Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The site for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

**Schedule For:** Multiple Award Schedule (MAS)

**Federal Supply Group:** Professional Services

**Contract Number:** 47QRAA19D00BQ

For more information on ordering from Federal Supply Schedules, see GSA Schedules page at https://www.gsa.gov/.

**Contract Period:** August 23, 2019 through August 22, 2024

**Contractor:** KRJ Consulting LLC
425 Summit Terrace Ct. Bldg. 6
Columbia, SC 29229-7056

**Telephone:** 803-727-9036

**Site:** www.krjconsulting.com

**Email:** kjenkins@krjconsulting.com

**Contract Administration:** Karen Jenkins
Small, Woman Owned Small Business, EDWSOB, SBA Certified 8(a) Firm

Price list current as Modification #PS0015 effective May 31, 2022.
Prices shown herein are net (discount deducted).
1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>54151S-RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430-RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>611710</td>
<td>611710-RC</td>
<td>Educational Support Services</td>
</tr>
<tr>
<td>561110</td>
<td>561110-RC</td>
<td>Office Administrative Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM-RC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A

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. N/A

2. Maximum Order:

<table>
<thead>
<tr>
<th>SINS</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>54151S</td>
<td>$500,000</td>
</tr>
<tr>
<td>611710</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>611430</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>561110</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic only.
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address.

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

7. **Quantity discounts:** 2% for orders over $1,000,000.00

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** (list items by country of origin): None

10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order.

10b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under the heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. **F.O.B Points(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(es):** Same as company address.

14. **Warranty provision:** Contractor’s Standard commercial warranty.

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

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

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

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

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

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

22a. Special attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. If applicable, indicate Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website). EIT standards may be found at www.Section508.gov/.

