



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

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

Schedule Title: Multiple Award Schedule (MAS)

FSC Group: Professional Services
Product Services Code: R499, R704, R707, R701, DA01
Contract Number: 47QRAA19D007X

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

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



WASHINGTON BUSINESS DYNAMICS, LLC

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Washington, DC 20001

Phone Number: (202) 618-7197

Fax Number: (202) 618-7197

www.WBDynamics.com

Contact for contract administration: Scott Caldwell, President

Scott.Caldwell@wbdynamic.com

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

Price list current as of Modification #PS-0015 effective January 5, 2022

CUSTOMER INFORMATION

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

<u>SIN #</u>	<u>SIN Title</u>
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541613	Marketing Consulting Services
541511	Web-Based Marketing
54151S	Information Technology Professional Services
OLM	Order Level Materials

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.

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2. Maximum order:

<u>SIN#</u>	<u>MAXIMUM ORDER</u>
541611, 541613, 541511	\$1,000,000
54151S	\$500,000
OLM	\$250,000

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

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. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions**

9. Foreign items: **Not applicable**

10a. Time of delivery: **As negotiated**

10b. Expedited delivery: **As negotiated**

10c. Overnight and 2-day delivery: **Contact Contractor**

10d. Urgent requirements: **Contact Contractor**

11. F.O.B. point(s): **Destination**

12a. Ordering address(es): **Same as Contractor**

- 12b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3
13. Payment address: **Same as Contractor**
14. Warranty provision: **Not applicable**
15. Export packing charges: **Not applicable**
16. Terms and conditions of rental maintenance, and repair: **Not applicable**
17. Terms and conditions of installation: **Not applicable**
- 18a. Terms and conditions of repair parts: **Not applicable**
- 18b. Terms and conditions for any other services: **Not applicable**
19. List of service and distribution points: **Not applicable**
20. List of participating dealers: **Not applicable**
21. Preventative maintenance: **Not applicable**
- 22a. Special attributes such as environmental attributes: **Not applicable**
- 22b. Section 508 compliance: **Not applicable**
23. Unique Entity Identifier (UEI) number: **078417047**
24. 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*

