



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!*TM, a menu-driven database system. The INTERNET address for GSA *Advantage!*TM is: [GSAAdvantage.gov](https://gsaadvantage.gov).

Multiple Award Schedule

FSC Group: Information Technology, Professional Services, Office Management

Contract Number: 47QSWA18D0089

Contract Period: August 21, 2018 – August 20, 2028

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

Savan Group LLC

1850 Towers Crescent Plz

Ste 500

Vienna, VA 22182

Phone: (703) 672-0010

FAX Number: (866) 819-5191

Web Site: <http://www.savangroup.com>

E-mail: VMajmudar@savangroup.com

Contract Administration: Veeral A Majmudar

Business Size and Set Asides: Small, Minority Owned Business; Disadvantaged Business

Price List current as of Modification # PS-0032 effective 07/11/2024.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

| SIN Category | SIN Description |
|--------------|--|
| 54151S | Information Technology Professional Services |
| 541611 | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services |
| 518210ERM | Electronic Records Management Solutions |
| OLM / OLMRC | Order Level Materials |

Note: These awarded SINs are available to State and Local entities.

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.

| SIN | Labor Category | Contractor or Customer Facility or Both | Price Offered to GSA (including IFF) |
|-----------|-----------------|---|--------------------------------------|
| 518210ERM | Records Clerk I | Customer | \$37.35 |

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. Provided at the end of this Price List.

2. **Maximum Order:** SIN 54151S: \$500,000.000 / SIN 541611: \$1,000,000.00 / SIN 518210ERM: \$1,000,000.00 / SIN OLM: \$250,000

3. **Minimum Order:** \$100

4. **Geographic Coverage (delivery Area):** Domestic Delivery.

5. **Point(s) of production:** 1850 Towers Crescent Plaza Ste 500, Vienna, VA 22182.

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

7. **Quantity discounts:** Not 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):** No foreign items are awarded under this contract.

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 affect 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 offered and show where full details can be found (e.g. contactor’s website or other location.) ICT accessibility standards can be found at: www.Section508.gov/:**
Not Applicable
23. **Unique Entity Identifier (UEI) number:** XAKAYATGXCK6
24. **Notification regarding registration in System for Award Management (SAM) database:** Active

25. **Vendor Certification for Electronic Records Management Solutions - SIN 518210ERM**

For the purposes of the MAS Solicitation, eight (8) specific elements of Electronic Records Management (ERM) Services have been identified. These 8 elements are fully defined and the corresponding requirements are identified in NARA’s Universal Electronic Records Management Requirements spreadsheet attachment to the Solicitation. These requirements have been established and are administered by the National Archives and Records Administration (NARA).

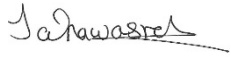
Vendors may provide any combination of the 8 elements of ERM solutions; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this self-certification. Vendors must include a completed copy of this certification in their published GSA MAS Contract Price List to help illustrate their ERM capabilities to federal customer agencies.

Proposed Elements of Electronic Records Management Services:

By selecting the below Elements, you are self-certifying you meet NARA’s Universal ERM Requirements for that Element. Select all Elements that apply.

- Element 1 - Office Management Applications
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Websites
- Element 5 - Photographs (Born-Digital and Scanned Images)
- Element 6 - Digital Audio and Video
- Element 7 - Structured Data
- Element 8 - Shared Drives

Savan Group, LLC hereby certifies that we are capable of meeting all standards described in the solicitation and NARA’s Universal Electronic Records Management Requirements attachment for each of the sections of ERM Elements we have proposed, as indicated above.



Offeror

*(To be signed only by an **authorized principal**, with authority to bind the undersigned contractor)*

Jami Al-Nawasreh

Name (Printed)

