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.

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

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</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 page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. **Maximum Order:** $1,000,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** N/A

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign Items:** None

10. **Time of Delivery:** Flatter, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination
12a. Ordering Address: Flatter, Inc.
ATTN: Contracts
10707 Spotsylvania Ave, Suite 102
Fredericksburg, VA 22408
(P) 540-658-1922 (F) 540-301-3562
oliver.chiang@flatterinc.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: Flatter, Inc.
ATTN: Accounting
10707 Spotsylvania Ave, Suite 102
Fredericksburg, VA 22408
(P) 540-658-1922 (F) 540-301-3562
oliver.chiang@flatterinc.com

14. Warranty Provisions: Contractor’s Standard Warranty

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. Preventive maintenance: Not applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov: Not applicable

23. Unique Entity Identifier (UEI) Number: 034096466

24. Flatter, Inc. is registered in the System for Award Management (SAM) database.
In accordance with 47QSMD20R0001 SCLS Index of Wages, Flatter, Inc. submits the following SCLS Labor Category List showing all labor categories proposed that are subject to SCLS and an SCLS Matrix showing the applicable SCLS Eligible Labor Category, SCLS Equivalent Code Title, and Wage Determination Number:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>SCLS Equivalent Code</th>
<th>SCLS Title</th>
<th>Wage Determination Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Analyst</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>54151S</td>
<td>Database Analyst</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>Functional Analyst</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>Program Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>Senior Analyst</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Analyst</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54151S</td>
<td>Systems Programmer Analyst</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541611 &amp; 611430</td>
<td>Clerical Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>541611 &amp; 611430</td>
<td>Data Analyst</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Functional Analyst I</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Functional Analyst II</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Functional Analyst III</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Junior Consultant</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Management Consultant</td>
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<tr>
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<td>Principal Consultant</td>
<td></td>
<td></td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Program Manager</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Project Coordinator</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Project Manager</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Senior Consultant</td>
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<tr>
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<td>Senior Manager</td>
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<tr>
<td>541611 &amp; 611430</td>
<td>Subject Matter Expert</td>
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</tbody>
</table>

The SCLS is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
Labor Category Descriptions

SIN 54151S

Analyst

**Functional Responsibilities:** Participates in data collection, modeling, analysis, and product generation. Organizes and translates data into useful automated information. Conducts analyses including defining parameters of requested data output and analysis. Assists in preparation of reports, briefings, and documentation deliverables.

**Minimum/General Experience:** Minimum of four years of general experience with one year specialized in application of research and analytical methodologies and tools.

**Minimum Education:** Must have a Bachelor’s Degree.

Database Analyst

**Functional Responsibilities:** Applies knowledge of computer science concepts and techniques in the design, development, installation, and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, database links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Handles the design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects.

**Minimum/General Experience:** Minimum of four (4) years of experience in a database development or data management functional area.

**Minimum Education:** Must have a Bachelor’s Degree. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline from an accredited college or university. Experience must be in progressively complex and varied database development or data management environment. Information Technology (IT) professional certifications are desirable; specific, related certifications are preferred.

Functional Analyst

**Functional Responsibilities:** Applies logical analyses or Test and Evaluation (T&E) on all programs within the contractual scope. Performs comprehensive analyses of Hardware (HW) / Software (SW) concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of contractor or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. As a result of the above functions, a Secret clearance may be provided for the position.

**Minimum/General Experience:** Minimum of two (2) years of experience supporting the design or analysis of information systems.

**Minimum Education:** Must have a Bachelor’s Degree. Experience must be in progressively complex and varied information systems environments. Degree must be in computer science, information systems,
engineering, or other related scientific or technical discipline from an accredited college or university. IT professional certifications are desirable; specific, related certifications are preferred.

Program Manager

**Functional Responsibilities:** Acts as the overall lead, manager, and administrator for a contract, subcontract, or complex project/task effort. Serves as the primary interface and Point-Of-Contact (POC) with Government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures, planning, and directing execution of the technical, programming, maintenance, and administrative support effort, and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

**Minimum/General Experience:** Minimum of four (4) years of relevant experience with a demonstrated ability in the management of large IT-based projects.

**Minimum Education:** Must have a Master’s Degree. Degree must be in a relevant business, computer science, information systems, engineering, or other related scientific or technical discipline.

Senior Analyst

**Functional Responsibilities:** Acts as a lead in performing analysis of IT systems and functional areas. Senior Analyst will provide leadership and/or coordination of the evaluation and redesign of current business and IT processes to ensure effective use of IT resources and technology, and to improve process performance. Must be adept at problem definition and resolution. Analyze users’ needs to determine functional requirements.

**Minimum/General Experience:** Minimum of ten (10) years of general experience with six years (6) specialized in the application of research and analytical methodologies and tools.

**Minimum Education:** A Bachelor’s Degree.

Systems Analyst

**Functional Responsibilities:** Applies logical analyses or T&E on assigned programs. Performs analyses of HW/SW concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts T&E of source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis.

