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 for GSA Advantage! is: www.GSAAdvantage.gov.

Schedule Number: 47QSMD20R0001  Schedule Title: Multiple Award Schedule (MAS)
FSC Group: Professional Services
Product Services Code: R408

Contract Number: 47QRAA19D002U

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

Contract Period: January 8, 2019 – January 7, 2024

MOTIR SERVICES, INCORPORATED
1508 East Capitol Street, NE
Phone Number: 202-371-9393
Fax Number: 202-289-1611
www.motirservices.com
Contact for contract administration: Emmanuel Irono, President
eirono@motirservices.com

Business size: Small, SBA Certified Small Disadvantaged Business
Modification Number: PS-A812  Effective Date: June 17, 2020
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611/RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM/RC</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education: Service Descriptions are provided on page 6

2. Maximum Order:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Maximum Order*</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611/RC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM/RC</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

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

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

7. Quantity discounts: 1% discount on task orders exceeding $250,000; and an additional 2% discount on task orders exceeding $500,000
8. **Prompt payment terms**: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

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

10. **Foreign items**: None

11a. **Time of Delivery**: 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(s)**: Destination

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

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

14. **Payment address(es)**: Same as company address

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

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

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

18. **Terms and conditions of rental, maintenance, and repair (if applicable)**: N/A

19. **Terms and conditions of installation (if applicable)**: N/A

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**: N/A

20a. **Terms and conditions for any other services (if applicable)**: N/A
21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. Section 508 compliance: The EIT standards can be found at www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 008716441

26. Notification regarding registration in the System for Award (SAM) database: Motir Services, Inc. is registered and active in SAM, CAGE Code: 1UN87
<table>
<thead>
<tr>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Project Manager III</td>
<td>Customer</td>
<td>$112.62</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager II</td>
<td>Customer</td>
<td>$108.83</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager I</td>
<td>Customer</td>
<td>$96.49</td>
</tr>
<tr>
<td>541611</td>
<td>Contract Administrator</td>
<td>Customer</td>
<td>$105.26</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert I</td>
<td>Customer</td>
<td>$116.85</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert II</td>
<td>Customer</td>
<td>$149.36</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert III</td>
<td>Customer</td>
<td>$212.66</td>
</tr>
<tr>
<td>541611</td>
<td>Receptionist **</td>
<td>Customer</td>
<td>$37.23</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Assistant I **</td>
<td>Customer</td>
<td>$48.50</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Assistant II **</td>
<td>Customer</td>
<td>$48.50</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Assistant III **</td>
<td>Customer</td>
<td>$48.50</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Writer I **</td>
<td>Customer</td>
<td>$40.20</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Writer II **</td>
<td>Customer</td>
<td>$47.88</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Writer III **</td>
<td>Customer</td>
<td>$56.70</td>
</tr>
<tr>
<td>541611</td>
<td>Communications Specialist</td>
<td>Customer</td>
<td>$112.00</td>
</tr>
<tr>
<td>541611</td>
<td>General Clerk I **</td>
<td>Customer</td>
<td>$25.71</td>
</tr>
<tr>
<td>541611</td>
<td>General Clerk II **</td>
<td>Customer</td>
<td>$27.53</td>
</tr>
<tr>
<td>541611</td>
<td>General Clerk III **</td>
<td>Customer</td>
<td>$30.86</td>
</tr>
<tr>
<td>541611</td>
<td>Program Evaluator</td>
<td>Customer</td>
<td>$73.27</td>
</tr>
<tr>
<td>541611</td>
<td>Data Entry Clerk **</td>
<td>Customer</td>
<td>$25.71</td>
</tr>
<tr>
<td>541611</td>
<td>Data Analyst **</td>
<td>Customer</td>
<td>$73.27</td>
</tr>
<tr>
<td>541611</td>
<td>Clerical Assistant **</td>
<td>Customer</td>
<td>$34.19</td>
</tr>
<tr>
<td>541611</td>
<td>Outreach Specialist</td>
<td>Customer</td>
<td>$76.88</td>
</tr>
<tr>
<td>541611</td>
<td>Public Relations Specialist</td>
<td>Customer</td>
<td>$130.52</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Policy Advisor</td>
<td>Customer</td>
<td>$182.50</td>
</tr>
<tr>
<td>541611</td>
<td>Grant Management Specialist I</td>
<td>Customer</td>
<td>$100.11</td>
</tr>
<tr>
<td>541611</td>
<td>Grant Management Specialist II</td>
<td>Customer</td>
<td>$106.66</td>
</tr>
<tr>
<td>541611</td>
<td>Grant Management Specialist III</td>
<td>Customer</td>
<td>$117.26</td>
</tr>
<tr>
<td>541611</td>
<td>Case Manager **</td>
<td>Customer</td>
<td>$31.74</td>
</tr>
<tr>
<td>541611</td>
<td>Service Technician I **</td>
<td>Customer</td>
<td>$46.14</td>
</tr>
<tr>
<td>541611</td>
<td>Service Technician II **</td>
<td>Customer</td>
<td>$61.29</td>
</tr>
<tr>
<td>541611</td>
<td>Project Director</td>
<td>Customer</td>
<td>$166.24</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Trainer I **</td>
<td>Customer</td>
<td>$108.83</td>
</tr>
<tr>
<td>541611</td>
<td>Trainer I **</td>
<td>Customer</td>
<td>$75.74</td>
</tr>
<tr>
<td>541611</td>
<td>Principal Consultant</td>
<td>Customer</td>
<td>$208.00</td>
</tr>
<tr>
<td>541611</td>
<td>Lead Consultant</td>
<td>Customer</td>
<td>$208.83</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td>Customer</td>
<td>$139.84</td>
</tr>
<tr>
<td>541611</td>
<td>Performance Management Officer **</td>
<td>Customer</td>
<td>$96.73</td>
</tr>
</tbody>
</table>
### Service Contract Act (SCA) Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receptionist</td>
<td>01460 – Switchboard Operator/Receptionist</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk I</td>
<td>01111 – General Clerk I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk II</td>
<td>01112 – General Clerk II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk III</td>
<td>01113 – General Clerk III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Entry Clerk</td>
<td>01051 – Data Entry Operator I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>01261 – Personnel Assistant (Employment) I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Writer I</td>
<td>30461 – Technical Writer I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Writer II</td>
<td>30462 – Technical Writer II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Trainer I</td>
<td>15090 – Technical Instructor</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Senior Trainer I</td>
<td>15095 – Technical Instructor/Course Developer</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>30240 - Mathematical Technician</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Case Manager</td>
<td>24550 - Case Manager</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Service Technician I</td>
<td>30082 - Engineering Technician II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Service Technician II</td>
<td>30083 - Engineering Technician III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Performance Management Officer</td>
<td>01263 – Personnel Assistant (Employment) III</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

