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)

LARGE CATEGORY F- Information Technology

CONTRACT NUMBER:
47QRAA19D004V

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

PERIOD COVERED BY CONTRACT:
February 25, 2019 – February 24, 2029

Longview International Technology Solutions, Inc. (dba LTS)

12930 Worldgate Drive, Suite 300
Herndon, VA 20170
703.657.5480 (phone)
866.268.0851 (fax)
www.lts.com

Contract Administration Source
Anthony Rush
571-364-9973 (phone)
arush@lts.com (email)

Pricelist current through Modification # 0016____, dated December 5, 2023
Business Size: **Large**

Longview International Technology Solutions, Inc. (dba LTS)

CUSTOMER INFORMATION

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

SIN 541430 Graphic Design Services

SIN 54151S Information Technology Professional Services

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

SIN 541820 Public Relations Services

SIN 541910 Marketing Research and Analysis

SIN 541990RISK Risk Assessment and Mitigation Services

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

1c. **HOURLY RATES (Services Only):** [See Attached Pricelist]

2. **MAXIMUM ORDER*:**

SIN 541430 - $1,000,00

SIN 54151S - $500,000

SIN 541611 - $1,000,000

SIN 541820 - $500,000

SIN 541910 - $1,000,000

SIN 541990RISK - $500,000

*If the "best value" selection places your order over this 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

4. **GEOGRAPHIC COVERAGE:** Domestic only

5. **POINT(S) OF PRODUCTION**: Schedule services and solutions will be provided at LTS's headquarters in Herndon, Virginia, or customer sites. There are no foreign-produced items within the scope of this contract.

6. **DISCOUNT FROM LIST PRICES:** Net GSA Pricing Listed in Attached Pricing Table

7. **QUANTITY DISCOUNT(S)**: Additional 0.75% discount off GSA rate for single task orders between $500,000 - $999,999; Additional 1% discount off GSA rate for single task orders between $1,000,000 - $2,499,999; Additional 1.50% discount off GSA rate for single task orders at or above $2,500,000

8.   **PROMPT PAYMENT TERMS:** *0.50% Net 10. 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:** To be Negotiated at the Task Order Level.

10b.   **EXPEDITED DELIVERY:** Items available for expedited delivery are noted in this price list.

10c.   **OVERNIGHT AND 2-DAY DELIVERY:** Contact LTS

10d.   **URGENT REQUIREMENTS:** Contact LTS

11.   **FOB POINT:** Destination (deliverable items). Professional Services will be performed at the location(s) identified by the ordering agency in the order.

12a.   **ORDERING ADDRESS:** Point of Contact for Ordering and Contract Administration: Erik Cecere
LongView International Technology Solutions, Inc. dba LTS
12930 Worldgate Drive, Suite 300
Herndon, VA 20170
Phone: (703) 657-5411
Fax: (866) 268.0851
ececere@lts.com & contracts@lts.com

12b.   **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on the Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3

13.   **PAYMENT ADDRESS:** LongView International Technology Solutions, Inc. dba LTS
12930 Worldgate Drive, Suite 300
Herndon, VA 20170
accounting@lts.com

14.   **WARRANTY PROVISION:** LTS's Standard Commercial Warranty

15.   **EXPORT PACKING CHARGES:** N/A

16.   **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

17.   **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

18a.   **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE):** N/A

18b.   **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A

19.   **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A

20.   **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A

21.   **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A

22a.   **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b.   **Section 508 Compliance for EIT:** LTS certifies that, in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant: Yes – LTS will comply as specified in each delivery order. The EIT standard can

be found at www.Section508.gov/**.**

23. **UEI NUMBER:** CNM4U3TPGUE7

24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active.

Longview International Technologies, Inc.		Year 6 (2/24/2024 - 2/23/2025)	Year 7 (2/24/2025 - 2/23/2026)	Year 8 (2/24/2026 - 2/23/2027)	Year 9 (2/24/2027 - 2/23/2028)	Year 10 (2/24/2028 - 2/23/2029)
SIN	Labor Category	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
		SIN 541611				
541611	Analyst I	$80.33	$82.02	$83.74	$85.50	$87.29
541611	Analyst II	$94.03	$96.00	$98.02	$100.07	$102.18
541611	Analyst III	$110.62	$112.95	$115.31	$117.73	$120.20
541611	Analyst IV	$124.70	$127.31	$129.98	$132.72	$135.51
541611	Business Analyst I	$87.05	$88.88	$90.74	$92.64	$94.59
541611	Business Analyst II	$109.64	$111.95	$114.30	$116.70	$119.14
541611	Business Analyst III	$139.00	$141.92	$144.91	$147.95	$151.05
541611	Business Analyst IV	$146.99	$150.08	$153.23	$156.44	$159.73
541611	Project Manager I	$138.74	$141.65	$144.62	$147.66	$150.76
541611	Program Manager I	$168.07	$171.60	$175.20	$178.88	$182.64
541611	Program Manager II	$184.34	$188.21	$192.16	$196.20	$200.32
541611	Program Manager III	$220.99	$225.63	$230.37	$235.20	$240.14
541611	Communications Specialist I	$89.67	$91.56	$93.48	$95.45	$97.45
541611	Communications Specialist II	$102.67	$104.83	$107.02	$109.27	$111.57
541611	Communications Specialist III	$123.31	$125.90	$128.54	$131.24	$134.01
541611	Financial Analyst I	$70.48	$71.96	$73.47	$75.01	$76.58
541611	Financial Analyst II	$86.74	$88.56	$90.43	$92.32	$94.26
541611	Financial Analyst III	$124.70	$127.31	$129.98	$132.72	$135.51
541611	Financial Analyst IV	$151.81	$154.99	$158.25	$161.57	$164.97
541611	ERP Specialist I	$153.27	$156.48	$159.77	$163.12	$166.55
541611	ERP Specialist II	$157.23	$160.53	$163.91	$167.36	$170.87
541611	ERP Specialist III	$189.75	$193.73	$197.80	$201.95	$206.20
541611	Organizational Change Management	$119.27	$121.78	$124.34	$126.95	$129.62
541611	Organizational Change Management	$143.13	$146.14	$149.21	$152.34	$155.55
541611	Organizational Change Management	$170.25	$173.82	$177.47	$181.20	$185.01
541611	Graphics Specialist	$65.98	$67.38	$68.79	$70.23	$71.70
541611	Graphics Specialist	$75.26	$76.85	$78.46	$80.11	$81.79
541611	Graphics Specialist	$108.43	$110.71	$113.04	$115.42	$117.84
541611	Administrative Assistant I**	$47.04	$48.03	$49.04	$50.07	$51.11
541611	Administrative Assistant II**	$60.43	$61.70	$63.00	$64.32	$65.67
541611	Administrative Assistant III**	$80.24	$81.92	$83.65	$85.40	$87.19
541611	Administrative Assistant IV**	$83.50	$85.25	$87.04	$88.87	$90.73
		SIN 54151S				
54151S	IT Analyst I	$80.33	$82.02	$83.74	$85.50	$87.29
54151S	ITAnalyst II	$94.03	$96.00	$98.02	$100.07	$102.18
54151S	IT Analyst III	$110.62	$112.95	$115.31	$117.73	$120.20
54151S	IT Analyst IV	$124.70	$127.31	$129.98	$132.72	$135.51
54151S	IT Business Analyst I	$87.05	$88.88	$90.74	$92.64	$94.59
54151S	IT Business Analyst II	$109.64	$111.95	$114.30	$116.70	$119.14
54151S	IT Business Analyst III	$139.00	$141.92	$144.91	$147.95	$151.05
54151S	IT Business Analyst IV	$146.99	$150.08	$153.23	$156.44	$159.73
54151S	IT Project Manager I	$138.74	$141.65	$144.62	$147.66	$150.76
54151S	IT Program Manager I	$168.07	$171.60	$175.20	$178.88	$182.64
54151S	IT Program Manager	$184.34	$188.21	$192.16	$196.20	$200.32
54151S	IT Program Manager	$220.99	$225.63	$230.37	$235.20	$240.14
54151S	IT Communications Specialist I	$89.67	$91.56	$93.48	$95.45	$97.45
54151S	IT Communications Specialist II	$102.67	$104.83	$107.02	$109.27	$111.57
54151S	IT Communications Specialist III	$123.31	$125.90	$128.54	$131.24	$134.01
54151S	IT Financial Analyst I	$70.48	$71.96	$73.47	$75.01	$76.58
54151S	IT Financial Analyst II	$86.74	$88.56	$90.43	$92.32	$94.26
54151S	IT Financial Analyst III	$124.70	$127.31	$129.98	$132.72	$135.51
54151S	IT Financial Analyst IV	$151.81	$154.99	$158.25	$161.57	$164.97
54151S	IT ERP Specialist I	$153.27	$156.48	$159.77	$163.12	$166.55
54151S	IT ERP Specialist II	$157.23	$160.53	$163.91	$167.36	$170.87
54151S	IT ERP Specialist III	$189.75	$193.73	$197.80	$201.95	$206.20
54151S	IT Organizational Change Management	$119.27	$121.78	$124.34	$126.95	$129.62
54151S	IT Organizational Change Management	$143.13	$146.14	$149.21	$152.34	$155.55
54151S	IT Organizational Change Management	$170.25	$173.82	$177.47	$181.20	$185.01
54151S	IT Graphics Specialist	$65.98	$67.38	$68.79	$70.23	$71.70
54151S	IT Graphics Specialist	$75.26	$76.85	$78.46	$80.11	$81.79
54151S	IT Graphics Specialist	$108.43	$110.71	$113.04	$115.42	$117.84
54151S	IT Project Director	$200.61	$204.83	$209.13	$213.52	$218.01
54151S	IT Consultant I	$103.02	$105.19	$107.40	$109.65	$111.96

