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 is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

Contract Number: 47QRAA19D00CJ
Contract Period: September 16, 2019 through September 15, 2024

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

Contractor: BreakForth Solutions Incorporated
13164 Piedmont Vista Drive
Haymarket, VA 20169

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology, Professional Services

Business Size: SBA Certified Small Disadvantaged Business, SBA Certified 8(a) Firm, WOSB, EDWOSB

Telephone: 301-412-6789
FAX Number: 877-322-4364
Web Site: www.BreakForthSolutions.com
E-mail: vanessa.downes@breakforthsolutions.com
Contract Administration: Ms. Vanessa Downes

Price Current through Mod #PA-0014 dated 08/17/2022
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219 &amp; 541219RC</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>54151S &amp; 54151SRC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541611 &amp; 541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM &amp; OLMRC</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. See Pricing Page 5.

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. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 9.

2. Maximum Order:
   - For SINs 541219 and 541611 - $1,000,000.00
   - For SIN 54151S - $500,000.00
   - For SIN OLM - $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): N/A

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

7. Quantity discounts: 3% on all orders that exceed $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 (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): To be negotiated at the Task Order Level or as negotiated with the ordering activity.

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: To be negotiated at the Task Order Level or as negotiated with the ordering activity.
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: To be negotiated at the Task Order Level or as negotiated with the ordering activity.

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: To be negotiated at the Task Order Level or as negotiated with the ordering activity.

11. F.O.B Points(s): Destination

12a. Ordering Address(es): BreakForth Solutions Incorporated (BSi)
13164 Piedmont Vista Dr.
Haymarket, VA 20169
Ph. 703-468-2221 or 571-282-5222
Fax: 1-877-322-4364
Email: Contracts@BreakForthSolutions.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): BreakForth Solutions Incorporated
14658 Gap Way, #1231
Haymarket, VA 20169

14. Warranty provision: N/A

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

22b. If applicable, indicate that 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. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. www.BreakForthSolutions.com