Contracts Administrator

Title

6/10/2024

Date

26. Pricing

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| | | | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
|-----------|---------------------------------------|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| SIN | Labor Category | Contractor or Customer Facility or Both | GSA PRICE including IFF | GSA PRICE including IFF | GSA PRICE including IFF | GSA PRICE including IFF | GSA PRICE including IFF |
| 518210ERM | Executive Assistant I | Contractor Facility | \$49.20 | \$50.38 | \$51.59 | \$52.83 | \$54.10 |
| 518210ERM | Records Clerk I | Contractor Facility | \$ 41.00 | \$41.98 | \$42.99 | \$44.02 | \$45.08 |
| 518210ERM | Records Clerk II | Contractor Facility | \$60.00 | \$61.44 | \$62.91 | \$64.42 | \$65.96 |
| 518210ERM | Analyst | Contractor Facility | \$81.00 | \$82.94 | \$84.94 | \$86.97 | \$89.06 |
| 518210ERM | Senior Associate | Contractor Facility | \$170.01 | \$174.09 | \$178.27 | \$182.55 | \$186.93 |
| 518210ERM | Manager | Contractor Facility | \$151.26 | \$154.89 | \$158.61 | \$162.42 | \$166.32 |
| 518210ERM | Senior Manager | Contractor Facility | \$180.13 | \$184.45 | \$188.88 | \$193.41 | \$198.06 |
| 518210ERM | Subject Matter Expert | Contractor Facility | \$200.00 | \$204.80 | \$ 209.71 | \$ 214.75 | \$219.91 |
| 518210ERM | Subject Matter Expert II | Contractor Facility | \$220.00 | \$225.28 | \$230.69 | \$236.23 | \$241.90 |
| 518210ERM | Partner | Contractor Facility | \$240.00 | \$245.76 | \$251.66 | \$257.69 | \$263.88 |
| 518210ERM | Consultant | Contractor Facility | \$118.19 | \$121.03 | \$123.93 | \$126.90 | \$129.94 |
| 518210ERM | Senior Consultant | Contractor Facility | \$141.84 | \$145.25 | \$148.74 | \$152.30 | \$155.96 |
| 518210ERM | Associate | Contractor Facility | \$162.01 | \$165.89 | \$169.87 | \$173.95 | \$178.13 |
| 518210ERM | Executive Assistant I | Customer Facility | \$44.81 | \$45.88 | \$46.98 | \$48.11 | \$49.27 |
| 518210ERM | Records Clerk I | Customer Facility | \$37.35 | \$38.25 | \$39.16 | \$40.10 | \$41.07 |
| 518210ERM | Records Clerk II | Customer Facility | \$54.66 | \$55.97 | \$57.31 | \$58.69 | \$60.10 |
| 518210ERM | Analyst | Customer Facility | \$73.77 | \$75.55 | \$77.36 | \$79.21 | \$81.12 |
| 518210ERM | Senior Associate | Customer Facility | \$154.87 | \$158.59 | \$162.40 | \$166.30 | \$170.29 |
| 518210ERM | Manager | Customer Facility | \$137.77 | \$141.08 | \$144.46 | \$147.93 | \$151.48 |
| 518210ERM | Senior Manager | Customer Facility | \$164.05 | \$167.99 | \$172.02 | \$176.15 | \$180.38 |
| 518210ERM | Subject Matter Expert | Customer Facility | \$182.20 | \$186.57 | \$191.04 | \$195.63 | \$200.32 |
| 518210ERM | Subject Matter Expert II | Customer Facility | \$200.42 | \$205.23 | \$210.16 | \$215.20 | \$220.37 |
| 518210ERM | Partner | Customer Facility | \$218.64 | \$223.89 | \$229.26 | \$234.76 | \$240.39 |
| 518210ERM | Consultant | Customer Facility | \$107.68 | \$110.26 | \$112.91 | \$115.62 | \$118.39 |
| 518210ERM | Senior Consultant | Customer Facility | \$129.22 | \$132.32 | \$135.50 | \$138.75 | \$142.09 |
| 518210ERM | Associate | Customer Facility | \$147.59 | \$151.13 | \$154.76 | \$158.48 | \$162.28 |
| 54151S | Senior Developer | Both | \$130.93 | \$134.08 | \$137.29 | \$140.58 | \$143.96 |
| 54151S | New Technology Specialist | Both | \$82.17 | \$84.14 | \$86.16 | \$88.22 | \$90.34 |
| 54151S | Project Manager | Both | \$185.18 | \$189.62 | \$194.18 | \$198.84 | \$203.62 |
| 54151S | Senior IT Analyst | Both | \$84.06 | \$86.08 | \$88.14 | \$90.26 | \$92.42 |
| 54151S | Writer/Editor | Both | \$89.66 | \$91.82 | \$94.03 | \$96.28 | \$98.59 |
| 54151S | Senior IT Configuration Manager II | Both | \$146.20 | \$149.70 | \$153.30 | \$156.98 | \$160.75 |
| 54151S | Associate | Both | \$162.01 | \$165.89 | \$169.87 | \$173.95 | \$178.13 |
| 54151S | Senior IT Analyst/Senior IT Associate | Both | \$196.60 | \$201.32 | \$206.16 | \$211.10 | \$216.17 |
| 54151S | Analyst II | Both | \$129.40 | \$132.50 | \$135.69 | \$138.94 | \$142.28 |
| 54151S | Subject Matter Expert II (SME II) | Both | \$237.65 | \$243.36 | \$249.20 | \$255.18 | \$261.31 |
| 54151S | Analyst | Both | \$94.56 | \$96.83 | \$99.15 | \$101.53 | \$103.97 |
| 54151S | Consultant | Both | \$118.19 | \$121.03 | \$123.93 | \$126.90 | \$129.94 |

