



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
Authorized Federal Supply Schedule FSS 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>

SCHEDULE TITLE: MAS

Federal Supply Group : Professional Services

CONTRACT NUMBER: 47QRAA22D0005

CONTRACT PERIOD: 10/1/2021-09/30/2026

"For more information on ordering go to the following website: <https://www.gsa.gov/schedules>

CONTRACTOR:

CULTIVA SOLUTIONS LLC
202 CHURCH ST SE STE 520
LEESBURG, VA 20175-3033
WWW.GLOBALCULTIVA.COM
O: 202-600-9827

CONTRACTOR'S ADMINISTRATION SOURCE:

JAMES M GORDON
JMGORDON@GLBALCULTIVA.COM
O: 202-600-9827

BUSINESS SIZE : SMALL DISADVANTAGE, HUBzone

Pricelist current as of PS-0013 on 03/07/2024



Customer Information

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

SIN(s)	Recovery	SIN Description
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order-Level Materials

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. Please see pages 3-4.

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. Please see pages 4-10.

- 2. Maximum order: \$1,000,000.00.**
- 3. Minimum order: \$100.00.**

- 4. Geographic coverage (delivery Area):** Domestic and overseas.
- 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 already deducted).
- 7. Quantity discounts:** None offered.
- 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 this 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:
See 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 such as 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 for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>. N/A.

23. UEI Number: X1M5Z62MEMX9.

24. Notification regarding registration in System for Award Management (SAM) database: Contractor is registered and active in SAM.



SIN/SIN(s) Proposed	Description Type	Labor Category/Service Title	Minimum Education	Minimum Years of Experience (Must be a whole number cannot be a range)	Price Offered to GSA (including IFF)	Unit of Issue (Select from dropdown or enter Unit of Issue)
541611	Commercial Labor Category	Program Manager (Managing Director)	Masters	10	\$179.16	Hourly
541611	Commercial Labor Category	Senior Policy Analyst (Managing Director)	Masters	10	\$130.63	Hourly
541611	Commercial Labor Category	Information Technology Director (Sr Director)	Bachelors	10	\$172.64	Hourly
541611	Commercial Labor Category	Strategic Advisor (Sr Director)	Bachelors	10	\$228.55	Hourly
541611	Commercial Labor Category	Organizational Development Specialist (Director)	Bachelors	10	\$92.84	Hourly
541611	Commercial Labor Category	Business Development Manager (Director)	Bachelors	10	\$237.71	Hourly
541611	Commercial Labor Category	Project Manager II (Director)	Bachelors	10	\$193.27	Hourly
541611	Commercial Labor Category	Instructional Designer II (Director)	Masters	10	\$138.18	Hourly
541611	Commercial Labor Category	Training Specialist III (Director)	Bachelors	15	\$113.00	Hourly
541611	Commercial Labor Category	Project Manager I (Associate)	Bachelors	5	\$182.33	Hourly
541611	Commercial Labor Category	Data Scientist (Associate)	Bachelors	5	\$152.36	Hourly
541611	Commercial Labor Category	Sr Recruiter (Associate)	Bachelors	5	\$74.92	Hourly



541611	Commercial Labor Category	Business Analyst I (Associate)	Bachelors	5	\$109.63	Hourly
541611	Commercial Labor Category	Business Analyst II (Associate)	Bachelors	10	\$119.34	Hourly
541611	Commercial Labor Category	Financial Analysts (Associate)	Bachelors	5	\$107.14	Hourly
541611	Commercial Labor Category	Human Factors Engineer (Associate)	Bachelors	5	\$104.24	Hourly
541611	Commercial Labor Category	Training Specialist I (Associate)	Bachelors	5	\$73.39	Hourly
541611	Commercial Labor Category	Training Specialist II (Associate)	Bachelors	10	\$93.36	Hourly
541611	Commercial Labor Category	Instructional Designer I (Associate)	Bachelors	10	\$130.52	Hourly
541611	SCLS Labor Category	Administrative Support**	BA	2	\$63.54	Hourly
541611	Commercial Labor Category	Associate Trade and Investment Specialist	MA	3	\$114.87	Hourly
541611	Commercial Labor Category	Economist	MA	10	\$183.44	Hourly
541611	Commercial Labor Category	Financial Analyst	MA	5	\$170.12	Hourly
541611	Commercial Labor Category	Financial Services Trainer	MA	5	\$134.24	Hourly
541611	Commercial Labor Category	Financial Systems Analyst	BA	5	\$158.53	Hourly
541611	Commercial Labor Category	Functional Expert I	PhD	15	\$246.97	Hourly
541611	Commercial Labor Category	Functional Expert II	MA	10	\$213.16	Hourly
541611	Commercial Labor Category	Functional Expert III	MA	5	\$189.59	Hourly



