Revolve Solutions LLC

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Contract Number: 47QTCA21D007W

Period Covered by Contract: April 5, 2021 through April 4, 2026

Pricelist current through Modification #PS-0007 effective May 4, 2022

Business Size: Service-Disabled Veteran Owned Small Business

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov. On-line access to contract ordering information, terms and conditions, and up-to-date pricing, as applicable, is available on GSA Advantage! at https://www.gsaadvantage.gov
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:
   - 54151S/54151SRC – Information Technology Professional Services
   - 541611/541611RC – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
   - 611430/ 611430RC – Professional and Management Development Training
   - 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. Not Applicable

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See price list.

2. Maximum Order: 541611: $1,000,000; 54151S: $500,000; 611430 $1,000,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): 50 States and Washington DC

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

8. Prompt payment terms: None, 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: 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: N/A

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: N/A

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: N/A

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

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in 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 on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/ N/A

23. Unique Entity Identifier (UEI) number: K9JSSUCFEAF8

24. Notification regarding registration in System for Award Management (SAM) database: Registered
Labor Category Descriptions

SIN 54151S:

Analyst 1
**Functional Responsibilities**: Creating resources, training, and best practices to be shared through an online interactive, communication and learning platform. This could also include developing materials to deliver to leadership and external organizations.

**Minimum Education**: Bachelor’s Degree in related field.

**Minimum/General Experience**: 0 years of experience

Analyst 2
**Functional Responsibilities**: Creating resources, training, and best practices to be shared through an online interactive, communication and learning platform. This could also include developing materials to deliver to leadership and external organizations.

**Minimum Education**: Bachelor’s Degree in related field.

**Minimum/General Experience**: 1 year of experience

Analyst 3
**Functional Responsibilities**: Creating resources, training, and best practices to be shared through an online interactive, communication and learning platform. This could also include developing materials to deliver to leadership and external organizations.

**Minimum Education**: Bachelor’s Degree in related field.

**Minimum/General Experience**: 2 years of experience

Analyst 4
**Functional Responsibilities**: Creating resources, training, and best practices to be shared through an online interactive, communication and learning platform. This could also include developing materials to deliver to leadership and external organizations.

**Minimum Education**: Bachelor’s Degree in related field.

**Minimum/General Experience**: 3 years of experience

Analyst 5
**Functional Responsibilities**: Creating resources, training, and best practices to be shared through an online interactive, communication and learning platform. This could also include developing materials to deliver to leadership and external organizations.

**Minimum Education**: Bachelor’s Degree in related field.

**Minimum/General Experience**: 4 years of experience
Business Intelligence Developer
Functional Responsibilities: The BI is responsible for developing and maintaining offline Access-based databases and analytical, tools that may be needed to augment the server components of EKR. Work will include the authoring and maintaining API-based extraction code from ARIS (within EKR), the ETL processing for loading, EKR and APMS data into Access, and the creation of queries and reports as needed.
Minimum Education: Bachelor’s Degree in related field.
Minimum/General Experience: Five (5) years’ experience with Microsoft Access, two (2) years’ experience in direct support of enterprise architecture projects and experience with a repository-based modeling tool.

Data Specialist
Functional Responsibilities: Provide the IT development team with analysis of the data to be stored, shared, processed, or otherwise transacted with the IT platform. Guide the support of data consolidation, data cleansing, data cataloging, or other similar activity.
Minimum Education: Bachelor’s Degree in related field.
Minimum/General Experience: 8 years’ demonstrated experience supporting research analysis and synthesis methodologies, tools, and best practices for IT acquisition and implementation.

Enterprise Architect 1
Functional Responsibilities: The EA is responsible for work that involves documenting business processes, information, requirements, and solution architecture in support of an organization’s IT portfolio, developing, technical documents relating to process-centric architectures including business process models, or, similar diagrams, developing an enterprise architecture from research in policy, interviews with, subject matter experts by analyzing system architectures; analyzing information system architectural, requirements for an enterprise and developing business processes to span an enterprise.
Minimum Education: Bachelor’s Degree in related field.
Minimum/General Experience: Two (2), years’ experience in direct support of enterprise architecture projects and experience with a repository based, modeling tool.

Enterprise Architect 2
Functional Responsibilities: The EA is responsible for work that involves documenting business processes, information, requirements, and solution architecture in support of an organization’s IT portfolio, developing, technical documents relating to process-centric architectures including business process models, or, similar diagrams, developing an enterprise architecture from research in policy, interviews with, subject matter experts by analyzing system architectures; analyzing information system architectural, requirements for an enterprise and developing business processes to span an enterprise.
Minimum Education: Bachelor’s Degree in related field.
Minimum/General Experience: Three (3), years’ experience in direct support of enterprise architecture projects and experience with a repository based, modeling tool.
Graphic Designer

**Functional Responsibilities:** Provides the technology developer/programmer with graphical elements (such as icons, buttons, logos) to include into the IT platform. Support the development of acquisition planning documentation, to include organizational graphics, visualizations of budget and finance information, and briefing materials for management and leadership consumption.

