



GENERAL SERVICES ADMINISTRATION

Federal Supply Service – Authorized Federal Supply Schedule Price List

Federal Supply Group: Professional Services

On-Line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: GSAAdvantage.gov

1. Services offered on GSA Multiple Award Schedule (MAS)
2. Contract Number: **GS-00F-0002Y**
3. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSA Advantage.gov](http://GSAAdvantage.gov).
4. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
5. Contract Period: **19 June 2016 – 18 June 2021**
6. Contractor's name, address, and phone number:
 - a. Name: Monterey Consultants, Inc.
 - b. Address: 5335 Far Hills Avenue, Suite, 311, Dayton, OH 45429-2317
 - c. Office Phone: 937-436-4536
 - d. Fax: 937-436-5821
 - e. Points of Contact:
William T. Pollard, Jr. (bill.pollard@mcix.com)
Michael E. Knipper, Ph.D. (mike.knipper@mcix.com)
Matthew A. Sinning (matt.sinning@mcix.com)
Mark R. Avery (mark.avery@mcix.com)
 - f. Web Address: <http://www.mcix.com>
 - g. Business Size: Small Business
7. Price list current as of Modification # PA-0025 effective October 6, 2020



TABLE OF CONTENTS

Contents

I.	TERMS AND CONDITIONS.....	3
II.	LABOR CATEGORIES.....	6
III.	LABOR CATEGORY DESCRIPTIONS.....	8
IV.	LABOR CATEGORIES.....	18
V	IT SERVICES	39
VI	PROFESSIONAL SERVICES.....	40



I. TERMS AND CONDITIONS

1. **Maximum Order: \$1,000,000.00**
2. **Minimum Order: \$100.00**
3. **Geographic Coverage:** Worldwide
4. **Points of production:** (Dayton, OH – Greene County; Washington, DC, Davis-Monthan AFB, AZ, Nellis AFB, NV, San Antonio (Bexar County), TX and/or any state applicable to future customers.
5. **Discounts from list prices:** Government Prices shown are **NET Prices**; Basic Discounts already deducted in the offered prices.
6. **Quantity Discounts:** Not Applicable
7. **Prompt Payment Discount:** Net 30 days - Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** They are acceptable for the services offered through this contract schedule. Acceptance of such purchases addressed on an individual basis of schedule customer requirements.
10. **Foreign items:** Not Applicable
11. **Delivery:**
 - 11a. **Time of Delivery** (Contractor insert number of days): **Specified on the Task Order. Contact Contractor**
 - 11b. **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: Not Applicable; only services are offered through this schedule. **Contact Contractor**
 - 11c. **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: Not Applicable; only services are offered through this schedule. **Contact Contractor**

- 11d. **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: Customers Contact Contractor regarding faster delivery of services for any identified urgent requirements by Specific Task Order.
12. **F.O.B. points:** Destination
13. **Ordering Address:** Same as company address
14. **Ordering Procedures: 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
15. **Payment Address:** Same as company address
16. **Warranty Provision:** Not Applicable for services offered through this schedule.
17. **Export Packing Charges (if applicable):** N/A
18. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
19. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
20. **Terms and conditions of installation:** N/A
21. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 21a. **Terms and conditions for any other services (if applicable):** N/A
22. **List of service and distribution points (if applicable):** N/A
23. **List of participating dealers (if applicable):** N/A
24. **Preventive maintenance (if applicable):** N/A
- 25a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 25b. **If applicable, indicate that Section 508 compliance information is available on Electronic Information Technology (EIT) supplies and services and show where the**



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

26. Data Universal Numbering System (DUNS) Number: 176764538

27. Notification regarding registration in System for Award Management (SAM) Database: Registered



II. LABOR CATEGORIES

See page 18 for descriptions.

