

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.

Schedule Title- Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services and Scientific Management and Solutions
Contract Number: 47QRAA19D000D

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Period Covered by Contract October 23, 2018 – October 22, 2023
Pricelist current through Modification: PS-0004 effective November 2, 2020



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Contract Administration: Matthew Stuckey

Business Size: Small business, SBA Certified Small Disadvantaged business, SBA Certified 8(a) Firm, SBA Certified HUBZone Firm

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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers:

SIN	SIN Title	Description
541219	Budget and Financial Management Services	Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.
541330ENG	Engineering Services	Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.
541380	Testing Laboratory Services	Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services.
541420	Engineering System Design and Integration Services	Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.
541611	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.
541614	Deployment, Distribution and Transportation Logistics Services:	Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.
541715	Engineering Research and Development and Strategic Planning	Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.
561110	Office Administrative Services	Services includes a range of turnkey day-to-day office administrative support services, such as clerical/secretarial functions, data entry, payroll administration, recordkeeping, travel preparation, scheduling, notetaking, meeting management, drafting memos/notes/letters, purchasing/requisitioning supplies, and logistics.

OLM	Order-Level Materials	OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.
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- 1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: See Authorized Pricelist.
- 1c. HOURLY RATES: See Authorized Pricelist.
- 2. Maximum order:

SIN Category	Maximum Order
541219 Budget and Financial Management Services	\$1,000,000.00
541330ENG Engineering Services	\$1,000,000.00
541380 Testing Laboratory Services	\$250,000.00
541420 Engineering System Design and Integration Services	\$1,000,000.00
541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	\$1,000,000.00
541614 Deployment, Distribution and Transportation Logistics Services	\$1,000,000.00
541715 Engineering Research and Development and Strategic Planning	\$1,000,000.00
561110 Office Administrative 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: None
- 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."
- 9. FOREIGN ITEMS: None
- 10a. Time of Delivery: Services Specified on the Task Order
- 10b. Expedited Delivery: Contact Contractor
- 10c. Overnight and 2-day delivery: Contact Contractor
- 10d. Urgent Requirements: Contact Contractor
- 11. F.O.B. Points: Destination
- 12a. Ordering Address: Same as Contractor

- 12b. 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.
13. Payment address: Innovative Consulting & Management Services (ICMS)
Attn: Accounts Receivable
7361 Calhoun Place, Suite 585
Rockville, MD 20855
14. Warranty provision: Contractor's standard commercial warranty.
15. Export Packing Charges: Not Applicable
16. Terms and conditions of rental, maintenance, and repair: Not Applicable
17. Terms and conditions of installation: Not Applicable
18. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
- 18a. Terms and conditions for any other services: Not Applicable
19. List of service and distribution points: Not Applicable
20. List of participating dealers: Not Applicable
21. Preventive maintenance: Not Applicable
- 22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not Applicable
- 22b. Section 508 Compliance for EIT: As Applicable
23. Data Universal Number System (DUNS) number. 827724175
24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:
Contractor has an Active Registration in the SAM database.

CONTRACT OVERVIEW

GSA awarded Innovative Consulting & Management Services (ICMS) a GSA Federal Supply Schedule contract for Multiple Award Schedule (MAS), Professional Services and Scientific Management and Solutions, Contract No. **47QRAA19D000D**. The current contract period is **October 23, 2018 – October 22, 2023**. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

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MARKETING AND TECHNICAL POINT OF CONTACT

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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Facilities Maintenance and Management, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order. Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Number (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Innovative Consulting & Management Services (ICMS) has been awarded a contract by GSA to provide services under the following SINs: 541219 Budget and Financial Management Services 541330ENG Engineering Services, 541380 Testing Laboratory Services, 541420 Engineering System Design and Integration Services, 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services, 541614 Deployment, Distribution and Transportation Logistics Services, 541715 Engineering Research and Development and Strategic Planning, and 561110 Office Administrative Services.

AUTHORIZED PRICELIST

SIN	GSA Labor Category	Site	GSA Rate 10/23/19 – 10/22/20	GSA Rate 10/23/20 – 10/22/21	GSA Rate 10/23/21 – 10/22/22	GSA Rate 10/23/22 – 10/22/23
541219	Financial Analyst I	Customer	\$97.72	\$99.77	\$101.87	\$104.01
541219	Financial Analyst II	Customer	\$120.98	\$123.52	\$126.11	\$128.76
541219	Financial Analyst III	Customer	\$125.87	\$128.51	\$131.21	\$133.97
541219	Financial Consultant I	Customer	\$120.98	\$123.52	\$126.11	\$128.76
541219	Financial Consultant II	Customer	\$142.65	\$145.65	\$148.71	\$151.83
541219	Financial Consultant III	Customer	\$151.22	\$154.40	\$157.64	\$160.95
541219	Program Manager I	Customer	\$153.30	\$156.52	\$159.81	\$163.17
541219	Program Manager II	Customer	\$167.60	\$171.12	\$174.72	\$178.39
541219	Task Manager	Customer	\$180.91	\$184.71	\$188.59	\$192.55
541219	Sr. Executive/Partner	Customer	\$354.90	\$362.35	\$369.96	\$377.73
541614	Logistic Analyst I	Customer	\$60.19	\$61.46	\$62.75	\$64.07
541614	Logistic Analyst II	Customer	\$74.06	\$75.61	\$77.20	\$78.82
541614	Logistic Analyst III	Customer	\$80.90	\$82.60	\$84.34	\$86.11
541614	Quality Assurance Specialist	Customer	\$85.52	\$87.32	\$89.15	\$91.02
541614	Business Specialist I	Customer	\$97.25	\$99.29	\$101.37	\$103.50
541614	Business Specialist II	Customer	\$109.13	\$111.42	\$113.76	\$116.15
541614	Business Analyst I	Customer	\$104.23	\$106.42	\$108.65	\$110.94
541614	Business Analyst II	Customer	\$121.26	\$123.81	\$126.41	\$129.07
541614	Acquisition Analyst	Customer	\$116.36	\$118.80	\$121.30	\$123.84
541614	Program Manager I	Customer	\$161.37	\$164.76	\$168.22	\$171.75
541614	Program Manager II	Customer	\$186.51	\$190.42	\$194.42	\$198.50
541611 541614 561110	Procurement Technician I**	Customer	\$48.70	\$49.73	\$50.77	\$51.84
541611 541614 561110	Procurement Technician II	Customer	\$55.85	\$57.02	\$58.22	\$59.44
541611 541614 561110	Procurement Technician III	Customer	\$63.56	\$64.89	\$66.25	\$67.65
541611 541614 561110	Administrative Assistant I**	Customer	\$46.67	\$47.65	\$48.65	\$49.67

