JAMA Enterprises, Inc. dba Strategic Consulting Partners

836 Tamanini Way
Mechanicsburg, PA 17055-7801
Phone: 717-790-8723 Fax: 717-790-8724
Internet Address: http://yourstrategicconsultant.com
Contract Administrator: Monica Gould
Email Address: monica@yourstrategicconsultant.com
Business Size: Small Business

Pricelist current through Modification A812.
Effective Date Current Through March 11th, 2020

Products and ordering information in this Authorized FAS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service’s Home Page via the Internet at http://www.gsa.gov/fas. For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov.
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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

1a. Authorized Special Item Numbers (SINs): Pricing begins on page 15
SIN 56131 - Talent Acquisition
SIN 611430TD – Talent Development
SIN 541612EPM – Employee Performance Management
SIN 541611W – Workforce Analytics and Employee Records
SIN 54161 – Agency Human Capital Evaluation
SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN 541612HC – Agency Human Capital Strategy, Policy and Operations

1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: See pricing

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for the labor categories that perform services: Service descriptions begin on page 5

2. Maximum order: SIN 56131, SIN 611430TD, SIN 541612EPM, SIN 541611W, SIN 54161, SIN 541611, & SIN 541612HC: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area): Domestic

5. Points of production: United States

6. Discount from list prices or statement of net price: Government net prices

7. Quantity discounts: None

8. Prompt payment terms: 0% - Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted below the micropurchase threshold.

9b. Government purchase cards are accepted above the micropurchase threshold.

10. Foreign items (list items by country of origin): None

11a. Time of delivery: 30 days ARO

11b. Items available for expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements: Contact Contractor

12. F.O.B. Point: Destination
13a. Ordering address:
**J A M A Enterprises dba Strategic Consulting Partners**
**836 Tamanini Way**
**Mechanicsburg, PA 17055-7801**

13b. Ordering Procedures: For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: *Same as ordering address*

15. Warranty provision: *Not Applicable*

16. Export packing charges: *Not Applicable*

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *None*

18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*

19. Terms and conditions of installation: *Not Applicable*

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: *Not Applicable*

20a. Terms and conditions for any other services: *Not Applicable*

21. List of service and distribution points: *Not Applicable*

22. List of participating dealers: *Not Applicable*

23. Preventive maintenance: *Not Applicable*

24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: *Not Applicable*

25. Data Universal Number System (DUNS) number: **055953892**

26. J A M A Enterprises dba Strategic Consulting Partners is registered in the System for Award Management database. CAGE Code: **4ASK8**
JAMA ENTERPRISES reserve the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. Education and Experience Requirements: Contractor personnel shall meet the minimum education and experience requirements provided with the labor category descriptions. However, equivalencies have been established in the Table below as stated under the heading “Equivalent Education and Experience”. The Table provides that proposed resources possessing the alternate combinations of education and experience (+ or - years of experience in addition to years required from the labor category description), cited under the “Equivalent Education and Experience” heading will be considered to have met the minimum mandatory requirements.

2. All experience and education must be from accredited institutions. Further, the Contracting Officer(s) for individual Task Orders may grant waivers for these requirements or allow substitution of certain technical certifications for education and/or experience if it is determined to be in the best interest of the Government. Any equivalencies or substitutions must be cited in each Task Order.

<table>
<thead>
<tr>
<th>Minimum Mandatory Education</th>
<th>Equivalent Education and Experience</th>
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<tr>
<td>Associates' Degree</td>
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<tr>
<td></td>
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<tr>
<td></td>
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<tr>
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<tr>
<td></td>
<td>+2</td>
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</table>

| Bachelors' Degree           | HS/GED                              |
|                            | Associate                           |
|                            | Master                              |
|                            | Doctorate                           |
|                            | +6                                   |
|                            | +3                                   |
|                            | -3                                   |
|                            | -6                                   |

| Masters' Degree             | HS/GED                              |
|                            | Associate                           |
|                            | Bachelor                            |
|                            | Doctorate                           |
|                            | +15                                  |
|                            | +10                                  |
|                            | +5                                   |
|                            | -3                                   |
Master Trainer

**Minimum/General Experience:**
Fifteen (15) years of relevant experience

**Functional Responsibility:**
Provides course instruction. Training may be via formal or informal settings including classroom training, presentations, demonstrations, one-on-one assistance, and web based training. Systematically provides the development of new training as well as modifications or customization of existing training materials. For formal training sessions, ensures all training materials are available, and ensure all equipment is functional prior to start of session.

