



**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**

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

Schedule Number: 00CORP Schedule Title: The Professional Services Schedule (PSS)

FSC Group: PSS  
Product Services Code: R499, R704, R707

Contract Number: 47QRAA19D007X

*For more information on ordering from Federal Supply Schedules go to the internet address: <http://www.gsa.gov/schedules>. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.*

Contract Period: May 9, 2019 – May 8, 2024



**WASHINGTON BUSINESS DYNAMICS, LLC**

1932 9<sup>TH</sup> ST NW, Suite 401

Washington, DC 20001

Phone Number: (202) 618-7197

Fax Number: (703) 695-2597

[www.WBDynamics.com](http://www.WBDynamics.com)

Contact for contract administration: Scott Caldwell, President

[Scott.Caldwell@wbdynamic.com](mailto:Scott.Caldwell@wbdynamic.com)

Business size: Small, Service-Disabled Veteran Owned, SBA Certified Small Disadvantaged

Modification Number: 0003

Effective Date: May 29, 2019

**CUSTOMER INFORMATION**

1a. Table of awarded Special Item Numbers (SINs):

<u>SIN #</u>	<u>SIN Title</u>
520 13	Complementary Financial management Services
874 1	Integrated Consulting Services
874 6	Acquisition Management Support

1b. Identification of the lowest priced service for each special item number awarded in the contract.

**Not applicable**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

**See page 5**

2. Maximum order for each SIN:

<u>SIN#</u>	<u>MAXIMUM ORDER</u>
520 13	\$ 1,000,000
874 1	\$ 1,000,000
874 6	\$ 1,000,000

3. Minimum order\*: **\$100**

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

4. Geographic coverage (delivery area): **50 States, DC & PR**

5. Point(s) of production: **Not applicable**

6. Discount from list prices or statement of net price: **Net prices (discount applied)**

7. Quantity discounts: **1% on all task orders exceeding \$250,000; an additional 2% on all task order exceeding \$500,000**

8. Prompt payment terms: **Net 30 Days**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Yes**

- 9b. Notification that Government purchase cards **are accepted** above the micro-purchase threshold.
- 10. Foreign items: **Not applicable**
- 11a. Time of delivery: **As negotiated**
- 11b. Expedited delivery: **As negotiated**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent requirements: **Contact Contractor**
- 12. F.O.B. point(s): **Destination**
- 13a. Ordering address(es): **Same as Contractor**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)).
- 14. Payment address: **Same as Contractor**
- 15. Warranty provision: **Not applicable**
- 16. Export packing charges: **Not applicable**
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **Contact Contractor**
- 18. Terms and conditions of rental maintenance, and repair: **Not applicable**
- 19. Terms and conditions of installation: **Not applicable**
- 20. Terms and conditions of repair parts: **Not applicable**
- 20a. Terms and conditions for any other services: **Not applicable**
- 21. List of service and distribution points: **Not applicable**
- 22. List of participating dealers: **Not applicable**
- 23. Preventative maintenance: **Not applicable**
- 24a. Special attributes such as environmental attributes: **Not applicable**
- 24b. Section 508 compliance: **Not applicable**
- 25. Data Universal Number System (DUNS) number: **078417047**
- 26. Notification regarding registration in the System for Award Management (SAM) database.