SIN	GSA Labor Category	Site	GSA Rate 10/23/19 – 10/22/20	GSA Rate 10/23/20 – 10/22/21	GSA Rate 10/23/21 – 10/22/22	GSA Rate 10/23/22 – 10/22/23
541611 541614 561110	Administrative Assistant II**	Customer	\$48.97	\$49.99	\$51.04	\$52.12
541611 541614 561110	Administrative Assistant III**	Customer	\$61.73	\$63.02	\$64.35	\$65.70
541611 541614	Program Analyst I	Customer	\$109.65	\$111.95	\$114.30	\$116.70
541611 541614	Program Analyst II	Customer	\$114.93	\$117.35	\$119.81	\$122.33
541611 541614	Program Analyst III	Customer	\$120.98	\$123.52	\$126.11	\$128.76
541611 541614	Management Consultant I	Customer	\$95.77	\$97.78	\$99.84	\$101.93
541611 541614	Management Consultant II	Customer	\$159.79	\$163.15	\$166.57	\$170.07
541611 541614	Management Consultant III	Customer	\$179.70	\$183.47	\$187.33	\$191.26
541611 541614	Strategic Analyst I	Customer	\$108.45	\$110.73	\$113.05	\$115.43
541611 541614	Strategic Analyst II	Customer	\$117.20	\$119.66	\$122.17	\$124.74
541611 541614	Strategic Analyst III	Customer	\$149.71	\$152.85	\$156.06	\$159.34
541611 541614	Program Manager I	Customer	\$161.37	\$164.76	\$168.22	\$171.75
541611 541614	Program Manager II	Customer	\$174.45	\$178.11	\$181.85	\$185.67
541611 541614	Principal Consultant I	Customer	\$235.46	\$240.41	\$245.45	\$250.61
541611 541614	Principal Consultant II	Customer	\$284.06	\$290.03	\$296.12	\$302.34
541330ENG 541380 541420 541715	Technical Specialist I	Customer	\$61.12	\$62.40	\$63.71	\$65.05
541330ENG 541380 541420 541715	Technical Specialist II	Customer	\$73.59	\$75.14	\$76.72	\$78.33
541330ENG 541380 541420 541715	Technical Specialist III	Customer	\$80.65	\$82.34	\$84.07	\$85.84

SIN	GSA Labor Category	Site	GSA Rate 10/23/19 – 10/22/20	GSA Rate 10/23/20 – 10/22/21	GSA Rate 10/23/21 – 10/22/22	GSA Rate 10/23/22 – 10/22/23
541330ENG 541380 541420 541715	Design/CAD Engineer I	Customer	\$105.85	\$108.08	\$110.35	\$112.66
541330ENG 541380 541420 541715	Design/CAD Engineer II	Customer	\$125.63	\$128.27	\$130.97	\$133.72
541330ENG 541380 541420 541715	Engineering Consultant I	Customer	\$128.29	\$130.98	\$133.73	\$136.54
541330ENG 541380 541420 541715	Engineering Consultant II	Customer	\$139.77	\$142.71	\$145.70	\$148.76
541330ENG 541380 541420 541715	Engineer I	Customer	\$114.66	\$117.07	\$119.52	\$122.03
541330ENG 541380 541420 541715	Engineer II	Customer	\$116.84	\$119.30	\$121.80	\$124.36
541330ENG 541380 541420 541715	Engineer III	Customer	\$132.07	\$134.84	\$137.67	\$140.56
541330ENG 541380 541420 541715	Engineer IV	Customer	\$141.09	\$144.05	\$147.08	\$150.17
541330ENG 541380 541420 541715	Engineer V	Customer	\$166.65	\$170.15	\$173.72	\$177.37
541330ENG 541380 541420 541715	Senior Engineer	Customer	\$215.49	\$220.02	\$224.64	\$229.35
541330ENG 541380 541420 541715	Project Manager I	Customer	\$115.94	\$118.37	\$120.86	\$123.39

SIN	GSA Labor Category	Site	GSA Rate 10/23/19 – 10/22/20	GSA Rate 10/23/20 – 10/22/21	GSA Rate 10/23/21 – 10/22/22	GSA Rate 10/23/22 – 10/22/23
541330ENG 541380 541420 541715	Project Manager II	Customer	\$136.10	\$138.96	\$141.88	\$144.85
541330ENG 541380 541420 541715	Program Manager I	Customer	\$161.37	\$164.76	\$168.22	\$171.75
541330ENG 541380 541420 541715	Program Manager II	Customer	\$180.91	\$184.71	\$188.59	\$192.55

SERVICE CONTRACT LABOR STANDARDS

Innovative Consulting and Management Services, LLC (ICMS) has reviewed our proposal for potential SCLS labor categories and has provided our findings below in the SCLS Matrix.