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).
LABOR CATEGORY DESCRIPTIONS

PROJECT MANAGER I

**Functional responsibilities:** The Project Manager applies standard business improvement techniques, procedures, and criteria in carrying out a sequence of related tasks. The Project Manager may perform business process analysis and advisory assignments related to assessing the effectiveness of programs and/or the efficiency of the management of operations. The Project Manager may conduct studies of work processes, engineering, and procedures, identify problems, review production standards, and make tentative recommendations for problem resolution. The Project Manager may review reports and studies to ensure that requirements are met and appropriate rules and regulations are utilized. The Project Manager may assist in the development of directives and the design, development, documentation, and implementation of various reporting and production systems. The Project Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum years of experience:** 3 years of experience

**Minimum education/degree requirements:** Bachelor’s Degree

PROJECT MANAGER II

**Functional responsibilities:** The Project Manager applies standard business improvement techniques, procedures, and criteria in carrying out a sequence of related tasks. The Project Manager may perform business process analysis and advisory assignments related to assessing the effectiveness of programs and/or the efficiency of the management of operations. The Project Manager may conduct studies of work processes, engineering, and procedures, identify problems, review production standards, and make tentative recommendations for problem resolution. The Project Manager may review reports and studies to ensure that requirements are met and appropriate rules and regulations are utilized. The Project Manager may assist in the development of directives and the design, development, documentation, and implementation of various reporting and production systems. The Project Manager supports the effort to create customer information, comprehensive methods for describing current and/or future structure and behavior of an organization's processes, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum years of experience:** 5 years of experience