541611	Commercial Labor Category	Functional Expert IV	MA	3	\$140.39	Hourly
541611	Commercial Labor Category	Junior Financial Analyst	BA	2	\$108.64	Hourly
541611	Commercial Labor Category	Junior Financial Systems Analyst	BA	2	\$110.68	Hourly
541611	Commercial Labor Category	Legal Consultant	PhD	5	\$213.16	Hourly
541611	Commercial Labor Category	Principal Trade and Investment Specialist I	MA	15	\$250.06	Hourly
541611	Commercial Labor Category	Program Director	PhD	15	\$258.25	Hourly
541611	Commercial Labor Category	Program Manager	MA	10	\$198.81	Hourly
541611	Commercial Labor Category	Project Assistant	BA	0	\$68.66	Hourly
541611	Commercial Labor Category	Project Associate	BA	2	\$81.98	Hourly
541611	Commercial Labor Category	Senior Banker	MA	10	\$279.19	Hourly
541611	Commercial Labor Category	Senior Financial Analyst	MA	10	\$174.22	Hourly
541611	Commercial Labor Category	Senior Financial Systems Analyst	MA	10	\$170.12	Hourly
541611	Commercial Labor Category	Senior Project Manager	MA	5	\$141.42	Hourly
541611	Commercial Labor Category	Senior Trade and Investment Specialist I	MA	12	\$171.14	Hourly
541611	SCLS Labor Category	Technical Writer **	MA	5	\$180.76	Hourly
541611	Commercial Labor Category	Trade and Investment Specialist I	MA	10	\$160.84	Hourly



541611	Commercial Labor Category	Trade and Investment Specialist II	MA	7	\$135.02	Hourly
541611	Commercial Labor Category	Training Coordinator	BA	5	\$68.66	Hourly



Service Contract Labor Standards (SCLS) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Support **	01020 - Administrative Assistant	2015-4281
Technical Writer **	30463 - Technical Writer III	2015-4281

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLCS 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

Labor Category/Service Title	Labor Category/Service Description	Minimum Education	Minimum Years of Experience (Must be a whole number cannot be a range)
Program Manager (Managing Director)	The Program Manager develops and implements PMO processes and policies, directs project management staff, and works with other department leaders to define, prioritize, and develop projects and programs. Directs and oversees the Program Management Office (PMO) to ensure IT programs and projects meet organization goals and requirements.	Masters	10
Senior Policy Analyst (Managing Director)	A Senior Policy Analyst must have professional experience to advance the organization's mission in public policy. Must be able to understand and define the affects of changes in policy and their impact on an agency's mission and function. Has knowledge and experience in developing and applying expertise on a diverse portfolio of policy issues.	Masters	10
Information Technology Director (Sr Director)	analyzes the needs of different departments and determines ways to meet business objectives by modifying existing or developing new information processing systems. Establishes, plans, and administers the overall policies and goals for the information technology department.	Bachelors	10
Strategic Advisor (Sr Director)	drives strategic initiatives, and supports the development of long-term growth plans and profitability goals. Directs and oversees an organization's strategic and long-range goal planning function.	Bachelors	10
Organizational Development Specialist (Director)	Develops training programs, facilitates change management initiatives, and reviews current development programs to ensure linkage to company goals. Focuses on building the company's stock of human	Bachelors	10