SCLS Eligible Contract Labor Category	SCLS Labor Category	Wage Determination Number
Procurement Technician I**	01020 - Administrative Assistant	2015-4405
Administrative Assistant I**	01020 - Administrative Assistant	2015-4281
Administrative Assistant II**	01020 - Administrative Assistant	2015-4405
Administrative Assistant III**	01020 - Administrative Assistant	2015-4405

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) 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).

LABOR CATEGORY DESCRIPTIONS

541219 BUDGET AND FINANCIAL MANAGEMENT SERVICES

Title:	Financial Analyst I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	No minimum years of experience required.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by Task Manager and Finance Consultant such as documenting business process flows; testing internal controls; providing budgeting and accounting support; documenting requirements for financial and business management solutions; designing and testing functional components of financial and business management systems; developing project documentation according to program specifications; supporting recovery efforts; providing technical support to financial management improvement, and completing tasks related to budgeting, accounting, and financial management.

Title:	Financial Analyst II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least one (1) year of experience in financial, accounting, or business management areas in supporting commercial or federal organizations.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by Task Manager and Finance Consultant such as documenting business process flows; testing internal controls; providing budgeting and accounting support; documenting requirements for financial and business management solutions; designing and testing functional components of financial and business management systems; developing project documentation according to program specifications; supporting recovery efforts; providing technical support to financial management improvement, and completing tasks related to budgeting, accounting, and financial management.

Title:	Financial Analyst III
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least five (5) years of experience in financial, accounting, or business management areas in supporting commercial or federal organizations.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by Task Manager and Finance Consultant such as documenting business process flows; testing internal controls; providing budgeting and accounting support; documenting requirements for financial and business management solutions; designing and testing functional components of financial and business management systems; developing project documentation according to program specifications; supporting recovery efforts; providing technical support to financial management improvement, and completing tasks related to budgeting, accounting, and financial management.

Title:	Financial Consultant I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least two (2) years of experience in financial, accounting or business management areas in supporting commercial or federal organizations.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by the Task Manager or Senior Executive/Partner such as designing financial and business management processes and capabilities; performing budgeting and accounting activities; defining financial and business solution requirements; analyzing improper payments; conducting business solution testing and deployment; developing work plans;

	performing value analysis; and, providing financial and business support functional responsibilities to support projects, including financial management of contract arrangements, contracts management and administration, facilities management, resource planning and other general business administration functions that directly support the project. May lead teams of Finance Analysts.
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Title:	Financial Consultant II
Minimum Education:	Bachelor’s Degree is required.
Minimum Experience Requirements:	At least three (3) years of experience in financial, accounting or business management areas in supporting commercial or federal organizations.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by the Task Manager or Senior Executive/Partner such as designing financial and business management processes and capabilities; performing budgeting and accounting activities; defining financial and business solution requirements; analyzing improper payments; conducting business solution testing and deployment; developing work plans; performing value analysis; and, providing financial and business support functional responsibilities to support projects, including financial management of contract arrangements, contracts management and administration, facilities management, resource planning and other general business administration functions that directly support the project. May lead teams of Finance Analysts.

Title:	Financial Consultant III
Minimum Education:	Bachelor’s Degree is required.
Minimum Experience Requirements:	At least four (4) years of experience in financial, accounting, or business management areas in supporting commercial or federal organizations.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by the Task Manager or Senior Executive/Partner such as designing financial and business management processes and capabilities; performing budgeting and accounting activities; defining financial and business solution requirements; analyzing improper payments; conducting business solution testing and deployment; developing work plans; performing value analysis; and, providing financial and business support functional responsibilities to support projects, including financial management of contract arrangements, contracts management and administration, facilities management, resource planning and other general business administration functions that directly support the project. May lead teams of Finance Analysts.

Title:	Program Manager I
Minimum Education:	Bachelor’s Degree is required.
Minimum Experience Requirements:	At least six (6) years of experience in financial, accounting, or business management areas in supporting commercial or federal organizations. May have PMP, other PM certification or training. May also have financial management certification such as CGFM, CDFM, CPA, etc.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by the Senior Executive/Partner and leads teams of Finance Analysts, Finance Consultants, and Managers. Has overall accountability for business solution programs and responsibility for product delivery of client engagements. Performs independent quality assurance reviews of program performance and deliverables for contractual compliance. Recognized expert in business process design, financial management and financial integration. May lead teams of Finance Analysts, Finance Consultants, and/or Managers.

Title:	Program Manager II
Minimum Education:	Bachelor’s Degree is required.

