding of infrastructure, development processes, scope and requirements processes. Extensive experience with designing technical solutions in various business processes.

### **Net Developer**

Functional Responsibility: Creates technical solutions by designing, implementing, testing, deploying, and maintaining software applications. Core duties include defining solution objectives by analyzing user requirements, mapping the requirements to

design options, evaluating the options and recommending a solution based on the customer priorities, and implementing the agreed upon solution. Applies basic knowledge of programming techniques and best practices around developing custom programs using .Net or other programming languages. Develops program specifications for writing and testing applications. Develops test data, performs thorough testing and corrections to ensure compliance with requirements. Documents applications according to Government standards and procedures

Minimum Education: BS degree in Computer science, Information science or related scientific field. Waiver for degree can be allowed with five years additional experience in this field.

Minimum/General Experience: Three (3) years of experience developing software. Knowledge in .NET related technologies and development environments. Knowledge of system analysis, design, and or maintenance. Excellent understanding of requirements gathering, design and development of custom applications. Excellent understanding of object-oriented design concepts.

### **Program Manager II**

Functional Responsibility: Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Minimum Education: Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. PMP Certification (or equivalent)

Minimum/General Experience: Ten (10) years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

### **Project Manager**

Functional Responsibility: Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules.

Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Minimum Education: Bachelor's Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline.

Minimum/General Experience: Seven (7) years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

### **Rational Jazz System Administrator**

Functional Responsibility: Administers Rational Jazz and/or other platforms/software to ensure balanced activity and secure environment. Makes recommendations for optimizing system operations. Ability to perform network administration tasks, perform Operation System administration, install hardware and software solutions, and execute performance evaluations.

Minimum Education: Bachelor's degree in Computer science, Information science or related scientific field. Waiver for degree can be allowed with five years additional experience in this field.

Minimum/General Experience: Three (3) years experience installing and deploying Rational Jazz and other software applications on Windows and/or UNIX-based platforms, Rational Jazz Administration, network administration, Operating System administration, software configurations, and/or performance evaluations.

### **SAS Administrator**

Functional Responsibility: Administers SAS and/or other platforms/software to ensure balanced activity and secure environment. Makes recommendations for optimizing system operations. Ability to perform network administration tasks, perform Operation System administration, install hardware and software solutions, and execute performance evaluations.

Minimum Education: Bachelor's degree in Computer science, Information science or related scientific field. Waiver for degree can be allowed with five years additional experience in this field.

Minimum/General Experience: Two (2) years experience installing and deploying software applications on Windows and/or UNIX-based platforms, SAS Administration, network administration, Operating System administration, software configurations, and/or performance evaluations.

### **Security Analyst III**

Functional Responsibility: Conduct assessments of threats and vulnerabilities, determines deviations from acceptable configurations, enterprise or local policy, assesses the level of risk, and develops and/or recommends appropriate mitigation countermeasures in operational and non-operational situations, including Network Mapping, Vulnerability Scanning, Phishing Assessment, Wireless Assessment, Web Application Assessment, Operating System Security Assessment (OSSA), and Database Assessment.

Minimum Education: Bachelor's degree in Computer science, Information science or related scientific field. Security+, CASP, or equivalent certification preferred.

Minimum/General Experience: Five (5) years of IT experience, with two (2) years of specialized experience in the areas of IT Systems security, cybersecurity, or equivalent.

### **Security Architect**

Functional Responsibility: Designs, develops, engineers, and implements integrated security system solutions that will ensure proprietary/confidential data and systems are protected. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems; tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely, and computer security policies and procedures are being implemented as defined in security plans. Duties include architecture design, system/network analysis, vulnerability and risk assessments, and security assessment of hardware and software. Performs duties on tasks that require expertise in firewall, cyber, cloud computing, implementation/configuration, physical security analysis of facilities, security assessment/risk analysis, security design of local area networks and wide area networks, security analysis of network operating systems and applications, continuity of operations, planning, policy development and disaster recovery.