1. Program Manager
2. Assistant Program Manager
3. Business Capability Assessment Manager
4. Senior Management Consultant
5. Management Consultant
6. Principal Management Analyst
7. Senior Management Analyst
8. Management Analyst
9. Program Analyst
10. Senior Procurement Analyst
11. Procurement Analyst
12. Senior Training Consultant
13. Marketing Analyst
14. Marketing Assistant
15. Training Consultant
16. Training Specialist
17. Senior Subject Matter Expert
18. Subject Matter Expert
19. Data Manager
20. Senior Software Engineer
21. Journeyman Software Engineer
22. Management Assistant
23. Senior Network Installation Technician (Systems Engineer II)
24. Senior Network Installation Technician (Systems Engineer III)
25. LAN/WAN Specialist
26. Network Technician (Network Engineer II)
27. Network Technician (Network Engineer I)
28. Junior System Analyst (Network Engineer II)



29. Program Manager (Computer Systems Analyst II)
30. Telecommunications Specialist (Network Engineer II)
31. Microsoft SMS Technical Support Network Engineer (Network Engineer III)
32. Acquisition Program Manager (GS-13 Equiv.)
33. Senior Contract Specialist (GS-1e Equiv.)
34. Senior Acquisition Analyst I
35. Senior Acquisition Analyst II
36. Management/Financial Analyst
37. Junior Contract Specialist (GS-11 Equiv.)
38. Media Consultant
39. Cost/Price Analyst (GS-12 Equiv.)

III. LABOR CATEGORY DESCRIPTIONS

1. SENIOR MANAGEMENT CONSULTANT

Minimum/General Experience: The Senior Management Consultant has a minimum of eight (8) years of experience in providing management and organizational direction to organizations on multiple complex issues and projects. The senior management consultant has specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Senior Management Consultant maintains close liaison with the customer to analyze and evaluate all aspects of management requirements to include the following: program management, project management, quality control, organizational development, strategic planning, program and system audits, and source selection. The senior management consultant works with the technical team in applying the correct methodologies and tools to the project.

Minimum Education: Bachelor's degree required; Master's Degree in business or a related technical discipline desired. Three (3) years equivalent technical experience, plus a bachelor's degree, may be substituted for Master's degree.

2. PROGRAM MANAGER

Minimum/General Experience: The Program Manager has a minimum of fifteen (15) years of progressive experience, with a minimum of six (6) years of management experience including management of resources, staff development, and business development (marketing). The program manager has proven professional qualities to include foresight, leadership, and decisiveness. The program manager demonstrates excellent resource management skills, as well as operational and business acumen. The program manager also has recognized skills in selecting, developing, and motivating subordinate personnel.

Functional Responsibility: The Program Manager exercises overall responsibility for an operations group, including technical, marketing, customer relations, and personnel management. The program manager provides management oversight for a large client program area, or several smaller programs or projects for multiple clients. The program manager ensures timely and cost-effective accomplishment of contractual commitments, with the accountability and authority needed for contract performance.

Minimum Education: Master's Degree in business or a technical discipline. Five (5) years senior level relevant experience, and a bachelor's degree, may be substituted for the Master's Degree.

3. PROGRAM MANAGER (COMPUTER SYSTEM ANALYST II)

Minimum/General Experience: Minimum of five years of experience and/or education and experience in telecommunications and Information systems project management

including projects which involve planning, designing, implementation, and troubleshooting for voice, video, and data equipment and infrastructure.

Functional Responsibility: Must be capable of handling numerous task/projects at the same time, be able to obtain at least a Secret level clearance, and perform the following:

Comply with Customer Instructions and pass all inspections, including performing requirement document management for all assigned projects/task in accordance with Plans and Projects team policy.

- Provide monitoring and tracking of cost of voice, video and data cable and equipment installations.
- Provide monitoring and tracking of the cost and schedule of various voice, video, data, cable and equipment installations schedules.
- Provide monitoring and tracking of contract management in support of voice, video and data cable and equipment installations and problem resolutions.
- Provide project reviews, design reviews and coordinate support of voice, video and data cable and equipment installations and problem resolutions.
- Participate in downward directed program reviews and provide coordination of all data provided to higher-level authority.
- Collect equipment contract requirements, evaluate proposals, and advise in selection processes in support of voice, video and data cable and equipment installations and problem resolutions.
- Monitor and review installation monthly status reports and evaluate contractor performance in support of voice, video and data cable and equipment installations and problem resolutions.
- Coordinate requirements with other contractors in support of voice, video and data, cable and equipment installation and problem resolutions.
- Provide on-the-job training for government personnel.
- Collect and report performance data, user data, and other statistical data as required.
- Support testing, implementation and maintenance of voice, video and data cable and equipment projects and programs.
- Conduct physical inventories of equipment and record findings in the Information Processing Management System.
- Assist in facility and utility planning and design for voice, video and data cable and equipment installation.