Minimum Experience Requirements:	At least eight (8) years of experience in financial, accounting, or business management areas in supporting commercial or federal organizations. May have PMP, other PM certification or training. May also have financial management certification such as CGFM, CDFM, CPA, etc.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by the Senior Executive/Partner and leads teams of Finance Analysts, Finance Consultants and Program Manager I. Has overall accountability for business solution programs and responsibility for product delivery of client engagements. Performs independent quality assurance reviews of program performance and deliverables for contractual compliance. Recognized expert in business process design, financial management and financial integration. May lead teams of Finance Analysts, Finance Consultants, and/or Managers.

Title:	Task Manager
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least 12 years of experience in financial, accounting, or business management areas in supporting commercial or federal organizations. May have PMP, other PM certification or training. May also have financial management certification such as CGFM, CDFM, CPA, etc.
Functional Duties/ Responsibilities:	Performs tasks and activities assigned by Senior Executive/Partner and leads teams of Finance Analysts, Finance Consultants and Program Managers. Acts as the primary liaison to the client and notifies Senior Executives/Partners of major developments. Monitors achievement of strategic, financial and operational benefits. Ensures planned business outcomes are achieved and helps adjust programs if necessary. Provides guidance to project teams analyzing client data, develops plans to improve financial processes and operations and assesses use of information technology to improve financial management operations. Works with client executives to review financial strategies and business objectives. Communicates status of project performance to client executives. May lead teams of Finance Analysts, Finance Consultants and Program Managers.

Title:	Sr. Executive / Partner
Minimum Education:	Master's Degree is required.
Minimum Experience Requirements:	At least 15 years of experience in financial and business management solutions serving as the overall senior project executive for similar commercial and federal government engagements. May have PMP, other PM certification or training. May also have financial management certification such as CGFM, CDFM, CPA, etc.
Functional Duties/ Responsibilities:	Responsible for the work performed, including project management and final review. Provides primary interface with client management regarding strategic issues. Directs completion of projects within estimated time frames and budget constraints, reviews work products for completeness and adherence to applicable regulations and customer requirements. The Senior Executive/Partner also delivers, presents and leads strategic level client meetings.

541614 DEPLOYMENT, DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES

Title:	Logistics Analyst I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	No years of experience required.
Functional Duties/ Responsibilities:	Familiarity with basic logistics functions. Performs support tasks on a variety of routine logistics functions with are broad in nature and include warehousing, packaging, shipping, and maintaining, repairing and operating facilities and/or equipment. Works under supervision receiving general instruction on routine work and detailed instructions on new assignments.

Title:	Logistics Analyst II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least two (2) years of relevant experience.
Functional Duties/ Responsibilities:	Performs logistics studies and analyses within areas of expertise. Evaluates metrics, assessing logistic studies, developing plans, conducting research, defining technical objectives, developing program schedules and milestones and producing quality logistic products related to: support analysis, configuration management, resource analysis and life-cycle cost analysis for a plethora of industry applications. Evaluates operational problems, develop business methods and procedures, including office systems, logistics systems, and production schedules. Analyzes specific problems or aspects of automated supply maintenance/operations working with applicable files, reports, and interfacing with other logistics personnel. Reviews tasking requirements and evaluates current supply operations and functions. Provides training to lower-level personnel in Total Life Cycle Systems Management (TLCSM) and other areas as required. Prepares written reports/presentations to management. Prepares follow-up reports evaluating effectiveness of system implementations.

Title:	Logistics Analyst III
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least four (4) years of relevant experience.
Functional Duties/ Responsibilities:	Performs logistics studies and analyses within areas of expertise. Evaluates metrics, assessing logistic studies, developing plans, conducting research, defining technical objectives, developing program schedules and milestones, and producing quality logistic products related to: support analysis, configuration management, resource analysis and life-cycle cost analysis for a plethora of industry applications. Evaluates operational problems, develop business methods and procedures, including office systems, logistics systems, and production schedules. Analyzes specific problems or aspects of automated supply maintenance/operations working with applicable files, reports, and interfacing with other logistics personnel. Reviews tasking requirements and evaluates current supply operations and functions. Provides training to lower-level personnel in Total Life Cycle Systems Management (TLCSM) and other areas as required. Prepares written reports/presentations to management. Prepares follow-up reports evaluating effectiveness of system implementations.

Title:	Quality Assurance Specialist
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least two (2) years of relevant experience.
Functional Duties/ Responsibilities:	Develops, establishes and maintains quality assurance programs, policies, processes, procedures and controls ensuring that performance and quality of products conform to established company, international (ISO), and governmental regulatory standards and agency guidelines, and to ensure lasting customer satisfaction. Provides expertise and guidance in interpreting governmental regulations, agency guidelines and internal policies to assure compliance. Serve as liaison with customer and other government agencies. Works directly with program operations to ensure that inspections, statistical process control analyses and audits are conducted on a continuing basis as specified to enforce requirements and meet specifications.

Title:	Business Specialist I
Minimum Education:	Bachelor's Degree is required.

Minimum Experience Requirements:	At least two (2) years of relevant experience.
Functional Duties/ Responsibilities:	Detailed knowledge in the area of business and finance. Performs all labor efforts identified as business and finance in nature, including but not limited to, project control, project planning and scheduling and cost estimating.