Longview International Technologies, Inc.		Year 6 (2/24/2024 - 2/23/2025)	Year 7 (2/24/2025 - 2/23/2026)	Year 8 (2/24/2026 - 2/23/2027)	Year 9 (2/24/2027 - 2/23/2028)	Year 10 (2/24/2028 - 2/23/2029)
SIN	Labor Category	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
54151S	IT Consultant II	$121.31	$123.86	$126.46	$129.12	$131.83
54151S	IT Consultant III	$139.92	$142.86	$145.86	$148.93	$152.05
54151S	IT Project Manager II	$151.81	$154.99	$158.25	$161.57	$164.97
54151S	IT Project Manager III	$178.91	$182.67	$186.51	$190.43	$194.43
54151S	IT Functional Specialist/SME I	$184.34	$188.21	$192.16	$196.20	$200.32
54151S	IT Functional Specialist/SME II	$207.02	$211.37	$215.81	$220.34	$224.97
54151S	IT Functional Specialist/SME III	$273.57	$279.31	$285.18	$291.16	$297.28
SIN 541990RISK						
541990RISK	RISK Analyst I	$80.33	$82.02	$83.74	$85.50	$87.29
541990RISK	RISK Analyst II	$94.03	$96.00	$98.02	$100.07	$102.18
541990RISK	RISK Analyst III	$110.62	$112.95	$115.31	$117.73	$120.20
541990RISK	RISK Analyst IV	$124.70	$127.31	$129.98	$132.72	$135.51
541990RISK	RISK Business Analyst	$87.05	$88.88	$90.74	$92.64	$94.59
541990RISK	RISK Business Analyst	$109.64	$111.95	$114.30	$116.70	$119.14
541990RISK	RISK Business Analyst	$139.00	$141.92	$144.91	$147.95	$151.05
541990RISK	RISK Business Analyst	$146.99	$150.08	$153.23	$156.44	$159.73
541990RISK	RISK Project Manager	$138.74	$141.65	$144.62	$147.66	$150.76
541990RISK	RISK Program	$168.07	$171.60	$175.20	$178.88	$182.64
541990RISK	RISK Program	$184.34	$188.21	$192.16	$196.20	$200.32
541990RISK	RISK Program	$220.99	$225.63	$230.37	$235.20	$240.14
541990RISK	RISK Communications Specialist I	$89.67	$91.56	$93.48	$95.45	$97.45
541990RISK	RISK Communications Specialist II	$102.67	$104.83	$107.02	$109.27	$111.57
541990RISK	RISK Communications Specialist III	$123.31	$125.90	$128.54	$131.24	$134.01
541990RISK	RISK Financial Analyst	$70.48	$71.96	$73.47	$75.01	$76.58
541990RISK	RISK Financial Analyst	$86.74	$88.56	$90.43	$92.32	$94.26
541990RISK	RISK Financial Analyst	$124.70	$127.31	$129.98	$132.72	$135.51
541990RISK	RISK Financial Analyst	$151.81	$154.99	$158.25	$161.57	$164.97
541990RISK	RISK ERP Specialist I	$153.27	$156.48	$159.77	$163.12	$166.55
541990RISK	RISK ERP Specialist II	$157.23	$160.53	$163.91	$167.36	$170.87
541990RISK	RISK ERP Specialist III	$189.75	$193.73	$197.80	$201.95	$206.20
541990RISK	RISK Organizational Change Management Specialist I	$119.27	$121.78	$124.34	$126.95	$129.62
541990RISK	RISK Organizational Change Management Specialist II	$143.13	$146.14	$149.21	$152.34	$155.55
541990RISK	RISK Organizational Change Management Specialist III	$170.25	$173.82	$177.47	$181.20	$185.01
541990RISK	RISK Project Director	$200.61	$204.83	$209.13	$213.52	$218.01
541990RISK	RISK Consultant I	$103.02	$105.19	$107.40	$109.65	$111.96
541990RISK	RISK Consultant II	$121.31	$123.86	$126.46	$129.12	$131.83
541990RISK	RISK Consultant III	$139.92	$142.86	$145.86	$148.93	$152.05
541990RISK	RISK Project Manager	$151.81	$154.99	$158.25	$161.57	$164.97
541990RISK	RISK Project Manager	$178.91	$182.67	$186.51	$190.43	$194.43
541990RISK	RISK Functional Specialist/SME I	$184.34	$188.21	$192.16	$196.20	$200.32
541990RISK	RISK Functional Specialist/SME II	$207.02	$211.37	$215.81	$220.34	$224.97
541990RISK	RISK Functional Specialist/SME III	$273.57	$279.31	$285.18	$291.16	$297.28
SIN 541820						
541820	PR Analyst I	$80.33	$82.02	$83.74	$85.50	$87.29
541820	PR Analyst II	$94.03	$96.00	$98.02	$100.07	$102.18
541820	PR Analyst III	$110.62	$112.95	$115.31	$117.73	$120.20
541820	PR Analyst IV	$124.70	$127.31	$129.98	$132.72	$135.51
541820	PR Project Manager I	$138.74	$141.65	$144.62	$147.66	$150.76
541820	PR Program Manager	$168.07	$171.60	$175.20	$178.88	$182.64
541820	PR Program Manager	$184.34	$188.21	$192.16	$196.20	$200.32
541820	PR Program Manager	$220.99	$225.63	$230.37	$235.20	$240.14
541820	PR Communications Specialist I	$89.67	$91.56	$93.48	$95.45	$97.45
541820	PR Communications Specialist II	$102.67	$104.83	$107.02	$109.27	$111.57
541820	PR Communications Specialist III	$123.31	$125.90	$128.54	$131.24	$134.01
541820	PR Graphics Specialist	$65.98	$67.38	$68.79	$70.23	$71.70
541820	PR Graphics Specialist	$75.26	$76.85	$78.46	$80.11	$81.79
541820	PR Graphics Specialist	$108.43	$110.71	$113.04	$115.42	$117.84
541820	PR Project Director	$200.61	$204.83	$209.13	$213.52	$218.01
541820	PR Consultant I	$103.02	$105.19	$107.40	$109.65	$111.96
541820	PR Consultant II	$121.31	$123.86	$126.46	$129.12	$131.83
541820	PR Consultant III	$139.92	$142.86	$145.86	$148.93	$152.05
541820	PR Project Manager II	$151.81	$154.99	$158.25	$161.57	$164.97

Longview International Technologies, Inc.		Year 6 (2/24/2024 - 2/23/2025)	Year 7 (2/24/2025 - 2/23/2026)	Year 8 (2/24/2026 - 2/23/2027)	Year 9 (2/24/2027 - 2/23/2028)	Year 10 (2/24/2028 - 2/23/2029)
SIN	Labor Category	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
541820	PR Project Manager	$178.91	$182.67	$186.51	$190.43	$194.43
541820	PR Functional Specialist/SME I	$184.34	$188.21	$192.16	$196.20	$200.32
541820	PR Functional Specialist/SME II	$207.02	$211.37	$215.81	$220.34	$224.97
541820	PR Functional Specialist/SME III	$273.57	$279.31	$285.18	$291.16	$297.28
	SIN 541430					
541430	Graphics Design	$80.33	$82.02	$85.50	$85.50	$87.29
541430	Graphics Design	$94.03	$96.00	$98.02	$100.07	$102.18
541430	Graphics Design	$110.62	$112.95	$115.31	$117.73	$120.20
541430	Graphics Design	$124.70	$127.31	$129.98	$132.72	$135.51
541430	Graphics Design Project Manager I	$138.74	$141.65	$144.62	$147.66	$150.76
541430	Graphics Design Program Manager I	$168.07	$171.60	$175.20	$178.88	$182.64
541430	Graphics Design Program Manager II	$184.34	$188.21	$192.16	$196.20	$200.32
541430	Graphics Design Program Manager III	$220.99	$225.63	$230.37	$235.20	$240.14
541430	Graphics Design Communications Specialist I	$89.67	$91.56	$93.48	$95.45	$97.45
541430	Graphics Design Communications Specialist II	$102.67	$104.83	$107.02	$109.27	$111.57
541430	Graphics Design Communications Specialist III	$123.31	$125.90	$128.54	$131.24	$134.01
541430	Graphics Specialist	$65.98	$67.38	$68.79	$70.23	$71.70
541430	Graphics Specialist	$75.26	$76.85	$78.46	$80.11	$81.79
541430	Graphics Specialist	$108.43	$110.71	$113.04	$115.42	$117.84
541430	Graphic Design Project Director	$200.61	$204.83	$209.13	$213.52	$218.01
541430	Graphic Design Consultant I	$103.02	$105.19	$107.40	$109.65	$111.96
541430	Graphic Design Consultant II	$121.31	$123.86	$126.46	$129.12	$131.83
541430	Graphic Design Consultant III	$139.92	$142.86	$145.86	$148.93	$152.05
541430	Graphics Design Project Manager II	$151.81	$154.99	$158.25	$161.57	$164.97
541430	Graphics Design Project Manager III	$178.91	$182.67	$186.51	$190.43	$194.43
541430	Graphic DesignFunctional	$184.34	$188.21	$192.16	$196.20	$200.32
541430	Graphic DesignFunctional	$207.02	$211.37	$215.81	$220.34	$224.97
541430	Graphic Desing Functional	$273.57	$279.31	$285.18	$291.16	$297.28
	SIN 541910					
541910	Marketing Research Analyst I	$80.33	$82.02	$83.74	$85.50	$87.29
541910	Marketing Research Analyst II	$94.03	$96.00	$98.02	$100.07	$102.18
541910	Marketing Research Analyst III	$110.62	$112.95	$115.31	$117.73	$120.20
541910	Marketing Research Analyst IV	$124.70	$127.31	$129.98	$132.72	$135.51
541910	Marketing Research Project Manager I	$138.74	$141.65	$144.62	$147.66	$150.76
541910	Marketing Research Program Manager I	$168.07	$171.60	$175.20	$178.88	$182.64
541910	Marketing Research Program Manager II	$184.34	$188.21	$192.16	$196.20	$200.32
541910	Marketing Research Program Manager III	$220.99	$225.63	$230.37	$235.20	$240.14
541910	Marketing Research Communications Specialist I	$89.67	$91.56	$93.48	$95.45	$97.45
541910	Marketing Research Communications Specialist II	$102.67	$104.83	$107.02	$109.27	$111.57
541910	Marketing Research Communications Specialist III	$123.31	$125.90	$128.54	$131.24	$134.01
541910	Marketing Research Graphics Specialist	$65.98	$67.38	$68.79	$70.23	$71.70
541910	Marketing Research Graphics Specialist	$75.26	$76.85	$78.46	$80.11	$81.79