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|--------|------------------------|------|----------|----------|----------|----------|----------|
| 54151S | Associate II | Both | \$182.68 | \$187.06 | \$191.56 | \$196.15 | \$200.86 |
| 541611 | Partner | Both | \$224.55 | \$229.94 | \$235.47 | \$241.12 | \$246.90 |
| 541611 | Associate | Both | \$162.01 | \$165.89 | \$169.87 | \$173.95 | \$178.13 |
| 541611 | Senior Consultant | Both | \$141.84 | \$145.25 | \$148.74 | \$152.30 | \$155.96 |
| 541611 | Consultant | Both | \$118.19 | \$121.03 | \$123.93 | \$126.90 | \$129.94 |
| 541611 | Analyst | Both | \$94.56 | \$96.83 | \$99.15 | \$101.53 | \$103.97 |
| 541611 | Senior Records Manager | Both | \$109.32 | \$111.94 | \$114.63 | \$117.38 | \$120.20 |
| 541611 | Senior Records Clerk | Both | \$65.61 | \$67.18 | \$68.80 | \$70.45 | \$72.14 |
| 541611 | Records Clerk | Both | \$54.37 | \$55.68 | \$57.02 | \$58.39 | \$59.79 |
| 541611 | Project Manager | Both | \$141.67 | \$145.07 | \$148.55 | \$152.12 | \$155.77 |
| 541611 | Program Manager | Both | \$179.42 | \$183.72 | \$188.13 | \$192.64 | \$197.27 |

** Service Contract Labor Standards (SCLS) Applicable – See SCLS Matrix Below.

Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

| SCLS Matrix | | |
|---------------------------------------|------------------------------|-----------|
| SCLS Eligible Contract Labor Category | SCLS Equivalent Code - Title | WD Number |
| Executive Assistant I | Secretary I (01311) | 2015-4281 |
| Records Clerk I | General Clerk I (01111) | 2015-4281 |
| Records Clerk II | General Clerk II (01112) | 2015-4281 |
| Senior Records Clerk | General Clerk II (01112) | 2015-4281 |
| Records Clerk | General Clerk I (01111) | 2015-4281 |

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist is based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix as applicable with Task Order address. The prices awarded are in line with the geographic scope of the contract.

Descriptions – Labor Categories

| SIN | Labor Category | Requirements | Labor Category Descriptions |
|--------|------------------|---|---|
| 54151S | Senior Developer | Functional responsibilities | Participates in all phases of the system development life cycle for specialized subject area projects. Duties include Perform systems analysis, design, integration, development, testing, and implementation activities; Develop application software and system documentation. Perform platform alternative analysis and prepare technical reports recommending an appropriate application development environment; Participate in presentations and demonstrations to contractor and client staff concerning system development life cycle activities; Developing system presentation documents and media; Design and develop application prototypes as part of the rapid application development process. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 6 years |
| | | Training or certification requirements | None |