**Minimum Education:**
Master’s Degree

Trainer

**Minimum/General Experience:**
Five (5) years of relevant experience

**Functional Responsibility:**
Provides course instruction. Training may be via formal or informal settings including classroom training, presentations, demonstrations, one-on-one assistance, and web based training. Systematically assists with development of new training as well as modifications or customization of existing training materials. For formal training sessions, ensures all training materials are available, and ensure all equipment is functional prior to start of session.

**Minimum Education:**
Bachelor’s Degree
**Senior Facilitator**

**Minimum/General Experience:**
Fifteen (15) years of relevant experience

**Functional Responsibility:**
Facilitator must have broad experience in strategic planning, organizational redesign, leadership development, training, process design improvement, and change management. Duties are initial prep, research and develop an agenda for the facilitation and conducting the facilitation meeting; develop an after-action report to detail the meeting and outcomes. Must have excellent written and oral communication skills. Duties include meeting prep, research on topic of facilitation, and develop a meeting agenda; develop and present an after-action report detailing the meeting and outcomes.

**Minimum Education:**
Master’s degree

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**Senior Management Consultant**

**Minimum/General Experience:**
Ten (10) years of relevant experience

**Functional Responsibility:**
- Responsible for larger, more complex or technically advanced projects
- May be responsible for allocating and managing resources among multiple related projects computer science, information technology, performance and learning technologies, business process re-engineering, user-centered design or the equivalent

**Minimum Education:**
Master’s Degree
Instructional Designer

Minimum/General Experience:
Five (5) years of relevant experience

Functional Responsibility:
- Demonstrated experience in curriculum development and adult learning theory within comparable fields is required.
- Experience in instructional system design, computer based training, computer-aided instruction or related technologies.

Minimum Education:
Bachelor’s degree

Subject Matter Expert

Minimum/General Experience:
Eight (8) years of relevant experience

Functional Responsibility:
Senior expert with extensive knowledge and experience in one or more designated fields or disciplines. Provides technical expertise and guidance to individuals and team to fulfill specific government requirements. Consults with or advises program/project manager, senior client leadership, or teams to meet objectives of complex efforts or to present on topics specific to their area of expertise as a portion of a project or program.
- Responsible for providing analysis, research, training, and functional knowledge of programs and systems to customers, end-users, and staff
- Participates in systems requirements and design meetings to provide business expertise and ensure compliance with applicable laws, regulations, and standard business processes
- Demonstrates broad knowledge of Federal programs that integrate with agency solutions
- Possesses strong data analytical skills

Minimum Education:
Bachelor’s degree
Management Consultant

Minimum/General Experience:
Eight (8) years of relevant experience
Mid-Level Consultant that performs varied analytical functions, as needed, including analysis of business processes and structures and cataloging and abstracting documents. Has excellent research, presentation preparation, and writing skills. Works in a fast-paced environment and performs independently, as well as a team player. Accomplishes analysis for a project in a timely fashion.

Functional Responsibility:
- Responsible for larger, more complex or technically advanced projects
- May be responsible for allocating and managing resources among multiple related projects computer science, information technology, performance and learning technologies, business process re-engineering, user-centered design or the equivalent

Minimum Education:
Bachelor’s Degree

Jr. Level Analyst

Minimum/General Experience:
Two (2) years of relevant experience

Functional Responsibility:
Responsible for the analysis of processes, organizational challenges, assessment data, and procedures. Leads the application of analytic techniques to evaluate organizational and individual effectiveness, program results, employee engagement, and/or performance, and human resources functions; including the development of assessment models, analysis of results, and development of tracking mechanisms and reports to be used by senior staff in client delivery. Provides statistical analysis as needed to evaluate program or project outcomes. Makes recommendations to program managers and senior consultants regarding ways to use data and analysis to support government objectives.

Minimum Education:
Bachelor’s Degree
**Systems Programmer**

**Minimum/General Experience:**
Five (5) years of relevant experience

**Functional Responsibility:** Implements and maintains operations systems and subsystems, implements training applications on various computing platforms and equipment configurations, integrates equipment and audio visual/multimedia/video teleconferencing delivery systems, design, install, and maintain appropriate systems software programs; and identifies, evaluates, tailors, and directs the implementation of vendor-supplied software and courseware, performs systems re-generations where applicable to reflect changes in peripheral configuration; ensures the maintenance of adequate software systems documentation; and recommends to content developers and customers the operating capabilities and systems configurations required for delivery of training products/services.