SIN	Labor Category	Year 6 (2/24/2024 - 2/23/2025) GSA PRICE including IFF	Year 7 (2/24/2025 - 2/23/2026) GSA PRICE including IFF	Year 8 (2/24/2026 - 2/23/2027) GSA PRICE including IFF	Year 9 (2/24/2027 - 2/23/2028) GSA PRICE including IFF	Year 10 (2/24/2028 - 2/23/2029) GSA PRICE including IFF
	Longview International Technologies, Inc.					
541910	Marketing Research Graphics Specialist	$108.43	$110.71	$113.04	$115.42	$117.84
541910	Marketing Research Project Director	$200.61	$204.83	$209.13	$213.52	$218.01
541910	Marketing Research Consultant I	$103.02	$105.19	$107.40	$109.65	$111.96
541910	Marketing Research Consultant II	$121.31	$123.86	$126.46	$129.12	$131.83
541910	Marketing Research Consultant III	$139.92	$142.86	$145.86	$148.93	$152.05
541910	Marketing Research Project Manager II	$151.81	$154.99	$158.25	$161.57	$164.97
541910	Marketing Research Project Manager III	$178.91	$182.67	$186.51	$190.43	$194.43
541910	Marketing Research Functional	$184.34	$188.21	$192.16	$196.20	$200.32
541910	Marketing Research Functional Specialist/SME II	$207.02	$211.37	$215.81	$220.34	$224.97
541910	Marketing Research Functional Specialist/SME III	$273.57	$279.31	$285.18	$291.16	$297.28

Longview International Technology Solutions, Inc.
GSA Offered Pricing

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
		SIN 541611		
541611	Analyst I	Serves as a junior member of a group of analysts who are working in concert to systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process reengineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions and/or alternative methods for improving performance and apply sound management principles.	Bachelors	0
541611	Analyst II	Serves as a member of a group of analysts who are working in concert to systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions and/or alternative methods for improving performance and apply sound management principles.	Bachelors	2
541611	Analyst III	Serves as a member of a group of analysts who are working in concert to systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions, and/or alternative methods for improving performance and apply sound management principles.	Bachelors	5
541611	Analyst IV	Leads a group of analysts who are working in concert to systematically integrate business, functional, technical, and/or financial management processes. Possesses an expert understanding of business process management, business process re-engineering, and business functional operations. Analyst IV is adept at assessing procedures for compliance with government and industry standards, analyzing requirements, conducting and synthesizing research, analyzing data, developing solutions and/or alternative methods for improving performance and applying sound management principles.	Bachelors	8
541611	Business Analyst I	Prepares and conducts business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and works with senior team members on mitigation strategies.	Bachelors	0
541611	Business Analyst II	Prepares and conducts business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and prepares mitigation strategies to senior team members for review and approval.	Bachelors	2
541611	Business Analyst III	Works with junior business analysts to prepare and conduct business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and implements mitigation strategies as necessary.	Bachelors	5
541611	Business Analyst IV	Leads a team of business analysts to prepare and conduct business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and implements mitigation strategies as necessary. Reports directly to senior project/program manager.	Bachelors	8
541611	Project Manager I	Provides day-to-day project management for a single project or serves as the team lead for a workstream within a small project. Coordinates and directs the activities of junior consultants and staff and provides direct consulting support (including but not limited to Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients including the identification of project issues, reviewing elements of deliverables developed by others, and the presentation of project findings and results to lower levels of client management.	Bachelors	1
541611	Program Manager I	Provides oversight and management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. Handles cross-team subcontractor support and program financials. Meets with the client program manager to discuss performance, propose initiative, and establish priorities, as needed. For large-scale, enterprise programs, may report to a Program Manager II or Program Manager III.	Bachelors	2

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541611	Program Manager II	Provides oversight and management to overall contract operations, often involving a multi-level program with multiple projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with senior-level management within the government/client organization. Responsible for ensuring senior level management within the government/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 the overall project and contract performance.	Bachelors	5
541611	Program Manager III	Performs day-to-day management of overall contract support operations involving multiple projects and/or programs as well as groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all project/program support activities. Responsible for establishing, overseeing, and successfully maintaining integrated management structure and evaluating overall performance to direct effective contract support activities. Strategically manages multi-faceted project(s) and/or program(s), developing product and service vision. Meets regularly with government/client program manager to discuss performance, propose initiatives, and establish priorities.	Bachelors	8
541611	Communications Specialist I	Member of a team of communications, public relations, and/or marketing professionals. Aids in developing and implementing targeted information campaigns. Contributes to the production of information products such as brochures, marketing materials, multimedia, press kits, and legislative analysis.	Bachelors	2
541611	Communications Specialist II	Supports a team of communications, public relations, and/or marketing professionals. Develops a strategic approach to information campaigns and strives to improve work processes, products, and services. Leads and implements communication tasks. Conducts targeted information campaigns, arranges press briefings and interviews, coordinates editorial boards, monitors the news, and writes trends analysis. Meets with government/client to ensure work meets/exceeds client objectives, to propose initiatives, and to support defined priorities.	Bachelors	5
541611	Communications Specialist III	Leads a diverse team of communications, public relations, and/or marketing professionals. Directs and develops communications, marketing, advertising, and public relations strategies. Directs a broad range of strategic communications support services including public/media relations, news monitoring, evaluation, and trends analysis. Meets with government/client regularly to discuss performance, propose initiatives, and establish priorities.	Bachelors	8
541611	Financial Analyst I	Performs analyses of financial statements, cost data, financial system data, operating, and project reports. Provides initial assessments and recommendations as to areas requiring further review by senior staff. Reviews records of financial transactions and data requiring further analysis.	Bachelors	2
541611	Financial Analyst II	Determines the feasibility of automating government financial business practices. Supports the definition of government financial business practices and incorporates processes into an automated solution. Assists in applying sound accounting and data processing principles.	Bachelors	5
541611	Financial Analyst III	Integrates government/client financial business practices. Identifies potential problems and solutions through analysis and recommends solutions. Works with functional specialists, vendors, and clients to effectively automate requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Acts as a focal point for coordinating all disciplines in the recommended solution. Adheres to established accounting principles and practices and all government standards.	Bachelors	8
541611	Financial Analyst IV	Performs complex financial analysis of budgets, schedules, requirements, and milestones for an assigned program or programs. Experienced in financial management and serves as the senior expert for financial analysis issues. Leads a team of financial analysts, ensuring all contractual and programmatic requirements are met. Possesses a thorough knowledge of and adheres to all Federal government financial policies, accounting principles, and systems requirements. Monitors and reports performance against plans to ensure that contractual cost and schedule objectives are met.	Bachelors	10
541611	ERP Specialist I	Under the direction of the ERP Specialist II, ERP Specialist III, or a Project Manager, provides technical design and configuration specifications, implementation planning, technology integration, and execution. Has business knowledge with functional skills in finance, procurement, human resources, payroll, facilities management, sales and distribution, and/or project management.	Bachelors	5
541611	ERP Specialist II	Provides management and direction on government/client engagements to junior team members. Has knowledge of and experience with system development and implementation of enterprise-wide business systems or products, development of engagement work plans, and deployment of program criterion. Experienced with implementing business process reengineering, developing financial models, orchestrating change management principles, and conducting performance measurements.	Bachelors	8
541611	ERP Specialist III	Leads a team of ERP Specialists or serves as an individual contributor to standardize ERP reporting and ensure the best performance of ERP applications and support systems. Leads the analysis, modeling, standardization, streamlining, and implementation of the ERP system. Has deep technical or functional knowledge of an enterprise-wide business system and/or product. Has extensive experience in all aspects of a system's development life cycle, experience in formulating project definition, identifying key success factors, and aligning objectives with government/client needs. Communicates issues and provide recommendations for improvement to accomplish goals. Other experience includes the administration of project work plans and processes and core capabilities in the implementation and sustainment of enterprise-level information systems.	Bachelors	12
541611	Organizational Change Management Specialist I	As part of a team, applies industry best practices, tools, and frameworks to support improved government/client future-state organizational design and alignment. Co-develops and executes communication plans alongside senior Organizational Change Management Specialists. Applies behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Assists in defining activities to support change and transition initiatives. Supports the development and deployment of user adoption/training programs to support technology implementations. Contributes to practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers.	Bachelors	2