- Report the status of and issues with all tasks and projects to the QAP and designated plans and projects team leads to include all coordination with upper management, outside agencies and other stakeholders, also other major project milestones or critical work stoppage.

Minimum Education: **Minimum Education:** A BA/BS degree (Computer Science, Information Technology, or Engineering); Eight (8) years of relevant experience and an AA/AS degree (Computer Science, Information Technology, or Engineering) may be substituted for the Bachelor Degree. Previous experience working at the federal level is desirable.

4. ASSISTANT PROGRAM MANAGER

Minimum/General Experience: The Assistant Program Manager has a minimum of ten (10) years of progressive experience in managing, directing, and implementing solutions for client requirements. The assistant program manager has demonstrated management and technical leadership skills and is a functional or technical expert in one or more areas related to the project. The assistant program manager is capable of managing multiple task activities while employing a diverse range of resources to accomplish the required activities. The assistant program manager has demonstrated oral and written skills.

Functional Responsibility: The Assistant Program Manager reports directly to the Program Manager and is responsible for project performance, including cost, schedule, and technical performance. The assistant program manager establishes and maintains routine contact with the client project management to ensure satisfactory performance and to resolve any problems that may occur during the project. He/she is also responsible for contract management, including compliance with requirements, billings, and project reporting. The assistant program manager exercises supervision over project resources and employs project resources as needed to support requirements. The assistant program manager has responsibility for product quality and suitability of project deliverables.

Minimum Education: Master's or Bachelor's degree in management, a technical discipline, or in business. Five (5) years of directly relevant experience, and a bachelor's degree, may be substituted for the graduate degree.

5. MICROSOFT SMS TECHNICAL SUPPORT NETWORK ENGINEER (NETWORK ENGINEER III)

Minimum/General Experience: Minimum of four years of experience and/or education and experience in the deployment of software packages for all SMS clients within the primary site by working with Main Communications Coordination Center (MCCC), Program Management Office (PMO), and the support staff to identify and resolve any issues.



Functional Responsibility: Experience with design of Active Directory (AD) Group Policy Objects (GPO) to properly configure and maintain computer configurations related to SMS and other ESM tools. Additional experience developing and implementing WSQL development and queries, SMS packages, collections and advertisements base wide. In addition, experience applying operating system upgrades and security patches to the SMS servers and the use of SMS tools to distribute and install patches to all workstations and servers in a phased and timely manner to avoid overburdening network. History of examining SMS logs and using software tools to determine success of inventory scans, software pushes, and security patches as well as the testing and implementation of needed scripts and programs to further increase SMS functionality. Experience in testing, implementing, deploying and maintaining and conforming Standard Desktop Images. The candidate assigned to this effort shall have extensive Microsoft SMS experience and be capable of obtaining at least a Secret level clearance.

Minimum Education: BS Degree in Computer Science, Information Technology, or Engineering; eight (8) years of relevant experience and an AA degree in the areas above may be substituted for the Bachelor Degree.

6. SENIOR SOFTWARE ENGINEER

Minimum/General Experience: The Senior Software Engineer has a minimum of eight (8) years of experience in developing software applications using structured programming techniques. The Senior Software Engineer is competent in all phases of systems analysis and programming, to include analysis of functional and technical specifications, and creation of detailed design specifications and generation of required system documentation. Has a broad, general knowledge of information systems, the application of software development tools, and basic principles of software engineering. Provide supervisory and technical guidance to more junior programmers on the development team. Works closely with other elements of the project team and serves as a technical point of contact for their counterpart in the client organization. Basic skills for this position include effective time management, as well as oral and written communications skills.

Functional Responsibility: The Senior Software Engineer serves as the technical lead on designing, programming, documenting, and implementing software applications for an information systems project. The Senior Software Engineer, as a member of a development team, works with project technical analysts, software/information engineers, and other programmers to create the required applications in accordance with prescribed procedures, tools, techniques, and methodologies, including consideration of project quality and test requirements. The Senior Software Engineer provides direct supervision of more junior programmers assigned to the project.



Minimum Education: Bachelor's Degree required; Master's degree desired. Previous experience working at the federal level is desirable.

7. DATA MANAGER

Minimum/General Experience: The Data Manager has a minimum of eight (8) years of experience providing database management support, establishing overall requirements, developing plans, implementing directives, and establishing and maintaining a disciplined database environment. The data manager must exercise a high level of analytical ability in order to gather and interpret complex data, and to solve unusual and difficult technical, administrative, and managerial problems. The data manager will engage in frequent contact with customers.