**Minimum Education:**
Bachelor’s Degree

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**Executive Coach**

**Minimum/General Experience:**
Fifteen (15) years of relevant experience

**Functional Responsibility:**
Provides one-on-one Executive Coaching Sessions to achieve desired results for the customer and his or her organization. Works closely with the executives or upper management of an organization to help identify strengths and weaknesses, and ultimately optimize the individual’s performance and leadership. Examples of the results that can be achieved with an Executive Coach are developing strategic plans for high-priority issues, strengthening organizational skills, improving team performance, establishing greater credibility, creating better focus on important priorities, creating balance between work and personal life, improving interpersonal communication skills, setting effective goals, and ensuring implementation.

**Minimum Education:**
Master’s Degree
Coach

Minimum/General Experience:
Ten (10) years of relevant experience

Functional Responsibility:
Provides one-on-one Executive Coaching Sessions to achieve desired results for the customer and his or her organization. Works closely with the executives or upper management of an organization to help identify strengths and weaknesses, and ultimately optimize the individual’s performance and leadership. Examples of the results that can be achieved with an Executive Coach are developing strategic plans for high-priority issues, strengthening organizational skills, improving team performance, establishing greater credibility, creating better focus on important priorities, creating balance between work and personal life, improving interpersonal communication skills, setting effective goals, and ensuring implementation.

Minimum Education:
Bachelors’ Degree
Senior Project Manager

Minimum/General Experience:
Ten (10) years of relevant experience

Functional Responsibility:
Responsible for successful delivery of projects through detailed project planning, scheduling, and costing. Leads and guides teams of specialists, analysts, and support staff. Maintains detailed project plans, monitors work performed to ensure project stays on schedule, and reports progress of project to the project director on an ongoing basis. Develops process flow diagrams and business requirement specifications. Addresses immediate and long-term solutions to project related issues.

- Responsible for project planning, execution, and performance, including technical approach for Task Orders
- Demonstrates project management and subject expertise, as well as communication skills to interface with all levels of management
- Has authority to act for the contractor on all matters relating to the daily operation of the Project

Required Qualifications:

- Proven track record of leading successful projects using project management standards and processes
- Superior ability to track and communicate project status, identify and resolve issues, and work within budget
- Well-developed communication skills and the ability to maintain positive and cooperative working relations with team and clients
- Must have superior judgment, leadership, and communication skills
- Strong ability to use project management tools and software (e.g., Microsoft Project)
- Must exhibit creativity and innovation in solutions
- Must have patience, flexibility, a good sense of humor and be solutions-focused

Minimum Education:
Master’s degree
Junior Project Manager

Minimum/General Experience:
Five (5) years of relevant experience

Functional Responsibility:
- Responsible for project planning, execution, and performance, including technical approach for Task Orders
- Demonstrates project management and subject expertise, as well as communication skills to interface with all levels of management
- Has authority to act for the contractor on all matters relating to the daily operation of the Project

Required Qualifications:
- Proven track record of leading successful projects using project management standards and processes
- Superior ability to track and communicate project status, identify and resolve issues, and work within budget
- Well-developed communication skills and the ability to maintain positive and cooperative working relations with team and clients
- Must have superior judgment, leadership, and communication skills
- Strong ability to use project management tools and software (e.g., Microsoft Project)
- Must exhibit creativity and innovation in solutions
- Must have patience, flexibility, a good sense of humor and be solutions-focused

Minimum Education:
Bachelor’s degree

Research Assistant

Minimum/General Experience:
Two (2) years of relevant experience

Functional Responsibility:
Responsible for supporting consultants on research and writing assignments. Must possess excellent written and oral communication skills.

Minimum Education:
Bachelor’s Degree
Project Sponsor

Minimum Experience/General Experience
Ten (10) years of relevant experience

Functional Responsibility:

- Decision making authority
- Provide oversight of large complex projects including preparation of the project plan, monitoring milestones, and managing team performance
- Cultivate relationships with leadership within the organization including c-level executives and directors

Minimum Education
Bachelor’s degree

Data Analyst I

Minimum Experience/General Experience
Two (2) years of relevant experience

Functional Responsibility:

- Support data validation tasks to include, conducting in-person facilitation sessions with client stakeholders to validate data
- Consolidate data inaccuracies for tracking in a master database
- Participate in team problem-solving efforts and offer ideas to solve client issues
- Assist with the development, collection, analysis, and reporting of data
- Support data improvement efforts through tracking defects within data sets

Minimum Education:
Associates degree
Mid-Level Data Analyst II

Minimum Experience/General Experience
Four (4) years of relevant experience.