Labor Category Descriptions

	capital and encouraging employee development.		
Business Development Manager (Director)	Develops and maintains client relationships. Directs, establishes, maintains, and plans the overall policies and goals for business development. Works with other departments to ensure alignment of company goals, as set by senior management. Identifies potential business partners and negotiates agreements and ensures business growth strategies are met.	Bachelors	10
Project Manager II (Director)	Project Managers are responsible for masterminding, outlining and developing projects. They design the project goals and success markers, determine how success will be measured and tracked. They ensure the project remains on time and on budget and help motivate team members to hit their goals.	Bachelors	10
Instructional Designer II (Director)	The Instructional Designer consults with subject matter experts to provide course content and training curriculum. Designs and develops employee learning programs in align with organization goal and training needs. Being an Instructional Designer conducts assessment and analysis to identify new development needs and recommends training methods accordingly. Tracks employee performance and measures training outcomes.	Masters	10
Training Specialist III (Director)	A Training Specialist delivers company training programs and workshops to employees and managers. Monitors the effectiveness of training on employees using individual or group performance results. Collects feedback on sessions from attendees to use for future improvements to content and presentation. Develops new training program design and existing program enhancements including lesson plans and training aids. May specialize in a particular subject, training program, or function of the company. Training programs may include topics such as leadership, supervisory/management training, work skills training, team building, and communications.	Bachelors	15

Labor Category Descriptions

Project Manager I (Associate)	Project Managers are responsible for masterminding, outlining and developing projects. They design the project goals and success markers, determine how success will be measured and tracked. They ensure the project remains on time and on budget and help motivate team members to hit their goals.	Bachelors	5
Data Scientist (Associate)	Identifies business trends and problems through complex big data analysis. Interprets results from multiple sources using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining independently. Designs, develops and implements the most valuable business solutions for the organization. Prepares big data, implements data models and develops database to support the business solutions.	Bachelors	5
Sr Recruiter (Associate)	Recruiter places advertisements, attends job fairs, interviews candidates, and performs other related duties. Recruits qualified applicants for employment. Interviews, tests, and refers candidates to the appropriate employment positions.	Bachelors	5
Business Analyst I (Associate)	Plans and builds an organization's systems infrastructure through assessments, gap analysis, or SWOT assessment. Implements, modifies and designs information system. Monitors the performance of systems.	Bachelors	5
Business Analyst II (Associate)	Plans and builds an organization's systems infrastructure through assessments, gap analysis, or SWOT assessment. Implements, modifies and designs information system. Monitors the performance of systems.	Bachelors	10
Financial Analysts (Associate)	A Financial Analyst must have experience in the review of financial data to identify planned versus actual status. Must have experience in identifying risk areas and create narrative, graphic, and oral status reports.	Bachelors	5
Human Factors Engineer (Associate)	A Human Factors Engineer must have experience in assessing new products and their compliance to human factors standards and their affects on users. Must be able to take user	Bachelors	5

Labor Category Descriptions

	<p>requirements and define and design products and solutions that meet end user needs. Must have experience in documenting strategies and plans. Conduct human factors analysis and document findings. The work can involve both hardware and software. Must have an understanding of all standards.</p>		
Training Specialist I (Associate)	<p>A Training Specialist delivers company training programs and workshops to employees and managers. Monitors the effectiveness of training on employees using individual or group performance results. Collects feedback on sessions from attendees to use for future improvements to content and presentation. Develops new training program design and existing program enhancements including lesson plans and training aids. May specialize in a particular subject, training program, or function of the company. Training programs may include topics such as leadership, supervisory/management training, work skills training, team building, and communications.</p>	Bachelors	5
Training Specialist II (Associate)	<p>A Training Specialist delivers company training programs and workshops to employees and managers. Monitors the effectiveness of training on employees using individual or group performance results. Collects feedback on sessions from attendees to use for future improvements to content and presentation. Develops new training program design and existing program enhancements including lesson plans and training aids. May specialize in a particular subject, training program, or function of the company. Training programs may include topics such as leadership, supervisory/management training, work skills training, team building, and communications.</p>	Bachelors	10
Instructional Designer I (Associate)	<p>The Instructional Designer consults with subject matter experts to provide course content and training curriculum. Designs and develops employee learning programs in align with organization goal and training needs. Being an Instructional Designer</p>	Bachelors	10