23. Unique Entity Identifier (UEI) Number: KZ9CT72YM1B2

24. Notification regarding registration in System for Award Management (SAM) database: BreakForth Solutions Incorporated is registered in the System for Award Management.
GSA Awarded Pricing for SINs 541219, 541611, and 54151S
The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Job Title</th>
<th>Facility</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>Accountant II, Intermediate</td>
<td>Both</td>
<td>$93.70</td>
<td>$96.51</td>
<td>$99.41</td>
<td>$102.39</td>
<td>$105.46</td>
</tr>
<tr>
<td>541219</td>
<td>Accountant III, Sr.</td>
<td>Both</td>
<td>$107.75</td>
<td>$110.98</td>
<td>$114.31</td>
<td>$117.74</td>
<td>$121.27</td>
</tr>
<tr>
<td>541219</td>
<td>Accountant V, SME, PM</td>
<td>Both</td>
<td>$133.16</td>
<td>$137.15</td>
<td>$141.27</td>
<td>$145.51</td>
<td>$149.87</td>
</tr>
<tr>
<td>541219</td>
<td>Accounting Consultant II</td>
<td>Both</td>
<td>$154.38</td>
<td>$159.01</td>
<td>$163.78</td>
<td>$168.69</td>
<td>$173.75</td>
</tr>
<tr>
<td>541219</td>
<td>Billing Analyst III, Team Lead</td>
<td>Both</td>
<td>$79.44</td>
<td>$81.82</td>
<td>$84.28</td>
<td>$86.81</td>
<td>$89.41</td>
</tr>
<tr>
<td>541219</td>
<td>Billing Analyst, Audit Clerk, I **</td>
<td>Both</td>
<td>$54.51</td>
<td>$56.14</td>
<td>$57.83</td>
<td>$59.56</td>
<td>$61.35</td>
</tr>
<tr>
<td>541219</td>
<td>Billing Analyst, Sr.</td>
<td>Both</td>
<td>$70.81</td>
<td>$72.94</td>
<td>$75.12</td>
<td>$77.38</td>
<td>$79.70</td>
</tr>
<tr>
<td>541611</td>
<td>Functional Specialist I</td>
<td>Both</td>
<td>$141.89</td>
<td>$146.15</td>
<td>$150.54</td>
<td>$155.05</td>
<td>$159.70</td>
</tr>
<tr>
<td>541611</td>
<td>Proposal Consulting Expert, IV</td>
<td>Both</td>
<td>$199.75</td>
<td>$205.74</td>
<td>$211.91</td>
<td>$218.27</td>
<td>$224.82</td>
</tr>
<tr>
<td>541611</td>
<td>Proposal Consulting III</td>
<td>Both</td>
<td>$176.26</td>
<td>$181.55</td>
<td>$187.00</td>
<td>$192.61</td>
<td>$198.38</td>
</tr>
<tr>
<td>541611</td>
<td>Staffing Requirements Analyst, IV</td>
<td>Both</td>
<td>$202.95</td>
<td>$209.04</td>
<td>$215.31</td>
<td>$221.77</td>
<td>$228.42</td>
</tr>
<tr>
<td>541611</td>
<td>Accounting Consultant</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$155.81</td>
<td>$160.48</td>
<td>$165.30</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Specialist II **</td>
<td>Both</td>
<td>$85.34</td>
<td>$87.90</td>
<td>$90.54</td>
<td>$93.25</td>
<td>$96.05</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst I</td>
<td>Both</td>
<td>$97.92</td>
<td>$100.86</td>
<td>$103.89</td>
<td>$107.00</td>
<td>$110.21</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst II</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$119.13</td>
<td>$122.71</td>
<td>$126.39</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst III</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$122.03</td>
<td>$125.69</td>
<td>$129.46</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst, Senior</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$139.17</td>
<td>$143.76</td>
<td>$148.07</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant I</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$98.57</td>
<td>$101.53</td>
<td>$104.58</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant II</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$115.08</td>
<td>$118.54</td>
<td>$122.09</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant, III</td>
<td>Both</td>
<td>$97.92</td>
<td>$100.86</td>
<td>$103.89</td>
<td>$107.00</td>
<td>$110.21</td>
</tr>
<tr>
<td>541611</td>
<td>CPIC Specialist I</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$126.16</td>
<td>$129.94</td>
<td>$133.84</td>
</tr>
<tr>
<td>541611</td>
<td>Executive Assistant I</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$95.88</td>
<td>$98.75</td>
<td>$101.72</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst, Junior</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$109.01</td>
<td>$112.28</td>
<td>$115.65</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst, Senior</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$134.62</td>
<td>$138.66</td>
<td>$142.82</td>
</tr>
<tr>
<td>Code</td>
<td>Position</td>
<td>Level</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>Pay Range</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------</td>
<td>-------------</td>
<td>------</td>
<td>-----</td>
<td>-----</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Functional Analyst I</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$106.75</td>
<td>$109.95</td>
<td>$113.25</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Functional Analyst II</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$118.36</td>
<td>$121.92</td>
<td>$125.57</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Functional Analyst, Principal</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$166.51</td>
<td>$171.50</td>
<td>$176.65</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Functional Specialist II</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$149.37</td>
<td>$153.85</td>
<td>$158.46</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Functional Specialist III</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$152.49</td>
<td>$157.06</td>
<td>$161.77</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>General Clerk I **</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$35.99</td>
<td>$37.07</td>
<td>$38.18</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>General Clerk II **</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$36.72</td>
<td>$37.82</td>
<td>$38.96</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>General Clerk III **</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$37.44</td>
<td>$38.56</td>
<td>$39.72</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Management Consultant IV</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$155.07</td>
<td>$159.73</td>
<td>$164.52</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Management Consultant, Senior</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$159.43</td>
<td>$164.21</td>
<td>$169.14</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Principal Digital Developer I</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$137.66</td>
<td>$141.79</td>
<td>$146.04</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Principal Digital Developer III</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$156.27</td>
<td>$160.96</td>
<td>$165.79</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Principal Digital Developer IV</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$166.51</td>
<td>$171.50</td>
<td>$176.65</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Program Manager/Lead</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$164.05</td>
<td>$168.97</td>
<td>$174.04</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Project Manager II</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$80.96</td>
<td>$83.39</td>
<td>$85.89</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Project Manager III</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$114.63</td>
<td>$118.07</td>
<td>$121.61</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Project Manager IV</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$133.18</td>
<td>$137.17</td>
<td>$141.29</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Project Manager, SME</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$141.11</td>
<td>$145.35</td>
<td>$149.71</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Project Manager, Technical</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$141.11</td>
<td>$145.35</td>
<td>$149.71</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Subject Matter Expert, IV</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$202.95</td>
<td>$209.04</td>
<td>$215.31</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Subject Matter Expert, Business/Operations</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$232.74</td>
<td>$239.72</td>
<td>$246.92</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Subject Matter Expert, III</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$168.49</td>
<td>$173.55</td>
<td>$178.75</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Subject Matter Expert, Principal</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$155.63</td>
<td>$160.29</td>
<td>$165.10</td>
</tr>
<tr>
<td>541611, 541219</td>
<td>Subject Matter Expert, Senior</td>
<td>Both</td>
<td>N/A</td>
<td>N/A</td>
<td>$146.08</td>
<td>$150.46</td>
<td>$154.97</td>
</tr>
</tbody>
</table>
**Service Contract Labor Standards Matrix**