**WASHINGTON BUSINESS DYNAMICS, LLC is registered and active in SAM,  
CAGE Code: 6PMU8**

**PRICING**

*\*GSA Hourly Rate inclusive of the Industrial Funding Fee*

<b>SIN</b>	<b>Labor Category</b>	<b>Location</b>	<b>5/9/2019 to 5/8/2020</b>	<b>5/9/2020 to 5/8/2021</b>	<b>5/9/2021 to 5/8/2022</b>	<b>5/9/2022 to 5/8/2023</b>	<b>5/9/2023 to 5/8/2024</b>
874-6	Acquisition Analyst 1	Contractor	\$57.97	\$59.13	\$60.31	\$61.52	\$62.75
874-6	Acquisition Analyst 2	Contractor	\$67.24	\$68.59	\$69.96	\$71.36	\$72.79
874-6	Acquisition Analyst 3	Customer	\$77.62	\$79.17	\$80.76	\$82.37	\$84.02
874-6	Acquisition Analyst 4	Customer	\$90.73	\$92.54	\$94.39	\$96.28	\$98.20
874-6	Acquisition Analyst 5	Contractor	\$127.53	\$130.08	\$132.68	\$135.33	\$138.04
874-6	Acquisition Manager	Customer	\$120.97	\$123.39	\$125.85	\$128.37	\$130.94
520-13, 874-6, 874-1	Analyst	Customer	\$40.32	\$41.13	\$41.95	\$42.79	\$43.65
874-1	Business Analyst 1	Contractor	\$69.83	\$71.23	\$72.65	\$74.10	\$75.59
874-1	Business Analyst 1	Customer	\$64.96	\$66.26	\$67.58	\$68.94	\$70.31
874-1	Business Analyst 2	Contractor	\$89.35	\$91.14	\$92.96	\$94.82	\$96.72
874-1	Business Analyst 2	Customer	\$83.12	\$84.78	\$86.48	\$88.21	\$89.97
874-1	Business Analyst 3	Contractor	\$114.13	\$116.41	\$118.74	\$121.12	\$123.54
874-1	Business Analyst 3	Customer	\$106.17	\$108.29	\$110.46	\$112.67	\$114.92
874-1	Business Analyst 4	Customer	\$74.60	\$76.09	\$77.61	\$79.16	\$80.75
874-1	Business Analyst 5	Customer	\$82.66	\$84.31	\$86.00	\$87.72	\$89.47
874-1	Business Analyst 6	Customer	\$95.77	\$97.68	\$99.63	\$101.63	\$103.66
520-13	Financial Analyst 1	Contractor	\$60.28	\$61.49	\$62.72	\$63.97	\$65.25
520-13	Financial Analyst 2	Customer	\$60.48	\$61.69	\$62.93	\$64.19	\$65.47
520-13	Financial Analyst 3	Contractor	\$86.95	\$88.69	\$90.47	\$92.27	\$94.12
520-13	Financial Analyst 4	Customer	\$91.73	\$93.57	\$95.44	\$97.35	\$99.30
520-13	Financial Analyst 5	Customer	\$110.89	\$113.10	\$115.37	\$117.67	\$120.03
520-13	Financial Manager	Contractor	\$144.91	\$147.80	\$150.76	\$153.78	\$156.85
520-13, 874-6, 874-1	Junior Analyst	Contractor	\$37.10	\$37.84	\$38.60	\$39.37	\$40.16
520-13, 874-6, 874-1	Program Manager	Contractor	\$163.04	\$166.30	\$169.62	\$173.02	\$176.48
520-13, 874-6, 874-1	Program Manager	Customer	\$151.66	\$154.70	\$157.79	\$160.95	\$164.17
520-13, 874-6, 874-1	Project Manager	Contractor	\$156.74	\$159.87	\$163.07	\$166.33	\$169.66
520-13, 874-6, 874-1	Project Manager	Customer	\$145.80	\$148.72	\$151.69	\$154.73	\$157.82
520-13, 874-6, 874-1	Researcher	Customer	\$28.23	\$28.79	\$29.37	\$29.95	\$30.55
874-6	Senior Acquisition Manager	Contractor	\$156.50	\$159.63	\$162.83	\$166.08	\$169.40
520-13	Senior Financial Manager	Customer	\$141.13	\$143.95	\$146.83	\$149.77	\$152.76
520-13, 874-6, 874-1	Subject Matter Expert 1	Contractor	\$150.70	\$153.72	\$156.79	\$159.93	\$163.12
520-13, 874-6, 874-1	Subject Matter Expert 1	Customer	\$140.19	\$142.99	\$145.85	\$148.77	\$151.74
520-13, 874-6, 874-1	Subject Matter Expert 2	Contractor	\$196.71	\$200.65	\$204.66	\$208.76	\$212.93
520-13, 874-6, 874-1	Subject Matter Expert 2	Customer	\$182.99	\$186.65	\$190.38	\$194.19	\$198.07
520-13, 874-6, 874-1	Subject Matter Expert 3	Contractor	\$243.66	\$248.54	\$253.51	\$258.58	\$263.75
520-13, 874-6, 874-1	Subject Matter Expert 3	Customer	\$222.67	\$227.12	\$231.67	\$236.30	\$241.03
520-13, 874-6, 874-1	Subject Matter Expert 4	Customer	\$211.70	\$215.93	\$220.25	\$224.66	\$229.15
520-13, 874-6, 874-1	Subject Matter Expert 5	Contractor	\$278.23	\$283.79	\$289.47	\$295.26	\$301.16