**Minimum education/degree requirements:** Bachelor’s Degree

PROJECT MANAGER III

**Functional responsibilities:** The Project Manager applies standard business improvement techniques, procedures, and criteria in carrying out a sequence of related tasks. The Project Manager may perform business process analysis and advisory assignments related to assessing the effectiveness of programs and/or the efficiency of the management of operations. The Project Manager may conduct studies of work processes, engineering, and procedures, identify problems, review production standards, and make
tentative recommendations for problem resolution. The Project Manager may review reports and studies to ensure that requirements are met and appropriate rules and regulations are utilized. The Project Manager may assist in the development of directives and the design, development, documentation, and implementation of various reporting and production systems. The Project Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum years of experience:** 7 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

**CONTRACT ADMINISTRATOR**

**Functional responsibilities:** The Contract Administrator (CA) report to the Senior Contract Administrator. The CA is responsible for pre-qualifying bidders, writing scope documents, bidding, supporting the government in the negotiation process, issuance of contracts, and administration of those contracts. Ensures that all contracts are in compliance with government regulations, federal, state and local laws.

**Minimum years of experience:** 6 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

**SUBJECT MATTER EXPERT I**

**Functional responsibilities:** Subject Matter Experts (SMEs) bring a particular area of consulting expertise and suite of analytical skills to a discrete element of a change management or process issue. It is the SME’s craft to consider the solution’s appropriateness and applicability within the organizational, technological, or management process context. The SME provides specialized advice on specific problems that requires extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order. The SME reports to the Senior SME or project lead and supports the effort to create comprehensive methods for describing current and/or future structure, interrelationships, communication structure, and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum years of experience:** 5 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

**SUBJECT MATTER EXPERT II**

**Functional responsibilities:** Subject Matter Experts (SMEs) bring a particular area of consulting expertise and suite of analytical skills to a discrete element of a change management or process issue. It is the SME’s craft to consider the solution’s appropriateness and applicability within the organizational, technological, or management process context. The SME provides specialized advice on specific problems that requires extensive knowledge of the subject matter. Designs and prepares technical
reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order. The SME reports to the Senior SME or project lead and supports the effort to create comprehensive methods for describing current and/or future structure, interrelationships, communication structure, and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum years of experience:** 8 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

**SUBJECT MATTER EXPERT III**

**Functional responsibilities:** Subject Matter Experts (SMEs) bring a particular area of consulting expertise and suite of analytical skills to a discrete element of a change management or process issue. It is the SME’s craft to consider the solution’s appropriateness and applicability within the organizational, technological, or management process context. The SME provides specialized advice on specific problems that requires extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order. The SME reports to the Senior SME or project lead and supports the effort to create comprehensive methods for describing current and/or future structure, interrelationships, communication structure, and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.  
**Minimum years of experience:** 10 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

**RECEPTIONIST**

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. Duties may include, but are not limited to, relaying incoming, outgoing, and intra-system calls through a private branch exchange (PBX) system; recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; hearing and resolving complaints; making appointments; handling incoming and outgoing mail; controlling access to the facility; keeping a log of visitors; and issuing visitor passes. In this position, one may also type and perform other routine clerical work, such as entering data and processing documents, which may occupy the major portion of the worker's time.  
**Minimum years of experience:** No experience required  
**Minimum education/degree requirements:** High School Diploma or GED equivalent

**ADMINISTRATIVE ASSISTANT**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative
Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

**Administrative Assistant I**

Performs standard office tasks, as assigned, under the guidance of a manager. Tasks include maintaining office equipment, performing data entry, copying and distributing materials. May serve as coordinator for smaller projects. Works closely with the client to ensure that all communications, budgetary and program issues, personnel matters, and other functions assigned by the client are handled in the most appropriate and professional manner.

**Minimum years of experience:** No experience required

**Minimum education/degree requirements:** High School Diploma or GED equivalent

**Administrative Assistant II**

Serves as technician in administration or logistics. Performs routine tasks under the overall supervision of an office or project manager. Handles various office functions, as assigned, with consistency and quality. Tasks include maintaining office equipment, performing data entry, copying and distributing materials. May serve as coordinator for smaller projects.

**Minimum years of experience:** 3 years of experience

**Minimum education/degree requirements:** High School Diploma or GED equivalent

**Administrative Assistant III**

Is the principal task manager, or specialist in administration. Plans and executes medium size projects under the guidance of a Project Manager or performs standard office tasks, as assigned, under the guidance of an office manager. Tasks include maintaining office equipment, performing data entry, copying and distributing materials. Assists in preparing and delivering status reports to the client. For small to medium size projects can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, and prioritization of tasks. May serve as technical lead for the project.