<table>
<thead>
<tr>
<th>SCLS Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Analyst/Audit Clerk, I</td>
<td>01013 - Accounting Clerk III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Specialist II</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk I</td>
<td>01111 - General Clerk I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk II</td>
<td>01112 - General Clerk II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>General Clerk III</td>
<td>01113 - General Clerk III</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), applies 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 identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
SIN 541219 Labor Category Descriptions

Accountant II, Intermediate

**Functional Responsibilities:** Reports costs, productivity, margins, and expenditures; analyzes complex financial reports and records; makes recommendations based on analysis and status of reserves, assets and expenditures; performs variance analyses and prepares account reconciliations; reviews journal entries of junior accountants for accuracy; trains and mentors junior staff.

**Minimum Education:** Bachelors
**Minimum Experience:** 3 years

Accountant III, Sr.

**Functional Responsibilities:** Performs variance analyses and prepares account reconciliations; assists with financial and tax audits; documents and monitors internal controls in support of auditing team; coordinates complex accounting projects and initiatives with other members of the accounting and finance team; provides accounting advice to Executive Team. Strong MS Excel experience.

**Minimum Education:** Bachelors
**Minimum Experience:** 7 years

Accountant V, SME, PM

**Functional Responsibilities:** Provides specialist accounting and system knowledge for system and process development, training of accounting staff, and representing the area in projects providing expertise. Provides professional support to the Asset and Project Accounting and General Ledger Accounting teams to perform assigned accounting and control transaction processing responsibilities. Responsible for ensuring compliance with SLAs, measuring and managing KPIs and ensuring compliance with commercial and federal Government policy and accounting practice. Requires expert knowledge of GAAP and CAS. Knowledge of D/FAR regulations. Strong MS Excel experience.

**Minimum Education:** Masters
**Minimum Experience:** 16 years
**Certification:** Certified Public Account

Accounting Consultant II

**Functional Responsibilities:** Oversees and provides financial management, financial forecasting and auditing; analyzes financial documents, performs reconciliations; offers advice on improving profitability, predicting future costs and revenues, and checking for compliance with financial regulations. Collaborates with business leaders; prepare, review and file financial reports and tax documents; conduct tax research and suggest ways to improve financial reporting processes. Requires expert knowledge of GAAP and CAS. Knowledge of D/FAR regulations. Strong MS Excel experience.

**Minimum Education:** Bachelors
**Minimum Experience:** 3 years
**Certification:** Certification: Certified Public Account and or PMP
**Billing Analyst III, Team Lead**

**Functional Responsibilities:** Coordinates, oversees, and ensures the successful operation of billing and financial tasks. Reviews scheduling, costs, personnel assignments. Serves in lead role in overall quality assurance, internal control, including planning, directing, reviewing, and troubleshooting, complex and sensitive billing transactions.

**Minimum Education:** Bachelors  
**Minimum Experience:** 7 years

**Billing Analyst, Audit Clerk, I**

**Functional Responsibilities:** Assists with general billing transaction functions such as validating invoices; auditing account numbers; creating tracking reports; data entry; coordinating billing approvals. Works under the supervision of other Sr. Billing Analysts.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Billing Analyst, Sr.**

**Functional Responsibilities:** Oversees invoice validation prior to payment. Audits billing and charges against appropriate customer and accounts. Coordinate receiving payment approval; calculates changes and maintain financial data and payments in various computer spreadsheets or financial databases. Monitors accounts and issues payments in a timely manner. Strong MS Excel skills is required.