Title:	Business Specialist II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least six (6) years of relevant experience.
Functional Duties/ Responsibilities:	High level of knowledge in the area of business and finance. Performs with some latitude all labor efforts identified as business and finance in nature, including but not limited to, project control, project planning and scheduling and cost estimating.

Title:	Business Analyst I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least two (2) years of relevant experience.
Functional Duties/ Responsibilities:	Experience in performing a variety of routine logistics task. Participates in the design, implementation, operation and performance of logistics functions, including supply chain, acquisition, distribution and transportation. Works under close supervision. Receives general instruction on routine work and detailed instruction on new assignments.

Title:	Business Analyst II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least five (5) years of relevant experience.
Functional Duties/ Responsibilities:	Experience in performing a variety of routine logistics task. Participates in the design, implementation, operation and performance of logistics functions, including supply chain, acquisition, distribution and transportation. Works under close supervision. Receives general instruction on routine work and detailed instruction on new assignments.

Title:	Acquisition Analyst
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least five (5) years of relevant experience.
Functional Duties/ Responsibilities:	Highly diverse experience in buying goods and services. Provide guidance and instruction to junior staff in processing requests for purchase of parts or repair of materiel. Locates sources of supplies, requests quotes from vendors, evaluates bids, and selects the most qualified source. Issues purchase orders, tracks status, and expedites orders according to customer requirements. Communications with customer are in person, electronically, or by telephone. Automated and Internet-based systems are used for most functions. Operates with latitude.

Title:	Program Manager I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least four (4) years of experience in managing complex logistic or technical efforts involving multiple facets of a logistics discipline.
Functional Duties/ Responsibilities:	Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates

	planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.
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Title:	Program Manager II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least six (6) years of experience in managing complex engineering or technical efforts involving multiple facets of an engineering discipline.
Functional Duties/ Responsibilities:	Provide overall technical, marketing, customer relations, personnel, and financial management direction of a program or several programs to ensure timely and cost-effective accomplishment of contractual commitments. Is accountable and has authority for the performance of contracts. Manages the research program to ensure successful completion of task on time and within budget. Maintains relationships with high-level government customer to ensure customer satisfaction. May include Subject Matter Experts with particular functional expertise. Must be experience as a facilitator of administrative matters associated with program and project development and proficient in directing resource to accomplish contract objectives.

541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES

541614 DEPLOYMENT, DISTRIBUTION AND TRANSPORTATION LOGISTICS SERVICES

Title:	Program Analyst I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least two (2) years of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Under supervision, assists in defining and executing activities within a project. These activities may consist of conducting planning, performance management, capacity planning, testing and validation, benchmarking, directed analytical tasking, data collection, data base development, related analysis, development and staffing of project/task documents. Supports management consultants as required. May perform other duties as assigned.

Title:	Program Analyst II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least four (4) years of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Under supervision, assists in defining and executing activities within a project. These activities may consist of conducting planning, performance management, capacity planning, testing and validation, benchmarking, directed analytical tasking, data collection, data base development, related analysis, development and staffing of project/task documents. Supports management consultants as required. May perform other duties as assigned.

Title:	Program Analyst III
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least six (6) years of experience which exhibits increasing levels of responsibility.

Functional Duties/ Responsibilities:	Includes all labor efforts identified as programmatic and analytical in nature, including but not limited to program analysis and documentation, project control, finance and accounting, project planning and scheduling, risk analysis, technology planning, process improvement, workload analysis, or cost estimating. Supervise and/or performs complex evaluations of existing program options, acquisition strategies, management procedures, processes, techniques, models, and/or systems related to program issues which would require a report and recommend solutions. Principal duties may include, but is not limited to, work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to program analysts, procurement technicians and administrative staff.
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Title:	Management Consultant I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least two (2) years of relevant experience.
Functional Duties/ Responsibilities:	Possess demonstrated knowledge, experience and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of program analysts or other staff as necessary.

Title:	Management Consultant II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least five (5) years of relevant experience.
Functional Duties/ Responsibilities:	Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of program analysts or other staff as necessary.

Title:	Management Consultant III
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least nine (9) years of relevant experience.
Functional Duties/ Responsibilities:	Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of program analysts or other staff as necessary.

Title:	Strategic Analyst I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least three (3) years of relevant experience.
Functional Duties/ Responsibilities:	Specialized experience may include strategic business and action planning for high performance work, process and productivity improvement systems alignment and leadership systems.

	Organizational assessments, cycle time optimization, performance measures and indicators, program audits, security practices, security assessments, security audits, evaluations, training methodology development and evaluation, process reengineering across all phases, identifying best practices, change management and business management techniques.
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Title:	Strategic Analyst II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least five (5) years of relevant experience.
Functional Duties/ Responsibilities:	Specialized experience may include strategic business and action planning for high performance work, process and productivity improvement systems alignment and leadership systems. Organizational assessments, cycle time optimization, performance measures and indicators, program audits, security practices, security assessments, security audits, evaluations, training methodology development and evaluation, process reengineering across all phases, identifying best practices, change management and business management techniques.

Title:	Strategic Analyst III
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least eight (8) years of relevant experience.
Functional Duties/ Responsibilities:	Specialized experience may include strategic business and action planning for high performance work, process and productivity improvement systems alignment, and leadership systems. Organizational assessments, cycle time optimization, performance measures and indicators, program audits, cyber security practices, cyber security assessments, cyber security audits, evaluations, training methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques. Directs others System Security Engineers.