**Minimum Education:** Bachelor’s Degree in related field.

**Minimum/General Experience:** 3 years’ demonstrated experience designing and delivering visual and communications collateral (e.g., slick-sheets, infographics, posters, websites) in support of IT program acquisition and implementation. Products may include senior leader acquisition authority presentation materials and mid-level manager project management content.

Human-Centered Design (HCD) Specialist

**Functional Responsibilities:** Provides the technology developer/programmer with human-centric considerations to build the IT platform that end-users can most effectively use. Monitors the outcomes of system tests to identify ways to improve the overall user experience.

**Minimum Education:** Master’s degree in related field.

**Minimum/General Experience:** 5 years’ demonstrated experience delivering User Experience analysis within an IT program office. Demonstrated experience supporting enterprise transformation programs through business process analysis and improvement methods, including Lean Six Sigma and/or Service Design/Design Thinking, to improve users' usage of a new or modified IT platform.

Instructional Developer / Trainer 1

**Functional Responsibilities:** Leads planning, coordination, and execution of training programs. Leads all training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User’s Manuals for in-house and special products. Leads development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 2 years of experience. Certifications: SAP certification a plus

Skills/Experience: Experience leading and managing SAP training activities

Instructional Developer / Trainer 2

**Functional Responsibilities:** Leads planning, coordination, and execution of training programs. Leads all training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User’s Manuals for in-house and special products. Leads development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 3 years of experience. Certifications: SAP certification a plus

Skills/Experience: Experience leading and managing SAP training activities
Instructional Developer / Trainer 3
**Functional Responsibilities:** Leads planning, coordination, and execution of training programs. Leads all training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. Leads development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 5 years’ demonstrated experience leading in-person and virtual training. Proficient in facilitation techniques when handling difficult individuals and conveying sensitive subject matter within an instructional setting.

Instructional Developer / Trainer 4
**Functional Responsibilities:** Leads planning, coordination, and execution of training programs. Leads all training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. Leads development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.

**Minimum Education:** Master’s degree in related field.

**Minimum/General Experience:** 7 years’ experience analyzing and studying extremely complex training requirements requiring a thorough understanding of all parameters affecting client needs within the sexual assault prevention area.

IT SME 1
**Functional Responsibilities:** Advise senior leadership and program management on the development and implementation of the IT platform.

**Minimum Education:** Master’s degree in related field.

**Minimum/General Experience:** 3 years’ experience and technical knowledge as well as a functional understanding of applications & operational environment of the subject matter, processes, procedures, systems, & operating requirements. 3 years’ experience in lead training in multiple types of presentation environments and participation in the development of test materials and training scenarios.

IT SME 2
**Functional Responsibilities:** Advise senior leadership and program management on the development and implementation of the IT platform.

**Minimum Education:** Master’s degree in related field.

**Minimum/General Experience:** 5 years’ experience and technical knowledge as well as a functional understanding of applications & operational environment of the subject matter, processes, procedures, systems, & operating requirements. 5 years’ experience in lead training in multiple types of presentation environments and participation in the development of test materials and training scenarios.
IT SME 3
**Functional Responsibilities**: Advise senior leadership and program management on the development and implementation of the IT platform.
**Minimum Education**: Master’s degree in related field.
**Minimum/General Experience**: 7 years’ experience and technical knowledge as well as a functional understanding of applications & operational environment of the subject matter, processes, procedures, systems, & operating requirements. 7 years’ experience in lead training in multiple types of presentation environments and participation in the development of test materials and training scenarios.

Program Manager 1
**Functional Responsibilities**: Supervises multiple large-scale, complex projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise.
**Minimum Education**: Bachelor’s degree in related field.
**Minimum/General Experience**: 3 years’ experience.

Program Manager 2
**Functional Responsibilities**: Supervises multiple large-scale, complex projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise.
**Minimum Education**: Bachelor’s degree in related field.
**Minimum/General Experience**: 5 years’ experience.

Program Manager 3
**Functional Responsibilities**: Supervises multiple large-scale, complex projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise.
**Minimum Education**: Bachelor’s degree in related field.
**Minimum/General Experience**: 7 years’ experience.

Program Manager 4
**Functional Responsibilities**: Supervises multiple large-scale, complex projects in the leader's area of expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise in Army logistics as well as expertise in enterprise resource planning software. Should have experience in multiple ERP Go-Live projects.
**Minimum Education**: Bachelor’s degree in related field.
**Minimum/General Experience**: 10 years’ experience.
**Project Coordinator 1**

**Functional Responsibilities:** The PM is considered key personnel and is responsible for the overall administrative management of contractor personnel and ensuring the achievement of all contract performance requirements. The PM may also be called upon to assist in coordinating the activities of the contractor team and other government POCs.  