23. Data Universal Numbering System (DUNS) Number: 021614864

24. Notification regarding registration for Award Management (SAM) database: Registered

**SCA / SCLS MATRIX**

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category / Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT User Support Analyst</td>
<td>Personal Computer Support Technician - 14160</td>
<td>2015-4463</td>
</tr>
<tr>
<td>Administrative Technician I</td>
<td>General Clerk I - 01111</td>
<td>2015-4463</td>
</tr>
<tr>
<td>Administrative Technician II</td>
<td>General Clerk II - 01112</td>
<td>2015-4463</td>
</tr>
<tr>
<td>Data Control Clerk II</td>
<td>General Clerk II - 01112</td>
<td>2015-4463</td>
</tr>
<tr>
<td>Data Control Clerk III</td>
<td>General Clerk III - 01113</td>
<td>2015-4463</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Content Developer</td>
<td>$57.91</td>
<td>$59.36</td>
<td>$60.84</td>
</tr>
<tr>
<td>541611, 611430, 611710</td>
<td>Multi-Media Developer</td>
<td>$30.45</td>
<td>$31.22</td>
<td>$32.00</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Multi-Media Developer</td>
<td>$30.45</td>
<td>$31.22</td>
<td>$32.00</td>
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<tr>
<td>54151S</td>
<td>IT User Support Analyst**</td>
<td>$53.39</td>
<td>$54.72</td>
<td>$56.09</td>
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<tr>
<td>541611, 611430, 611710, 561110</td>
<td>Administrative Technician***</td>
<td>$47.83</td>
<td>$49.03</td>
<td>$50.25</td>
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<td>541611, 611430, 611710, 561110</td>
<td>Administrative Technician***</td>
<td>$54.45</td>
<td>$55.81</td>
<td>$57.21</td>
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<td>54151S</td>
<td>IT Data Control Clerk II**</td>
<td>$46.06</td>
<td>$47.21</td>
<td>$48.39</td>
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<tr>
<td>54151S</td>
<td>IT Data Control Clerk III**</td>
<td>$48.17</td>
<td>$49.37</td>
<td>$50.60</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Data Control Clerk II**</td>
<td>$46.06</td>
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<td>541611, 611430, 611710</td>
<td>Data Control Clerk III**</td>
<td>$48.17</td>
<td>$49.37</td>
<td>$50.60</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Management Analyst</td>
<td>$63.28</td>
<td>$64.86</td>
<td>$66.48</td>
</tr>
<tr>
<td>541611, 611430, 611710</td>
<td>Senior Management Analyst</td>
<td>$67.81</td>
<td>$69.51</td>
<td>$71.24</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Management Analyst</td>
<td>$63.28</td>
<td>$64.86</td>
<td>$66.48</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Senior Management Analyst</td>
<td>$67.81</td>
<td>$69.51</td>
<td>$71.24</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Principal</td>
<td>$311.22</td>
<td>$319.00</td>
<td>$326.97</td>
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<tr>
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<td>Project Manager</td>
<td>$311.22</td>
<td>$319.00</td>
<td>$326.97</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Special Government Expert</td>
<td>$311.22</td>
<td>$319.00</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Sr Management Consultant</td>
<td>$311.22</td>
<td>$319.00</td>
<td>$326.97</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Management Consultant I</td>
<td>$186.73</td>
<td>$191.40</td>
<td>$196.18</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Management Consultant II</td>
<td>$186.99</td>
<td>$191.67</td>
<td>$196.46</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Management Consultant III</td>
<td>$207.48</td>
<td>$212.67</td>
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<tr>
<td>541611, 611430, 611710</td>
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<td>541611, 611430, 611710</td>
<td>Management Consultant</td>
<td>$283.15</td>
<td>$291.09</td>
<td>$299.03</td>
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<td>541611, 611430, 611710</td>
<td>HR Consultant</td>
<td>$147.31</td>
<td>$150.99</td>
<td>$154.77</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Strategic Integrator</td>
<td>$111.59</td>
<td>$114.38</td>
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</tr>
<tr>
<td>54151S</td>
<td>IT Strategic Integrator</td>
<td>$108.87</td>
<td>$111.59</td>
<td>$114.38</td>
</tr>
<tr>
<td>541611, 611430, 611710</td>
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<td>$57.54</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Training Specialist</td>
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<td>$75.95</td>
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<td>541611, 611430, 611710</td>
<td>Writer Developer</td>
<td>$35.40</td>
<td>$36.29</td>
<td>$37.20</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Senior Organizational Development Consultant</td>
<td>$186.99</td>
<td>$191.67</td>
<td>$196.46</td>
</tr>
<tr>
<td>541611, 611430, 611710</td>
<td>Senior Organizational Development Consultant II</td>
<td>$259.35</td>
<td>$265.83</td>
<td>$272.48</td>
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<tr>
<td>541611, 611430, 611710</td>
<td>Lead Senior Organizational Development Consultant</td>
<td>$311.22</td>
<td>$319.00</td>
<td>$326.97</td>
</tr>
</tbody>
</table>

* The rates shown above include the Industrial Funding Fee (IFF) of 0.75%.
## Content Developer

**Minimum / General Experience:** Five (5) years of experience in related field.

**Functional Responsibility:** Identifies a company’s target audience and develops content goals and the strategies to reach them. Research what types of content would appeal to a client's customers and creates deliverables, including blog posts, podcasts, images, and videos that enhance the user experience. Designs intuitive navigation structures that provide a logical flow of information for the user. Works on a cross-functional team of sales, marketers, and decision-makers to launch a content item. Utilizes search engine optimization (SEO) content writing to maximize website traffic and reduce bounce rates. Writes and edits content to maintain a consistent marketing message across a company’s platforms. Generates reports and analyzes customer feedback to plan and revise content. May use tools such as Photoshop and HTML to create and format websites.