Title:	Program Manager I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least four (4) years of experience which exhibits increasing levels of responsibility. May have PMP, other PM certification or training.
Functional Duties/ Responsibilities:	Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. Coordinates the resolution of problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of services. Provides users with computer output. Supervises staff operations.

Title:	Program Manager II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least six (6) years of experience which exhibits increasing levels of responsibility. May have PMP, other PM certification or training.
Functional Duties/ Responsibilities:	Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge.

	The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.
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Title:	Principal Consultant I
Minimum Education:	A Master’s Degree is required.
Minimum Experience Requirements:	At least six (6) years of relevant experience.
Functional Duties/ Responsibilities:	Plans and designs projects. Develops or directs the development of findings, draws conclusions and develops recommendations. Prepares and presents reports. Conducts large projects and is responsible for meeting goals within time and cost constraints.

Title:	Principal Consultant II
Minimum Education:	A Master’s Degree is required.
Minimum Experience Requirements:	At least eight (8) years of relevant experience.
Functional Duties/ Responsibilities:	Directs the performance of or provides technical expertise to a variety of related projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing and resource allocation within program client base. Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.

561110 OFFICE ADMINISTRATIVE SERVICES

Title:	Procurement Technician I
Minimum Education:	A High School Diploma is required.
Minimum Experience Requirements:	At least one (1) year of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Assist federal purchasing agents and contracting personnel with contract administrative duties. The position includes providing technical work that supports the procurement of supplies and services. Also includes the control and review of procurement documents and reports; sorting, compiling, typing and distributing requisitions, contracts, orders modifications, etc.; maintaining offer mailing lists by adding or deleting vendor information in the procumbent system; assembling contract file information and entering purchase order or contract data into management system; and, assembling and preparing procurement management reports by gathering and consolidating pertinent information.

Title:	Procurement Technician II
Minimum Education:	A Bachelor’s Degree is required.
Minimum Experience Requirements:	At least two (2) years of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Assist federal purchasing agents and contracting personnel with contract administrative duties. The position includes providing technical work that supports the procurement of supplies and services. Also includes the control and review of procurement documents and reports; directs and assigns duties to Procurement Technician I; sorting, compiling, typing and distributing requisitions, contracts, orders modifications, etc.; maintaining offer mailing lists by adding or deleting vendor information in the procumbent system; assembling contract file information and entering

	purchase order or contract data into management system; and, assembling and preparing procurement management reports by gathering and consolidating pertinent information.
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Title:	Procurement Technician III
Minimum Education:	A Bachelor's Degree is required.
Minimum Experience Requirements:	At least five (5) years of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Assist federal purchasing agents and contracting personnel with contract administrative duties. The position includes providing technical work that supports the procurement of supplies and services. Also includes the control and review of procurement documents and reports; directs and assigns duties to Procurement Technician I and II; knowledge of variety of procurement financial areas and their relationship to other function; such as inventory management, cataloging, transportation, and supply in order to research errors or investigate complaints; knowledge of the requirements of various contract clauses and special laws (e.g., Service Contract Act, Prompt Payment Act, progress payment, first article test requirements) to ensure inclusion of necessary information or supporting documentation in bid and solicitation packages; assembling contract file information and entering purchase order or contract data into management system; and, assembling and preparing procurement management reports by gathering and consolidating pertinent information.

Title:	Administrative Assistant I
Minimum Education:	A High School Diploma is required.
Minimum Experience Requirements:	At least one (1) year of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Performs a variety of administrative functions to support the operations of a program office. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for member of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgement, initiative and tact; determines method of collection and analysis for assigned projects; and prepares complex briefings. Specializes in coordinating and planning office administration and support. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments. May perform other duties as assigned.

Title:	Administrative Assistant II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least two (2) years of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Performs a variety of administrative functions to support the operations of a program office. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for member of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgement, initiative and tact; determines method of collection and analysis for assigned projects; and prepares complex briefings. Specializes in coordinating and planning office administration and support. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments. May perform other duties as assigned.

Title:	Administrative Assistant III
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least four (4) years of experience which exhibits increasing levels of responsibility.
Functional Duties/ Responsibilities:	Performs a variety of administrative functions to support the operations of a program office. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for member of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgement, initiative and tact; determines method of collection and analysis for assigned projects; and prepares complex briefings. Specializes in coordinating and planning office administration and support. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments. May perform other duties as assigned.

541330ENG ENGINEERING SERVICES

541380 TESTING LABORATORY SERVICES

541420 ENGINEERING SYSTEM DESIGN AND INTEGRATION SERVICES

Title:	Technical Specialist I
Minimum Education:	A High School Diploma is required.
Minimum Experience Requirements:	At least two (2) years of relevant experience.
Functional Duties/ Responsibilities:	Works under supervision to perform a variety of analytical, programmatic, operational, collection processing, engineering, and information operations related tasks, which are broad in nature and are concerned with the design and implementation, including support facilities and/or equipment. Supports the planning and performance of intelligence, analytical, programmatic, operational, collection processing, and information operations related and customer specifications. Supports the technical/analytical, programmatic, operational, collection processing, and information operations related activities related to the development and integration, of testing of a project assigned to higher level engineers. Works under the supervision of an experienced engineer or project manager. May perform other duties as assigned.