**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 2 years’ experience.

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**Project Coordinator 2**

**Functional Responsibilities:** Responsible for execution of small to medium-size, complex projects. Interacts with customer on technical issues. May include Subject Matter Experts with particular expertise.  

**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 4 years’ experience.

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**Project Coordinator 3**

**Functional Responsibilities:** Supervises multiple small to medium sized, complex projects in the leader’s area of expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise.  

**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 6 years’ experience.

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**Project Coordinator 4**

**Functional Responsibilities:** Supervises multiple small to medium sized, complex projects in the leader’s area of expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise.  

**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 8 years’ experience.

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**Project Manager 1**

**Functional Responsibilities:** Responsible for execution of large, complex projects. Interacts with customer on technical issues. May include Subject Matter Experts with particular functional expertise.  

**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 4 years’ experience.
Project Manager 2
Functional Responsibilities: Responsible for execution of large, complex projects. Interacts with customer on technical issues. May include Subject Matter Experts with particular functional expertise in logistics as well as expertise in enterprise resource planning software.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 6 years’ experience.

Project Manager 3
Functional Responsibilities: Responsible for execution of large, complex projects. Interacts with customer on technical issues. May include Subject Matter Experts with particular functional expertise in logistics as well as expertise in enterprise resource planning software.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 8 years’ experience.

Project Manager 4
Functional Responsibilities: Supervises multiple small to medium-sized, complex projects in the leader's area of expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise in logistics as well as expertise in enterprise resource planning software. Should have experience in multiple ERP Go-Live projects.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 10 years’ experience.

Research Assistant
Functional Responsibilities: Provides general research support to projects.
Minimum Education: Associate degree in related field.
Minimum/General Experience: 0 years’ experience.

Research Specialist
Functional Responsibilities: Provides research support to projects. May include database management and computer support.
Minimum Education: Associate degree in related field.
Minimum/General Experience: 2 years’ experience.

Senior Enterprise Architect 1
Functional Responsibilities: Leading and managing groups of subject matter experts in documenting solution architecture, Integrating architecture content from multiple solutions into enterprise views, Working with senior technical staff (government and contractor) to develop system roadmaps, Linking process architecture to solutions architecture to support architecture based analysis
Minimum Education: Bachelor's degree from an accredited college or university with major study in systems engineering, computer information systems, computer science, or similar discipline.
Minimum/General Experience: 3 years’ experience.
**Senior Enterprise Architect 2**

**Functional Responsibilities:** Responsible for all aspects of the development and maintenance of assigned enterprise architecture project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, and analysts and ensures adherence to quality standards and reviews enterprise architecture deliverables.

Provides technical and analytical guidance to enterprise architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Applies high-level business and technical principles and methods to very difficult technical problems to arrive at creative engineering solutions. Recommends and takes action to direct the analysis and solutions of problems. Has a deep understanding of DoD business transformation and processes, DoD organizational structure, and experience in developing briefings and responses to GAO, OMB, and executives within the department. Possesses extensive knowledge of and hands-on experience with the DoDAF, the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap. Lead the development of the BEA and updates to the BEA Development Methodology and Architecture Planning Guide. Familiar with the Core Business Mission and Business Enterprise Priority architecture liaisons.

**Minimum Education:** Bachelor's degree from an accredited college or university with major study in systems engineering, computer information systems, computer science, or similar discipline.

**Minimum/General Experience:** 5 years’ experience.
Senior Enterprise Architect 3

**Functional Responsibilities:** Responsible for all aspects of the development and maintenance of assigned enterprise architecture project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, and analysts and ensures adherence to quality standards and reviews enterprise architecture deliverables. Provides technical and analytical guidance to enterprise architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Applies high-level business and technical principles and methods to very difficult technical problems to arrive at creative engineering solutions. Recommends and takes action to direct the analysis and solutions of problems. Has a deep understanding of DoD business transformation and processes, DoD organizational structure, and experience in developing briefings and responses to GAO, OMB, and executives within the department. Possesses extensive knowledge of and hands-on experience with the DoDAF, the Business Enterprise Architecture and Enterprise Transition Plan, Service Oriented Architecture, and the Business Mission Area Federation Strategy and Roadmap. Lead the development of the BEA and updates to the BEA Development Methodology and Architecture Planning Guide. Familiar with the Core Business Mission and Business Enterprise Priority architecture liaisons.

**Minimum Education:** Bachelor's degree from an accredited college or university with major study in systems engineering, computer information systems, computer science, or similar discipline.