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|--------|------------------------------------|---|--|
| 54151S | New Technology Specialist | Functional responsibilities | Must be able to translate applications requirements into web-based solutions using available technology. Must be able to apply new and emerging technologies to the software development process. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 3 years |
| | | Training or certification requirements | None |
| 54151S | Project Manager | Functional responsibilities | Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 12 years |
| | | Training or certification requirements | None |
| 54151S | Senior IT Analyst | Functional responsibilities | Applies management analysis processes, statistical methods, and advanced technical and analytical research techniques to determine solutions based on client requirements with an IT services/solutions-based scope. Analyzes operational activities to obtain a quantitative, rational basis for decision making and resource allocation. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in mission requirements determination, conceptualization, design, development, testing, verification and validation, documentation, and implementation of system applications. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 7 years |
| | | Training or certification requirements | None |
| 54151S | Senior IT Configuration Manager II | Functional responsibilities | A Senior Configuration Manager must have experience in and be able to develop, document, and implement detailed plans for ensuring configuration control for IT programs, projects, and tasks. When issues arise, must be able to identify and implement solutions. Must be able to maintain thorough records and documentation to ensure accurate product builds, part ordering and product and/or software updates. Must have experience in management configuration programs to ensure that all proposed and actual changes to program technology and documentation are properly staffed, approved, and tracked. Must facilitate the change Notification process used for updating product. Must ensure notification of performing organizations or project teams of change activity. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 10 years |
| | | Training or certification requirements | None |
| | | Functional responsibilities | Provides insight and advice concerning strategic direction and applicability of up to date, industry standard IT solutions. Is responsible for providing high level IT vision to program/project manager or senior client leadership to influence objectives of complex IT efforts. |

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|--------|--|---|--|
| 54151S | Associate | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 6 years |
| | | Training or certification requirements | None |
| 54151S | Senior IT Analyst/ Senior IT Associate | Functional responsibilities | Supervises and reviews the results of IT projects and assignments. Applies extensive technical skill consistently in complex situations. Documents, validates tests and assesses IT and business processes, systems, and/or programs. Drafts detailed reviews of financial statements, disclosures, reports, and/or other IT related deliverables. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 10 years |
| | | Training or certification requirements | None |
| 54151S | Analyst II | Functional responsibilities | Supports the development of IT solutions to address organization's IT challenges. Supports project objectives and helps assess the impact of industry IT trends, policy, or standard methodologies. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 4 years |
| | | Training or certification requirements | None |
| 54151S | Subject Matter Expert II (SME II) | Functional responsibilities | SME II is responsible for working with customers and stakeholders to provide information system and technical analysis and present system implementation or IT operational options. May be called upon to provide detailed research in the area of IT expertise. |
| | | Minimum educational/degree requirements | Master's Degree |
| | | Minimum years of experience | 10 years |
| | | Training or certification requirements | None |
| 54151S | Writer/Editor | Functional responsibilities | Writing, Editing, IT, Technical Documents |
| | | Minimum educational/degree requirements | Bachelors |
| | | Minimum years of experience | 2 years |
| | | Training or certification requirements | None |
| 54151S | Analyst | Functional responsibilities | 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. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 0 years |
| | | Training or certification requirements | None |
| | | Functional responsibilities | Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Conducts activities in support of project team's objectives. Works closely with Consultants, Task Leads, or Project Manager. |

| | | | |
|--------|-------------------|---|--|
| 54151S | Consultant | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 3 years |
| | | Training or certification requirements | None |
| 54151S | Associate II | Functional responsibilities | Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 8 years |
| | | Training or certification requirements | None |
| 541611 | Partner | Functional responsibilities | Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 10 years |
| | | Training or certification requirements | None |
| 541611 | Associate | Functional responsibilities | Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 6 years |
| | | Training or certification requirements | None |
| 541611 | Senior Consultant | Functional responsibilities | Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 4 years |
| | | Training or certification requirements | None |
| 541611 | Consultant | Functional responsibilities | Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Conducts activities in support of project team's objectives. Works closely with Consultants, Task Leads, or Project Manager. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 3 years |
| | | Training or certification requirements | None |
| 541611 | Analyst | Functional responsibilities | 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. |
| | | Minimum educational/degree requirements | Bachelor's Degree |