Title:	Technical Specialist II
Minimum Education:	An Associate Degree is required.
Minimum Experience Requirements:	At least three (3) years of relevant experience.
Functional Duties/ Responsibilities:	Works under supervision to perform a variety of analytical, programmatic, operational, collection processing, engineering, and information operations related tasks, which are broad in nature and are concerned with the design and implementation, including support facilities and/or equipment. Supports the planning and performance of intelligence, analytical, programmatic, operational, collection processing, and information operations related and customer specifications. Supports the technical/analytical, programmatic, operational, collection processing, and information operations related activities related to the development and integration, of testing of a project assigned to higher level engineers. Works under the supervision of an experienced engineer or project manager. May perform other duties as assigned.

Title:	Technical Specialist III
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least five (5) years of relevant experience.
Functional Duties/ Responsibilities:	Works under supervision to perform a variety of analytical, programmatic, operational, collection processing, engineering, and information operations related tasks, which are broad in nature and are concerned with the design and implementation, including support facilities and/or equipment. Supports the planning and performance of intelligence, analytical, programmatic, operational, collection processing, and information operations related and customer specifications. Supports the technical/analytical, programmatic, operational, collection processing, and information operations related activities related to the development and integration, of testing of a project assigned to higher level engineers. Works under the supervision of an experienced engineer or project manager. May perform other duties as assigned.

Title:	Designer/CAD Engineer I
Minimum Education:	An Associate's Degree is required.
Minimum Experience Requirements:	No minimum experience required.
Functional Duties/ Responsibilities:	Works with direction on designs and drawings using computer-aided drafting software to assist in the development of layouts, drawings, and designs as part of client deliverables, according to client's established evaluation schedule. Works with Designer/CAD Engineer II to prepare drawings that require approval by a construction inspector to ensure that the design meets all applicable building codes. Design and construction documents include CADD drawings, sketches and specifications, space planning, preparation of Comprehensive Interior Design packages, monitor furniture installs, as well as selection of finishes and furnishings. Responsible for technical coordination among engineering disciplines for facilities design and plans. Provides advice and opinion on aesthetics and integration of requirements to interior design composition. Estimates costs on the basis of the project goals and budget.

Title:	Designer/CAD Engineer II
Minimum Education:	A Bachelor's Degree is required.
Minimum Experience Requirements:	Must have a minimum of four (4) years of relevant experience requiring proficiency with MS Excel, MS Access, AutoCAD, and other related software.
Functional Duties/ Responsibilities:	Works independently on designs and drawings using computer-aided drafting software to assist in the development of layouts, drawings, and designs as part of client deliverables, according to client's established evaluation schedule. Responsible for design and preparation of construction documents for architectural aspects. Works with an architect or engineer to prepare drawings that require approval by a construction inspector to ensure that the design meets all applicable building codes. Design and construction documents include CADD drawings, sketches and specifications, space planning, preparation of Comprehensive Interior Design packages, monitor furniture installs, as well as selection of finishes and furnishings. Responsible for technical coordination among engineering disciplines for facilities design and plans. Provides advice and opinion on aesthetics and integration of requirements to interior design composition. Estimates costs on the basis of the project goals and budget.

Title:	Engineer Consultant I
Minimum Education:	A Bachelor's degree in Construction Management, Engineering, Architecture, or related field is required.

Minimum Experience Requirements:	Must have a minimum of three (3) years of progressive working experience.
Functional Duties/ Responsibilities:	Provides support for pre-construction activities including, but not limited to: bid evaluation, preparing bid analyses and evaluating contractor responsibility. Provides comprehensive oversight to assure projects are constructed according to contract plans and specifications and shall monitor the Contractor’s Quality Control and Environmental Protection and Safety Programs. Assures Managers conduct adequate preparatory, initial and follow-up inspections for each definable feature of work. Performs day-to-day contract administration including coordinating pre-construction schedules, schedule of values, submittals and responds to contractor’s questions regarding contract administration. Maintains surveillance over the full range of field engineering activities associated with specific phases of a construction project. Supervises, coordinates and directs staff.

Title:	Engineer Consultant II
Minimum Education:	A Bachelor’s degree in Construction Management, Engineering, Architecture, or related field is required.
Minimum Experience Requirements:	Must have a minimum of six (6) years of progressive working experience.
Functional Duties/ Responsibilities:	Provides support for pre-construction activities including, but not limited to: bid evaluation, preparing bid analyses and evaluating contractor responsibility. Provides comprehensive oversight to assure projects are constructed according to contract plans and specifications and shall monitor the Contractor’s Quality Control and Environmental Protection and Safety Programs. Assures Managers conduct adequate preparatory, initial and follow-up inspections for each definable feature of work. Performs day-to-day contract administration including coordinating pre-construction schedules, schedule of values, submittals and responds to contractor’s questions regarding contract administration. Maintains surveillance over the full range of field engineering activities associated with specific phases of a construction project. Supervises, coordinates and directs staff.

Title:	Engineer I
Minimum Education:	Must have a Bachelor's degree in Engineering, Chemical Engineering or Civil Engineering, Electrical Engineering, Mechanical Engineering, or “sub-disciplines” related to them.
Minimum Experience Requirements:	At least one (1) year of experience required.
Functional Duties/ Responsibilities:	Performs engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices. Works with direction on engineering assignments; applies knowledge of state-of-the-art technologies; provides technical assistance to project leaders and program managers. Serves as a technical assistant to other staff members.