**Minimum/General Experience:** 8 years’ experience.

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Senior Specialist 1

**Functional Responsibilities:** Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for executing one or more subtasks on a project.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 2 years’ experience.

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Senior Specialist 2

**Functional Responsibilities:** Serves as the lead ERP/SAP analyst or Subject Matter Expert on large complex projects. May be responsible for executing less complex projects.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 4 years’ experience.

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Senior Specialist 3

**Functional Responsibilities:** Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for executing less complex projects.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 6 years’ experience.
Senior Specialist 4  
**Functional Responsibilities:** Serves as the lead ERP/SAP analyst or Subject Matter Expert on large complex projects. May be responsible for executing less complex projects.  
**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 8 years’ experience.

Senior Specialist 5  
**Functional Responsibilities:** Serves as the lead ERP/SAP analyst or Subject Matter Expert on large complex projects. May be responsible for executing less complex projects.  
**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 10 years’ experience.

SME 1  
**Functional Responsibilities:** Individual whose primary role on the project team is as a subject matter expert on the technical assistance topic of the project  
**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 4 years’ experience.

SME 2  
**Functional Responsibilities:** Individual whose primary role on the project team is a subject matter expert on the technical assistance topic of the project.  
**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 6 years’ experience.

SME 3  
**Functional Responsibilities:** Providing detailed technical support for software development programs with minimal management supervision. Translating operation requirements into detailed software/system requirements. Integrating COTS products into software/system architectures. Integrating the use of tools and technologies into existing products and processes. Distributed systems and issues regarding database replication and distribution for distributed systems. Providing technical direction to design and development teams, and monitoring progress and productivity through the use of metrics. Leading large (5 or more people) design and development teams, providing technical direction and monitoring progress through the use of metrics.  
**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 8 years’ experience.

Specialist 1  
**Functional Responsibilities:** Provides specific expertise requirement for a task, including but not limited to assisting with entry-level analytical assignments.  
**Minimum Education:** Bachelor’s degree in related field.  
**Minimum/General Experience:** 2 years’ experience.
Specialist 2
**Functional Responsibilities:** Provides specific expertise required for a task, including but not limited to entry-level analytical assignments.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 4 years’ experience.

Specialist 3
**Functional Responsibilities:** Provides specific expertise required for a task, including but not limited to mid-level analytical assignments.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 6 years’ experience.

Specialist 4
**Functional Responsibilities:** Provides specific expertise required for a task, including but not limited to high-level analytical assignments.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 8 years’ experience.

Systems Engineer
**Functional Responsibilities:** The Systems Engineer shall be a recognized systems architect, technical authority, and technical, adviser/consultant to agency management, other government agencies, and industry. The SE is the, primary point of contact on system requirements affecting major projects. Identifies the most, promising software and data system technologies for infusion and application to solve center and, agency-wide challenges. The SE shall have specialized experience in systems architecture, design, and, data integration to originate requirements and apply emerging functions of a national or international, magnitude for onboard autonomy for long duration missions and experience in leading teams of data, systems engineers and scientists to produce complex data-driven systems to enable knowledge, extraction and information integration for autonomous capabilities in various data domains.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 2 years’ experience.
Management Consulting Analyst 1
**Functional Responsibilities:** An entry-level role. Responsible for creating resources, training materials, and best practices to be shared with the consulting and facilitation team. Analytical services may include (but not be limited to) administrative, human resource, marketing, process, physical distribution, logistics, or other management consulting services to clients.

**Minimum Education:** Bachelor’s Degree in related field.
**Minimum/General Experience:** 0 years of experience

Management Consulting Analyst 2
**Functional Responsibilities:** A junior-level role. Responsible for creating resources, training materials, and best practices to be shared with the consulting and facilitation team. Analytical services may include (but not be limited to) administrative, human resource, marketing, process, physical distribution, logistics, or other management consulting services to clients.

**Minimum Education:** Bachelor’s Degree in related field.
**Minimum/General Experience:** 1 year of experience

Management Consulting Analyst 3
**Functional Responsibilities:** A mid-level role. Creating resources, training materials, and best practices to be shared with the consulting and facilitation team. These products may also be shared with leadership and external organizations. Analytical services may include (but not be limited to) administrative, human resource, marketing, process, physical distribution, logistics, or other management consulting services to clients.

**Minimum Education:** Bachelor’s Degree in related field.
**Minimum/General Experience:** 2 years of experience

Management Consulting Analyst 4
**Functional Responsibilities:** Creating resources, training materials, and best practices to be shared with the consulting and facilitation team. These products may also be shared with leadership and external organizations. Advanced analytical services may include (but not be limited to) administrative, human resource, marketing, process, physical distribution, logistics, or other management consulting services to clients. Possesses the capacity to lead others in the analytical work.