**Minimum Education:** Bachelor’s Degree

### Multi-Media Developer

**Minimum / General Experience:** One (1) year of experience in related field.

**Functional Responsibility:** Designs and develops electronic delivery mediums, including Web, A/V, and video being used for education support or training delivery. Conceives and influences manipulation of graphic images, animations, sound, text, and video into consolidated and seamless multimedia applications, including computer-based interactive training, data presentation and information kiosks, CD-ROMs, entertainment and educational products, and multimedia presentations. Maintains existing electronic delivery mediums to help deliver key communications to internal and external customers and enable greater productivity. Develops and assists in the production and design of web, video, and A/V content. Assists in the identification and implementation of new technologies that will enhance the effectiveness and impact of electronic delivery mediums. Writes code to produce multimedia products. Investigates, analyzes, and recommends appropriate equipment and software to achieve clients’ objectives. Designs, creates, updates, and posts new content to internal and external Web pages and A/V screens. Changes the media format of source content into multiple formats. Enhances the look, feel, and functionality of existing electronic mediums. Liaises with related graphics, production, and engineering experts.

**Minimum Education:** Bachelor’s Degree

### IT Multi-Media Developer

**Minimum / General Experience:** One (1) year of experience in related field.

**Functional Responsibility:** Designs and develops electronic delivery mediums, including Web, A/V, and video. Conceives and influences manipulation of graphic images, animations, sound, text, and video into consolidated and seamless multimedia applications, including computer-based interactive training, data presentation and information kiosks, CD-ROMs, entertainment and educational products, and multimedia presentations. Maintains existing electronic delivery mediums to help deliver key communications to internal and external customers and enable greater productivity. Develops and assists in the production and design of web, video, and A/V content. Assists in the identification and implementation of new technologies that will enhance the effectiveness and impact of electronic delivery mediums. Writes code to produce multimedia products. Investigates, analyzes, and recommends appropriate equipment and software to achieve clients’ objectives. Designs, creates, updates, and posts new content to internal and external Web pages and A/V screens. Changes the media format of source content into multiple formats. Enhances the look, feel, and functionality of existing electronic mediums. Liaises with related graphics, production, and engineering experts.

**Minimum Education:** Bachelor’s Degree

### IT User Support Analyst

**Minimum / General Experience:** Three (3) years of experience in related field.

**Functional Responsibility:** Analyzes problems and provides technical assistance, support, and advice to end users for hardware, software, and systems. Studies and resolves computer software and hardware problems of users. Acts as a contact for users having problems using computer software, hardware, and operating systems. Determines whether problem is caused by hardware, software, or system. Answers questions, applying knowledge of computer software, hardware, systems, and procedures. Asks user with problem to use telephone and participate in diagnostic procedures, using diagnostic software or by listening to and following instructions. Talks to programmers to explain software errors or to recommend changes to programs. Calls software and hardware vendors to request service regarding defective products. May work as in-house consultant and research alternate approaches to existing software and hardware when standardized approaches cannot be applied. May test software and hardware to evaluate ease of use and whether product will aid user in performing work. May write software and hardware evaluation and recommendation for management review. May write or revise user-training manuals and procedures. May develop training materials, such as exercises and visual displays. May train users on software and hardware on-site or in classroom or recommend outside contractors to provide training. May install microcomputers, software, and peripheral equipment, following procedures and using hand tools. May conduct office automation feasibility studies, including workflow analysis, space design, and cost comparison analysis. May specialize by type of software, computer language, or computer operating system.