**Minimum Education:** Bachelors  
**Minimum Experience:** 7 years
SIN 541611 Labor Category Descriptions

**Functional Specialist I**

**Functional Responsibilities:** Supports Executive Staffs and Program Offices providing specialty consultation, advisory services, and broad analysis in support of mission and objectives and corporate or Government Functional Areas. Primary areas of consultation may include project planning, portfolio management, quantitative financial analysis, acquisition management, along with other approaches and methods. Experience may also be leveraged from serving in a specific domain area, client environment, or military environment.

**Minimum Education:** Bachelors  
**Minimum Experience:** 0 years

**Proposal Consulting Expert, IV**

**Functional Responsibilities:** Provides leadership and develops the strategic plan for mission oriented business integrated acquisition or proposal environments which may include: leading the development of technical or management volumes; executing complex staffing analysis; performing resume review and analysis; conducting market research; supporting price to win exercises; developing procurement strategy and evaluation exercises; developing and or interpreting statements of work; Lead overall proposal evaluation color teams to include internal and external compliance reviews.

**Minimum Education:** Bachelors  
**Minimum Experience:** 12 years

**Proposal Consulting III**

**Functional Responsibilities:** Provides leadership and assists with strategic planning for mission-oriented business integrated acquisition or proposal environments which may include: assisting with the development of technical or management volumes; staffing analysis; resume review and analysis; participating in procurement strategy exercises; proposal evaluation; interpreting statements of work; and strategic consulting. Assists with key personnel qualifications analysis and review. Participate in overall proposal evaluation.

**Minimum Education:** Bachelors  
**Minimum Experience:** 7 years

**Staffing Requirements Analyst, IV**

**Functional Responsibilities:** Provides leadership and develops complex staffing and analysis models; compliance matrices; qualification assessments; resume compliance and review. Develops and executes staffing strategies to align with business and technical objectives towards the fulfillment of mission or business requirements. Create statistical models, perform quantitative analysis; interview SMEs; and work with SMEs to support overall acquisition or procurement objectives.

**Minimum Education:** Bachelors  
**Minimum Experience:** 11 years
SIN 541611 and 541219 Labor Category Descriptions

**Accounting Consultant**

**Functional Responsibilities:** Analyzes, validates, and maintains manual and automated documentation for various computerized accounting systems. Possesses a broad knowledge of policies, procedures, and regulations pertaining to travel and commercial accounting. Transactions may involve multiple appropriations. Verifies, evaluates, and certifies the accuracy, propriety, and availability of funds. Processes, monitors, and analyzes financial documents through each stage of accounting by appropriation, fiscal year, and associated data elements.

**Minimum Education:** Bachelors  
**Minimum Experience:** 4 years

**Administrative Specialist II **

**Functional Responsibilities:** Provides administrative, clerical, and research support for executive or program staff; Supports operational functions to include payroll, human resources, presentations. Assists with event planning, meeting scheduling, action tracking, and other relative office support duties. Strong MS Office Suite experience.

**Minimum Education:** Associates  
**Minimum Experience:** 3 years

**Analyst I**

**Functional Responsibilities:** Assists with broad quantitative analysis in support of projects or program office requirements. May perform data analysis; data collection, research, data modeling, and reporting for administrative of financial requirements. Works under the supervision of other Sr. Analyst.

**Minimum Education:** High School  
**Minimum Experience:** 0 years

**Analyst II**

**Functional Responsibilities:** Applies developed skills and knowledge of techniques in a specific professional, technical area. Under general supervision, performs a variety of assigned tasks including analysis, evaluation, troubleshooting and preparation of procedures and documentation. May be called to assist with presentations, task planning, and resource coordination and/or budget development. Must be able to work independently or under general direction.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years

**Analyst III**

**Functional Responsibilities:** Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements. The Analyst determines client needs, mission requirements and operational activities to obtain a quantitative, rational basis for decision making, project planning, risk mitigation and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems, functional and organizational processes, and projects. Develops and designs project plans to
achieve performance-based objectives and requirements that enhance system or organizational performance and service levels. Analyst disciplines include but are not limited to engineering analysis, requirements analysis, risk analysis, logistics, modeling and simulation, operations research, environmental analysis, planning, configuration/data management, defense/intelligence analysis, policy analysis, project control, business process reengineering and scheduling.