**Minimum Education:** Bachelor’s Degree in related field.
**Minimum/General Experience:** 3 years of experience
Management Consulting Analyst 5

**Functional Responsibilities:** A senior-level role. Creating resources, training materials, and best practices to be shared with the consulting and facilitation team. These products may also be shared with leadership and external organizations. Advanced analytical services may include (but not be limited to) administrative, human resource, marketing, process, physical distribution, logistics, or other management consulting services to clients. Possesses the capacity to lead a team of analysts to address the required tasks and the ability to present results to the client in a logical manner.

**Minimum Education:** Bachelor’s Degree in related field.

**Minimum/General Experience:** 4 years of experience

Management Consulting Business Intelligence Developer

**Functional Responsibilities:** Develop and maintain offline Access-based databases and analytical tools to deliver actionable results that directly support the customer-direct requirements. Prepare summaries and visualizations for the consulting and facilitation team that include, but are not limited to, the client’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

**Minimum Education:** Bachelor’s Degree in related field.

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

Management Consulting Data Specialist

**Functional Responsibilities:** Provide the consulting and facilitation team with analysis of activities including, but not limited to, financial planning and budgeting, equity and asset management, records management, office planning, strategic and organizational planning, site selection, new business start-up, and business process improvement. Collect data from numerous sources (IT sources and non-IT sources) into a centralized manner to allow for future analysis by the consulting and facilitation team. Guide the support of data consolidation, data cleansing, data cataloging, or other similar activity. Package data into format compatible and useful in training materials, leader briefs, white papers and facilitation notes.

**Minimum Education:** Bachelor’s Degree in related field.

**Minimum/General Experience:** 8 years’ demonstrated experience supporting research analysis and synthesis methodologies, tools, and best practices for IT acquisition and implementation.
**Management Consulting Enterprise Architect 1**

**Functional Responsibilities:** An entry-level position focused on the construction of artifacts required for use within, but not limited to, support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Document business processes, information, requirements, and solution architecture for inclusion into the consulting team's technical documents, facilitation notes, training materials, and related purposes. Analyze information system architecture to measure the adherence to the customer requirements and goals for the program. A background in a process-oriented field is recommended.

**Minimum Education:** Bachelor’s Degree in related field.

**Minimum/General Experience:** Two (2), years’ experience in direct support of enterprise architecture projects and experience with a repository based, modeling tool.

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**Management Consulting Enterprise Architect 2**

**Functional Responsibilities:** A junior-level position requiring experience in delivering artifacts required for use within, but not limited to, support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Document business processes, information, requirements, and solution architecture for inclusion into the consulting team's technical documents, facilitation notes, training materials, and related purposes. Analyze information system architecture to measure the adherence to the customer requirements and goals for the program. A background in a process-oriented field is required if prior architecture experience is lacking.

**Minimum Education:** Bachelor’s Degree in related field.

**Minimum/General Experience:** Three (3), years’ experience in direct support of enterprise architecture projects and experience with a repository based, modeling tool.

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**Consulting Graphic Designer**

**Functional Responsibilities:** Provides the consulting and facilitation team with graphical elements (such as icons, buttons, logos) to include into the print and digital materials. Support the development of products that include organizational graphics, visualizations of budget and finance information, and briefing materials for management and leadership consumption.

**Minimum Education:** Bachelor’s Degree in related field.

**Minimum/General Experience:** 3 years’ demonstrated experience designing and delivering visual and communications collateral (e.g., slick-sheets, infographics, posters, websites). Products may include senior leader acquisition authority presentation materials and mid-level manager project management content.
Consulting Human-Centered Design (HCD) Specialist

**Functional Responsibilities:** Consults with the customer team to build a solution that end-users can most effectively use. Monitors the outcomes of surveys, tests and polls to identify ways to improve the overall user experience.

**Minimum Education:** Master’s degree in related field.

**Minimum/General Experience:** 5 years’ demonstrated experience delivering User Experience analysis. Demonstrated experience supporting enterprise transformation programs through business process analysis and improvement methods, including Lean Six Sigma and/or Service Design/Design Thinking, to improve users' usage.

Managing Consulting SME 1

**Functional Responsibilities:** A consultant with direct administrative and management experience in one field that can address documented requirements of the project. Advise senior leadership and program management on the development and implementation of management techniques and solutions to problems. This individual works as part of a larger project team and provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

**Minimum Education:** Master’s degree in related field.

**Minimum/General Experience:** 3 years’ experience and technical knowledge as well as a functional understanding of applications & operational environment of the subject matter, processes, procedures, systems, & operating requirements. 3 years’ experience in lead training in multiple types of presentation environments and participation in the development of test materials and training scenarios.
Managing Consulting SME 2
**Functional Responsibilities:** A consultant with direct administrative and management experience in multiple fields that can address documented requirements of a program comprised of numerous smaller projects. Advise senior leadership and program management on the development and implementation of management techniques and solutions to problems. This individual works as part of a larger program team that may cross organizational boundaries for the client and provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

**Minimum Education:** Master’s degree in related field.

**Minimum/General Experience:** 5 years’ experience and technical knowledge as well as a functional understanding of applications & operational environment of the subject matter, processes, procedures, systems, & operating requirements. 5 years’ experience in lead training in multiple types of presentation environments and participation in the development of test materials and training scenarios.