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541611	Organizational Change Management Specialist II	Applies industry best practices, tools, and frameworks to support improved client future-state organizational design and alignment. Develops and executes communication plans. Apply behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Defines activities to support change and transition initiatives. Develops and deploys user adoption/training programs to support technology implementations. Contributes to practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers.	Bachelors	5
541611	Organizational Change Management Specialist III	Applies industry best practices, tools, and frameworks to support improved client future-state organizational design and alignment. Oversees the development and execution of communication plans. Applies behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Defines activities to support change and transition initiatives. Develops and deploys user adoption/training programs to support technology implementations. Designs and deploys practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers. Defines and executes sound organizational development practices that support culture transformation. Provides change management expertise to a team of Organizational Change Management professionals as required to support large-scale, complex change projects. Assesses critical business issues and design organization development and strategic plans to enhance performance. Advises and designs on team effectiveness and performance, supporting team effectiveness within and across functional lines. Provides development, coaching, and leadership training. Leads and propels process improvement initiatives.	Bachelors	8
541611	Graphics Specialist I**	Creates graphic materials based on pre-set standards and concepts. Supports the design of projects from conception to completion. Experienced in desktop layout, image manipulation, and some pre-press preparation. Works under the direction of a Project Manager, Graphics Specialist II, Graphics Specialist III, and/or a senior consulting professional.	Associates	2
541611	Graphics Specialist II**	Creates graphic materials based on pre-set standards and concepts. Responsible for the design of projects from conception to completion. Possesses specialized skills in web, multimedia, or video expertise in using design software (e.g., Adobe Creative Suite, Corel, and similar software) for use in government/client marketing materials, brochures, and/or other multimedia. Experienced in desktop layout, image manipulation, and some pre-press preparation.	Bachelors	3
541611	Graphics Specialist III**	Assists in establishing the conceptual and stylistic direction for the work of a design team. Designs materials and approves the work of other graphics specialists. Possesses specialized skills in web, multimedia, or video expertise in using design software (e.g., Adobe Creative Suite, Corel, and similar software) for use in government/client marketing materials, brochures, and/or other multimedia. Meets with government/client as necessary and acts as client liaison for the design team.	Bachelors	8
541611	Administrative Assistant I**	Provides diversified clerical, administrative, and general office duties under general direction and supervision.	High School	0
541611	Administrative Assistant II**	Experience includes performing diversified clerical, administrative, and general office duties to support government/client, manager(s), and/or staff. Requires good organizational and interpersonal skills to maintain schedules, calendars, correspondences, and filing systems. The work requires knowledge of general office procedures and common office software and automation tools such as Microsoft Word and Microsoft Outlook.	High School	2
541611	Administrative Assistant III**	Performs a combination of clerical tasks to support office, business, or administrative operations, such as maintaining records (e.g., receiving, preparing, and/or verifying documents), researching and compiling information and data, responding to routine requests (via phone, in person, or by e-mail or written correspondence), scheduling and detailed notetaking for meeting minutes and other reports as needed. The work requires knowledge of general office procedures and technical skills using common office software applications such as Microsoft Word and Microsoft Outlook.	Associates	5
541611	Administrative Assistant IV**	Experience includes performing diversified clerical, administrative, and general office duties of a highly responsible and/or confidential nature to government/client, manager(s), and/or staff. Requires good organizational and interpersonal skills to maintain schedules, calendars, correspondences, and filing systems. This position requires knowledge of applicable policies, organization, office procedures, and technical skills using common office software applications such as Microsoft Word and Microsoft Outlook.	Associates	10
SIN 54151S				
54151S	IT Analyst I	: Provides cost estimating, life-cycle costing, and cost benefit analyses in support of acquisition programs, logistics and other analyses. Supports the development and analysis of logistics support and information technology alternatives. Assists in the development of capital plans for major acquisitions. Supports business process reengineering and improvement studies through the development of baseline cost models and "to be" or future state cost models. Performs "should cost" analysis and trade studies related to cost trade-off options for major systems development, procurement, and/or divestment. Prepares acquisition milestone program documentation to support milestone decisions. Prepares budget submissions in support of major logistics acquisition programs. Monitors program funding and expenditures. Performs day-to-day management of assigned task order projects in the acquisition logistics area. Organizes, directs, and supervises other project personnel in the execution of task order activities.	Bachelors	0
54151S	ITAnalyst II	Analyzes business requirements and processes, develops solutions or improvements. Manages business processes. Responsible for formulation of the solutions, decisions and performance of tasks specified in the statement of work. Documents requirements, project status reports, and performs analysis on identified metrics and compares to key performance indicators. Provides program integration support to the project manager for general project tasks and in support of the client(s). Creates business process workflows and diagrams. Responds to and complete client requests in accordance with team support structure. Develops and integrates status briefings, reports, and program documentation	Bachelors	2
54151S	IT Analyst III	a) Formulates the multi-year budget for the command on the agency's computerized data processing operations. b) Identifies quantitative budgetary and financial relationships between the command's overall mission and its financial budget. c) Applies analytical methods such as cost benefit analysis and decision theory to a variety of budgetary situations. d) Uses the agency's automated data processing equipment to track related program commitments, work processes and accomplishments to budgetary obligations and expenditures, reprogramming actions, and adjustments in budget plans.	Bachelors	5

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
54151S	IT Analyst IV	• Performs a variety of management tasks that are broad in nature and are concerned with the integration of teams/personnel, tools and techniques to provide IT based program/project management services to improve operation	Bachelors	8
54151S	IT Business Analyst I	conduct Requirements Elicitation, Gathering, Clarification, and Analysis, Participate in the creation of Business Requirements Document, Use Case Analysis and Documentation, Data Analysis and Documentation and proficiency in SQL, Create Functional Design Document, Create Detailed Design Document, Ensure business requirements are organized and coherent for application architects and developers to understand. The Junior Business Analyst also involved with Test Planning and Coordination, Ensure application meets business requirements, Create and Track Test Plans, Cases, and Scripts, Migration Planning and Coordination, Provide Project Support (Issues Tracking, User Training), Create Application Documentation (User Guide, Operations Guide, Training Manual, etc.), Work with business for requirements, and Work with technical team to write the detailed and functional design documents. Familiarity with modern web application designs and concepts and Strong knowledge of Software Development Life Cycle (SDLC).	Bachelors	0
54151S	IT Business Analyst II	t interacts with the business stakeholders and subject matter experts to understand their problems and needs. The analyst gathers, documents, and analyzes business needs and functional requirements. The business analyst will serve as a liaison between technical teams and project stakeholders and is responsible for identifying problems, needs, and opportunities for improvement to help the	Bachelors	2
54151S	IT Business Analyst III	organization successfully implement new software. Analyze the business processes, procedures, organizational structure, etc. in order to identify problems and determine solutions that reduce risk and increase organizational effectiveness and efficiency. Interact with the business partners and internal and external stakeholders, including executive staff, to understand organizational processes and needs. Perform detailed gap analysis to identify gaps between system functionality and organizational needs and document findings. Collaborate with project stakeholders and technical staff to elicit and document requirements (e.g. business, functional, process etc.). Present solutions to business stakeholders and facilitate the iterative refinement of requirements. Develop wireframes used to model requirements for stakeholders and developers. Work with the Development and Quality Assurance teams to ensure functional requirements are unambiguous and testable. Assist in the creation of test cases to verify the system and validate the system and processes are functioning as expected. Thorough knowledge of processes, methods, and techniques utilized to analyze and evaluate business operations. Ability to translate standard operating procedures into clearly written documentation such as user stories, business and functional requirements. Capable of thinking tactically and strategically. Knowledge of the Systems Development Lifecycle (SDLC). Strong written and oral communication skills. Ability to work in both collaborative and independent environments. Ability to work under aggressive timelines. Experience with developing reports, documents, presentations, wireframes and mockups etc. Experience creating record documents, to include agendas, project logs, meeting notes, etc. Experience on large-scale application development and software integrations	Bachelors	5
54151S	IT Business Analyst IV	apply their strong analytical and technical skills to assist in implementing business solutions.directed to exercise core skills on projects, or they may direct small teams	Bachelors	8
54151S	IT Project Manager I	Responsible for managing project. Trains and supervises employees and managers scheduling of shipments. Manages the operational aspects of ongoing projects and serves as the liaison between project management and planning, project team, and line management. Plan and implement budgets. Lead all moving planning and strategic activities. Assist in the identification of implementation of continuous improvement opportunities and customer satisfaction opportunities. Relies on extensive experience and judgement to plan and accomplish goals. Performs a variety of tasks. Lead and directs the work of others. A wide degree of creativity and latitude is expected.	Bachelors	1
54151S	IT Program Manager I	Responsible for management, oversight and tracking of ongoing programs and engagement teams. Provides leadership in support of program activities. Provides consultation to management level clients. Supports engagement teams in the delivery of complex services and solutions.	Bachelors	2
54151S	IT Program Manager II	Manage complex projects or programs, including proposal development, strategic planning, piloting, facilitation, product development, relationship management, and tactical and technical support. Produces a variety of written documents. Delivers oral presentations. Coach and manage staff	Bachelors	5
54151S	IT Program Manager III	Responsible for the project oversight and responsibility of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program area typically represents more than three functional areas such as engineering, systems analysis, quality control and administration.	Bachelors	8
54151S	IT Communications Specialist I	Design and coordinate company communications, responsible for engaging in the development of an execution of organization-wide communication strategies and develop an effective transfer of information to various audiences (both internal and external). Coordinate a variant of specialized marketing and communications responsibilities. Perform a variety of complicated tasks and work well with others as well with other communication specialists.	Bachelors	2
54151S	IT Communications Specialist II	Assists in designing and coordinating company internal and external communications. Enhances the relations between company and clients within the government community. Maintains communications policies and procedures, monitors company media, and utilizes electronic publishing technology.	Bachelors	5
54151S	IT Communications Specialist III	Develops traditional or social media communications content .Collects and helps to assess communications analytic	Bachelors	8
54151S	IT Financial Analyst I	Performs analyses of financial statements, cost data, financial system data, operating, and project reports. Provides initial assessments and recommendations as to areas requiring further review by senior staff. Reviews records of financial transactions and data requiring further analysis.	Bachelors	2
54151S	IT Financial Analyst II	Determines the feasibility of automating government financial business practices. Supports the definition of government financial business practices and incorporates processes into an automated solution. Assists in applying sound accounting and data processing principles.	Bachelors	5