**Minimum Education:** Masters  
**Minimum Experience:** 7 years

**Analyst, Senior**  
**Functional Responsibilities:** Applies developed analytical skills and knowledge of techniques in a specific professional, technical area. Analyzes, evaluates, and makes recommendations as part of a team or is team leader. Responsible for providing/supporting technology assessment, and providing program support in area of expertise.

**Minimum Education:** Bachelors  
**Minimum Experience:** 7 years

**Consultant I**  
**Functional Responsibilities:** Responsible for identifying and documenting all specific functional requirements associated with implementation of the system. Plans and executes business improvement through collection of data and preparation of business reports. Manages data and performs validation and testing of models to improve methods of performance while effectively allocating resources.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

**Consultant II**  
**Functional Responsibilities:** Serves as the technical architect or advisor for strategies in design and/or implementing large scale, complex systems. Responsible for selecting, performing, and overseeing conceptual and methodological design for project and program requirements. Demonstrates current industry experience in requirements definitions, planning, budget development, fiscal control, task control and scheduling, progress assessment, contractor management, vendor management, client communications and state of the art technologies and methodologies.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Consultant, III**  
**Functional Responsibilities:** Provides consultative, advisory and or analysis support to clients and customers. Provides business expertise in a broad range of disciplines and possesses domain experience and expertise in the relative field of support. Supports senior staff and project managers and may possess specialty expertise in areas such as Acquisition Planning, Enterprise Architecture, Business Process Re-engineering, Human Resources and Staffing or other specialty discipline. Works with guidance of Subject Matter Experts.

**Minimum Education:** Bachelors
**Minimum Experience:** 7 years

**CPIC Specialist I**

**Functional Responsibilities:** Responsible for facilitating the initial planning and business case development for project adoption and selection. Help client make the wisest business decisions and objectively determine and assess the value of investments. Assists clients in establishing objective criteria (return on Investment, net present value, etc.) to set priorities and funding directions for investments. Responsible for providing viewing mechanisms for decision makers to review and manage their portfolio(s).

**Minimum Education:** Bachelors

**Minimum Experience:** 3 years

**Executive Assistant I**

**Functional Responsibilities:** Provides an advanced level of executive support to various executives with complex organizational responsibilities. The Executive Assistant serves as the primary support and acts as a liaison between the executive and his/her organization. In some cases, and within pre-agreed limits, the EA may act as the executive representative. The EA independently completes assigned non-routine tasks to meet goals under supervision and may work in a team environment. The level of support requires a good understanding to the executive’s organization, along with the business knowledge to communicate and work effectively with the executive's organization and clients. Prepares a range of non-routine correspondence according to company guidelines for signature by executive (i.e., brand compliance, proof reading materials for consistency grammar and spelling), Compile process and analyze data based on research objectives and prepare reports. Arrange and coordinate meeting/conference in liaison with the meeting and events planning team when applicable. Handle routine and non-routine logistics (e.g., contact meeting participants and coordinate responses, compose meeting materials and follow-up correspondence with input and review by Executives).

**Minimum Education:** High School

**Minimum Experience:** 3 years

**Financial Analyst, Junior**

**Functional Responsibilities:** Gathers, assembles, and formats data and prepares preliminary analysis for budget preparation; assists in preparation and presentation of preliminary and final budget documents; prepares budget presentation materials; maintains data and systems for budget tracking and reporting and generates reports; assists section/division with issues related to funds availability, fund transfers and budget compliance; prepares and participates in the preparation of the Court’s annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds, personnel and account coding. May assist in the documentation and development of a budgeting system or solution to include, defining user requirements, documenting budget process and flows, assisting in the configuration, and testing of a budget system.

**Minimum Education:** Bachelors

**Minimum Experience:** 1 year

**Financial Analyst, Senior**
**Functional Responsibilities**: Supervises, coordinates, documents, and analyzes information affecting financial and accounting programs of public, industrial, and/or financial organizations. Interprets data concerning investments, their price, yield, stability, and future trends, using financial periodicals, securities manuals, and personal interviews.

**Minimum Education**: Bachelors  
**Minimum Experience**: 10 years

---

**Functional Analyst I**

**Functional Responsibilities**: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops and implements business solutions with some supervision.