Functional Responsibility: The data manager provides highly technical expertise in the use of database management systems (DBMS). Specifically, the data manager:

- Evaluates and recommends DBMS products after matching user requirements within system capabilities.
- Determines file organization, indexing methods and security procedures for specific user applications.
- Designs and interfaces databases utilizing current and state-of-the-art database management system software.

Minimum Education: Bachelor's Degree. Previous experience working at the federal level is desirable.

8. MANAGEMENT CONSULTANT

Minimum/General Experience: The Management Consultant has a minimum of five (5) years of experience in providing management and organizational direction to organizations on complex issues and projects. The management consultant has specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Management Consultant works with the customer to analyze and evaluate all aspects of management requirements to include the following: organizational development, strategic planning, program and system audits, and source selection. The management consultant works with the technical team in applying the correct methodologies and tools to the project.

Minimum Education: Bachelor's Degree in management or business-related discipline. Five (5) years equivalent technical experience may be substituted for the specific degree.



9. JOURNEYMAN SOFTWARE ENGINEER

Minimum/General Experience: The Journeyman Software Engineer has a minimum of three (3) years of experience in developing software applications using structured programming techniques. Have a basic knowledge of systems analysis and strong skills in programming, to include development of detailed program specifications; coding, testing, debugging and correction of code as needed to satisfy specification requirements; and generation of required system documentation. Has a good working capability to interact with other members of the development team. Basic skills in this position include effective time management, attention to detail, and oral and written communications skills.

Functional Responsibility: The Journeyman Software Engineer serves as a technical member of the applications development team in designing, programming, documenting, and implementing software applications for an information systems project. The Journeyman Software Engineer, as a member of a development team, works closely with their supervisory senior engineer, project technical analysts, and software/information engineers to create the required applications in accordance with prescribed procedures, tools, techniques, and methodologies, including consideration of project quality and test requirements.

Minimum Education: Bachelor's Degree or five (5) years equivalent professional experience. Previous experience working at the federal level is desirable.

10. NETWORK TECHNICIAN (NETWORK ENGINEER II)

Minimum/General Experience: Strong written and oral communications skills are required, and four years of experience in network engineering and/or education and training.

Functional Responsibility: Supports in the translation of business requirements into telecommunications requirements, designs, and orders. Provides analysis of telecommunications alternatives in support of their strategic modernization efforts. Enhances designs for medium and large-scale infrastructures. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Experience and knowledge in several of the following areas is desirable: telecommunications infrastructure, technology, and telecommunications engineering best practices; TCP/IP, routing protocols, LAN switching, Internet and Intranet systems, and SNMP based network management systems; leading design efforts that require in-depth technical knowledge of both wide area and local area communications.



Minimum Education: Minimum education of High School Diploma or GED with four (4) years of relevant experience. Product certifications are helpful.

11. TELECOMMUNICATIONS SPECIALIST (Network Engineer II)

Minimum/General Experience: Minimum of four years of experience and/or education and experience in providing technical assistance and support to base officials, telephone control officers and customers regarding the proposed moves, additions, changes, installation removals and rearrangements of telephone and Local Area Network (LAN) services and requirements to satisfy communications requirements.. Services include surveys and/or validation of contractor surveys of "IT/NSS Requirements Documents (AF Form 3215 and/or Project Workflow Requirements and Resource (PWRR) or other government approved requirements system), to determine accuracy and validity.

Functional Responsibility: Assign Individual Purchase Order Number (IPON) and completes Commercial Communications Work Order DD Form 1367 utilizing Uniform Service Order Codes (USOC) associated with the contract. Update the Contract Telecommunications Maintenance System (CTMS) or Telecommunications Management System (TMS) database. Coordinate the Automatic Emergency Notification Systems (AENS) with base emergency and COOP personnel. Support for special projects including VIP planes, state and federal government officials and foreign dignitaries with regards to voice communications solutions. Support for outside and inside plant cable infrastructure requirements. Track expenses for customer requirements and projects using CTMS, TMS databases and other government approved systems such as MS EXCEL work sheets. Work will be in support of LAN, telephone customer premise, transmission, ancillary equipment, inside and outside plant installations and operation and maintenance equipment. Support extends to supporting the base blue print preparation and support for management of expense tracking of customer requirements, projects and the base's blue print requirements.