**Minimum Education:** Bachelor’s Degree
Administrative Technician I
Minimum / General Experience: One (1) years of experience in related field.
Functional Responsibility: Performs general administrative duties such as maintenance of records or files and communication with clients/customers. Enters and extracts data. Answers phones/emails and monitors, orders, and distributes office supplies. Often serves as first line of contact with customers/clients. Communicates and coordinates work with vendors. Prepares, drafts, and distributes memos, reports, and other general correspondence. May oversee processing of work orders/claims and other paperwork. Level I employees satisfy basic job requirements. Complexity or variety of work is typical, and there are no technical requirements beyond the basic requirements of this level.
Minimum Education: High School Diploma

Administrative Technician II
Minimum / General Experience: Five (5) years of experience in related field.
Functional Responsibility: Performs general administrative duties such as maintenance of records or files and communication with clients and customers. Enters and extracts data. Answers phones/emails and monitors, orders, and distributes office supplies. Often serves as first line of contact with customers/clients. Communicates and coordinates work with vendors. Prepares, drafts, and distributes memos, reports, and other general correspondence. May oversee processing of work orders/claims and other types of paperwork. Employees in level II require greater knowledge, training and/or experience than level I. The amount of work review, checks, and supervision are less for an employee at level II. Complexity or variety of work is moderately higher and may involve greater technical skills.
Minimum Education: High School Diploma

Data Control Clerk II
Minimum / General Experience: Three (3) years of experience in related field.
Functional Responsibility: Keeps control records and scheduled data. Audits data for discrepancies, corrects errors, reconciles data to ensure accuracy at various stages of data processing. Maintains lists and control codes necessary to process data. Arranges data in specified sequence, designates codes, updates files used in preparing recurring reports and master lists. Prepares processed materials for use. Distributes output reports. Interfaces with users and computer operations. Performs related clerical duties. Employees in level II require greater knowledge, training and/or experience than level I. Complexity or variety of work is moderately higher and may involve greater technical skills.
Minimum Education: High School Diploma

Data Control Clerk III
Minimum / General Experience: Five (5) years of experience in related field.
Functional Responsibility: Keeps control records and scheduled data. Examines and audits data for discrepancies, corrects errors, reconciles data to ensure accuracy at various stages of data processing. Maintains lists and control codes to process data. Arranges data in specified sequence, designates codes, updates files of data entry used in preparing recurring reports and master lists. Prepares processed materials for use. Interfaces with users and computer operations. Performs clerical duties as assigned. Level III employees require greater knowledge, training and/or experience than level II. Complexity or variety of work is higher and may involve greater technical skills. Assignment scope may vary compared to level II.
Minimum Education: High School Diploma

IT Data Control Clerk II
Minimum / General Experience: Three (3) years of experience in related field.
Functional Responsibility: Keeps control records and scheduled data to be processed on electronic data-processing machines. Examines and audits data for discrepancies, corrects errors, reconciles data to ensure accuracy at various stages of data processing. Maintains lists and control codes to process data. Arranges data in specified sequence, designates codes, updates files of data entry used in preparing recurring reports and master lists. Prepares processed materials for use. Distributes output reports. Acts as interface between the user and computer operations. Performs related clerical duties as assigned. Level II employees require greater knowledge, training and/or experience than level I. Complexity or variety of work is moderately higher and may involve greater technical skills.
Minimum Education: High School Diploma

IT Data Control Clerk III
Minimum / General Experience: Five (5) years of experience in related field.
Functional Responsibility: Keeps control records and scheduled data to be processed on electronic data-processing machines. Examines and audits data for discrepancies, corrects errors, reconciles data to ensure accuracy at various stages of data processing. Maintains lists and control codes necessary to process data. Arranges data in specified sequence, designates codes, and updates files of data entry used in preparing recurring reports and master lists. Prepares processed materials for use. Distributes output reports. Acts as interface between the user and computer operations. Performs related clerical duties as assigned. Level III employees require greater knowledge, training and/or experience than level II. Complexity or variety of work is higher and may involve greater technical skills. Scope of assignments may vary compared to level II.
Minimum Education: High School Diploma
Management Analyst
Minimum / General Experience: Two (2) years of experience in related field.
Functional Responsibility: Analyzes business or operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Collects and organizes information on problem or procedures including present operating procedures. Analyzes data gathered, develops information, and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. May install new systems and train personnel in application. May conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
Minimum Education: Bachelor’s degree