**Minimum years of experience:** 5 years of experience

**Minimum education/degree requirements:** Associates Degree

**TECHNICAL WRITER I**

The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches,
drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

**Minimum years of experience:** No experience required

**Minimum education/degree requirements:** Associates Degree

---

**TECHNICAL WRITER II**

In this capacity, the Technical Writer revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details.

This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

**Minimum years of experience:** 3 years of experience

**Minimum education/degree requirements:** Bachelor’s Degree

---

**TECHNICAL WRITER III**

The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies.
and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

The Technical Writer III studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

Minimum years of experience: 5 years of experience
Minimum education/degree requirements: Bachelor’s Degree

COMMUNICATIONS SPECIALIST

Functional responsibilities: The Communication Specialist provides leadership in responding to information and communication requests, creation and implementation of communication strategies, and developing communication campaigns to illicit specific actions/reactions in specific target markets such as public congressional liaison or environmental policy. The Communication Specialist may employ high-level statistical research and performance measurement; planning and control systems; multi-faceted communication mediums and media touch points. Additionally, the Communication Specialist will be responsible for planning and conducting special studies, personally or through team members, providing advice, assisting and evaluating policies.

Minimum years of experience: 6 years of Experience
Minimum education/degree requirements: Bachelor’s Degree

GENERAL CLERK I

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Minimum years of experience: No experience required
Minimum education/degree requirements: High School Diploma or GED equivalent
GENERAL CLERK II

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Minimum years of experience: 3 years of experience
Minimum education/degree requirements: High School Diploma or GED equivalent

GENERAL CLERK III

This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Minimum years of experience: 5 years of experience
Minimum education/degree requirements: Associates Degree

PROGRAM EVALUATOR

Functional responsibilities: The Program Evaluator Manage and evaluate programs for client agencies/organizations. Determines program objectives. Designs work plan to implement an evaluation study. Conducts assessment, measurement, and/or educational evaluations. Delivers effective communication and presentation of results to agencies/organizations. Other duties as assigned for maximum program evaluation.

Minimum years of experience: 4 years of experience
Minimum education/degree requirements: Bachelor’s Degree

DATA ENTRY CLERK

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. Positions are classified into levels based on the following definitions:
This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

**Minimum years of experience:** 3 years of experience  
**Minimum education/degree requirements:** High School Diploma or GED equivalent

### DATA ANALYST

**Functional responsibilities:** The Data Analyst applies standardized mathematical formulas, principles, and methodology to technological problems in engineering and physical sciences in relation to specific industrial and research objectives, processes, equipment, and products. They confer with professional, scientific, and engineering personnel to plan project, analyzes raw data recorded on magnetic tape, punched cards, photographic film or other media, and select most practical and accurate combination and sequence of computational methods using algebra, trigonometry, geometry, vector analysis and calculus to reduce raw data to meaningful and manageable terms.

The Data Analyst selects most economical and reliable combination of manual, mechanical, or electronic data processing methods and equipment consistent with data reduction requirements, modifies standard formulas to conform to data processing method selected, translates data into numerical values, equations, flow charts, graphs or other media, analyzes processed data to detect errors. This worker may operate card punching or sorting machines, calculators, or data processing equipment.

**Minimum years of experience:** 3 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

### CLERICAL ASSISTANT

This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.

**Minimum years of experience:** 2 years of experience  
**Minimum education/degree requirements:** High School Diploma or GED equivalent

### OUTREACH SPECIALIST

**Functional responsibilities:** The Outreach Specialist has experience in the implementation of communication tasks. Conducts targeted information campaigns, arranges press briefings and interviews, coordinates editorial boards, monitors the news, and writes trends analysis. Proposes creative solutions to communication challenges, and establish priorities.
Minimum years of experience: 3 years of experience
Minimum education/degree requirements: Bachelor’s Degree

PUBLIC RELATIONS SPECIALIST

Functional responsibilities: The Public Relations Specialist is experienced in designing and conducting public relations task orders and assists the Public Relations Manager in working with government personnel. The Public Relations Specialist II assists in conduct of customized media and public relation services such as development of media messages and strategies; assists in providing recommendations of media sources for placement of campaigns; assists in preparing media materials such as: background materials, press releases, speeches and presentations and press kits, and seeks management input whenever appropriate. The Public Relations Specialist II also assists in supporting conduct of media programs, support of conduct of press conferences, schedules broadcast and/or print interviews, assists in handling crisis communications, assists in providing client media training, and performs press clipping services.
Minimum years of experience: 6 years of experience
Minimum education/degree requirements: Bachelor’s Degree