Functional Responsibility:
- Analyze large volumes of data, evaluate metrics, and develop and deliver data reports.
- Provide custom solutions to drive process improvements and monitor quality assurance process.
- Act as a liaison between business and technical teams to ensure all parties have complete understanding of requirements and the steps needed to ensure proposed outcome

Minimum Education:
Associates Degree

Data Analyst III

Minimum Experience/General Experience
Six (6) years of relevant experience.

Functional Responsibility:
- Develop, design and organize research approaches for data collection and analysis
- Administer quality control and process improvement activities, including data entry, data cleaning and data coding
- Generate data-driven insights through business partner collaboration and through identification of key performance indicators (KPIs)
- Responsible for analyzing and evaluating metrics and creating ad hoc reports and presentations.

Minimum Education:
Bachelor’s Degree
Data Analyst IV

Minimum Experience/General Experience
Ten (10) years of relevant experience

Functional Responsibility:
- Develop, design and organize research approaches for data collection and analysis
- Administer quality control and process improvement activities, including data entry, data cleaning and data coding
- Generate data-driven insights through business partner collaboration and through identification of key performance indicators (KPIs)
- Responsible for analyzing and evaluating metrics and creating ad hoc reports and presentations.

Minimum Education:
Bachelor’s Degree

Industrial Psychologist

Minimum Experience/General Experience
Twelve (12) years of relevant experience

Functional Responsibility:
- Provide technical experience in cognitive analysis and utilizes modeling techniques in the design of human capital and learning programs.
- Develop, validate, and implement assessment tools and processes
- Conduct organizational design products.
- Develop and implement performance management strategies

Minimum Education:
Bachelor’s Degree
Technical Editor/Writer I

Minimum Experience/General Experience
Three (3) years of relevant experience

Functional Responsibility:
- Gather and provide analysis of technical information
- Translate technical information into clear, concise, readable documents
- Develop inimitable graphics and graphical presentations
- Edit and enforce document format and branding standards across all program documentation

Minimum Education:
Bachelor’s Degree

Technical Editor/Writer II

Minimum Experience/General Experience
Seven (7) years of relevant experience

Functional Responsibility:
- Gather and provide analysis of technical information
- Translate technical information into clear, concise, readable documents
- Develop inimitable graphics and graphical presentations
- Edit and enforce document format and branding standards across all program documentation

Minimum Education:
Bachelor’s Degree
**Junior Management Consultant**

**Minimum Experience/General Experience**
Two (2) years of relevant experience

**Functional Responsibility:**
- Develop original correspondence, meeting briefing slides, and meeting notes and action items to be distributed to clients.
- Assist with facilitation of group meetings and contributing content during meetings and briefings as requested.
- Provide project management via project tracking reports, reviews, and project deliverables.
- Develop and delivering training presentations, briefings, and ad hoc reports.
- Document and maintain processes, work flows, and procedures by evaluating program objectives.

**Minimum Education:**
Bachelor’s Degree

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**Administrative Support I**

**Minimum Experience/General Experience**
Two (2) years of relevant experience

**Functional Responsibility:**
- Prepare written correspondence and formal documentation.
- Uses word processing software to develop documents.
- Use database and spreadsheet software to maintain project files.
- Responsible for clerical tasks including phone support, filing, copying, mailing documents, etc.
- Manages calendars for executives
- Coordinate domestic and international travel for executives
- Provide event planning services for conferences and meetings
- Maintain strict confidentiality for all sensitive information
- Ability to perform multiple tasks simultaneously, at times working under pressure with competing priorities

**Minimum Education:**
Associate’s Degree
Administrative Support II

Minimum Experience/General Experience
Five (5) years of relevant experience

Functional Responsibility:
• Prepare written correspondence and formal documentation.
• Uses word processing software to develop documents.
• Use database and spreadsheet software to maintain project files.
• Responsible for clerical tasks including phone support, filing, copying, mailing documents, etc.
• Manages calendars for executives
• Coordinate domestic and international travel for executives
• Provide event planning services for conferences and meetings
• Maintain strict confidentiality for all sensitive information
• Ability to perform multiple tasks simultaneously, at times working under pressure with competing priorities

Minimum Education:
Associate's Degree

Administrative Support III

Minimum Experience/General Experience
Five (5) years of relevant experience

Functional Responsibility:
• Prepare written correspondence and formal documentation.
• Uses word processing software to develop documents.
• Use database and spreadsheet software to maintain project files.
• Responsible for clerical tasks including phone support, filing, copying, mailing documents, etc.
• Manages calendars for executives
• Coordinate domestic and international travel for executives
• Provide event planning services for conferences and meetings
• Maintain strict confidentiality for all sensitive information
• Ability to perform multiple tasks simultaneously, at times working under pressure with competing priorities