Title:	Engineer II
Minimum Education:	Must have a Bachelor's degree in Engineering, Chemical Engineering or Civil Engineering, Electrical Engineering, Mechanical Engineering, or “sub-disciplines” related to them.
Minimum Experience Requirements:	Minimum of two (2) years of experience as an engineer.

Functional Duties/ Responsibilities:	Performs engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices. Works with limited direction on complex assignments; applies expert knowledge of state-of-the-art technologies; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.
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Title:	Engineer III
Minimum Education:	Must have a Bachelor's degree in Engineering, Chemical Engineering or Civil Engineering, Electrical Engineering, Mechanical Engineering, or "sub-disciplines" related to them.
Minimum Experience Requirements:	Minimum of four (4) years of experience as an engineer.
Functional Duties/ Responsibilities:	Performs engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices. Works with limited direction on complex assignments; applies expert knowledge of state-of-the-art technologies; provides technical guidance to project leaders and program managers. Serves as a technical advisor to other staff members.

Title:	Engineer IV
Minimum Education:	Must have a Bachelor's degree in Engineering, Chemical Engineering or Civil Engineering, Electrical Engineering, Mechanical Engineering, or "sub-disciplines" related to them.
Minimum Experience Requirements:	Minimum of five (5) years of experience as an engineer.
Functional Duties/ Responsibilities:	Performs engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices. Works independently; applies expert knowledge of state-of-the-art technologies; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

Title:	Engineer V
Minimum Education:	Must have a Bachelor's degree in Engineering, Chemical Engineering or Civil Engineering, Electrical Engineering, Mechanical Engineering, or "sub-disciplines" related to them.
Minimum Experience Requirements:	Minimum of eight (8) years of experience as an engineer.
Functional Duties/ Responsibilities:	Performs engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated

	logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices. Works independently; applies expert knowledge of state-of-the-art technologies; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.
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Title:	Senior Engineer
Minimum Education:	Must have a Master's degree in Engineering, Chemical Engineering or Civil Engineering, Electrical Engineering, Mechanical Engineering, or "sub-disciplines" related to them.
Minimum Experience Requirements:	Minimum of 10 years of experience as an engineer.
Functional Duties/ Responsibilities:	Performs engineering services that may include but are not limited to the following: engineering studies and analyses; technology planning; systems architecture development; requirements development; concept development; systems design; system development and integration; test and evaluation; systems operation; construction; control of systems and components; integrated logistics support; modeling and simulation; configuration management; and systems acquisition and life-cycle management in compliance with current Industry and Government practices. Works independently; applies expert knowledge of state-of-the-art technologies; provides technical guidance to project leaders and program managers. Regularly serves as an advisor to all levels of staff on problems of unusual complexity. Recognized authority within field of expertise and extensive knowledge of related fields.

Title:	Project Manager I
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	At least three (3) years of experience in managing engineering or technical efforts involving multiple facets of an engineering discipline.
Functional Duties/ Responsibilities:	Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists and management professionals involved in analyzing, designing, integrating, and training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills.

Title:	Project Manager II
Minimum Education:	Bachelor's Degree is required.
Minimum Experience Requirements:	Minimum of seven (7) years of experience in managing engineering or technical efforts involving multiple facets of an engineering discipline.
Functional Duties/ Responsibilities:	Responsible for cost, schedule and technical performance of the company's programs and projects. Directs and provides engineering expertise for all phases of program/projects from inception through completion. Participates in the negotiation of contract and contract changes. Contributes and coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as customer contact for program activities, leading program review sessions with customer to discuss cost, schedule and technical performance. Establishes milestones and monitors adherence to master plans and schedules; identifies program problems and develops technical solutions, such as allocation of resources or changing contractual or technical specifications. Delegates and participates in assignments for the program/project from technical, manufacturing and administrative areas. Must have demonstrated qualifications to plan, organize, staff, report, coordinate, control and make sound business decisions. Specific duties typically include, but are

	not limited to, the following key elements when appropriate: Program Control, Program Acquisition, Customer Relations, Program Initiatives, Program Close-Out and New Business Development.
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Title:	Program Manager I
Minimum Education:	Bachelor’s Degree is required.
Minimum Experience Requirements:	At least four (4) years of progressive work experience in the management of programs, budgets, personnel and customer relations.
Functional Duties/ Responsibilities:	Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Title:	Program Manager II
Minimum Education:	Bachelor’s Degree is required.
Minimum Experience Requirements:	At least seven (7) years of progressive work experience in the management of programs, budgets, personnel and customer relations.
Functional Duties/ Responsibilities:	Responsible for all aspects of program performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel. Directs business planning efforts for engineering programs. Prepares and oversees program development proposals in response to customer requests and internal recommendations. Develops plans, organizes, coordinates and allocates staffing resources to contracted task plans and sub-task plans given contract work statements and written or verbal customer directions and other contract commitments. Selects, directs, supervises, trains, monitors and evaluates program personnel and work performance of project managers and task leaders. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Provides technical oversight as needed. Researches and analyzes performance data and prepares company and program progress reports. Organizes, conducts and attends progress meetings, briefings, performance reviews with customer representatives and project team members.

Education Substitutions Methodology:

Minimum Education Requirement	Years of Experience Substitution
Associates Degree	2 years
Bachelor’s Degree	4 years
Master’s Degree	6 years