**Minimum/General Experience:** Minimum of two (2) years of experience supporting the design or analysis of information systems.

**Minimum Education:** Must have a Master’s Degree. Degree must be in computer science, information systems, engineering, or other related scientific or technical discipline.

Systems Programmer/Analyst

**Functional Responsibilities:** Formulates and defines system scope and objectives through research and fact-finding to develop or modify moderately complex information systems. Prepares detailed specifications for programs. Designs, codes, tests, debugs, documents, and maintains programs. May be called on to work on special graphics application programs such as, but not limited to: Computer-Aided
Design (CAD), CAD/CV, or Geographic Information System (GIS). Works on most phases of applications systems analysis and programming activities including the installation of enhancements, security features, and analytical tools, but requires instruction and guidance in other phases.

**Minimum/General Experience:** Must have six (6) years of software related experience, or a High School Diploma plus eight (8) years of software related experience. Experience should be increasingly complex and progressive in performing systems analysis, development, and implementation of business, mathematical, engineering, or scientific settings using a variety of IT resources. Has experience with current technologies and, where required for the task, emerging technologies.

**Minimum Education:** Must have a Bachelor’s Degree. Degree must be in computer science or application development from an accredited college or university. IT professional certifications are desirable; specific, related certifications are preferred.

### Experience & Degree Substitution Equivalencies

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>PhD</th>
<th>Master’s</th>
<th>Bachelor’s</th>
<th>Associate’s</th>
<th>High School</th>
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<tbody>
<tr>
<td>Analyst</td>
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<td>0</td>
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<td>4</td>
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<tr>
<td>Database Analyst</td>
<td>Bachelor’s</td>
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<td>0</td>
<td>2</td>
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<tr>
<td>Functional Analyst</td>
<td>Bachelor’s</td>
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<td>Program Manager</td>
<td>Master’s</td>
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<tr>
<td>Senior Analyst</td>
<td>Bachelor’s</td>
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<td>Systems Analyst</td>
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<td>Systems Programmer Analyst</td>
<td>Bachelor’s</td>
<td>6</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
</tbody>
</table>
Clerical Assistant

**Functional Responsibilities:** Provides general office support and word processing. Handles filing, faxing, data entry, and receptionist type duties.

**Minimum/General Experience:** Must have a minimum of (1) year of progressive experience. Relevant experience includes but is not limited to experience in providing clerical/secretarial support to all personnel on a project.

**Minimum Education:** Must have a High School Diploma.

Data Analyst

**Functional Responsibilities:** Directly supports the Senior or Project Manager (PM) as well as Subject Matter Experts (SMEs) and consultants with analytical support services and related study or scientific documentation. Conducts research as required to meet the requirements of the contract. In addition, assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Also, is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

**Minimum/General Experience:** Must have a minimum of four (4) years of experience in performing data analyses, documenting studies and results, and assisting with the development of graphic or artistic presentations for publications and documents. Have at least a minimum of one (1) year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word); graphics systems (e.g., PowerPoint, Harvard, and Freelance); and desktop publishing systems.

**Minimum Education:** Must have a High School Diploma. This position requires Secret Clearance (S). Top Secret Clearance (TS) can be provided.

Functional Analyst I

**Functional Responsibilities:** Possesses knowledge and experience applying analytical methodologies and principles to address client needs. Applies analytical techniques in evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives.

**Minimum/General Experience:** Must have a minimum of two (2) years of progressive experience. Relevant experience includes but is not limited to experience in providing knowledge and experience applying methodologies and principles to address client needs.

**Minimum Education:** Bachelor’s Degree in Business or other related analytical, scientific, or technical disciplines.

Functional Analyst II

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports
assessments of organization’s challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team’s objectives. Works closed with senior Specialists or Task Leads.

**Minimum/General Experience:** Must have a minimum of five (5) years of progressive experience. Relevant experience includes but is not limited to, experience in providing knowledge in business process improvement projects, facilitating project teams, and developing team objectives.

**Minimum Education:** Bachelor’s Degree in Business or other related analytical, scientific, or technical disciplines.

**Functional Analyst III**

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization’s challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists, or other staff as necessary, on activities related to the specified field or discipline.

**Minimum/General Experience:** Must have a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to experience in providing solutions to an organization’s challenges.

**Minimum Education:** Must have a Bachelor’s Degree in Business or other related analytical, scientific, or technical disciplines.

**Junior Consultant**

**Functional Responsibilities:** Applies process improvement and reengineering methodologies and principles to conduct process modernization projects and performs enterprise strategic systems planning, enterprise information planning, and business area analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. In addition, develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

**Minimum/General Experience:** Must have a minimum of two (2) years of progressive experience. Relevant experience includes but is not limited to: experience in performing analytical and assessment studies; training, methodology development and evaluation; and process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

**Minimum Education:** Must have a Bachelor’s Degree. This position requires Secret Clearance (S). Top Secret Clearance (TS) can be provided.
**Functional Responsibilities:** Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization’s challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team’s objectives. Works closely with senior Management Consultants or Task Leads.