SIN	Labor Category	Location	5/9/2019 to 5/8/2020	5/9/2020 to 5/8/2021	5/9/2021 to 5/8/2022	5/9/2022 to 5/8/2023	5/9/2023 to 5/8/2024
541611	Acquisition Analyst 1	Contractor	\$57.97	\$59.13	\$60.31	\$61.52	\$62.75
541611	Acquisition Analyst 2	Contractor	\$67.24	\$68.59	\$69.96	\$71.36	\$72.79
541611	Acquisition Analyst 3	Customer	\$77.62	\$79.17	\$80.76	\$82.37	\$84.02
541611	Acquisition Analyst 4	Customer	\$90.73	\$92.54	\$94.39	\$96.28	\$98.20
541611	Acquisition Analyst 5	Contractor	\$127.53	\$130.08	\$132.68	\$135.33	\$138.04
541611	Acquisition Manager	Customer	\$120.97	\$123.39	\$125.85	\$128.37	\$130.94
541611, 541613, 541511	Analyst	Customer	\$40.32	\$41.13	\$41.95	\$42.79	\$43.65
541611, 541613, 541511	Business Analyst 1	Contractor	\$69.83	\$71.23	\$72.65	\$74.10	\$75.59
541611, 541613, 541511	Business Analyst 1	Customer	\$64.96	\$66.26	\$67.58	\$68.94	\$70.31
541611, 541613, 541511	Business Analyst 2	Contractor	\$89.35	\$91.14	\$92.96	\$94.82	\$96.72
541611, 541613, 541511	Business Analyst 2	Customer	\$83.12	\$84.78	\$86.48	\$88.21	\$89.97
541611, 541613, 541511	Business Analyst 3	Contractor	\$114.13	\$116.41	\$118.74	\$121.12	\$123.54
541611, 541613, 541511	Business Analyst 3	Customer	\$106.17	\$108.29	\$110.46	\$112.67	\$114.92
541611, 541613, 541511	Business Analyst 4	Customer	\$74.60	\$76.09	\$77.61	\$79.16	\$80.75
541611, 541613, 541511	Business Analyst 5	Customer	\$82.66	\$84.31	\$86.00	\$87.72	\$89.47
541611, 541613, 541511	Business Analyst 6	Customer	\$95.77	\$97.68	\$99.63	\$101.63	\$103.66
541611	Financial Analyst 1	Contractor	\$60.28	\$61.49	\$62.72	\$63.97	\$65.25
541611	Financial Analyst 2	Customer	\$60.48	\$61.69	\$62.93	\$64.19	\$65.47
541611	Financial Analyst 3	Contractor	\$86.95	\$88.69	\$90.47	\$92.27	\$94.12
541611	Financial Analyst 4	Customer	\$91.73	\$93.57	\$95.44	\$97.35	\$99.30
541611	Financial Analyst 5	Customer	\$110.89	\$113.10	\$115.37	\$117.67	\$120.03
541611	Financial Manager	Contractor	\$144.91	\$147.80	\$150.76	\$153.78	\$156.85
541611	Junior Analyst	Contractor	\$37.10	\$37.84	\$38.60	\$39.37	\$40.16
541611, 541613, 541511	Program Manager	Contractor	\$163.04	\$166.30	\$169.62	\$173.02	\$176.48
541611, 541613, 541511	Program Manager	Customer	\$151.66	\$154.70	\$157.79	\$160.95	\$164.17
541611, 541613, 541511	Project Manager	Contractor	\$156.74	\$159.87	\$163.07	\$166.33	\$169.66
541611, 541613, 541511	Project Manager	Customer	\$145.80	\$148.72	\$151.69	\$154.73	\$157.82
541611, 541613, 541511	Researcher	Customer	\$28.23	\$28.79	\$29.37	\$29.95	\$30.55
541611	Senior Acquisition Manager	Contractor	\$156.50	\$159.63	\$162.83	\$166.08	\$169.40
541611	Senior Financial Manager	Customer	\$141.13	\$143.95	\$146.83	\$149.77	\$152.76
541611, 541613, 541511	Subject Matter Expert 1	Contractor	\$150.70	\$153.72	\$156.79	\$159.93	\$163.12
541611, 541613, 541511	Subject Matter Expert 1	Customer	\$140.19	\$142.99	\$145.85	\$148.77	\$151.74
541611, 541613, 541511	Subject Matter Expert 2	Contractor	\$196.71	\$200.65	\$204.66	\$208.76	\$212.93
541611, 541613, 541511	Subject Matter Expert 2	Customer	\$182.99	\$186.65	\$190.38	\$194.19	\$198.07
541611, 541613, 541511	Subject Matter Expert 3	Contractor	\$243.66	\$248.54	\$253.51	\$258.58	\$263.75
541611, 541613, 541511	Subject Matter Expert 3	Customer	\$222.67	\$227.12	\$231.67	\$236.30	\$241.03
541611, 541613, 541511	Subject Matter Expert 4	Customer	\$211.70	\$215.93	\$220.25	\$224.66	\$229.15
541611, 541613, 541511	Subject Matter Expert 5	Contractor	\$278.23	\$283.79	\$289.47	\$295.26	\$301.16
54151S	IT Program Manager	Customer	N/A	N/A	\$146.96	\$149.90	\$152.90
54151S	IT Analyst	Customer	N/A	N/A	\$88.81	\$90.58	\$92.39
54151S	IT Subject Matter	Customer	N/A	N/A	\$146.96	\$149.90	\$152.90

SIN	Labor Category	Location	5/9/2019 to 5/8/2020	5/9/2020 to 5/8/2021	5/9/2021 to 5/8/2022	5/9/2022 to 5/8/2023	5/9/2023 to 5/8/2024
541611	Senior Budget Analyst	Customer	N/A	N/A	\$105.11	\$107.21	\$109.35
541611	Financial Manager - Mid	Customer	N/A	N/A	\$99.20	\$101.18	\$103.20
541611	Financial Manager - Junior	Customer	N/A	N/A	\$83.37	\$85.04	\$86.74
541611	Budget Analyst - Mid	Customer	N/A	N/A	\$87.09	\$88.83	\$90.61
541611	Financial Analyst 3	Customer	N/A	N/A	\$79.74	\$81.33	\$82.96

541611 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

Senior Budget Analyst

Functional responsibilities: Possesses an expert level proficiency in budgeting, 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. Serves as the senior budget manager for a team of budget 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: Ten (10) years of experience with budget or financial analysis

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

Budget Analyst – Mid

Functional responsibilities: Possesses an intermediate level proficiency in budget, 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: Four (4) years of experience with budget or financial analysis

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

Financial Manager – Mid

Functional responsibilities: Possesses an intermediate level proficiency in financial management, budget, and accounting. Conducts a broad variety of accounting, budget, and financial management 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: Eight (8) years of experience with financial analysis or management

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

Financial Manager – Junior

Functional responsibilities: Possesses a basic level proficiency in financial management, budget, and accounting. Conducts a broad variety of accounting, budget, and financial management related tasks. Conducts analyses, prepares reports, and maintains budget related items. Complete understanding of financial management, accounting principles, best practices, and financial software.