Minimum Education: BS degree in Computer science, Information science or related scientific field. Security+, CASP, or equivalent certification required.

Minimum/General Experience: Eight (8) years of IT experience, with three (3) years of specialized experience in the areas of IT Systems security, cybersecurity architecture, or equivalent.

**Security Technical Writer**

Functional Responsibility: Analyzes and documents technical and procedural controls, including implementation statements and SOPs in accordance with the format and structure security documentation such as System Security Plan (SSP).

Explains in simple language technical ideas and concepts that are difficult for the average reader to understand. Writes technical materials, such as equipment software manual, appendices, or operating and maintenance instructions. Writes white papers, Requests for Proposals, Requests for Information, and authors online content. May assist in layout work Possesses excellent research skills, mastery of written English grammar and syntax, and superior spelling skills.

Must demonstrate the ability to write and edit different styles of documents (e.g., persuasive, instructional, informative, blogs, etc.).

Minimum Education: Bachelor's Degree in English, Liberal Arts, or technical field.

Minimum/General Experience: Five (5) years of experience as a Technical Writer. Knowledge of security standards such as FISMA, SOX, National Institute of Standards and Technology (NIST) guidelines.

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## **SPECIAL ITEM NO. 541611**

### **Document Specialist**

*Functional Responsibility:* Organizes collections of documents, audiovisual materials, and other reference materials for convenient access. Codes, classify, and catalog, films, audiovisual aids, and other materials based on subject matter or other classification systems.

*Minimum Education:* High School Diploma or GED.

*Minimum/General Experience:* A minimum of 1 year experience in scanning, classification and organization of items such as documents, books, films, and audiovisual aids or other related items.

### **Functional Specialist 1**

*Functional Responsibility:* Analyzes project business requirements. Evaluates and documents workflow, organization, and plans and develops recommended solutions. Applies business process improvement practices to reengineer methodologies and business process improvement projects. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis, and modern business methods and performance measurement techniques. Constructs business improvement opportunities consistent with management guiding principles and cost saving objectives.

*Minimum Education:* Bachelors degree in Management, Business, Finance, Administration, or related field.

*Minimum/General Experience:* Three (3) years of experience in business management or business process improvement.

### **Functional Specialist 2**

*Functional Responsibility:* Responsible for analyzing business needs, identifying business problems and proposing solutions and/or risk mitigation strategies. Elicits, analyzes, communicates, and validates business rules and requirements for changes to business processes and policies. Understands business problems and opportunities in the context of the requirements and recommends solutions that enable the organization to achieve its goals. Identifies and resolves issues, manages risks, coordinates interdependencies, and gathers requirements to improve business operations, map processes (current state/future state), analyzes data, and produces documentation. Can supervise junior staff or lead a team of functional specialists.

*Minimum Education:* Bachelors degree in Management, Business, Finance, Administration, or related field.

*Minimum/General Experience:* Six (6) years of experience in business management or business process improvement. Understanding of management and quality frameworks such as PMBOK, CMMI, and ISO.

### **Sr. Consultant**

*Functional Responsibility:* Assists with applying business process improvement practices to bring efficiencies to complex business problems. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Acts as key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Applies appropriate activity data modeling, transaction flow analysis, and internal control and risk analysis, modern business methods and applies performance measurement techniques. Assists in establishing project lifecycle standards and procedures. Provides daily supervision and direction to staff.

*Minimum Education:* Bachelors degree in business, management, or related field.

Minimum/General Experience: Seven (7) years of consulting experience, including business process reengineering and or project management or Governance

### **Training Specialist**

Functional Responsibility: Provides the Customer with appropriate training to achieve its mission goal and maintain currency in applicable business paradigms. Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Minimum Education: Bachelors degree in Education, Management, Business, Finance, Administration, or related field.

Minimum/General Experience: Three (3) years of specialized experience in developing and providing functional and process training. Demonstrated ability to communicate effectively orally and in writing.