Managing Consulting SME 3
**Functional Responsibilities:** A consultant with direct administrative and management experience in multiple fields that can address documented requirements of a program comprised of numerous smaller projects. Advise senior leadership and program management on the development and implementation of management techniques and solutions to problems. This individual works as part of a larger program team that may cross organizational boundaries for the client and provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

**Minimum/General Experience:** 7 years’ experience and technical knowledge as well as a functional understanding of applications & operational environment of the subject matter, processes, procedures, systems, & operating requirements. 7 years’ experience in lead training in multiple types of presentation environments and participation in the development of test materials and training scenarios.
Management Consulting Program Manager 1

**Functional Responsibilities:** A mid-level role. Supervises a single complex program and directs the team of project managers who serve within that program. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Reports to the corporate manager regarding cost, schedule, and performance of the program.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 3 years’ experience.

Management Consulting Program Manager 2

**Functional Responsibilities:** An intermediate-level role. Supervises multiple and complex programs and directs the teams of project managers who serve within each program. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Reports to the corporate manager regarding cost, schedule, and performance of each program.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 5 years’ experience.

Management Consulting Program Manager 3

**Functional Responsibilities:** Supervises multiple large-scale, complex programs and directs the management teams for each program. Responsible for managing the corporate allocation of resources and manages the overall status of each program. May include Subject Matter Experts with particular functional expertise with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Reports to the corporate executive regarding cost, schedule, and performance of the program.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 7 years’ experience.
Management Consulting Program Manager 4
Functional Responsibilities: A senior-level role. Supervises multiple large-scale, complex programs and directs the management teams for each program. Responsible for managing the corporate allocation of resources and manages the overall status of each program. May include Subject Matter Experts with particular functional expertise with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management, as well as experience in multiple Go-Live programs. Reports to the corporate executive regarding cost, schedule, and performance of the program.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 10 years’ experience.

Management Consulting Project Coordinator 1
Functional Responsibilities: An introductory-level role. Responsible for specific task-level activities, usually as part of a small project. Coordinates the activities of the contractor team and other client personnel with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 2 years’ experience.

Management Consulting Project Coordinator 2
Functional Responsibilities: A junior-level role. Responsible for specific task-level activities, usually as part of a medium-size project. Interacts with client and contractor team on technical issues with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Responsible for execution of small to medium-size, complex projects. Interacts with customer on technical issues. May include Subject Matter Experts with particular expertise.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 4 years’ experience.

Management Consulting Project Coordinator 3
Functional Responsibilities: A junior-level role. Supervises tasks and activities for multiple small to medium sized, complex projects. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Professional certification encouraged but not required.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 6 years’ experience.
Management Consulting Project Coordinator 4

**Functional Responsibilities:** A mid-level role. Oversees multiple small to medium sized, complex projects and reports to the project manager. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters. May include Subject Matter Experts with particular functional expertise with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Professional certification encouraged but not required.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 8 years’ experience.

Management Consulting Project Manager 1

**Functional Responsibilities:** A mid-level role. Manages cost, schedule and performance for a single project, usually as a part of a larger program. Interacts with customer on technical issues with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Professional certification encouraged but not required.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 4 years’ experience.

Management Consulting Project Manager 2

**Functional Responsibilities:** A mid-level role. Manages cost, schedule and performance for multiple projects, usually as a part of a larger program. Interacts with customer on technical issues with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. May include Subject Matter Experts with particular functional expertise. Professional certification encouraged but not required.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 6 years’ experience.

Management Consulting Project Manager 3

**Functional Responsibilities:** An intermediate-level role. Manages cost, schedule and performance for one or more large-scale, complex projects, usually involving multiple task orders across numerous contract years. Interacts with customer on technical issues with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. May include Subject Matter Experts with particular functional expertise. Professional certification is expected.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 8 years’ experience.
Management Consulting Project Manager 4
Functional Responsibilities: A senior-level role. Supervises multiple small to medium-sized, complex projects in the leader's area of expertise. Responsible for allocating resources among tasks and is the principal liaison with customer for business and technical matters with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. May include particular functional and technical expertise multiple projects. Professional certification is expected.
Minimum Education: Bachelor’s degree in related field.
Minimum/General Experience: 10 years’ experience.