Minimum Education: Minimum education of High School Diploma or GED. Product certifications are helpful. Previous experience working at the federal level is desirable.

12. JUNIOR SYSTEM ANALYST (NETWORK ENGINEER II)

Minimum/General Experience: This position requires strong written and oral communications skills. Requires four years of experience in network engineering and/or education and training.

Functional Responsibility: Translates business requirements into telecommunications requirements, designs, and orders. Provides in-depth analysis of telecommunications alternatives in support of their strategic modernization efforts. Enhances designs for medium and large-scale infrastructures. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Experience and knowledge in several of the following areas is desirable: telecommunications infrastructure, technology, and telecommunications engineering best practices; TCP/IP, routing protocols, LAN switching, Internet and Intranet systems, and SNMP based network management systems; leading design efforts that



require in-depth technical knowledge of both wide area and local area communications; analyzing network performance with tools; network management tools; and conduct capacity planning and performance engineering.

Minimum Education:

Minimum education of High School Diploma or GED and four years relevant experience. Product certifications are desirable.

13. NETWORK TECHNICIAN SPECIALIST ENGINEER (NETWORK ENGINEER I)

Minimum/General Experience: This position requires strong written and oral communications skills. Requires four years of experience in network engineering and/or education and training.

Functional Responsibility: Translates business requirements into telecommunications requirements, designs, and orders. Provides in-depth analysis of telecommunications alternatives in support of their strategic modernization efforts. Enhances designs for medium and large-scale infrastructures. Provides interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Experience and knowledge in several of the following areas is desirable: telecommunications infrastructure, technology, and telecommunications engineering best practices; TCP/IP, routing protocols, LAN switching, Internet and Intranet systems, and SNMP based network management systems; leading design efforts that require in-depth technical knowledge of both wide area and local area communications; analyzing network performance with tools; network management tools; and conduct capacity planning and performance engineering.

Minimum Education: Minimum education of High School Diploma or GED and four years relevant experience. Product certifications are desirable.

14. SENIOR NETWORK INSTALLATION TECHNICIAN (SYSTEM ENGINEER II)

Minimum/General Experience: Minimum of six years of experience and/or education and experience in systems engineering, systems analysis, data processing, information technology, or computer programming and/or related education and training.

Functional Responsibility: Applies advanced systems engineering practices to re-engineer methodologies/principles and business process modernization projects. Constructs activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Establishes standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated,



shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information management guiding principles, cost savings, and open system architecture objectives. Analyzes and defines security requirements.

Minimum Education: Minimum education of BA/BS (Computer Science, Information Technology, or Engineering) with six (6) years of equivalent professional experience; Eight (8) years of relevant experience and an AA/AS degree may be substituted for the Bachelor degree requirement. Previous experience working at the federal level is desirable.

15. SENIOR NETWORK INSTALLATION TECHNICIAN (SYSTEMS ENGINEER III)

Minimum/General Experience: Minimum of four years of experience and/or education and experience in systems engineering, systems analysis, data processing, information technology, or computer programming and/or related education and training.

Functional Responsibility: Applies systems engineering practices to re-engineer methodologies/principles and business process modernization projects. Assists in and constructs activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Establishes standards for information systems procedures. Assists upper echelon systems engineers in the development and application of organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information management guiding principles, cost savings, and open system architecture objectives. Analyzes and defines security requirements.

Minimum Education: Minimum education of BA/BS (Computer Science, Information Technology, or Engineering) with four (4) years of equivalent professional experience; Six (6) years of relevant experience and an AA/AS degree may be substituted for the Bachelor degree requirement. Previous experience working at the federal level is desirable.

16. LAN/WAN SPECIALIST

Minimum/General Experience: Six years of experience and/or education and experience in systems engineering, systems analysis, data processing, information technology, or computer programming and/or related education and training.

Functional Responsibility: Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Constructs activity and data modeling, transaction flow analysis, internal control and risk



analysis and modern business methods and performance measurement techniques. Establishes standards for information systems procedures. Develops and applies organization-wide information models for use in designing, and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses that also includes risk assessment.

Minimum Education: Minimum education of High School Diploma or GED. Product certifications are desirable.

17. MANAGEMENT ASSISTANT

Minimum/General Experience: The Management Assistant has a minimum of five (5) years of related experience conducting professional administrative or managerial support tasks.