## LABOR CATEGORY DESCRIPTIONS

### Acquisition Analyst 1

**Functional responsibilities:** Supports a broad variety of acquisition and contract management related tasks. Develops requirements, market research, cost estimates, solicitation documents, and other materials to support source selection. Support contract management and administration with option exercises, contract filings, contract modifications, documentation of contractor performance, and other tasks.

**Minimum years of experience:** One (1) year of experience with acquisition analysis

**Minimum education/degree requirements:** Bachelor's Degree with business, finance, or economics focus

### Acquisition Analyst 2

**Functional responsibilities:** Possesses a basic level proficiency with acquisitions. Conducts a broad variety of acquisition and contract management related tasks. Develops requirements, market research, cost estimates, solicitation documents, and other materials to support source selection. Support contract management and administration with option exercises, contract filings, contract modifications, documentation of contractor performance, and other tasks. Has experience creating and presenting formal documents and presentations. Understands the complete acquisition life cycle.

**Minimum years of experience:** One (1) year of experience with acquisition analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### Acquisition Analyst 3

**Functional responsibilities:** Possesses an intermediate level proficiency with acquisitions. Conducts a broad variety of acquisition and contract management related tasks. Develops requirements, market research, cost estimates, solicitation documents, and other materials to support source selection. Support contract management and administration with option exercises, contract filings, contract modifications, documentation of contractor performance, and other tasks. Has an in-depth understanding and hands-on experience of all areas of the acquisition life cycle.

**Minimum years of experience:** Three (3) years of experience with acquisition analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

#### **Acquisition Analyst 4**

**Functional responsibilities:** Possesses an advanced level proficiency with acquisitions. Conducts a broad variety of acquisition and contract management related tasks. Develops requirements, market research, cost estimates, solicitation documents, and other materials to support source selection. Support contract management and administration with option exercises, contract filings, contract modifications, documentation of contractor performance, and other tasks. Directs the activities of more junior analysts, may interact directly with the client, and possesses the ability to operate as both a team member and independently. Independently resolves complex acquisition and contracts related problems.

**Minimum years of experience:** Five (5) years of experience with acquisition analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

#### **Acquisition Analyst 5**

**Functional responsibilities:** Possesses an expert level proficiency with complex acquisitions. Conducts a broad variety of acquisition and contract management related tasks. Develops requirements, market research, cost estimates, solicitation documents, and other materials to support source selection. Support contract management and administration with option exercises, contract filings, contract modifications, documentation of contractor performance, and other tasks. Directs the activities of more junior analysts and can individually perform with little to no oversight. Clear ability to resolve complex acquisition and contracts related problems.

**Minimum years of experience:** Eight (8) years of experience with acquisition

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

#### **Acquisition Manager**

**Functional responsibilities:** Possesses an expert level proficiency with challenging acquisitions in a variety of industries and/or positions. Conduct and lead a large range of acquisition and contract management related tasks. Develops requirements, market research, cost estimates, solicitation documents, and other materials to support source selection. Support contract management and administration with option exercises, contract filings, contract modifications, documentation of contractor performance, and other tasks. Has the ability to balance both the client and junior analysts to foster new, unique ideas while abiding contract requirements. Serves as the project manager for a team of acquisition analysts. Has demonstrated supervisory and managerial experience on complex assignments and can appropriately delegate all resources and responsibilities.

**Minimum years of experience:** Eight (8) years of experience with acquisition

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

## **Analyst**

**Functional responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses 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. Can operate under direct instruction as well as possess the ability to work independently. Has experience preparing formal documents and presentations for senior leadership.