Management Consulting Research Assistant
Functional Responsibilities: Provides general research support to projects including, but not limited to, support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. The individual may be an intern or recent graduate without notable professional experience.
Minimum Education: Associate degree in related field.
Minimum/General Experience: 0 years’ experience.

Management Consulting Research Specialist
Functional Responsibilities: Provides research support to projects, which may include content management, resource management, and likely some involvement with support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Limited professional experience is understood.
Minimum Education: Associate degree in related field.
Minimum/General Experience: 2 years’ experience.
Management Consulting Senior Enterprise Architect 1

Functional Responsibilities: A mid-level role. Leading and managing groups of subject matter experts in documenting solution architecture, Integrating architecture content from multiple solutions into enterprise views, Consulting with senior technical staff (customer and contractor) to develop system roadmaps, linking process architecture to solutions architecture to support organizational change management goals. Provide insights from the enterprise architecture processes and artifacts to address administrative and management issues. Liaise among the client senior staff and subject matter experts to support efforts including, but not limited to, strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Minimum Education: Bachelor's degree from an accredited college or university with major study in systems engineering, computer information systems, computer science, or similar discipline.

Minimum/General Experience: 3 years’ experience.
Management Consulting Senior Enterprise Architect 2

**Functional Responsibilities:** A senior-level role. Responsible for all aspects of the development and maintenance of assigned enterprise architecture project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, and analysts and ensures adherence to quality standards and reviews enterprise architecture deliverables. Provides technical and analytical guidance to enterprise architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Applies high-level business and technical principles and methods to very difficult technical problems to arrive at creative solutions. Recommends and takes action to direct the analysis and solutions of problems. Provide insights from the enterprise architecture processes and artifacts to address administrative and management issues. Liaise among the client senior staff and subject matter experts to support efforts including, but not limited to, strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Some personnel management may be required based upon task requirements.

**Minimum Education:** Bachelor's degree from an accredited college or university with major study in systems engineering, computer information systems, computer science, or similar discipline.

**Minimum/General Experience:** 5 years’ experience.
Management Consulting Senior Enterprise Architect 3

Functional Responsibilities: A senior-level role with expectations of management personnel. Responsible for all aspects of the development and maintenance of assigned enterprise architecture project and takes project from planning through final delivery. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives and develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Leads a group of engineers, architects, and analysts and ensures adherence to quality standards and reviews enterprise architecture deliverables. Provides technical and analytical guidance to enterprise architecture team. Directs and participates in high-level enterprise architecture analysis, evaluation, design, integration, documentation, and development. Applies high-level business and technical principles and methods to very difficult technical problems to arrive at creative solutions. Recommends and takes action to direct the analysis and solutions of problems. Provide insights from the enterprise architecture processes and artifacts to address administrative and management issues. Liaise among the client senior staff and subject matter experts to support efforts including, but not limited to, strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Personnel management is likely based upon task requirements

Minimum Education: Bachelor's degree from an accredited college or university with major study in systems engineering, computer information systems, computer science, or similar discipline.

Minimum/General Experience: 8 years’ experience.

Management Consulting Senior Specialist 1

Functional Responsibilities: Will provide technical/functional specialty knowledge for small to medium-sized projects, with a focus of executing one subtask on a project. Will focus on the client’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Minimum Education: Bachelor’s degree in related field.

Minimum/General Experience: 2 years’ experience.
Management Consulting Senior Specialist 2

**Functional Responsibilities:** Will provide technical/functional specialty knowledge for small to medium-sized projects, executing one or more subtasks on a project. Will focus on the client’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 4 years’ experience.

Management Consulting Senior Specialist 3

**Functional Responsibilities:** Will provide technical/functional specialty knowledge for large projects, with a focus of executing one complex subtask on a project. Will focus on the client’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 6 years’ experience.

Management Consulting Senior Specialist 4

**Functional Responsibilities:** Serves as the lead analyst or Subject Matter Expert on large complex projects, executing one or more subtasks on a project. Some technical supervision may be required on some tasks. Will focus on the client’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. May serve as a task lead based upon project requirements.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 8 years’ experience.

Management Consulting Senior Specialist 5

**Functional Responsibilities:** Serves as the lead analyst or Subject Matter Expert on several large complex projects. May be responsible for executing less complex projects. Supervisory responsibilities may be required across task-level teams. Will focus on the client’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. May lead multiple tasks based upon project requirements.

**Minimum Education:** Bachelor’s degree in related field.

**Minimum/General Experience:** 10 years’ experience.
SME 1
**Functional Responsibilities:** A subject matter expert in a field other than management consulting who possesses the functional knowledge and experience necessary to contribute toward a solution to a stated problem or requirement.