Functional Responsibility: The procurement clerk performs entry to mid-level professional administrative or managerial tasks under the supervision of the Program Manager. Tasking includes documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration. Provides technical and administrative support which focus on government programs, studies, analyses, and reports.

Minimum Education: Associate's Degree or equivalent. Five (5) years of experience may substitute for the degree requirement.



IV. LABOR CATEGORIES

1. PROGRAM MANAGER

Minimum/General Experience: The Program Manager has a minimum of fifteen (15) years of progressive experience, with a minimum of six (6) years of management experience including management of resources, staff development, and business development (marketing). The program manager has proven professional qualities to include foresight, leadership, and decisiveness. The program manager demonstrates excellent resource management skills, as well as operational and business acumen. The program manager also has recognized skills in selecting, developing, and motivating subordinate personnel.

Functional Responsibility: The Program Manager exercises overall responsibility for an operations group, including technical, marketing, customer relations, and personnel management. The program manager provides management oversight for a large client program area, or several smaller programs or projects for multiple clients. The program manager ensures timely and cost effective accomplishment of contractual commitments, with the accountability and authority needed for contract performance.

Minimum Education: Master's Degree in business or a technical discipline. Five (5) years senior level relevant experience, and a bachelor's degree, may be substituted for the Master's Degree.

2. ASSISTANT PROGRAM MANAGER

Minimum/General Experience: The Assistant Program Manager has a minimum of ten (10) years of progressive experience in managing, directing, and implementing solutions for client requirements. The assistant program manager has demonstrated management and technical leadership skills and is a functional or technical expert in one or more areas related to the project. The assistant program manager is capable of managing multiple task activities, while employing a diverse range of resources to accomplish the required activities. The assistant program manager has demonstrated oral and written skills.

Functional Responsibility: The Assistant Program Manager reports directly to the Program Manager and is responsible for project performance, including cost, schedule, and technical performance. The assistant program manager establishes and maintains routine contact with the client project management to ensure satisfactory performance and to resolve any problems that may occur during the project. He/she is also responsible for contract management, including compliance with requirements, billings, and project reporting. The assistant program manager exercises supervision over project resources and employs project resources as needed to support requirements. The assistant program manager has responsibility for product quality and suitability of project deliverables.



Minimum Education: Master's or Bachelor's degree in management, a technical discipline, or in business. Five (5) years of directly relevant experience, and a bachelor's degree, may be substituted for the graduate degree.

3. BUSINESS CAPABILITY ASSESSMENT MANAGER

Minimum/General Experience: The Business Assessment Capability Manager has a minimum of fifteen (15) years of experience in providing management and organizational direction to organizations on multiple complex issues and projects. He/she has specific experience in the identification of operational business concerns impacting performance on Government contracts. Must have broad experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements. The business capability assessment manager has demonstrated professional qualities including project foresight, technical leadership, and decision-making skills.

Functional Responsibility: The Business Capability Assessment Manager provides technical leadership in identifying, analyzing, and documenting requirements for business performance. He/she maintains close liaison with the customer to analyze and evaluate all aspects of management requirements to include the following: program management, program management, quality control, organizational development, strategic planning, program and system audits, and source selection. He/she serves as the senior technical interface with the client on the development projects.

Minimum Education: Master's Degree in management or in business. Five (5) years equivalent senior technical experience, and a bachelor's degree, may be substituted for the graduate level degree.

4. SENIOR MANAGEMENT CONSULTANT

Minimum/General Experience: The Senior Management Consultant has a minimum of eight (8) years of experience in providing management and organizational direction to organizations on multiple complex issues and projects. The senior management consultant has specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Senior Management Consultant maintains close liaison with the customer to analyze and evaluate all aspects of management requirements to include the following: program management, project management, quality control, organizational development, strategic planning, program and system audits, and source selection. The senior management consultant works with the technical team in applying the correct methodologies and tools to the project.

Minimum Education: Bachelor's degree required; Master's Degree in business or a related technical discipline desired. Three (3) years equivalent technical experience, plus a bachelor's degree, may be substituted for Master's degree.