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
54151S	IT Financial Analyst III	Integrates government/client financial business practices. Identifies potential problems and solutions through analysis and recommends solutions. Works with functional specialists, vendors, and clients to effectively automate requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Acts as a focal point for coordinating all disciplines in the recommended solution. Adheres to established accounting principles and practices and all government standards.	Bachelors	8
54151S	IT Financial Analyst IV	Performs complex financial analysis of budgets, schedules, requirements, and milestones for an assigned program or programs. Experienced in financial management and serves as the senior expert for financial analysis issues. Leads a team of financial analysts, ensuring all contractual and programmatic requirements are met. Possesses a thorough knowledge of and adheres to all Federal government financial policies, accounting principles, and systems requirements. Monitors and reports performance against plans to ensure that contractual cost and schedule objectives are met.	Bachelors	10
54151S	IT ERP Specialist I	Supports enterprise application implementation and operations across functional business areas as directed and supervised by a functional lead. Responsible to assess, select, manage and implement enterprise application components, and ensure the technical solution solves the business problem. Support technical strategies that improve productivity across functional areas.	Bachelors	5
54151S	IT ERP Specialist II	Performs enterprise application implementation and operations across functional business areas as directed by a functional lead. Responsible to assess, select, manage and implement enterprise application components, and ensure the technical solution solves the business problem. Support technical strategies that improve productivity across functional areas.	Bachelors	8
54151S	IT ERP Specialist III	Plans, organizes, directs and leads complex enterprise application support as task lead, functional lead, or manager across functional business areas as a task lead, functional lead, or manager. Responsible to assess, select, manage and implement enterprise application components, and ensure the technical solution solves the business problem. Support technical strategies that improve productivity across functional areas.	Bachelors	12
54151S	IT Organizational Change Management Specialist I	Performs tasks requiring the knowledge and skills for a multidisciplinary approach to managing change and transition within organizations, programs, and projects. Tasks may include developing plans associated with transition management, implementation of major initiatives, communications associated with major initiatives, risk assessment, and organizational transformation and culture change; completing change management assessments and change management strategy; identifying and managing anticipated resistance; creating actionable deliverables, such as a communication plan, roadmap, coaching plan, training plan, or resistance management plan; supporting and engaging senior leaders; supporting organizational design and definition of roles and responsibilities; integrating change management activities into project plan, and evaluating and ensuring user readiness; managing stakeholders; tracking and reporting issues; defining and measuring success metrics and monitoring change progress.	Bachelors	2
54151S	IT Organizational Change Management Specialist II	Apply a structured change management approach and methodology for the people side change caused by projects and change efforts. Develop a change management strategy based on a situational awareness of the details of the change and the groups being impacted by the change. Identify potential people-side risks and anticipated points of resistance and develop specific plans to mitigate or address the concerns. Conduct readiness assessments, evaluate results, and present findings in a logical and easy-to-understand manner. Develop a set of actionable and targeted change management plans – including communication plan, sponsor roadmap, coaching plan, training plan and resistance management plan. Support the execution of plans by employee-facing managers and business leaders. Be an active and visible coach to executive leaders who are change sponsors. Create and manage measurement systems to track adoption, utilization, and proficiency of individual changes. Identify resistance and performance gaps, and work to develop and implement corrective actions. Create and enable reinforcement mechanisms and celebrations of success. Work with project teams to integrate change management activities into the overall project plan. Work with communication, training, HR and OD specialists in the formulation of particular plans and activities to support project implementation.	Bachelors	5
54151S	IT Organizational Change Management Specialist III	I performs tasks requiring the knowledge and skills for a multidisciplinary approach to managing change and transition within organizations, programs, and projects. Tasks may include developing plans associated with transition management, implementation of major initiatives, communications associated with major initiatives, risk assessment, and organizational transformation and culture change; completing change management assessments and change management strategy; identifying and managing anticipated resistance; creating actionable deliverables, such as a communication plan, roadmap, coaching plan, training plan, or resistance management plan; supporting and engaging senior leaders; supporting organizational design and definition of roles and responsibilities; integrating change management activities into project plan, and evaluating and ensuring user readiness; managing stakeholders; tracking and reporting issues; defining and measuring success metrics; and monitoring change progress	Bachelors	8
54151S	IT Graphics Specialist I**	Demonstrated Knowledge of most recent graphics, desktop publishing, and word processing software using IBM and Mac format to produce state-of-the-art presentation materials and technical documents. Reviews graphics requests to determine scope of requirements, consults with requestor as assignment progresses. Administrative Assistant I	Associates	2
54151S	IT Graphics Specialist II**	Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget, and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance	Bachelors	3
54151S	IT Graphics Specialist III**	Requires the ability to use graphic elements to produce an attractive layout or design, and the demonstrated ability to work in a production environment with other staff, in a collaborative manner, to meet assigned deadlines. Integrates all elements of a document (text, graphic illustrations, photos) into a cohesive whole that is visually appealing	Bachelors	8

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
54151S	IT Project Director	Develops, defines, and delivers project deliverables as directed by MessageMakers and client. Project Directors are the principal contact point with clients and oversee the relaying of information between the client and MessageMakers. Also coordinates all internal and external resources to ensure timely completion of the project, within time and budget constraints	Masters	3
54151S	IT Consultant I	Supports day to day work, project management, research, technical or support services related to business and management consulting projects. Contributes to deliverables and work products under the management of a supervisor.	Bachelors	1
54151S	IT Consultant II	Contributes to day to day work, project management, research, technical, or support service related to business and management consulting projects. Delivers high quality products produced independently or in collaboration with others. Has some experience in project management, business development or technical field	Bachelors	2
54151S	IT Consultant III	Within defined objectives, but with considerable latitude, performs in a professional position requiring an in-depth knowledge related to strategic planning, systems alignment, organizational assessment, process improvement, facilitation, and related decision support services. Capable of independent, complex analysis, concept formulation, and new method identification. Serves as prime point of contact for clients and technical advisor.	Bachelors	3
54151S	IT Project Manager II	Working with Project Director, the Project Manager develops, defines, and delivers project deliverables on specific aspects of a project	Masters	3
54151S	IT Project Manager III	Provides project oversight and responsibility for the success of the effort. Must have specific programmatic and/or technical experience in the specific areas covered in the contractual effort. Solves technical, administrative, and managerial problems and is responsible for interfacing with the customer's technical point of contact to ensure that the task is completed on time and within budget	Masters	5
54151S	IT Functional Specialist/SME I	Expert with extensive, knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity	Bachelors	5
54151S	IT Functional Specialist/SME II	Working within broad area of objectives, the SME 2 preforms tasks related to strategic planning, systems alignment, organizational assessment, process improvement, and related support services. This person has a high level of specialized knowledge and experience and demonstrates abilities to effectively analyze problems, gather and research data, and propose solutions or alternatives. May provide training as a subject matter expert	Bachelors	8
54151S	IT Functional Specialist/SME III	Understand, articulate, and implement best practices related to his/her area of expertise. May lead or be an active participant of a work group with the need for specialized knowledge. Provide guidance on how his / her area of capability can resolve an organizational need. May be required to solve complex technical issues involving Information Operations, Management, or Technologies	Masters	12
		SIN 541990RISK		
541990RISK	RISK Analyst I	Serves as a junior member of a group of analysts who are working in concert to mprove capabilities through the reduction, identification, and mitigation of risks; detailed risk statements, risk explanations and mitigation recommendations; design and development of new business applications, processes, and procedures in response to risk assessments; and ensuring compliance with governance and regulatory requirements. systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions and/or alternative methods for improving performance and apply sound management principles. Reports to analyst II	Bachelors	0
541990RISK	RISK Analyst II	a member of a group of analysts who are working in concert to improve capabilities through the reduction, identification, and mitigation of risks; detailed risk statements, risk explanations and mitigation recommendations; design and development of new business applications, processes, and procedures in response to risk assessments; and ensuring compliance with governance and regulatory requirements.systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions and/or alternative methods for improving performance and apply sound management principles. Reports to Anlyst III	Bachelors	2
541990RISK	RISK Analyst III	a member of a group of analysts who are working in concert to mproveme capabilities through the reduction, identification, and mitigation of risks; detailed risk statements, risk explanations and mitigation recommendations; design and development of new business applications, processes, and procedures in response to risk assessments; and ensuring compliance with governance and regulatory requirements. systematically integrate business, functional, and/or financial management processes. Possesses a general understanding of business process management, business process re-engineering, and business functional operations. Under supervision, must be able to assess procedures for compliance with government and industry standards, analyze requirements, conduct research, analyze data, develop solutions, and/or alternative methods for improving performance and apply sound management principles.	Bachelors	5
541990RISK	RISK Analyst IV	Leads a group of analysts who are working in concert to systematically integrate business, functional, technical, and/or financial management processes. Possesses an expert understanding of business process management, business process re-engineering, and business functional operations. Analyst IV is adept at assessing procedures for compliance with government and industry standards, analyzing requirements, conducting and synthesizing research, analyzing data, developing solutions and/or alternative methods for improving performance and applying sound management principles.	Bachelors	8
541990RISK	RISK Business Analyst I	Business Analyst I is adept at assessing procedures for compliance with government and industry standards, analyzing requirements, conducting and synthesizing research, analyzing data, developing solutions and/or alternative methods for improving performance and applying sound management principles. Reports to Business Analyst II	Bachelors	0