### **Business Analyst**

Functional Responsibility: Analyzes business goals and information requirements. Evaluates and documents business workflows, Applies business process improvement practices, as they aligned to industry standard frameworks such as PMBOK, CMMI, or ISO. Proposes business improvement opportunities and documents As-Is/To-Be process flows. Assists with market research and analyses.

Minimum Education: Bachelor's degree in Management, Business, Finance, Administration, or related field.

Minimum/General Experience: Five (5) years of related experience documenting business processes.

### **Functional Analyst II**

Functional Responsibility: Conducts program and project analysis and evaluation. Leads the analysis and evaluation of existing or proposed program/project management processes, controls, schedules, resource planning activities, and earned value assessment. Performs detailed project planning, scope, control, management, tracking, and review activities. Leads program/project management planning document development and maintenance over the program/project lifecycle. Uses methodologies, modeling/estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives.

Minimum Education: Bachelor's degree in Management, Business, Finance, Administration, or related field. PMP or equivalent certification preferred by not required.

Minimum/General Experience: Six (6) years of specialized experience assessing and evaluating project management processes, procedures, policies, standards, and guidelines utilizing project management best practices (e.g., PBMOK).

### **Functional Analyst II-SharePoint Compliance**

Functional Responsibility: Coordinates the preparation of project standards, procedures, and templates. Updates documentation related to SharePoint and other project governance. Documentation may include, but is not limited to, Governance Plan, the training curriculum, the Governance Plan Summary, the internal processes and procedures documentation, communication plans, and internal status reports. Reviews reports and notifications for compliance-related violations and acts on any violations. Actions may include, but are not limited to, updating the status of corrective actions, making recommendations, updating



documentation, and/or escalating non-compliances. Acts as change agent for compliance requirements and associated compliance responsibilities. Completes compliance-related administrative actions. Conducts internal audits and reports on the results of the audits.

Minimum Education: Bachelor's degree in Management, Business, Finance, Administration, or related field.

Minimum/General Experience: Five (5) years of experience in the areas of project compliance, project governance, and project management. One year of specialized SharePoint experience as a power user.

### **IMS Scheduler**

Functional Responsibility: Responsible for developing, maintaining, enhancing, and managing project schedules. Helps estimate project activity times and durations, and sequences and optimizes project activities to meet goals and objectives. Develops schedules that span the entire project lifecycle from inception to closure. Produces comprehensive schedules in various formats and levels of detail to suit different users or audiences. Integrates the schedule with the project budgets, and analyzes the validity of schedules from other parties contributing to the project. Monitors actual progress and compares it to the baseline. Reports on progress and alerts of project deviations. Conducts Schedule Impact Analysis and what-if scenarios.

Minimum Education: Bachelor's degree in Management, Business, Finance, Administration, or related field.

Minimum/General Experience: Five (5) years experience with scheduling, project controls, and/or earned value analysis.

### **Management Consultant III**

Functional Responsibility: Provides management, organizational, and business improvement services to include visioning, business strategy planning, information strategy planning, quality management, organizational design/efficiency, business analyses, and business transformation. Can serve as the Project Manager.

Minimum Education: Bachelor's degree in Management, Business, Finance, Administration, or related field.

Minimum/General Experience: Eight (8) years of experience performing and managing highly complex projects. Analyzes, plans, directs, and coordinates activities of designated projects to ensure that goals and objectives of the project are accomplished within the prescribed timeframe and funding parameters.

### **Transition Manager**

Functional Responsibility: Acts as overall manager and administrator for transition activities for one or more delivery orders. Serves as the primary interface and point of contact with the Program Manager and customer management. Addresses project and transition issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost-efficient delivery of products and services. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project. Can act as Project Lead or Project Manager.

Minimum Education: Bachelor's degree in Management, Business, Finance, Administration, or related field.

Minimum/General Experience: Eight (8) years of experience managing and supervising business and administrative resources. Demonstrated ability to make recommendations relevant to resource allocation and utilization, quality control, and quality assurance. Two (2) years of specialized experienced assisting with project transitions.