**Minimum years of experience:** One (1) year of experience with data analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

## **Business Analyst 1**

**Functional responsibilities:** Supports the preparation of business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

**Minimum years of experience:** One (1) year of experience with data analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

## **Business Analyst 2**

**Functional responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Possesses understanding of both the required technology and best practices of business analytics. Ability to assist with data modeling and the technical methodology for problem solving. Possesses strong written and oral communication skills, as well as experience presenting analyses to senior leadership.

**Minimum years of experience:** One (1) year of experience with data analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Business Analyst 3**

**Functional responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Initial understanding of data modeling, relevant technology/software, and best practices of business analytics.

**Minimum years of experience:** Three (3) years of experience with data analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Business Analyst 4**

**Functional responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Exhaustive understanding of data modeling, relevant technology/software, and best practices of business analytics.

**Minimum years of experience:** Five (5) years of experience with data analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Business Analyst 5**

**Functional responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus



include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Has either led or performed independently on large data modeling or technical assignments. Demonstrates confidence and experience providing recommendations with high level, complex data visualizations.

**Minimum years of experience:** Eight (8) years of experience with data analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Business Analyst 6**

**Functional responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment. Has conducted and presented elevated recommendations, as well as delegated responsibilities to fellow team members. Possess an advanced ability of interpreting complex metrics with comprehensive data visualization and analyses.

**Minimum years of experience:** Ten (10) years of experience with data analysis

**Minimum education/degree requirements:** Master's Degree business, finance, or economics focus

### **Financial Analyst 1**

**Functional responsibilities:** Supports a broad variety of accounting, budget, and financial related tasks. Conducts analyses, prepares reports, and maintains budget related items. Thorough understanding of basic accounting and financial principles, as well as strong written and oral communication skills.

**Minimum years of experience:** One (1) year of experience with financial analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Financial Analyst 2**

**Functional responsibilities:** Possesses a basic level proficiency in finance and accounting. Conducts a broad variety of accounting, budget, and financial related tasks. Conducts analyses, prepares reports, and maintains budget related items. Thorough understanding of accounting principles as well as ability to exercise a technical knowledge of these best practices.

**Minimum years of experience:** One (1) year of experience with financial analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Financial Analyst 3**

**Functional responsibilities:** Possesses an intermediate level proficiency in finance and accounting. Conducts a broad variety of accounting, budget, and financial related tasks. Conducts analyses, prepares reports, and maintains budget related items. Ability to seamlessly work towards larger, more complex tasks. Complete understanding of accounting principles, best practices, and corresponding software.

**Minimum years of experience:** Three (3) years of experience with financial analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Financial Analyst 4**

**Functional responsibilities:** Possesses an advanced level proficiency in finance and accounting. Conducts a broad variety of accounting, budget, and financial related tasks. Conducts analyses, prepares reports, and maintains budget related items. Resolves complex financial, accounting, and budget problems and confidently present assessments of assignments or potential issues to senior leadership. Directs the activities of more junior analysts.

**Minimum years of experience:** Five (5) years of experience with financial analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Financial Analyst 5**

**Functional responsibilities:** Possesses an expert level proficiency in finance and accounting. Conducts a broad variety of accounting, budget, and financial related tasks. Conducts analyses, prepares reports, and maintains budget related items. Resolves complex financial, accounting, and budget problems. Coordinates between clients and agencies for various issues and projects to ensure seamless integration and satisfaction. Directs the activities of more junior analysts, providing feedback or training when necessary.

**Minimum years of experience:** Eight (8) years of experience with financial analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Financial Manager**

**Functional responsibilities:** Possesses an expert level proficiency in finance and accounting with detailed experience in generating financial statements. Conducts a broad and complex

variety of accounting, budget, and financial related analyses. Creates analyses, prepares reports, maintains budget related items, and provides recommendations when necessary. Resolves complex financial, accounting, and budget problems. Serves as the project manager for a team of financial analysts by creating project plans and delegating responsibilities. Has demonstrated supervisory and managerial experience, and appropriately monitors and reviews the performance of junior analysts.

**Minimum years of experience:** Eight (8) years of experience with financial analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Junior Analyst**

**Functional responsibilities:** Supports Analysts with preparing and conducting business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses 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. Ability to quickly take on more technical responsibilities if necessary. Strong written and oral communication skills.