**Minimum Education**: Bachelors  
**Minimum Experience**: 6 years

---

**Functional Analyst II**

**Functional Responsibilities**: Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements. The Analyst II determines client needs, mission requirements and operational activities to obtain a quantitative, rational basis for decision making, project planning, risk mitigation and resource allocation. Analyst disciplines include but are not limited to engineering analysis, requirements analysis, risk analysis, logistics, modeling and simulation, operations research, environmental analysis, planning, configuration/data management, defense/intelligence analysis, policy analysis, project control, business process reengineering and scheduling.

**Minimum Education**: Bachelors  
**Minimum Experience**: 8 years

---

**Functional Analyst, Principal**

**Functional Responsibilities**: Plans, organizes, directs, and conducts consulting survey or training tasks in problem areas. Has technical responsibility for organizing, executing, and coordinating assignments. Keeps abreast of related methodologies / databases, and tools. Anticipates and solves complex problems related to program performance. Often performs analysis requiring advanced training and degrees.

**Minimum Education**: Bachelors  
**Minimum Experience**: 10 years

---

**Functional Specialist II**

**Functional Responsibilities**: Performs the planning, programming, budgeting, book-keeping, accounting, document maintenance, cost reporting and schedule variance analysis tasks required to support company or client projects or programs. The Financial Management Specialist uses commercially available, tailored or client-proprietary automated and non-automated tools and techniques to support the organization’s financial needs. Work requires the technical capability to independently plan, organize, complete, and present assessments of cost, budget, and schedule implications, and prepare, analyze, interpret, and reconcile budgetary or financial data.
Minimum Education: Bachelors
Minimum Experience: 5 years

**Functional Specialist III**

**Functional Responsibilities:** Perform the planning, programming, budgeting, book-keeping, accounting, document maintenance, cost reporting and schedule variance analysis tasks required to support company or client projects or programs. The Financial Management Specialist uses commercially available, tailored or client-proprietary automated and non-automated tools and techniques to support the organization’s financial needs. Work requires the technical capability to independently plan, organize, complete, and present assessments of cost, budget, and schedule implications, and prepare, analyze, interpret, and reconcile budgetary or financial data.

Minimum Education: Bachelors
Minimum Experience: 7 years

**General Clerk I **

**Functional Responsibilities:** Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as: coding; filing; answering telephone; serving as receptionist; simple posting to accounts; opening mail; simple posting to accounts; operating general office equipment. Works under supervision of experienced personnel.

Minimum Education: High School
Minimum Experience: 0 years

**General Clerk II **

**Functional Responsibilities:** Requires familiarity with the terminology of the office unit. Responsible for selecting appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of guides, manuals, and knowledge bases. Can perform general administrative duties such as general research, recordkeeping, switchboard operation, WebEx account unlocks; posting to social media. Serves in a tier one capacity and works with more senior staff for issue resolution.

Minimum Education: High School
Minimum Experience: 3 years

**General Clerk III **

**Functional Responsibilities:** Assists in a variety of administrative matters; maintains a wide variety of financial or other records; verifies statistical, financial, data collection, and other types of reports for accuracy and completeness. Compiles information; supports presentations and briefings; and handles and assists with resolving customer service or other types of issues.

Minimum Education: High School
Minimum Experience: 7 years

**Management Consultant IV**
**Functional Responsibilities:** Provide in dept consultation to mission-oriented business integrated service projects which may include strategic consulting, project planning, surveys, requirements analysis, training delivery, facilitation, change management, business improvement, and or program management. Drafts and reviews deliverables. Responsible for sound problem solving and analysis skills, and strong written and oral communication skills. Determines and documents customer requirements and tracks relative deliverables to completion. May possess specialty subject-matter expertise in areas such as Capital Planning, Enterprise Architecture, Business Process Re-engineering, Human Resources or other related discipline.

Minimum Education: Bachelors  
Minimum Experience: 11 years

**Management Consultant, Senior**  
**Functional Responsibilities:** Plans and designs projects. Develops or directs the development of findings, draws conclusions, and develops recommendations. Prepares and presents reports. Conducts large projects and is responsible for meeting goals within time and cost constraints.

Minimum Education: Masters  
Minimum Experience: 7 years

**Principal Digital Developer I**  
**Functional Responsibilities:** Responsible for managing technical builds, widgets and mobile applications, and other digital projects. Supervises digital developer team.