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541990RISK	RISK Business Analyst II	Prepares and conducts business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and works with senior team members on mitigation strategies. Reports to Business Analyst III	Bachelors	2
541990RISK	RISK Business Analyst III	Prepares and conducts business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and prepares mitigation strategies to senior team members for review and approval. Reports to Business Analyst IV	Bachelors	5
541990RISK	RISK Business Analyst IV	Leads business analysts to prepare and conduct business analyses and studies, needs assessments, and requirements analysis/definition in an effort to align business systems, solutions, and initiatives. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks and implements mitigation strategies as necessary.	Bachelors	8
541990RISK	RISK Project Manager I	Leads Projects that Identifies potential business risks and implements mitigation strategies as necessary. Reports directly to program manager.	Bachelors	1
541990RISK	RISK Program Manager I	Provides day-to-day project management for a single project or serves as the team lead for a workstream within a small project. Coordinates and directs the activities of junior consultants and staff and provides direct consulting support (including but not limited to Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients including the identification of project issues, reviewing elements of deliverables developed by others, and the presentation of project findings and results to lower levels of client management.	Bachelors	2
541990RISK	RISK Program Manager II	Provides oversight and management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. Handles cross-team subcontractor support and program financials. Meets with the client program manager to discuss performance, propose initiative, and establish priorities, as needed. For large-scale, enterprise programs, may report to Program Manager III.	Bachelors	5
541990RISK	RISK Program Manager IIII	Responsible for ensuring senior level management within the government/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 III 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 the overall project and contract performance.	Bachelors	8
541990RISK	RISK Communications Specialist I	Performs day-to-day management of overall contract support operations involving multiple projects and/or programs as well as groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all project/program support activities. Responsible for establishing, overseeing, and successfully maintaining integrated management structure and evaluating overall performance to direct effective contract support activities. Strategically manages multi-faceted project(s) and/or program(s), developing product and service vision. Meets regularly with government/client program manager to discuss performance, propose initiatives, and establish priorities.	Bachelors	2
541990RISK	RISK Communications Specialist II	Member of a team of communications, public relations, and/or marketing professionals. Aids in developing and implementing targeted information campaigns. Contributes to the production of information products such as brochures, marketing materials, multimedia, press kits, and legislative analysis.	Bachelors	5
541990RISK	RISK Communications Specialist III	Conducts targeted information campaigns, arranges press briefings and interviews, coordinates editorial boards, monitors the news, and writes trends analysis. Meets with government/client to ensure work meets/exceeds client objectives, to propose initiatives, and to support defined priorities.	Bachelors	8
541990RISK	RISK Financial Analyst I	Leads a diverse team of communications, public relations, and/or marketing professionals. Directs and develops communications, marketing, advertising, and public relations strategies. Directs a broad range of strategic communications support services including public/media relations, news monitoring, evaluation, and trends analysis. Meets with government/client regularly to discuss performance, propose initiatives, and establish priorities.	Bachelors	2
541990RISK	RISK Financial Analyst II	Performs analyses of financial statements, cost data, financial system data, operating, and project reports. Provides initial assessments and recommendations as to areas requiring further review by senior staff. Reviews records of financial transactions and data requiring further analysis.	Bachelors	5
541990RISK	RISK Financial Analyst III	Determines the feasibility of automating government financial business practices. Supports the definition of government financial business practices and incorporates processes into an automated solution. Assists in applying sound accounting and data processing principles.	Bachelors	8
541990RISK	RISK Financial Analyst IV	Integrates government/client financial business practices. Identifies potential problems and solutions through analysis and recommends solutions. Works with functional specialists, vendors, and clients to effectively automate requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Acts as a focal point for coordinating all disciplines in the recommended solution. Adheres to established accounting principles and practices and all government standards.	Bachelors	10
541990RISK	RISK ERP Specialist I	Performs complex financial analysis of budgets, schedules, requirements, and milestones for an assigned program or programs. Experienced in financial management and serves as the senior expert for financial analysis issues. Leads a team of financial analysts, ensuring all contractual and programmatic requirements are met. Possesses a thorough knowledge of and adheres to all Federal government financial policies, accounting principles, and systems requirements. Monitors and reports performance against plans to ensure that contractual cost and schedule objectives are met.	Bachelors	5
541990RISK	RISK ERP Specialist II	provides technical design and configuration specifications, implementation planning, technology integration, and execution. Has business knowledge with functional skills in finance, procurement, human resources, payroll, facilities management, sales and distribution, and/or project management.	Bachelors	8

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541990RISK	RISK ERP Specialist III	Provides management and direction on government/client engagements to junior team members. Has knowledge of and experience with system development and implementation of enterprise-wide business systems or products, development of engagement work plans, and deployment of program criterion. Experienced with implementing business process reengineering, developing financial models, orchestrating change management principles, and conducting performance measurements.	Bachelors	12
541990RISK	RISK Organizational Change Management Specialist I	Leads a team of ERP Specialists or serves as an individual contributor to standardize ERP reporting and ensure the best performance of ERP applications and support systems. Leads the analysis, modeling, standardization, streamlining, and implementation of the ERP system. Has deep technical or functional knowledge of an enterprise-wide business system and/or product. Has extensive experience in all aspects of a system's development life cycle, experience in formulating project definition, identifying key success factors, and aligning objectives with government/client needs. Communicates issues and provide recommendations for improvement to accomplish goals. Other experience includes the administration of project work plans and processes and core capabilities in the implementation and sustainment of enterprise-level information systems.	Bachelors	2
541990RISK	RISK Organizational Change Management Specialist II	As part of a team, applies industry best practices, tools, and frameworks to support improved government/client future-state organizational design and alignment. Co-develops and executes communication plans alongside senior Organizational Change Management Specialists. Applies behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Assists in defining activities to support change and transition initiatives. Supports the development and deployment of user adoption/training programs to support technology implementations. Contributes to practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers.	Bachelors	5
541990RISK	RISK Organizational Change Management Specialist III	Develops and executes communication plans. Apply behavioral tools to assess the impact of change on organizations, using assessments of organizational culture, performance, and readiness for change. Defines activities to support change and transition initiatives. Develops and deploys user adoption/training programs to support technology implementations. Contributes to practice development initiatives, including culture building, internal community involvement, eminence, recruiting, and whitepapers.	Bachelors	8
541990RISK	RISK Project Director	Provides leadership and overall direction for concurrent multiple small projects within a single large organization, or serves as the project manager of a single large program containing multiple task elements	Masters	3
541990RISK	RISK Consultant I	Coordinates personnel, services, and products from a variety of functional areas. Applies industry knowledge as well as training, Risk management, technical, functional, and project management expertise. Works with senior executives in the client organization. Works under Consultant II	Bachelors	1
541990RISK	RISK Consultant II	Assists project team members with data gathering and research, organizing data and project documents, and assists the project manager in the development of deliverables, and supports the development of process flow diagrams, project reports, training materials, instructional design, multimedia, and other deliverables. Works under Consultant III	Bachelors	2
541990RISK	RISK Consultant III	Gathers data for more senior team members, conducts Internet and document research, manages team databases and knowledge repositories, takes notes during meetings and interviews, drafts process flow diagrams, contributes to project reports, training materials, and other deliverables, and performs instructional design and multimedia responsibilities and performs training and knowledge sharing.	Bachelors	3
541990RISK	RISK Project Manager II	Leads data-gathering and analysis, conducts research, develops databases and spreadsheets, creates process flow diagrams, drafts project reports, training materials, and other deliverables, performs instructional design and multimedia responsibilities and performs training and knowledge sharing. Works under Project Manager III	Masters	3
541990RISK	RISK Project Manager III	Provides day-to-day project management for smaller projects or is the team lead for a workstream within a larger project. Coordinates and directs the activities of junior consultants and provides direct consulting support (including but not limited to Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients including the identification of project issues, reviewing elements of deliverables developed by others, and the presentation of project findings and results to lower levels of client management.	Masters	5
541990RISK	RISK Functional Specialist/SME I	Provides day-to-day management direction and leadership for projects comprised of several workstreams. Coordinates and directs the activities of other consultants and provides direct consulting support (including, but not limited to, Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients, including the resolution of project issues, quality control of deliverables, and the presentation of project findings and results to client management. Works under Functional Specialist/SME II	Bachelors	5
541990RISK	RISK Functional Specialist/SME II	Provides expertise, guidance, consultation, facilitation, training, change management, and education to the client and/or project team based on specialized expertise in such fields as technology, science, public policy and administration, and management. Overview by Functional Specialist/SME III	Bachelors	8
541990RISK	RISK Functional Specialist/SME III	Provides expertise, guidance, consultation, facilitation, training, change management, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as technology, science, public policy and administration, and management.	Masters	12
SIN 541820				
541820	PR Analyst I	Provides expertise, guidance, consultation, facilitation, training, change management, thought leadership, and education to the client and/or project team based on specialized deep expertise in such fields as customized media and public relation services such as the development of media messages and strategies; providing recommendations of media sources for placement of campaigns; preparing media materials such as, background materials, press releases, speeches and presentations and press kits: executing media programs, conducting press conferences, scheduling broadcast and/or print interviews, media alerts and press clipping services related activities to public relations services.Works under Analyst II	Bachelors	0
541820	PR Analyst II	Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies specializez in Public Relations strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify business processes and procedures. Performs a variety of tasks. Works under general supervision Of the Analyst III.	Bachelors	2
541820	PR Analyst III	Writes detailed description steps required to develop or modify business Public Relation processes and procedures.	Bachelors	5