Labor Category Descriptions

	conducts assessment and analysis to identify new development needs and recommends training methods accordingly. Tracks employee performance and measures training outcomes.		
Administrative Support **	Provides basic organizational and administrative support to teams and to clients. Prioritizes a wide range of activities.	BA	2
Associate Trade and Investment Specialist	Assists project teams as needed to improve quality of products and deliverables; contributes to team building and/or project writing assignments; conducts research and/or related information gathering tasks; assists in monitoring and/or budgeting program activities. Has knowledge of commonly used concepts, practices, and procedures within a relevant field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.	MA	3
Economist	Includes actuarial, macro, micro, financial, monetary, and fiscal economists as well as tax specialists, pension specialists, statisticians, and budget/forecasting specialists. Familiar with standard concepts, practices, and procedures within field. Plans, conducts, and supervises projects of major significance. Has advanced knowledge of field of economics and the ability to develop analytical methodologies and research approaches. Supplies technical advice and counsel to other professionals. Has experience in analysis of economic development projects and proposals. Analyzes and interprets data from various sources. Compiles reports, charts, and tables based on established statistical methods.	MA	10
Financial Analyst	Under guidance of a Senior Financial Analyst, formulates strategic financial plans, prepares cost estimates and analyzes financing requirements. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.	MA	5

Labor Category Descriptions

	Understands interrelationships between financial management requirements and automated solutions, considering the current system environment and potential integration for added systems		
Financial Services Trainer	Responsible for designing and delivering training classes aimed at strengthening counterparts' capacity in the financial sector. Training topics include credit, banking sector, capital market, accounting, bank restructuring, financial sector strategies, deposit insurance, foreign exchange reporting, anti-money laundering procedures, and training of trainer programs. Responsibilities include training of trainers.	MA	5
Financial Systems Analyst	Under a Senior Financial Systems Analyst, provides technical guidance to complex management information systems. Assesses, designs, and implements management information systems for corporate and project needs. Using knowledge of project management concepts, practices and procedures, conducts assessment of project need, design systems that are user friendly, stable and appropriate. Customizes DAI s proprietary project management system to meet particular project's needs. Provides technical support and backstopping to field, home office and clients.	BA	5
Functional Expert I	Has had significant development experience in a related discipline; minimum fifteen years of experience working in international development, as well as significant experience working on donor funded technical projects or for/with contractors providing technical assistance on projects. Has significant experience in planning, organization, and oversight of group of project staff; and has experience in supervising and managing large teams and complex projects.	PhD	15
Functional Expert II	Possesses professional experience in a field of specialization; Substantial overseas experiences, including experience as a project manager or technical advisor;	MA	10

Labor Category Descriptions

	<p>minimum of ten years working with international donors, including proposal preparation, project management, and marketing; Demonstrated negotiation skills; Experience providing direction, oversight, and coordination of project, proposal, and initiative teams.</p>		
Functional Expert III	<p>Possesses professional experience in a related field; has substantial overseas experience. Has minimum of five years of experience working with international donors, including proposal preparation, project management, and marketing.</p>	MA	5
Functional Expert IV	<p>Possesses professional experience in a field of specialization; has substantial overseas experience, including experience working with systems of international donors, project management, proposals, and marketing.</p>	MA	3
Junior Financial Analyst	<p>Prepares cost estimates and analyzes financing requirements. Assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi- tiered system application standards. Prepares status reports and presentations for Financial Analyst Team.</p>	BA	2
Junior Financial Systems Analyst	<p>Under the Financial Analyst Team, assesses, designs, and implements management information systems for corporate and project needs. Using knowledge of project management concepts, practices and procedures, conducts assessment of project need, design systems that are user friendly, stable and appropriate. Customizes DAI s proprietary project management system to meet particular project needs. Provides technical support and backstopping to field, home office and clients.</p>	BA	2
Legal Consultant	<p>Includes Regulatory, Pension, Tax, International, Trade, and Commercial law. Familiar with standard concepts, practices, and procedures within particular field. Acts as representative in dealing with local and national agencies. Provides advice on commercial and government matters and on contractual terms and conditions.</p>	PhD	5