SENIOR POLICY ADVISOR

Functional responsibilities: The Senior Policy Advisor provides expertise, guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized deep expertise involving business, technology, public policy and administration, or management. Can work individually or in a team framework that can include Mid Consultants and Junior Consultants. Working within a team concept the Senior Consultant possesses proven personnel management skills to serve as the leader of consulting unit that can include Mid Consultant(s) and Junior Consultant(s). Typically the Senior Consultant functions in a strategic process on the most complex engagements by identifying challenges, developing solutions, assigning responsibilities, and communicating with senior level stakeholders.
Minimum years of experience: 10 years of experience
Minimum education/degree requirements: Bachelor’s Degree

GRANT MANAGEMENT SPECIALIST I

Functional responsibilities: The Grant Management Specialist I provide support and assistance in essentially all areas of Federal Acquisition Regulation (FAR) based Federal procurement. Prepares or reviews pre-procurement packages. Actively participates in developing and managing acquisition plans. Prepares/researches support documentation. Makes quality recommendations to the Contracting Officer/Grants Officer. Handles complex problems through resolution. Validates data. Completes tasks needed to successfully advertise, solicit, construct, award, administer and/or closeout Government contracts/grants or task/delivery orders.
Minimum years of experience: 4 years of experience
Minimum education/degree requirements: Bachelor’s Degree
GRANT MANAGEMENT SPECIALIST II

**Functional responsibilities:** The Grant Management Specialist II provides support and assistance in essentially all areas of Federal Acquisition Regulation (FAR) based Federal procurement. Prepares or reviews pre-procurement packages. Actively participates in developing and managing acquisition plans. Prepares/researches support documentation. Makes quality recommendations to the Contracting Officer/Grants Officer. FSS Authorized Federal Supply Schedule Price List Page 30 of 35 Coffey Consulting, LLC – Contract # GS-10F-0176P Handles complex problems through resolution. Validates data. Completes tasks needed to successfully advertise, solicit, construct, award, administer and/or closeout Government contracts/grants or task/delivery orders.

**Minimum years of experience:** 5 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

GRANT MANAGEMENT SPECIALIST III

**Functional responsibilities:** The Grant Management Specialist III provides support and assistance in essentially all areas of Federal Acquisition Regulation (FAR) based Federal procurement. Prepares or reviews pre-procurement packages. Actively participates in developing and managing acquisition plans. Prepares/researches support documentation. Makes quality recommendations to the Contracting Officer/Grants Officer. Handles complex problems through resolution. Validates data. Completes tasks needed to successfully advertise, solicit, construct, award, administer and/or closeout Government contracts/grants or task/delivery orders.

**Minimum years of experience:** 6 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

CASE MANAGER

**Functional responsibilities:** This position provides case management and counseling services to patients and their families while assisting the patient’s social adjustment. Duties include but are not limited to analyzing information and appraising the interest of patients while promoting positive community relations and acting as unit managers in their absence. Safety precautions are taken with patients as needed.

**Minimum years of experience:** 5 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

SERVICE TECHNICIAN I

**Functional responsibilities:** The Service Technician I performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as:
a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment;

b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors;

c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form.

**Minimum years of experience:** 5 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree

**SERVICE TECHNICIAN II**

**Functional responsibilities:** The Service Technician II performs assignments that are not completely standardized or prescribed, selects or adapts standard procedures or equipment, using fully applicable precedents, receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed, performs recurring work independently. Work is reviewed for technical adequacy or conformity with instructions. This technician performs at this level one or a combination of such typical duties as:

a. Constructing components, subunits, or simple models or adapts standard equipment; may troubleshoot and correct malfunctions;

b. Following specific layout and scientific diagrams to construct and package simple devices and subunits of equipment.

c. Conducting various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement, selecting, preparing, and operating standard test equipment and records test data;

d. Extracting and compiling a variety of engineering data from field notes, manuals, lab reports, etc., processing data, identifying errors or inconsistencies, selecting methods of data presentation.

e. Assisting in design modification by compiling data related to design, specifications, and materials that are pertinent to specific items of equipment or component parts; developing information concerning previous operational failures and modifications, and using judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