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541820	PR Analyst IV	Leads a group of analysts who are working in concert to systematically integrate business, functional, technical, and/or financial management processes. Possesses an expert understanding of business process management, business process re-engineering, and business functional operations. Analyst IV is adept at assessing procedures for compliance with government and industry standards, analyzing requirements, conducting and synthesizing research, analyzing data, developing solutions and/or alternative methods for improving performance and applying sound management principles.	Bachelors	8
541820	PR Project Manager I	Performs day-to-day management of assigned Public Relations projects. Demonstrates proven skills in the areas addressed by the projects to be managed. Organizes, directs, and coordinates planning, and production of all activities associated with assigned projects. Manages scope, budget, schedule, and resources for assigned projects. Demonstrates written and oral communication skills.	Bachelors	1
541820	PR Program Manager I	Performs day-to-day management of contract support operations on a Public Relations project. Demonstrates skills in the scope of work; provides technical guidance to the project team in performance of the work and reviews the quality of all work products. Responsible for staffing, project planning, project financials, and staff direction and oversight. Assists the Program Manager II	Bachelors	2
541820	PR Program Manager II	• Identify and develop mitigation strategies for Publc Relations risks to scope, schedule, cost and quality of program and system • Design Public relations assessment questionnaires,to provide Quality controls • Ensure projects are completed within the estimated timeframes and budget constraints • Oversee the assessment, design and implementation of management and compliance programs • Responsible for day to day management of the project • Demonstrated ability to provide guidance and direction for specific, Works Under the Program Manager III	Bachelors	5
541820	PR Program Manager III	Serves as the primary interface and point of contact with program representatives on technical and program/project issues. Provides program oversight, implement program activities, identifies risks, propose solutions, and provides timely/accurate contract deliverables. Drive and participate in design, development, and implementation. Develop and maintain plans, policies, and procedures for all project phases. Oversees Contractor personnel program/project operations by developing procedures, planning, and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources and controls financial and administrative aspects of the program/project with respect to contract requirements	Bachelors	8
541820	PR Communications Specialist I	Responsible for the creation of creative, informative and authoritative content across all Public Relations channels to engage specific demographics and customer personas. Performs duties related to marketing and advertising that include but are not limited to research analysis, communications planning & implementation, stakeholder engagement, branding & messaging, media relations, public relations, social marketing and change communications. Provides assistance to senior leadership team to develop communication campaigns to illicit specific target markets. Works under Communications Specialist II	Bachelors	2
541820	PR Communications Specialist II	Conducts targeted Public Relations campaigns, arranges interviews, monitors news, and writes reports. Provides junior leadership in focus groups and other forms of communication research to apply to all marketing and advertising strategies. Works under Communication Specialist III	Bachelors	5
541820	PR Communications Specialist III	Performs duties related to marketing and advertising that include but are not limited to research analysis, communications planning & implementation, stakeholder engagement, branding & messaging, media relations, public relations, social marketing and change communications. Develops communication campaigns to illicit specific target markets.	Bachelors	8
541820	PR Graphics Specialist I	Uses skills in graphics design, document layout, and web site design to assist in supporting web-based projects. Some experience in a variety of desktop publishing, graphics, web page creation, and multimedia software applications, Works under Graphics Specialist II	Associates	2
541820	PR Graphics Specialist II	Uses skills in graphics design, document layout, and web site design in support of web-based projects. Experienced user of a variety of desktop publishing, graphics, web page creation, and multimedia software applications, such as Photoshop, QuarkXPress, Illustrator, FreeHand, MacroMedia Director, FrontPage, PowerPoint, Excel, and Word. Works under Graphics Specialist III	Bachelors	3
541820	PR Graphics Specialist III	Uses skills in graphics design, document layout, and web site design in support of all of graphics projects. Expert user of a wide variety of desktop publishing, graphics, web page creation, and multimedia software applications, including Photoshop, QuarkXPress, PageMaker, Illustrator, FreeHand, MacroMedia Director, Painter, ColdFusion, PageMill, FrontPage, Premiere, PowerPoint, Excel, and Word.	Bachelors	8
541820	PR Project Director	Provides oversight on complex projects and multiple agency contracts. Directs all projects and tasks assigned. Identifies staffing needs and provides staff supervision. Develops standard operating procedures and implements quality control standards and sees that they are met. Maintains oversight and ultimate responsibility for proposals and presentations. Prepares and monitors project budgets and ensures that client needs are met.	Masters	3
541820	PR Consultant I	Consultant 1 shall perform routine assignments on a range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses information supplied to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements. Works under consultant II	Bachelors	1
541820	PR Consultant II	Consultant 2 analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. Works under Consultant III	Bachelors	2
541820	PR Consultant III	Consultant 3 provides process knowledge and problem-solving skills to project teams. Provides consultation on complex projects and is considered to be the top-level contributor/specialist on processes such as implementation, business process improvement, re-engineering, quality improvement, and related management programs. Demonstrated experience and ability to apply multiple organizational, and management improvement techniques from government or commercial environments. Identifies best practices and applies change management, organizational development, activity and data modeling practices. Creates and assesses performance measurements. Communicates effectively orally or in writing. A wide degree of creativity and latitude is expected.	Bachelors	3

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541820	PR Project Manager II	Maintains the day-to-day management and coordination of projects. In managing the project, the Project Manager II is responsible to identify and manage the resource needs in order to accomplish the scope of work. The Project Manager II monitors the status and progress of work of the project team and makes day-to-day adjustments in accordance with established priorities. The Project Manager II prepares and submits routine reports to the customer's responsible point-of-contact regarding the project's status and performance to include near term and long-term needs and risks. Works under Project Manager III	Masters	3
541820	PR Project Manager III	Leading teams or projects to include integration of various Public Relation rojects using proven program management techniques and skill sets, such as: measuring performance against cost, schedule and quality; sizing tasks and provides work breakdown structures to the government. Acts as senior level focal point for projects within the program; this includes consultation on staffing, financial, performance and delivery issues. Possess significant planning and management experience over multiple projects.	Masters	5
541820	PR Functional Specialist/SME I	Provides expertise, guidance, consultation, facilitation, training, thought leadership and education to the client and/or project team based on a specialized expertise in such fields as technology, science, public policy and administration and management. Functional Specialist/SME II	Bachelors	5
541820	PR Functional Specialist/SME II	Expertise in Public Relations. Provides guidance, consultation, facilitation, training, change management, thought leadership and education primarily to the client and client leadership, specialized deep expertise in such fields as public policy, organization change management, business process re-engineering, administration and management. Works under Functional Specialist/SME III	Bachelors	8
541820	PR Functional Specialist/SME III	Understand, articulate, and implement best practices related to his/her area of expertise. May lead or be an active participant of a work group with the need for specialized knowledge. Provide guidance on how his / her area of capability can resolve an organizational need. May be required to solve complex technical issues involving Information Operations, Management, or Technologies.	Masters	12
		SIN 541430		
541430	Graphics Design Analyst I	Capable of providing expertise to relevant graphic design principles and practices for developmental and operational programs. Knowledge, graphic dessign skills, and abilities in the analysis field. Capable of utilizing, adapting and developing analytic tools, techniques, and processes for both technical and administrative support activities. Reports directly to Analyst II	Bachelors	0
541430	Graphics Design Analyst II	Capable of providing expertise to relevant graphic design principles and practices for developmental and operational programs. Knowledge, graphic dessign skills, and abilities in the analysis field. Capable of utilizing, adapting and developing analytic tools, techniques, and processes for both technical and administrative support activities. Reports directly to Analyst III and oversees Analyst II	Bachelors	2
541430	Graphics Design Analyst III	Capable of providing expertise to relevant graphic design principles and practices for developmental and operational programs. Knowledge, graphic dessign skills, and abilities in the analysis field. Capable of utilizing, adapting and developing analytic tools, techniques, and processes for both technical and administrative support activities. Reports directly to Analyst IV and oversees Analyst III	Bachelors	5
541430	Graphics Design Analyst IV	Leads a group of analysts who are working in concert to systematically integrate business, functional, technical, and/or financial management processes. Possesses an expert understanding of business process management, business process re-engineering, and business functional operations. Analyst IV is adept at assessing procedures for compliance with government and industry standards, analyzing requirements, conducting and synthesizing research, analyzing data, developing solutions and/or alternative methods for improving performance and applying sound management principles.	Bachelors	8
541430	Graphics Design Project Manager I	Manages project to completion. This includes project planning and tracking, scheduling, staffing and task supervision. Will be the point of contact for client. Requires several years experience in management/project leadership.	Bachelors	1
541430	Graphics Design Program Manager I	Responsible for guiding graphic design projects from the original concept through final implementation with deliverable to the end user. Responsible for managing day to day tasks and subtasks. Directs and manages assigned design projects.	Bachelors	2
541430	Graphics Design Program Manager II	Responsible for guiding graphic design projects from the original concept through final implementation with deliverable to the end user. Responsible for managing day to day tasks and subtasks. Directs and manages assigned design projects. Reports to Graphics Program Manager III; oversees Graphics Program Manager I	Bachelors	5
541430	Graphics Design Program Manager III	Responsible for guiding graphic design projects from the original concept through final implementation with deliverable to the end user. Responsible for managing day to day tasks and subtasks. Directs and manages assigned design projects. Reports to Graphics Program Manager III; oversees Graphics Program Managers	Bachelors	8
541430	Graphics Design Communications Specialist I	Provides strategic communication support and product development including supporting communication planning and projects, messaging, and other tasks as assigned. Works in close consultation with, and reports to more senior-level professionals.	Bachelors	2
541430	Graphics Design Communications Specialist II	Provides strategic communication support and product development including supporting communication planning and projects, messaging, and other tasks as assigned. Works in close consultation with, junior levels and reports to more senior-level professionals.	Bachelors	5
541430	Graphics Design Communications Specialist III	Provides strategic communication support and product development including supporting communication planning and projects, messaging, and other tasks as assigned. Supervises other Communcations Specialists	Bachelors	8
541430	Graphics Specialist I**	Responsible for graphics design and use, operation, and setup of computer graphic systems for business communications. Executes graphic projects and assists in coordination of all graphic production scheduling. Coordinates production support with outside vendors, as needed. Trains other personnel in proper use of computer graphic software.	Associates	2
541430	Graphics Specialist II**	Conceptualizes, designs, and develops a wide variety of information materials (technical, promotional, informational, instructional), such as forms, labels, brochures, meeting and conference handouts, slides, logos, posters, and other presentation aids through a variety of media outlets such as CD-ROMs, websites, and other publications. Develops a system for scheduling and tracking requests for graphics/artwork to ensure timely and efficient completion of all work products. Uses advanced desktop publishing, page layout, or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical.	Bachelors	3
541430	Graphics Specialist III**	Provides graphics assistance in report production. Creates graphics for reports. Formats and produces technical reports, displays and other project material as required.	Bachelors	8