Senior Management Analyst
Minimum / General Experience: Six (6) years of experience in related field.
Functional Responsibility: Analyzes business or operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Collects and organizes information on problem or procedures including present operating procedures. Analyzes data gathered, develops information, and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. May install new systems and train personnel in application. May conduct operational effectiveness reviews to ensure functional or project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
Minimum Education: Bachelor’s degree

IT Management Analyst
Minimum / General Experience: Two (2) years of experience in related field.
Functional Responsibility: Analyzes business or IT operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and IT, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Collects and organizes information on problem or IT systems including present operating procedures. Analyzes data gathered, develops information, and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, processes, or organizational changes. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. May install new IT systems and train personnel in application. May conduct operational effectiveness reviews to ensure functional or IT project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
Minimum Education: Bachelor’s degree

IT Senior Management Analyst
Minimum / General Experience: Six (6) years of experience in related field.
Functional Responsibility: Analyzes business or IT operating procedures to devise most efficient methods of accomplishing work. Plans study of work problems and IT procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Collects and organizes information on problem or IT systems including present operating procedures. Analyzes IT data gathered, develops information, and considers available solutions or alternate methods of proceeding. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Confers with personnel concerned to assure smooth functioning of newly implemented systems or procedure. May install new IT systems and train personnel in application. May conduct operational effectiveness reviews to ensure functional or IT project systems are applied and functioning as designed. May develop or update functional or operational manuals outlining established methods of performing work in accordance with organizational policy.
Minimum Education: Bachelor’s degree

Principal
Minimum / General Experience: Minimum of three (3) year experience in related field.
Functional Responsibility: Performs a variety of tasks, including conducting research, conducting literature reviews. Organizing and archiving information in databases for statistical analysis, conducting interviews and focus groups, developing data analysis files by coding data and creating new variables, and writing analytical reports. Conducts appropriate statistical analysis. Confers with the client Subject Matter Experts (SMEs). Performs other duties as assigned. Oversees and/or guides the efforts performing similar functions.
Minimum Education: Bachelor’s Degree
Project Manager

Minimum / General Experience: Minimum eight (8) years of experience as a Project Manager. Experience with project involving management, organization, business and or technical services.

Functional Responsibility: Provides direction on projects from inception through completion and to provide technical and managerial assistance on all aspects of project management to comply with the technical requirements of the contract for the customer. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other business information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and systems. Demonstrates proven skills in those areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates strong writing and oral communication skills. Under the guidance of the Program Manager, is responsible for the overall management of specific Task Orders and ensures that the solutions and schedules in the Task Order are implemented in a timely manner.

Minimum Education: Bachelor's Degree

Special Government Expert

Minimum / General Experience: Five (5) years of experience in related field.

Functional Responsibility: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex energy and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance for energy and energy related issues.

Minimum Education: Bachelor's Degree

Sr. Management Consultant

Minimum / General Experience: Fifteen (15) years of experience in related field. Fifteen years of general experience. Ten years working experience in a technical or administrative discipline relating to analysis of data.

Functional Responsibility: Expertise with analytical support systems such as word processing, spreadsheet, graphics, and systems. Experience in leading / facilitation of projects / providing consultant solutions to senior leaders. Specialized experience required includes complete engineering project development from inception to deployment, demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts. General experience required includes increasing responsibilities in information systems design and management.

Minimum Education: Bachelor's Degree

Management Consultant I

Minimum / General Experience: Two (2) years of consulting and general industry experience

Functional Responsibility: Gather and analyze data to identify strategy, operations, and technology improvements. Conduct benchmarking and best-practices analysis. Document customer specifications and interact with other support groups to apply understanding of customer’s business. Plan and lead components of customer projects. Anticipate, research, identify and develop solutions to customer problems. Initiate measures to eliminate non-value-added activities through process improvement. Act as a liaison between customers and other support groups to identify business processes, systems, and product requirements.