Minimum Education: Bachelors  
Minimum Experience: 3 years

**Principal Digital Developer III**  
**Functional Responsibilities:** Responsible for managing technical builds, widgets and mobile applications, and other digital projects. Supervises digital developer team.

Minimum Education: Bachelors  
Minimum Experience: 7 years

**Principal Digital Developer IV**  
**Functional Responsibilities:** Responsible for managing technical builds, widgets and mobile applications, and other digital projects. Supervises digital developer team.

Minimum Education: Bachelors  
Minimum Experience: 10 years

**Program Manager/Lead**  
**Functional Responsibilities:** Program Managers operate with substantial independence to manage large, complex programs or families of programs. Program Managers are responsible for the cost, schedule and performance of a program or function or collection of programs or functions at one or more company or customer locations. Program Managers direct the efforts of administrative and professional staff in carrying out the tasks necessary to meet program milestones. Program Managers
manage people and other resources to accomplish the tasks necessary to complete the program, project, or function on time and within the specified cost parameters. Program Managers identify potential risks which might disrupt or delay performance or increase costs, develop, and implement sound risk mitigation strategies, and monitor overall risk levels. Program Managers communicate orally and in writing with all levels of company and customer staff and management, preparing and delivering high quality oral presentations and briefings and clear, concise, and accurate written reports. Program Managers participate in or lead various performance improvement programs and initiatives consistent with the customer’s objectives.

**Minimum Education:** Masters  
**Minimum Experience:** 12 years

---

**Project Manager II**  
**Functional Responsibilities:** Manage projects, tasks, and/or subtasks using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.

**Minimum Education:** Bachelors  
**Minimum Experience:** 3 years

---

**Project Manager III**  
**Functional Responsibilities:** Manage projects, tasks, and/or subtasks using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.

**Minimum Education:** Bachelors  
**Minimum Experience:** 7 years

---

**Project Manager IV**  
**Functional Responsibilities:** Serves and primary point of contact between corporate organization and client to manage projects, tasks, and/or subtasks, and project deliverables using Project Management Frameworks and principles to identify and mitigate risks and issues, manage budget and cost and review and update scope and schedule for mission oriented or integrated projects. Applies PM best practices to the planning and management of technical and non-technical engagements; interprets business and technical details towards requirements gathering; conducts research and analyses to correct and satisfactorily resolve problem sets. Responsible for schedule, cost, resources, risk management and quality.

**Minimum Education:** Bachelors
**Minimum Experience:** 11 years

**Project Manager, SME**

**Functional Responsibilities:** Responsible for the day-to-day tactical duties for a highly complex project. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

**Project Manager, Technical**

**Functional Responsibilities:** Responsible for the day-to-day tactical duties for a basic technical program. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.

**Minimum Education:** Bachelors  
**Minimum Experience:** 10 years

**Subject Matter Expert, IV**

**Functional Responsibilities:** Provide focused, expert consultation to mission- oriented business integrated service projects which may include strategic consulting, project planning, surveys, requirements analysis, training delivery, facilitation, change management, business improvement, and/or program management. Drafts and reviews deliverables. Responsible for sound problem solving and analysis skills, and strong written and oral communication skills. Determines and documents customer requirements and tracks relative deliverables to completion. May possess specialty subject-matter expertise in areas such as Capital Planning, Enterprise Architecture, Business Process Re-engineering, Human Resources or other related discipline.

**Minimum Education:** Masters  
**Minimum Experience:** 11 years

**Subject Matter Expert, Business/Operations**

**Functional Responsibilities:** Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses 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 Education:** Masters
Minimum Experience: 10 years

Subject Matter Expert, III
Functional Responsibilities: Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with management and engineering teams to identify the best technological solution to technical issues. Provide expert guidance and direction at the expert level for very difficult areas requiring innovation, research, or for tasks involving policy at a high level affecting large organizations or populations. Is recognized by his/her peers as an expert in a particular field and consulted on strategic decisions by senior staff.

Minimum Education: Masters
Minimum Experience: 9 years

Subject Matter Expert, Principal
Functional Responsibilities: Provides highest-level functional expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft, and executes implementation plan. Converses with and aids highest levels of corporate and Government management.

Minimum Education: Masters
Minimum Experience: 8 years

Subject Matter Expert, Senior
Functional Responsibilities: Provides expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

Minimum Education: Masters
Minimum Experience: 10 years