5. MANAGEMENT CONSULTANT

Minimum/General Experience: The Management Consultant has a minimum of five (5) years of experience in providing management and organizational direction to organizations on complex issues and projects. The management consultant has specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Management Consultant works with the customer to analyze and evaluate all aspects of management requirements to include the following: organizational development, strategic planning, program and system audits, and source selection. The management consultant works with the technical team in applying the correct methodologies and tools to the project.

Minimum Education: Bachelor's Degree in management or business-related discipline. Five (5) years equivalent technical experience may be substituted for the specific degree.

6. PRINCIPAL MANAGEMENT ANALYST

Minimum/General Experience: The Principal Management Analyst has a minimum of eight (8) years of experience in providing analytical direction to organizations on complex issues and projects. The principal management analyst has specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Principal Management Analyst applies analytical skills to support process improvement, studies and analysis projects. Recommend methodologies and processes to be used to develop solutions in the areas of requirements analysis, business analysis, case studies, modeling, and development of operational architectures. Develop the plans and procedures to be used to satisfy customer expectations and objectives. Other duties include evaluation of plans/programs/business systems, analyzes problem studies and technical and management reports. May act as a facilitator in his/her area of expertise, as required.

Minimum Education: Master's degree in management, business, or a related technical discipline. Five (5) years equivalent technical experience plus a bachelor's degree may be substituted for the specific technical degree.

7. SENIOR MANAGEMENT ANALYST

Minimum/General Experience: The Senior Management Analyst has a minimum of five (5) years of experience in providing analytical direction to organizations on issues and projects. The senior management analyst has specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.



Functional Responsibility: The Senior Management Analyst applies analytical skills to support process improvement, studies and analysis projects. Recommend methodologies and processes to be used to develop solutions in the areas of requirements analysis, business analysis, case studies, modeling, and the development of operational architectures. Develop the plans and procedures to be used to satisfy customer expectations and objectives. Other duties include evaluation of plans/programs/business systems, analyzes problem studies and technical and management reports.

Minimum Education: Bachelor's Degree in management, business or a related technical discipline required; Master's degree desired. Three (3) years equivalent technical experience may be substituted for the specific graduate degree.

8. MANAGEMENT ANALYST

Minimum/General Experience: The Management Analyst has a minimum of three (3) years of experience in analytical processes for organizations on issues and projects. The management analyst has experience in analyzing and defining requirements, then assisting in the designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Management Analyst applies analytical skills to support process improvement, studies and analysis projects. Apply methodologies and processes to be used to develop solutions in the areas of requirements analysis, business analysis, case studies, modeling, and the development of operational architectures. Implement the plans and procedures to be used to satisfy customer expectations and objectives. Other duties include evaluation of plans/programs/business systems, analyzes problem studies and technical and management reports. May act as a facilitator in his or her area of expertise, as required.

Minimum Education: Bachelor's Degree in management, business, or a related technical discipline. Five (5) years equivalent technical experience may be substituted for the specific technical degree.

9. PROGRAM ANALYST

Minimum/General Experience: The Program Analyst must have a minimum of seven (7) years of experience in providing analytical direction to organizations on complex issues and projects. The program analyst must have specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The program analyst provides program management support to federal agencies providing internal and external customers with objective and practical research-based information to develop programs and strategies to promote the effective and efficient utilization in support of federal procurement. The program analyst is also responsible for the following:



- Executing program oversight of the Monterey Consultants contract requirements and acting as liaison between Governmental and non-Governmental entities. Specifically, the incumbent is responsible for general support of study and research efforts.
- Collecting program data and analyzes it; oversees study efforts; and provides technical advice for businesses wanting to do business with federal agencies.
- Developing and recommending policies and procedural changes that ensure:
 - Business is afforded meaningful federal opportunities
 - Technical assistance efforts are properly targeted
 - Federal programs reflect today's business environment

Minimum Education: The minimum educational requirement is a Master's degree in Business Administration or a related field and six years experience working with businesses with emphasis on government procurement services. Previous experience working at the federal level is desirable.

10. SENIOR PROCUREMENT ANALYST

Minimum/General Experience: The Senior Procurement Analyst has a minimum of ten (10) years of experience in providing analytical procurement direction to organizations on complex acquisition issues and procurement projects. The senior procurement analyst has specific experience in analyzing and defining acquisition/procurement requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The senior procurement analyst provides functional procurement program analysis support relating to program management and outreach program missions of federal agencies providing internal and external customers with objective and practical research-based procurement activities to develop programs and strategies to promote the effective and efficient procurement analyses in federal procurement. The senior procurement analyst will be responsible for executing financial analysis in support of program management oversight of the Monterey Consultants contract requirements. These duties may include but not limited to the following:

- Lead functional expert directly responsible for ensuring Monterey contractual compliance with the fundamentals of procurement accounting, and travel policies and procedures.
- Responsible for overseeing the evaluation and preparation regarding comparative analysis of financial entries stored in procurement systems in order to permit assurance that data is accurate, timely, complete, and balanced.