Minimum Education: Bachelor's Degree

Management Consultant II

Minimum / General Experience: Four (4) years of consulting and general industry experience

Functional Responsibility: Gather and analyze data to identify strategy, operations, and technology improvements. Conduct benchmarking and best-practices analysis. Document customer specifications and interact with other support groups to apply understanding of customer’s business. Plan and lead components of customer projects. Anticipate, research, identify and develop solutions to customer problems. Initiate measures to eliminate non-value-added activities through process improvement. Act as a liaison between customers and other support groups to identify business processes, systems, and product requirements.

Minimum Education: Bachelor's Degree

Management Consultant III

Minimum / General Experience: Six (6) years of consulting and general industry experience

Functional Responsibility: Gather and analyze data to identify strategy, operations, and technology improvements. Conduct benchmarking and best-practices analysis. Document customer specifications and interact with other support groups to apply understanding of customer’s business. Plan and lead components of customer projects. Anticipate, research, identify and develop solutions to customer problems. Initiate measures to eliminate non-value-added activities through process improvement. Act as a liaison between customers and other support groups to identify business processes, systems, and product requirements.

Minimum Education: Bachelor's Degree
Management Consultant IV

Minimum / General Experience: Eight (8) years of consulting and general industry experience

Functional Responsibility: Gather and analyze data to identify strategy, operations, and technology improvements. Conduct benchmarking and best-practices analysis. Document customer specifications and interact with other support groups to apply understanding of customer’s business. Plan and lead components of customer projects. Anticipate, research, identify and develop solutions to customer problems. Initiate measures to eliminate non-value-added activities through process improvement. Act as a liaison between customers and other support groups to identify business processes, systems, and product requirements.

Minimum Education: Bachelor's degree

HR Consultant

Minimum / General Experience: Eight (8) years of progressive experience in leading MOBIS projects.

Functional Responsibility: Demonstrates abilities to provide guidance and direction for specific projects or sub tasks. Capability to manage multitask projects of high complexity. Increasing responsibility in design, implementation, and management of MOBIS. Interfaces with the client on project-specific issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates project- specific efforts and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings.

Minimum Education: Bachelor’s Degree

Strategic Integrator

Minimum / General Experience: Five (5) years of experience in related field.

Functional Responsibility: Examines business requirements and assessed needs, collects information, and identifies alternative methods and solutions. Experience in analyzing programs and issues related to the relevant statement of work. Provides research and analytical support to strategic planning, training development, quality management, and business process reengineering.

Minimum Education: Bachelor’s Degree

IT Strategic Integrator

Minimum / General Experience: Five (5) years of experience in related field.

Functional Responsibility: Facilitates bridging the gap between traditional business methods and future methodologies using new information technologies as they become available. Experience in modernization, developing computerized job aids, developing interfaces with all areas affected by the project including end users, computer services, and client services.

Minimum Education: Bachelor’s Degree

Education Specialist

Minimum / General Experience: Four (4) years of experience in related field.

Functional Responsibility: Reviews and evaluates data and information from databases and computer-generated documents/reports. Knowledgeable of techniques for conducting research, review, and process analysis associated with technical financial, and management-related functions. Skilled at working with computer generated reports and extracting data from databases to develop and generate information and summary data; capable of generating process flow charts to support such activities as management, engineering, and technical evaluations; able to perform management and financial record keeping, tracking, and reporting and validation of information in source documentation.

Minimum Education: Bachelor’s Degree

Training Specialist:

Minimum / General Experience: Minimum one (1) year of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

Functional Responsibility: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding digression. Works closely with team building, communication, interpersonal relations, meetings, and decision-making. Provides support for tasks teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in classroom environments and one-on-one/small group set-ups. Organizes or conducts the necessary research to develop and revises training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids).