Labor Category Descriptions

Principal Trade and Investment Specialist I	Manages, leads, advises, or provides technical assistance in area of expertise to reach program objectives. Management responsibilities may range from oversight of individuals on defined tasks to full supervisory/management responsibility for larger teams and projects. Demonstrated experience in planning, organizing and/ or directing programs, staff and/or technical tasks. May serve as liaison or advisor to high-level executives or government representatives. Employs a high degree of creativity and foresight to plan, organize and guide programs or activities for which approaches, or precedence may be unclear or non-existent. Exceptional oral and written communication skills.	MA	15
Program Director	Performs overall management role at the highest level. Directs the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support program. Establishes and alters management structure to direct effective contract support activities. Ultimate responsibility for quality products and services.	PhD	15
Program Manager	Oversees and manages contract support operations involving multiple projects and groups of personnel at multiple locations. Works with Project Managers to establish and maintain timelines. Provides Project Managers with adequate resources to complete assigned projects. Ensure that all programmatic reporting deadlines are met, and contractual relationships with subcontractors are established. Ensures that grant proposals and awards meet corporate guide- lines and that grant awards are spent in an appropriate and timely manner, and ensures that all project deliverables are submitted in a timely fashion.	MA	10
Project Assistant	Serves as liaison between field staff and home office for long and short-term overseas projects. Assists in routine administration and backstopping assignments for projects	BA	0

Labor Category Descriptions

	<p>or group initiatives.</p> <p>Addresses project finance and contract issues.</p>		
Project Associate	<p>Performs management and administrative backstopping for long and short-term overseas projects of moderate size and complexity, including overall coordination and monitoring of project activities. Assists in project start-up, recruitment, and closedown. Resolves project finance and contract issues. Provides training to field staff on home office procedures and systems on long-term projects.</p> <p>Provides management and logistical support in field on short-term assignments. Ensures that grant awards are spent in an appropriate and timely manner.</p>	BA	2
Senior Banker	<p>Has significant technical experience in one or more of the following areas: providing program and transaction financial advisory services; market outreach, market analysis, and execution of asset sale transactions; conducting financial analysis for commercial loan underwriting, servicing, and/or loss mitigation; investment banking and/or corporate finance experience structuring debt or equity financing; analytical evaluation and modeling of credit risk.</p>	MA	10
Senior Financial Analyst	<p>Provides technical guidance and leadership to projects. Formulates strategic financial plans, prepares cost estimates and analyzes financing requirements. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.</p> <p>Understands interrelationships between financial management requirements and automated solutions, considering the current system environment and potential integration for added systems.</p>	MA	10
Senior Financial Systems Analyst	<p>Provides technical guidance to complex management information systems. Assesses, designs, and implements management information systems for corporate and project needs. Using knowledge of project management concepts, practices and</p>	MA	10

Labor Category Descriptions

	procedures, conducts assessment of project need, design systems that are user friendly, stable and appropriate. Provides technical support and backstopping to field, home office and clients.		
Senior Project Manager	Under the guidance of the Program Manager, is responsible for the overall management of the specific task orders and ensures that the technical/financial solutions and schedules in the task orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned task order. Ensures that quality products and services are delivered. Ensures that all programmatic reporting deadlines are met, and contractual relationships with subcontractors are established. Ensures that grant proposals and awards meet corporate guidelines and that grant awards are spent in an appropriate and timely manner.	MA	5
Senior Trade and Investment Specialist I	Exercises leadership in technical and project related assignments often managing or mentoring individuals or small teams. Analyzes client needs and develops program solutions and requirements. Conceptualizes and leads group initiatives in the coordination of group and project activities. Identifies resources required for each task and typically provides guidance and oversight for implementation. Highly knowledgeable in a particular field of specialization or industry or sector. A high degree of creativity and ability to work independently under general guidelines or objectives is required. Demonstrates exceptional oral and written communication skills.	MA	12
Technical Writer **	Prepares brochures, operating instructions, training materials and reports of a technical nature working under general direction and subject to deadlines and heavy workload. Edits documents that have been prepared by technical specialists to ensure that organization, vocabulary, and development is clear, logical, and meaningful to those with less subject matter knowledge than the authors. Combines reports and papers from	MA	5

Labor Category Descriptions

	<p>several authors, determining the relationships of each component part to the whole to produce final products that are clear, logically organized, and presented in a uniform style. Reviews complex and lengthy technical material and prepares written or oral summaries that are easily understood by non-technical audiences.</p>		
Trade and Investment Specialist I	<p>Works in a technical or project related capacity. Familiar with standard concepts, practices, and procedures within a particular field. Analyzes client issues and suggests solutions for improvement. Plays key role in implementing strategic group or program initiatives. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Ability to plan and organize workloads with limited supervision. A certain degree of creativity and latitude is required.</p>	MA	10
Trade and Investment Specialist II	<p>Works in a technical or project related capacity on defined assignments; participates in implementation of strategic group initiatives. Has knowledge of commonly used concepts, practices, and procedures within a relevant field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Primary job functions typically require exercising some independent judgment.</p>	MA	7
Training Coordinator	<p>Organizes and conducts training and educational programs; Maintains records of training activities, employee progress and program effectiveness. Works on most phases of training and conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids), as well as student materials (course manuals, workbooks, handouts, completion certifications, and course critique forms).</p>	BA	5