**Minimum/General Experience:** Must have a minimum of eight (8) years of progressive experience. Relevant experience includes but is not limited to experience in the development of solutions, recommendations, or outcomes across multiple task and/or organizations.

**Minimum Education:** Must have a Bachelor’s Degree in Business or other related analytical, scientific, or technical disciplines.

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**Principal Consultant**

**Functional Responsibilities:** Supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. Performs enterprise strategic systems planning, enterprise information planning, and business area analysis—and process and data modeling in support of the planning and analysis efforts, using both manual and automated tools. Also, develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems—and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

**Minimum/General Experience:** Must have a minimum of six (6) years of progressive professional experience. Relevant experience includes but is not limited to experience in performing analytical and assessment studies, training, methodology, development, and evaluation; process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

**Minimum Education:** Must have a Bachelor’s degree in Business or technical disciplines. This position requires Secret Clearance (S). Top Secret Clearance (TS) can be provided.

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**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; ensuring quality standards and work performance on all Task Orders (TOs) and projects; planning, organizing, and overseeing work efforts; assigning resources; managing personnel; providing risk management; ensuring quality management; and monitoring overall project and contract performance.
Minimum/General Experience: Must have a minimum of ten (10) years of progressive experience. Relevant experience includes but is not limited to experience in managing complex programs at executive management level.

Minimum Education: Must have a Bachelor’s Degree in Business, Engineering, Management, Sciences, Information Systems, Social Science, Education, Human Resource (HR) Development, Psychology, or other related analytical, scientific, or technical disciplines.

Project Coordinator
Functional Responsibilities: Possesses knowledge and experience of providing documentation planning and support. Provides project administration, budget, and executive secretarial support to a project. Handles spreadsheet development for project tracking purposes. Performs meeting, event, and HR planning.

Minimum/General Experience: Must have a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to experience in providing administration type support to the PM senior staff.

Minimum Education: Must have a High School Diploma.

Project Manager
Functional Responsibilities: Serves as the leader of a delivery/TO and assists the Program Manager in working with the Government’s Contracting Officer’s Representative (COR), other Government management personnel, and customer agent representatives. Under the guidance of the Program or Senior Manager, the PM is responsible for the overall management of the specific TO(s) and ensuring that the technical solutions and schedules in the TO are implemented in a timely manner. The PM performs enterprise-wide horizontal integration planning and interfaces to other functions systems. PMs are senior personnel who not only have responsibility for managing projects, but also, for managing people.

Minimum/General Experience: Must have a minimum of ten (10) years of progressive experience in managing, directing, and implementing projects. Relevant experience includes but is not limited to managing a diverse group of functional activities, subordinate groups of analytical, technical, and administrative personnel.

Minimum Education: Must have a Bachelor’s Degree in Business or other related analytical, scientific, or technical disciplines is preferred. This position requires Secret Clearance (S). Top Secret Clearance (TS) can be provided.

Senior Consultant
Functional Responsibilities: Supervises other consultant specialists—and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning, and business area analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.
**Minimum/General Experience:** Must have a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to experience in performing analytical and assessment studies, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, data modeling, or information system development methods and practices.

**Minimum Education:** Must have a High School Diploma. This position requires Secret Clearance (S). Top Secret Clearance (TS) can be provided.

**Senior Manager**

**Functional Responsibilities:** Serves as the interface with Government’s COR, other Government management personnel, and customer agent representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors. Oversees overall contract performance and has the responsibility to organize resources to support and manage the execution of multiple projects.

**Minimum/General Experience:** Must have a minimum ten (10) years of progressive experience in managing complex projects, contracts, funds, and resources.

**Minimum Education:** Must have a Bachelor’s degree in Business or other related analytical, scientific, or technical disciplines. This position requires Secret Clearance (S). Top Secret Clearance (TS) can be provided.

**Subject Matter Expert**

**Functional Responsibilities:** Prepare and deliver presentations to colleagues, subordinates, and Government representatives. They assure the proper use of current or requested programming, testing, and documentation techniques. Produce or review substantive or complex technical documentation reflecting detailed knowledge of technical areas as identifies in the Statement of Work (SOW). Documentation subjects include, but are not limited to systems design, system architecture, feasibility studies, cost benefit analyses, and system specifications.

**Minimum/General Experience:** Must have a minimum of twelve (12) years of progressive experience. Relevant experience includes but is not limited to: experience in supporting large projects related to the individual subject matter expertise. These senior professionals are experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). They all possess extensive experience as technical leaders and senior functional analysts.

**Minimum Education:** Must have a Master’s Degree in Business, Engineering, Management Sciences, Information Systems, Social Science, Education, HR Development, Psychology, or other related analytical, scientific, or technical disciplines. This position requires Secret Clearance (S). Top Secret Clearance (TS) can be provided.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>PhD</th>
<th>Master's</th>
<th>Bachelor's</th>
<th>Associate's</th>
<th>High School</th>
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<td>Program Manager</td>
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