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

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

541613 AND 541511 LABOR CATEGORY DESCRIPTIONS

Analyst

Functional responsibilities: Prepares and conducts marketing analyses and studies, needs assessments, assists with identifying marketing objectives and policies, marketing planning and strategies, and cost/benefit analyses in an effort to align business systems, solutions and marketing initiatives. Develops and analyzes marketing metrics, performance measurements, requirements, reports and recommendations related to marketing plans, forecasts, and campaigns. Identifies potential business risks related to campaign investment. 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 marketing analyses and studies, needs assessments, develops marketing objectives and policies, marketing planning and strategies and cost/benefit analyses in an effort to align business systems, solutions and marketing initiatives. Prepares sales forecasts and analyzes marketing trends. Develops and analyzes marketing metrics, performance measurements, requirements, reports and recommendations related to marketing plans, forecasts, and campaigns. Identifies potential business risks related to campaign strategy.

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 marketing analyses and studies, needs assessments, develops marketing objectives and policies, marketing planning and strategies and cost/benefit analyses in an effort to align business systems, solutions and marketing initiatives. Prepares sales forecasts and analyzes marketing trends. Develops and analyzes marketing metrics, performance measurements, requirements, reports and recommendations related to marketing plans, forecasts, and campaigns. Identifies potential business risks related to campaign strategy and investment.

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 marketing and sales analyses and studies, needs assessments, develops marketing objectives and policies, marketing planning and strategies and cost/benefit analyses in an effort to align business systems, solutions and marketing initiatives.

Prepares sales forecasts and analyzes marketing trends. Develops and analyzes marketing metrics, performance measurements, requirements, reports and recommendations related to marketing plans, forecasts and campaigns. Identifies potential business risks related to campaign strategy and investments

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 marketing and sales analyses and studies, needs assessments, requirements analysis/definition, cost/benefit analyses and operating advice on marketing issues in an effort to align business systems, solutions and marketing initiatives. Prepares sales forecasts and analyzes marketing trends, business conditions related to marketing campaigns. Develops and analyzes marketing metrics, performance measurements, requirements, reports and recommendations related to marketing plans, forecasts, and campaigns. Identifies potential business risk related to campaign strategy and investments.

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 marketing and sales analyses and studies, needs assessments, requirements analysis/definition, cost/benefit analyses and operating advice on marketing issues in an effort to align business systems, solutions and marketing initiatives. Prepares sales forecasts and analyzes marketing trends, and business conditions related to marketing campaign. Develops and analyzes marketing metrics, performance measurements, requirements, reports and recommendations related to marketing plans, forecasts, and campaigns. Identifies potential business risks related to campaign strategy and investment.

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 marketing and sales analyses and studies, needs assessments, requirements analysis/definition, cost/benefit analyses, and operating advice on marketing issues in an effort to align business systems, solutions and marketing initiatives. Prepares sales forecasts and analyzes marketing trends, and business conditions related to marketing campaigns. Develops and analyzes marketing metrics, performance measurements, requirements, reports and recommendations related to marketing plans, forecasts, and campaigns. Identifies potential business risks related to campaign strategy and investment.

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

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

Program Manager

Functional responsibilities: Provides oversight and executive level management to overall marketing 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 marketing 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 marketing contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single marketing project. Demonstrates skills in the scope of work encompassed by the task order; provides operating advice on marketing issues 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 marketing 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 marketing deliverables, sales and campaign 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

Subject Matter Expert 1

Functional responsibilities: Expert with extensive, knowledge and experience in one or more designated functional areas related to marketing consulting. Provides insight and advice concerning marketing and strategic plan 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 marketing 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 marketing operation 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 areas related to marketing consulting.

Provides insight and advice concerning marketing and strategic plan 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 marketing 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 related to marketing consulting. Provides insight and advice concerning marketing and strategic plan 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 marketing 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 marketing operation 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 related to marketing consulting. Provides insight and advice concerning marketing and strategic plan 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 marketing operation 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 related to marketing consulting. Provides insight and advice concerning marketing and strategic plan 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 marketing 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

54151S LABOR CATEGORY DESCRIPTIONS

IT Program Manager

Functional responsibilities: Provides oversight and executive level management to overall IT 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 IT 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 IT contract operations, ensure quality standards and IT work performance on all IT task orders and projects, plans, organizes and oversees Information Technology 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: Four (4) years of experience with IT

Minimum education/degree requirements: Bachelor's Degree

IT Analyst

Functional responsibilities: Prepares and conducts data analyses and studies, needs assessments, assists with identifying Information Technology objectives, and policies; planning and IT strategies, and cost/benefit analyses in an effort to align IT systems and solutions. Develops and analyzes IT metrics, performance measurements, requirements, reports and technology recommendations. Identifies potential risks related to IT programs. 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: Three (3) years of experience with IT

Minimum education/degree requirements: Bachelor's Degree

IT Subject Matter Expert 1

Functional responsibilities: Expert with extensive, knowledge and experience in one or more designated functional areas related to IT consulting. Provides insight and advice concerning IT strategic plan direction and applicability of up to date, industry standard IT solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex data analysis efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of IT Governance and policies, data analytics, and IT operations analysis.

Minimum years of experience: Five (5) years of experience with IT

Minimum education/degree requirements: Bachelor's Degree