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|--------|------------------------|---|--|
| | | Minimum years of experience | 0 years |
| | | Training or certification requirements | None |
| 541611 | Senior Records Manager | Functional responsibilities | Provides records management policy expertise and/or leads or participates in large records management tasks which are complex and require extensive experience. Apply disposition authorities to records and prepare records for transfer. Supervise other records staff and coordinate tasks with project leadership. Perform duties of all supervised staff as needed. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 6 years |
| | | Training or certification requirements | Professional Certification |
| 541611 | Senior Records Clerk | Functional responsibilities | Supports ongoing records management tasks which require significant industry or institutional experience. Apply disposition authorities to records and prepare records for transfer. Supervise records staff as required. Remove records from staff offices and place records in boxes. Prepare preliminary box list. Conduct a box-by-box review to verify contents and required information against label. Separate classified material and mark as classified. Arrange files within each box and clean them, removing all bindings. Create folder title list for each box and prep them for transport. Carry out additional duties as assigned. |
| | | Minimum educational/degree requirements | High School Diploma |
| | | Minimum years of experience | 4 years |
| | | Training or certification requirements | None |
| 541611 | Records Clerk | Functional responsibilities | Supports ongoing records management tasks which do not require significant experience. Remove records from staff offices and place records in boxes. Prepare preliminary box list. Conduct a box-by-box review to verify contents and required information against label. Separate classified material and mark as classified. Arrange files within each box and clean them, removing all bindings. Create folder title list for each box and prep them for transport. Carry out additional duties as assigned. |
| | | Minimum educational/degree requirements | High School Diploma |
| | | Minimum years of experience | 3 years |
| | | Training or certification requirements | None |
| 541611 | Project Manager | Functional responsibilities | Leads project communication and manages records management personnel and project schedule for a project of 2 or more practitioners. Responsible for contract management and program oversight, including risk and quality management. Develop project reports, invoices, and other documents. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 4 years |
| | | Training or certification requirements | None |
| 541611 | Program Manger | Functional responsibilities | Operations Management, Organize, Direct, Corporate |
| | | Minimum educational/degree requirements | Masters |
| | | Minimum years of experience | 10 years |

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|-----------|-----------------------|---|---|
| | | Training or certification requirements | Professional Certification |
| 518210ERM | Executive Assistant I | Functional responsibilities | Provides general administrative support services. |
| | | Minimum educational/degree requirements | High School Diploma |
| | | Minimum years of experience | 0 years |
| | | Training or certification requirements | None |
| 518210ERM | Records Clerk I | Functional responsibilities | Provides general records management services. |
| | | Minimum educational/degree requirements | High School Diploma |
| | | Minimum years of experience | 0 years |
| | | Training or certification requirements | None |
| 518210ERM | Records Clerk II | Functional responsibilities | Provides general records management services. |
| | | Minimum educational/degree requirements | High School Diploma |
| | | Minimum years of experience | 5 years |
| | | Training or certification requirements | None |
| 518210ERM | Analyst | Functional responsibilities | Provides general analytical services. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 0 years |
| | | Training or certification requirements | None |
| 518210ERM | Associate | Functional responsibilities | Consulting Services |
| | | Minimum educational/degree requirements | Bachelors |
| | | Minimum years of experience | 6 years |
| | | Training or certification requirements | None |
| 518210ERM | Senior Associate | Functional responsibilities | Provides general consulting services. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 10 years |
| | | Training or certification requirements | None |
| 518210ERM | Consultant | Functional responsibilities | Complex Analytical Services. |
| | | Minimum educational/degree requirements | Bachelors |
| | | Minimum years of experience | 3 years |
| | | Training or certification requirements | None |
| 518210ERM | Senior Consultant | Functional responsibilities | Complex Analytical Services. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 4 years |
| | | Training or certification requirements | None |
| 518210ERM | Manager | Functional responsibilities | Provides project management services. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 6 years |

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|-----------|--------------------------|---|---|
| | | Training or certification requirements | None |
| 518210ERM | Senior Manager | Functional responsibilities | Provides project management services. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 10 years |
| | | Training or certification requirements | None |
| 518210ERM | Subject Matter Expert | Functional responsibilities | Provides specific subject matter expertise. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 10 years |
| | | Training or certification requirements | None |
| 518210ERM | Subject Matter Expert II | Functional responsibilities | Provides specific subject matter expertise. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 16 years |
| | | Training or certification requirements | None |
| 518210ERM | Partner | Functional responsibilities | Provides strategic guidance and support. |
| | | Minimum educational/degree requirements | Bachelor's Degree |
| | | Minimum years of experience | 15 years |
| | | Training or certification requirements | None |

| Education Requirements | Educational Substitutions with Equivalent Experience |
|------------------------|---|
| High School | Non-Applicable |
| Bachelor's Degree | High school diploma + 4 years additional relevant experience OR Associate's degree + 2 years additional relevant experience |
| Master's Degree | High school diploma + 6 years additional relevant experience OR Bachelor's degree + 2 years additional relevant experience |