Minimum Education:
Bachelor’s Degree
Administrative Support IV

Minimum Experience/General Experience
Ten (10) years of relevant experience

Functional Responsibility:
- Prepare written correspondence and formal documentation.
- Use word processing software to develop documents.
- Use database and spreadsheet software to maintain project files.
- Responsible for clerical tasks including phone support, filing, copying, mailing documents, etc.
- Manage calendars for executives
- Coordinate domestic and international travel for executives
- Provide event planning services for conferences and meetings
- Maintain strict confidentiality for all sensitive information
- Ability to perform multiple tasks simultaneously, at times working under pressure with competing priorities

Minimum Education:
Bachelor’s Degree

Senior Instructional Designer

Minimum Experience/General Experience
Ten (10) years of relevant experience

Functional Responsibility:
- Conduct needs assessment, requirements development, and analysis
- Facilitate curriculum development, high-level simulations, LMS, LCMS development and distribution, learning technology, and or evaluation
- Ensure appropriate curriculum and instructional strategies adhere to ISD best practices.
- Develop test cases, storyboards, and courseware components
- Possess the ability to translate information, develop insights, and work collaboratively with clients
- Provide team members with technical support and technical direction

Minimum Education:
Bachelor’s Degree
Senior Subject Matter Expert

Minimum Experience/General Experience
Twelve (12) years of relevant experience.

Functional Responsibility:
- Provide subject matter expertise in analysis, design, integration, and implementation of highly specialized programs.
- Work with executives across multi-disciplinary functions to develop project scope and project plans.
- Translate strategy into specific business initiatives and develop tools to measure and evaluate effectiveness.
- Deliver high-impact presentations and reports for clients to influence action on strategic recommendations.

Minimum Education:
Bachelor’s Degree

Human Capital Analyst I

Minimum Experience/General Experience
Two (2) years of relevant experience

Functional Responsibility:
- Conduct needs analysis to determine organizational needs related to key business strategies
- Perform data analysis by collecting and inputting data into spreadsheets
- Contribute to the team’s efforts in leadership development, organization assessment, strategy development, team effectiveness, training design and delivery, change management, project management and business process optimization
- Schedule, prepare, conduct surveys, interviews, and focus groups for assessments
- Develop internal and external communications, prepare documents, and presentations for project managers
- Lead customer meetings by facilitating agendas, logistics, and meeting minutes

Minimum Education:
Bachelor’s Degree
Human Capital Analyst II

Minimum Experience/General Experience
Five (5) years of relevant experience.

Functional Responsibility:
- Conduct organizational and leadership assessment to ensure a sustainable workforce pipeline
- Implement organizational development best practices to improve company effectiveness
- Aligning people management policies with business strategy
- Contribute to training design and delivery of leadership development best practices.
- Provide talent management services for the recruitment and retention of talent
- Provide performance improvement services to maximize employee effectiveness

Minimum Education:
Bachelor’s Degree

Human Capital Analyst III

Minimum Experience/General Experience
Six (6) years of relevant experience.

Functional Responsibility:
- Develop and implement organizational strategies that support improved future-state
- Responsible for creating change management and workforce development delivery models
- Conduct organizational and leadership assessment to ensure a sustainable workforce pipeline
- Align leadership around strategic recommendations to implement changes efficiently
- Implement organizational development best practices to improve company effectiveness
- Align people management policies with business strategy

Minimum Education:
Bachelor’s Degree
Senior Executive Coach

Minimum Experience/General Experience
Ten (10) years of relevant experience

Functional Responsibility:
- Engage leaders in transformational one-on-one, peer-to-peer, formal, and group coaching trainings.
- Aid in the behavior changes and skill development areas top leaders identify are most important to grow their leadership impact and achieve their life goals
- Set the standards and ethics that guide the nature and scope of the coaching relationship along with agreements and contracts to establish clear understanding and commitments between coach and client
- Conduct intake, assessments, goal setting, co-creates development plans, and supports progress on the plan
- Practice deep listening to thoroughly understand the nature and needs of the client.
- Ask probing questions to help the client understand their own assumptions and perspectives about themselves and their work environment.
- Reflect and provide summaries to capture conclusions and learning for the coach and client.
- in goal setting with the client to ensure ongoing clear direction, problem-solving, ensuring success and development.
- Provide strong affirmation and validation to champion the client's initiative, commitment and actions.

Minimum Education:
Bachelor’s Degree
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<td>$308.01</td>
<td>$313.87</td>
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