Minimum Education: Bachelor’s Degree

Writer Developer

Minimum / General Experience: Minimum of three (3) years of writing/editing experience.

Functional Responsibility: Performs writing, editing, and/or rewriting moderately complex technical documents and reports. Collects, organizes, and formats data, charts, diagrams, etc. Apply consistent formatting and style throughout documents and contract deliverables. Use a variety of software programs to develop documentation. Work with senior technical staff to ensure accuracy and completeness. Conducts research and ensures the use of proper technical terminology.

Minimum Education: Bachelor’s Degree
Senior Organizational Development Consultant

**Minimum / General Experience:** Consultant with a minimum of five (5) years of experience consulting or relevant work experience.

**Functional Responsibility:** Leads or supports the analysis, design, development and implementation of systems and software, as well as the completion of other project work streams and deliverable. May also lead project modules or work activities as appropriate and can formulate to define specific business or technical issues. Functional service delivery roles include Team Leader, Solution Architect, Technologist, Content or Domain Expert, Senior Domain/Module Consultant, and Lead Business or Systems Analyst.

**Minimum Education:** Bachelor’s Degree

Senior Organizational Development Consultant II

**Minimum / General Experience:** Six (6) years of experience in related field.

**Functional Responsibility:** Conducts analysis and implements solutions in organizational systems, applied behavior, and strategic human resources areas. Researches and applies best practices based on client specific requirements. Implements strategic initiatives and makes recommendations on organizational improvement strategies, and measures and evaluates performance and results. Supports the use and integration of technology to meet strategic human resource and organizational needs.

**Minimum Education:** Bachelor’s Degree

Lead Senior Organizational Development Consultant

**Minimum / General Experience:** Seven (7) years of experience in related field.

**Functional Responsibility:** Conducts analysis and implements solutions in organizational systems, applied behavior, and strategic human resources areas. Researches and applies best practices based on client specific requirements. Implements strategic initiatives and makes recommendations on organizational improvement strategies, and measures and evaluates performance and results. Supports the use and integration of technology to meet strategic human resource and organizational needs.

**Minimum Education:** Bachelor’s Degree

**Education Substitution Table**

Additional education over the minimum required in any labor category may be substituted for required years of experience as follows:

<table>
<thead>
<tr>
<th>Required Education</th>
<th>Actual Education</th>
<th>Credit for Additional Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BS</td>
<td>PhD</td>
<td>6</td>
</tr>
<tr>
<td>BA/BS</td>
<td>PhD Plus Professional Certification</td>
<td>8</td>
</tr>
<tr>
<td>BA/BS</td>
<td>MA / MS</td>
<td>2</td>
</tr>
<tr>
<td>BA/BS</td>
<td>MA / MS Plus Professional Certification</td>
<td>4</td>
</tr>
</tbody>
</table>

**Example Education Substitution:** Management Consultant IV which requires 8 years’ experience and a bachelor’s degree: If a person has a PhD as a Management Consultant, they will receive 6 years of credit for additional experience so, they only need 2 years of actual additional experience in the area of expertise.

**Experience Substitution Table**

Additional years of experience over the minimum required in any labor category may be substituted for required education as follows:

<table>
<thead>
<tr>
<th>Required Education</th>
<th>Actual Education</th>
<th>Credit for Additional Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BS</td>
<td>HS / GED</td>
<td>6</td>
</tr>
<tr>
<td>BA/BS</td>
<td>HS / GED Plus Professional Certification</td>
<td>4</td>
</tr>
<tr>
<td>BA/BS</td>
<td>AA</td>
<td>4</td>
</tr>
<tr>
<td>BA/BS</td>
<td>AA plus Professional Certification</td>
<td>2</td>
</tr>
</tbody>
</table>

**Example Education Substitution:** Management Consultant IV which requires 8 years’ experience and a bachelor’s degree: If a person has a HS/GED as a System Analyst, they will need a total of 14 years’ experience to qualify for this position.