**Minimum years of experience:** One (1) year of experience with data analysis

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Program Manager**

**Functional responsibilities:** Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc. Ability to provide quality guidance or recommendations to colleagues, clients, or senior leadership as deemed necessary. Excels at creating cross-department relationships and fostering transparency of the delegated responsibilities and tasks.

**Minimum years of experience:** Ten (10) years of experience consulting or managing

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Project Manager**

**Functional responsibilities:** Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Can serve as primary contact between client and organization. Ability to manage short and long-term tasks, while maintaining customary schedule and budget. Fosters transparency between company and client to ensure consistency and trust.

**Minimum years of experience:** Eight (8) years of experience consulting or managing

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Researcher**

**Functional responsibilities:** Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of administrative tasks to assist the client or consulting team. Supports the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported. Has ability to research assignments with multifaceted tools and techniques. Ability to work directly and indirectly with both the client and the research. Strong written and oral communication skills.

**Minimum years of experience:** No experience necessary

**Minimum education/degree requirements:** Associate's Degree business, finance, or economics focus

### **Senior Acquisition Manger**

**Functional responsibilities:** Possesses an expert level proficiency with acquisitions. Conducts a broad variety of acquisition and contract management related tasks. Develops requirements, market research, cost estimates, solicitation documents, and other materials to support source selection. Support contract management and administration with option exercises, contract filings, contract modifications, documentation of contractor performance, and other tasks. Serves as the project manager for a team of acquisition analysts. Has demonstrated supervisory and managerial experience on complex assignments. Has both extensive understanding of acquisitions, as well as knowledge and interest of current, relevant affairs. Ability to transpose both classic and contemporary acquisition techniques to the tasks at hand.

**Minimum years of experience:** Ten (10) years of experience with acquisition

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Senior Financial Manager**

**Functional responsibilities:** Possesses an expert level proficiency in finance and accounting. Conducts a broad variety of accounting, budget, and financial related tasks. Conducts analyses, prepares reports, and maintains budget related items. Resolves complex financial, accounting, and budget problems. Serves as the project manager for a team of financial analysts. Has demonstrated supervisory and managerial experience on complex assignments. Has ability to delegate tasks, manage large and complex projects, and excel in senior leadership role. Demonstrates deep knowledge and application of current and traditional best practices.

**Minimum years of experience:** Ten (10) years of experience with financial management

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Subject Matter Expert 1**

**Functional responsibilities:** 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, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

**Minimum years of experience:** Six (6) years of experience in a specialized field

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Subject Matter Expert 2**

**Functional responsibilities:** Expert with extensive, enterprise-wide 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. Demonstrates multisided understanding of research technique and strategy. Provides insight that encompasses tactical day-to-day plans that can be translated into strategic goals. Proficient in their unique subject matter area and will act as an expert for said area.

**Minimum years of experience:** Ten (10) years of experience in a specialized field

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Subject Matter Expert 3**

**Functional responsibilities:** Expert with extensive, enterprise-wide 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, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Demonstrates multisided understanding of research technique and strategy. Has had both indirect and direct experiences with subject matter, including prior working experience in various relevant positions.

**Minimum years of experience:** Twelve (12) years of experience in a specialized field

**Minimum education/degree requirements:** Bachelor's Degree business, finance, or economics focus

### **Subject Matter Expert 4**

**Functional responsibilities:**

Expert with extensive, enterprise-wide 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, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Preferable experience will include considerable time in the top tiers of the relevant industry.

**Minimum years of experience:** Fifteen (15) years of experience in a specialized field

**Minimum education/degree requirements:** Master's Degree business, finance, or economics focus

### **Subject Matter Expert 5**

**Functional responsibilities:** Expert with extensive, sector-wide 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 and could be utilized in a managerial capacity. Provides industry leading expertise that can help support and shape long-term strategic goals across large sectors (e.g. agencies, enterprise, departments). Provides academic research papers in addition to subject matter expertise in the designated field of specialty. Experience should include considerable time at the highest job level of relevant government or private industry.

**Minimum years of experience:** Twenty (20) years of experience in a specialized field

**Minimum education/degree requirements:** Master's Degree business, finance, or economics focus