**Minimum years of experience:** 7 years of experience  
**Minimum education/degree requirements:** Bachelor’s Degree
PROJECT DIRECTOR

Functional responsibilities: The Project Director consults with the senior management team to coordinate the activities of a project team in an effort to deliver the highest quality results to clients. Will advise clients on the overall management of the project. The Project Director is accountable for ensuring the successful implementation of all clients’ events.
Minimum years of experience: 10 years of experience.
Minimum education/degree requirements: Bachelor’s Degree

SENIOR TRAINER I

The Technical Instructor/Course Developer is primarily responsible for curriculum revision and maintenance. Technical curriculum may involve electronics, welding, or more highly technical areas such as radio and electronics repair or operation of weapons systems. This instructor uses a computer to organize and draft a curriculum that breaks a complex subject into blocks or units of instruction, creates graphics, and integrates them into curriculum. Courses may be instructor based, computer-based, simulator based, interactive, or non-interactive. This instructor also teaches short technical courses in accordance with approved curriculum to maintain proficiency and to evaluate and develop new instructional techniques/courses. Job duties also include the following: incorporation of new curriculum in the teaching process (e.g., develops clarification or examples of application related to the subject matter), development and maintenance of classroom techniques that reflect professionalism and good discipline and enhance teaching, development of alternative teaching techniques and scenarios to maintain high motivation and interest in the subject areas, and while acting as the testing officer, the conducting of test analysis and development or revision of test items.
Minimum years of experience: 7 years of experience
Minimum education/degree requirements: Bachelor’s Degree

TRAINER I

The Technical Instructor teaches one or more short courses in a technical trade or craft such as electricity, electronics, surveying, aircraft or ship fundamentals, prepares an instructional program in accordance with training or other course requirements, assembling materials to be presented. The incumbent teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter); develops and maintains classroom techniques that reflect professionalism, good discipline and enhance teaching. The Technical Instructor alternates teaching techniques in order to maintain high motivation and interest in the subject areas, administers grades, records and critiques examinations; prepares and administers remedial assignments, submits written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents.
Minimum years of experience: 2 years of experience
Minimum education/degree requirements: Bachelor’s Degree
PRINCIPAL CONSULTANT

Functional responsibilities: The Principal Consultant provides expertise, guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized deep expertise involving business, technology, public policy and administration, or management. Can work individually or in a team framework that can include Mid Consultants and Junior Consultants. Working within a team concept the Principal Consultant possesses proven personnel management skills to serve as the leader of consulting unit that can include Mid Consultant(s) and Junior Consultant(s). Typically the Principal Consultant functions in a strategic process on the most complex engagements by identifying challenges, developing solutions, assigning responsibilities, and communicating with senior level stakeholders.

Minimum years of experience: 8 years of experience
Minimum education/degree requirements: Bachelor’s Degree

LEAD CONSULTANT

Functional responsibilities: The Lead Consultant reports to the Project Manager at the client site, works under general direction, formulates/defines system scope and objectives purely from a functional point of view. The Lead Consultant analyzes key functional and cross functional business application requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Develops functional design documents and works with technical teams to design, develop and implement the business applications. Has exceptional understanding and knowledge of business environment so as to develop appropriate solutions quickly and demonstrates high level of oral and written communication skills. Must possess superior functional knowledge of task order and have experience in developing functional requirements for complex integrated systems.

Minimum years of experience: 3 years of experience.
Minimum education/degree requirements: Bachelor’s Degree

PROGRAM MANAGER

Functional responsibilities: The Program Manager manages contracts and serves as the authorized interface with the Government Contracting Officer (CO), the contract- level Contracting Officer's Technical Representative (COTR), government management personnel and customer agency representatives. Formulates work standards, develops and manages contractor schedules, reviews work, supervises/directs contractor personnel. Responsible for overall contract performance, including quality assurance. The Program Manager provides business, technical, and personnel management across a major single project or multiple projects, involving multi-disciplinary and diverse functional activities, subordinate groups of technical and administrative personnel. Program Manager supports the effort to create comprehensive methods for describing current and/or future structure and behavior of an organization's processes, information systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum years of experience: 5 years of experience.
Minimum education/degree requirements: Bachelor’s Degree

PERFORMANCE MANAGEMENT OFFICER

Functional responsibilities: This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Performance Management Officer may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.

Minimum years of experience: 6 years of experience

Minimum education/degree requirements: Bachelor’s Degree