**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 4 years’ experience.

SME 2
**Functional Responsibilities:** A subject matter expert in a field other than management consulting who possesses the functional knowledge and experience necessary to contribute toward a solution to a stated problem or requirement. May have team lead responsibilities for some tasks. May be asked to brief management on task-related topics.

**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 6 years’ experience.

SME 3
**Functional Responsibilities:** A subject matter expert in a field other than management consulting who possesses the functional knowledge and experience necessary to contribute toward a solution to a stated problem or requirement. Provide detailed technical support for programs with minimal management supervision. Translate requirements into detailed requirements. Lead large (5 or more people) design and development teams, providing technical direction and monitoring progress with metrics. May be asked to brief leaders on project-related topics.

**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 8 years’ experience.

Management Consulting Specialist 1
**Functional Responsibilities:** Provides specific expertise required for a task, including but not limited to assisting with entry-level analytical assignments.

**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 2 years’ experience.

Management Consulting Specialist 2
**Functional Responsibilities:** Provides specific expertise required for a task, including but not limited to junior-level technical/functional assignments

**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 4 years’ experience.

Management Consulting Specialist 3
**Functional Responsibilities:** Provides specific expertise required for a task, including but not limited to mid-level analytical assignments.

**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 6 years’ experience.
Management Consulting Specialist 4
**Functional Responsibilities:** Provides specific expertise required for a task, including but not limited to high-level analytical assignments.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 8 years’ experience.

Systems Engineer
**Functional Responsibilities:** The Systems Engineer shall be a recognized technical adviser/consultant to agency management. The SE is the primary point of contact on technical requirements affecting major projects. Will work closely with the consulting and facilitation team to include accurate technical information into training materials, facilitation notes, leader briefs and other materials. Identifies the most promising software and data system technologies for infusion and application to solve organizational challenges. The SE shall have specialized experience in systems architecture, design, and, data integration to originate requirements. Apply emerging functions with others to produce complex data-driven solutions to enable knowledge, extraction and information integration for autonomous capabilities in various data domains.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 2 years’ experience.

SIN 541611 and 611430:

Consulting Instructional Developer / Trainer 1
**Functional Responsibilities:** An entry-level role. Supports task level training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. Supports the development of user standard operating procedures for new products, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 2 years of experience.  Certifications: SAP certification a plus
Skills/Experience: Experience leading and managing SAP training activities

Consulting Instructional Developer / Trainer 2
**Functional Responsibilities:** A junior-level role. Can lead a single training function including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. May lead a single product such as the development of user standard operating procedures for new products, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.
**Minimum Education:** Bachelor’s degree in related field.
**Minimum/General Experience:** 3 years of experience.  Certifications: SAP certification a plus
Skills/Experience: Experience leading and managing SAP training activities
Consulting Instructional Developer / Trainer 3

**Functional Responsibilities**: A mid-level role. May lead multiple training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. May lead multiple product efforts such as the development of user standard operating procedures for new products, lesson plans, hand-outs, reference sheets and functional hands-on training exercises. Possesses the capacity to lead others in the instructional development work.

**Minimum Education**: Bachelor’s degree in related field.

**Minimum/General Experience**: 5 years’ demonstrated experience leading in-person and virtual training. Proficient in facilitation techniques when handling difficult individuals and conveying sensitive subject matter within an instructional setting.

Consulting Instructional Developer / Trainer 4

**Functional Responsibilities**: A senior-level role. Leads planning, coordination, and execution of training programs. Leads all training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. Leads development of user standard operating procedures for new products, lesson plans, hand-outs, reference sheets and functional hands-on training exercises. Possesses the capacity to lead a team of instructional developers to address the required tasks and the ability to present results to the client in a professional manner.

**Minimum Education**: Master’s degree in related field.

**Minimum/General Experience**: 7 years’ experience analyzing and studying extremely complex training requirements requiring a thorough understanding of all parameters affecting client needs within the sexual assault prevention area.

Training Developer

**Functional Responsibilities**: Leads planning, coordination, and execution of training programs. Leads all training functions including the preparation of training materials, scheduling of training classes, and maintenance of the system User's Manuals for in-house and special products. Leads development of user standard operating procedures for new software and hardware, lesson plans, hand-outs, reference sheets and functional hands-on training exercises.

**Minimum Education**: Bachelor’s degree in related field.

**Minimum/General Experience**: 1 years’ experience.

508 Compliance Specialist

**Functional Responsibilities**: Track compliance requirements for the project and propose solutions appropriate for the intended format and audience. Coordinate the production of 508 compliant training products that align to the source materials and references.

**Minimum Education**: Bachelor’s degree in related field.

**Minimum/General Experience**: 1 years’ experience.
Substitutions
Revolve Solutions LLC reserves 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. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.
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