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541430	Graphic Design Project Director	Strong creative and analytical skill set to assess client marketing needs; Ability to plan and assess strategic marketing processes, professional and ethical marketing issues, marketing process evaluations, management of resources, relationships and information; Communication skills to effectively communicate with various individuals during the marketing, advertising and promotions process; Decision making skills for choosing among various marketing and advertising strategies created by team; Interpersonal skills for communicating with diverse range of people in various roles within and outside the firm; Organizational skills for managing time and budgets efficiently while working closely with others; Leadership skills to inspire, motivate and direct groups and individuals; Prepare reports and deliver marketing presentations.	Masters	3
541430	Graphic Design Consultant I	Strong creative and analytical skill set to assess client marketing needs; Ability to plan and assess strategic marketing processes, professional and ethical marketing issues, marketing process evaluations, management of resources, relationships and information; Communication skills to effectively communicate with various individuals during the marketing, advertising and promotions process; Decision making skills for choosing among various marketing and advertising strategies created by team; Interpersonal skills for communicating with diverse range of people in various roles within and outside the firm; Organizational skills for managing time and budgets efficiently while working closely with others; Leadership skills to inspire, motivate and direct groups and individuals; Prepare reports and deliver marketing presentations.	Bachelors	1
541430	Graphic Design Consultant II	Gathers data for more senior team members, conducts Internet and document research, manages team databases and knowledge repositories, takes notes during meetings and interviews, drafts process flow diagrams, contributes to project reports, training materials, and other deliverables, and performs instructional design and multimedia responsibilities and performs training and knowledge sharing.	Bachelors	2
541430	Graphic Design Consultant III	Directs and coordinates the performance of a variety of related projects and implements project management. Ensures high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Uses proven technical skills applicable to task/delivery order to proactively identify and resolve issues and problems, create innovative solutions involving financial management, scheduling, technology, methodology, tools, and solution components. Defines project scope and objectives including developing detailed work plans, schedules, project estimates, resource plans, status reports, and project and financial tracking and analysis. Provides technical and strategic guidance to project team and reviews project deliverables.	Bachelors	3
541430	Graphics Design Project Manager II	Provides day-to-day project management for smaller projects or is the team lead for a workstream within a larger project. Coordinates and directs the activities of junior consultants and provides direct consulting support (including but not limited to Functional, Technical, Training/Facilitation, and Change Management responsibilities) and expertise to clients including the identification of project issues, reviewing elements of deliverables developed by others, and the presentation of project findings and results to lower levels of client management.	Masters	3
541430	Graphics Design Project Manager III	Responsibilities include supervising less experienced project/program managers, performing tasks that include, but are not limited to, requirements analysis, trade studies, concept development, analyses and evaluation of engineering projects and related services. Provides expertise in organizational performance assessment, special studies and analysis and technology transfer/insertion and management of overall program support. Results will be presented and requires strong oral and written communications skills. Must be able to present findings/results to internal and external organizations.	Masters	5
541430	Graphic DesignFunctional Specialist/SME I	GF / Graphic SME knows in depth knowledge of graphic design artistry and marketing tactics.	Bachelors	5
541430	Graphic DesignFunctional Specialist/SME II	providing advice and in-depth technical assistance in area of expertise related to specific sectors, areas and contexts. May also provide technical support for additional performance-management related tasks, research, tool development, data analysis, report writing, presentations, and capacity building.	Bachelors	8
541430	Graphic Desing Functional Specialist/SME III	Serve as senior-level functional area subject matter and/or technical expert. Leads and works on assessments, analyses, and other studies/consultancies/support services, including with research, graphic evaluation, design, data collection, and monitoring teams.	Masters	12
SIN 541910				
541910	Marketing Research Analyst I	Updates system scope and objectives based on the tasks. Modifies procedures to solve problems. Prepares detailed written work based on the deliverables required. Performs literature reviews and research. Provides operational support to carry out a broad array of mission-oriented Services including customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, Works under Analyst II	Bachelors	0
541910	Marketing Research Analyst II	Formulates/defines system scope and objectives based on the tasks. Modifies procedures to solve problems. Prepares detailed written work based on the deliverables required.works under Analyst III	Bachelors	2
541910	Marketing Research Analyst III	analyses data or information for projects. Categorizes responses from interviews, questionnaires, surveys and/or focus groups using software. Has expertise in customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, Works under Analyst IV	Bachelors	5
541910	Marketing Research Analyst IV	Analyze, interpret, and present complex data using qualitative and quantitative methods to improve Market Research and Analysus	Bachelors	8

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541910	Marketing Research Project Manager I	Performs day-to-day management of assigned projects. Organizes, directs, and coordinates planning and production of all contract support activities. Manages costs, schedules, and quality of projects. May meet with management personnel and government client agency representatives. Manages some teams of consultants and professionals assigned to projects and client-customer program. Formulates, recommends, and reviews strategic plans and deliverable items and ensures conformance with requirements. Assigns, schedules, and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process. Manages all logistical items associated with a meeting or event, and the development and implementation of mechanisms to improve coordination and communication. Assists in the development of written materials and presentations.	Bachelors	1
541910	Marketing Research Program Manager I	Leads and manages the planning and execution of new or existing projects to achieve program objectives and meet client expectations; demonstrates experience in planning, organizing and/or directing projects, staff and/or technical efforts; drives the development and manages the execution of high quality, integrated cross-functional plans for the project by applying project management best practices; responsible for overall administration for the project, including project schedule planning, budget/financial monitoring, performance tracking and reporting, issue and risk mitigation efforts, and selects, develops and evaluates personnel to ensure the efficient operation of the function; and employs foresight to plan, organize and guide the project and activities, while ensuring progress is benchmarked against workplans. Works under Program Manger II	Bachelors	2
541910	Marketing Research Program Manager II	Oversees projects of a complex or specialized nature. Provides oversight and management of project development from inception to completion. Demonstrated capability in managing complex multitask contracts. Provides guidance and direction across several functional areas including the use of different technologies. Specialized expertise may include advanced education or extensive experience in various technical fields including Information Technology (IT), digital media, marketing, and communications. Works under Program Manager III	Bachelors	5
541910	Marketing Research Program Manager III	Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates experience managing multidisciplinary teams working on agile or waterfall environments. Demonstrates professional written and oral communication skills	Bachelors	8
541910	Marketing Research Communications Specialist I	Design and coordinate company communications, responsible for engaging in the development of an execution of organization-wide communication strategies and develop an effective transfer of information to various audiences (both internal and external). Coordinate a variant of specialized marketing and communications responsibilities. Perform a variety of complicated tasks and work well with others as well with other communication specialists. Works under Communications Specialist II	Bachelors	2
541910	Marketing Research Communications Specialist II	Evaluates existing communications systems to identify deficiencies and performance improvements. Consults with user personnel to ensure problems have been properly identified and that the solution will meet the requirements. Analyzes performance, usage and traffic flows, accesses and interfaces, transmission techniques, and protocols. Performs analyses and feasibility studies concerning communications and communication networks. Prepares studies and gives presentations on communications concepts. Works under Communications Specialist III	Bachelors	5
541910	Marketing Research Communications Specialist III	Manages team of communications specialists. Develops and directs strategic approach to information campaigns and strives to improve work processes, products, and services. Meets with client regularly to ensure work meets/exceeds client objectives, to propose initiatives, and to establish priorities.	Bachelors	8
541910	Marketing Research Graphics Specialist I**	Help customers communicate an appealing image through digital, electronic, and print media. May design logos, brochures, signs, movies, and website graphics.Works under Graphics Specialist II**	Associates	2
541910	Marketing Research Graphics Specialist II**	Responsible for the production of graphs, maps, and other illustrations that present data and results in an understandable and visual way to support report production and aid in client, public, and publishing communications. Expert in use of illustration software such as Adobe Illustrator, Corel Draw, etc. Works under Graphics Specialist III**	Bachelors	3
541910	Marketing Research Graphics Specialist III**	Assists design team lead in establishing conceptual and stylistic direction for work of team. Designs materials and approvesthe work of other designers. Possessesspecialized skillsin Web, multimedia, or video expertise in using design software and pre-press production. Meets with client as necessary.	Bachelors	8
541910	Marketing Research Project Director	Performs quality control over the project to which they are assigned and ensure projects are meeting the contractual requirements and the assigned budget by understanding fully each contract requirement. Provides administrative and technical leadership to assigned projects; develops project plans that identify key issues, problems, approaches, etc. while designing processes to address identified problems	Masters	3
541910	Marketing Research Consultant I	Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex problems in concept development; system planning, design, and/or implementation. Works under Consultant II	Bachelors	1
541910	Marketing Research Consultant II	Provides guidance and supervision for multiple complex projects and interfaces. Supports client and quality assurance work to assure completeness and adherence to client's standards. Supports staff operations for at least two programs. Works under Consultant III	Bachelors	2
541910	Marketing Research Consultant III	Works with some direction to produce assigned outcomes. Facilitates strategy and tactics, assists consultants in gathering data used in developing a process model. Performs technical analysis or implementation as directed.	Bachelors	3
541910	Marketing Research Project Manager II	Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Manages day-to-day operational aspects of a project and scope. Reviews deliverables prepared by team before passing to client. Effectively applies methodology and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Minimizes exposure and risk on project. Ensures project documents are complete, current, and stored appropriately. Works under Project Manager III	Masters	3

SIN	Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience
541910	Marketing Research Project Manager III	Responsible for guiding projects from the original concept through final implementation with deliverable to the end user. Responsible for managing day to day tasks and subtasks. Directs and manages assigned projects. May include one or more of the following areas: development of project cost estimates; development of project key milestones and schedules; assessment of project performance in terms of cost and schedule; management of project transition activities; development and maintenance of quality management processes.	Masters	5
541910	Marketing Research Functional Specialist/SME I	Develops and applies policies and procedures within area of specialization in the investigation and solution of complex problems and the completion of complex projects. Serves as a primary functional area resource for senior management in area of engineering specialization. Works under Functional Specialist/SME II	Bachelors	5
541910	Marketing Research Functional Specialist/SME II	Demonstrates superior scope and breadth of knowledge in area of specialization through the creation of new concepts, policies, and procedures. Serves as lead unctional area resource for senior management in the most complex and difficult issues in area of Marketing specialization. Results may have significant impact on the achievement of both operational/strategic objectives. Works under Functional Specialist/SME III	Bachelors	8
541910	Marketing Research Functional Specialist/SME III	Provides thought leadership on Marketing related topics. Oversees and provides guidance to project and program directors/managers. Helps to shape senior management agendas, performs high level analysis related to consulting subject areas. Oversees the assessments and evaluations of the project managers and client feedback	Masters	12