Labor Category Descriptions

SUBSTITUTION TABLE

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Administrative Support	BA	2	0	0	2	N/A	6
Associate Trade and Investment Specialist	MA	3	0	3	5	N/A	9
Trade and Investment Specialist II	MA	7	4	7	9	N/A	13
Trade and Investment Specialist I	MA	10	7	10	12	N/A	16
Senior Trade and Investment Specialist I	MA	12	9	12	14	N/A	18
Principal Trade and Investment Specialist I	MA	15	12	15	17	N/A	21
Program Director	PhD	15	15	18	20	N/A	24
Program Manager	MA	10	7	10	12	N/A	16
Senior Project Manager	MA	5	2	5	7	N/A	11
Project Associate	BA	2	0	0	2	N/A	6
Project Assistant	BA	0	0	0	0	N/A	4
Senior Financial Analyst	MA	10	7	10	12	N/A	16
Financial Analyst	MA	5	2	5	7	N/A	11
Junior Financial Analyst	BA	2	0	0	2	N/A	6
Economist	MA	10	7	10	12	N/A	16
Senior Banker	MA	10	7	10	12	N/A	16
Legal Consultant	PhD	5	5	8	10	N/A	14
Senior Financial Systems Analyst	MA	10	7	10	10	N/A	14
Financial Systems Analyst	BA	5	0	3	5	N/A	9
Junior Financial Systems Analyst	BA	2	0	0	2	N/A	6
Financial Services Trainer	MA	5	2	5	7	N/A	11
Technical Writer	MA	5	2	5	7	N/A	11
Training Coordinator	BA	5	0	3	5	N/A	9
Functional Expert I	PhD	15	15	18	20	N/A	24
Functional Expert II	MA	10	7	10	12	N/A	16
Functional Expert III	MA	5	2	5	7	N/A	11
Functional Expert IV	MA	3	0	3	5	N/A	9

SUBSTITUTION TABLE

Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Administrative Support	BA	2	0	0	2	N/A	6
Associate Trade and Investment Specialist	MA	3	0	3	5	N/A	9
Trade and Investment Specialist II	MA	7	4	7	9	N/A	13
Trade and Investment Specialist I	MA	10	7	10	12	N/A	16
Senior Trade and Investment Specialist I	MA	12	9	12	14	N/A	18
Principal Trade and Investment Specialist I	MA	15	12	15	17	N/A	21
Program Director	PhD	15	15	18	20	N/A	24
Program Manager	MA	10	7	10	12	N/A	16
Senior Project Manager	MA	5	2	5	7	N/A	11
Project Associate	BA	2	0	0	2	N/A	6
Project Assistant	BA	0	0	0	0	N/A	4
Senior Financial Analyst	MA	10	7	10	12	N/A	16
Financial Analyst	MA	5	2	5	7	N/A	11
Junior Financial Analyst	BA	2	0	0	2	N/A	6
Economist	MA	10	7	10	12	N/A	16
Senior Banker	MA	10	7	10	12	N/A	16
Legal Consultant	PhD	5	5	8	10	N/A	14
Senior Financial Systems Analyst	MA	10	7	10	10	N/A	14
Financial Systems Analyst	BA	5	0	3	5	N/A	9
Junior Financial Systems Analyst	BA	2	0	0	2	N/A	6
Financial Services Trainer	MA	5	2	5	7	N/A	11
Technical Writer	MA	5	2	5	7	N/A	11
Training Coordinator	BA	5	0	3	5	N/A	9
Functional Expert I	PhD	15	15	18	20	N/A	24
Functional Expert II	MA	10	7	10	12	N/A	16
Functional Expert III	MA	5	2	5	7	N/A	11
Functional Expert IV	MA	3	0	3	5	N/A	9