- Responsible for ensuring accurate analysis of procurement systems edit table, input and financial content requirements in order to maintain such data and ability to review and report information to users of the system.
- Final edit authority for recommendation of appropriate techniques and methods within the general scope of statistical analysis to support quantitative studies, recommendations and management decisions.
- Provide technical and managerial expertise for administrative services, executed technical analysis, reports, documentation, graphics and publication services in support of program activities.
- Direct preparation of reports and analysis for program activities.

Minimum Education: The minimum educational requirement is a Master's degree in Business Administration or a related field and seven years' experience working with businesses with emphasis on government procurement services. Previous experience working at the federal level is desirable.

11. PROCUREMENT ANALYST

Minimum/General Experience: The Procurement Analyst has a minimum of seven (7) years of experience in providing analytical procurement support to organizations on complex acquisition issues and procurement projects. The procurement analyst has specific experience in analyzing and supporting acquisition/procurement requirements, then assisting in the designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The procurement analyst provides assistance for the functional procurement program analysis support relating to program management and outreach program missions of federal agencies providing internal and external customers with objective and practical research-based procurement activities to develop programs and strategies to promote the effective and efficient procurement financial analyses in federal procurement. The procurement analyst will be responsible for providing procurement financial analysis and procurement database management in support of program management oversight of the Monterey Consultants contract requirements. These duties may include but are not limited to the following:

- Assist the Lead functional expert in ensuring Monterey contractual compliance with the fundamentals of procurement accounting, and travel policies and procedures.
- Evaluate and prepare comparative analysis of financial entries stored in procurement systems to permit assurance that data is accurate, timely, complete, and balanced.



- Conduct accurate analysis of procurement systems edit table, input and financial content requirements in order to maintain such data and ability to review and report information to users of the system.
- Provide recommendation of appropriate techniques and methods within the general scope to support studies, recommendations and management decisions.
- Provide technical expertise for administrative services, executed technical analysis, reports, and documentation in support of program activities.
- Exercises control over procurement database management relating to financial input/output.
- Capture empirical and subjective, including anecdotal, procurement financial related data.
- Collect, analyze, evaluate automated data to support program requirements.

Minimum Education: Bachelor's degree in Business, Accounting, Economics, Management Information Systems or a related field and six years' experience working with government procurement programs. Previous experience working at the federal level is desirable.

12. SENIOR TRAINING CONSULTANT

Minimum/General Experience: The Senior Training Consultant has a minimum of ten (10) years of related experience in the development of specialized/customized training courses, conducting customized training courses using the specialized course material, employing on-the-job training techniques, and Internet-based training.

Functional Responsibility: The Senior Training Consultant has final approval authorization and directly participates in the preparation of specialized/customized lesson plans, handouts, test material and syllabus. The senior training consultant provides high level technical classroom instruction. The Senior Training Consultant provides coordination of the training schedule and approval of all customized training material/products with customers, users and corporate management personnel. The Senior Training Consultant has overall responsibility for ensuring the delivery of specialized/customer training support that leads to improved customer satisfaction and enhanced project management.

Minimum Education: Bachelor's degree in business related field and six years' experience working with providing training. Previous experience working at the federal level is desirable.



13. MARKETING ANALYST

Minimum/General Experience: The Marketing Analyst must have a minimum of six (6) years of experience in providing analytical direction to organizations on complex issues and projects. The program analyst must have specific experience in analyzing and defining requirements, then designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The marketing analyst directs and supports planning and implementation efforts for business initiatives that lead to improved customer satisfaction and enhanced project management. Specifically, the incumbent provides technical and resource assistance to new and expanding businesses. These services would include advice and assistance with 8(a), HUB Zone and SDB status applications, and marketing and technological business advancement information. The marketing analyst will also:

- Make referrals to the contract procurement liaison for in-depth technical assistance.
- Direct, develop and recommend marketing and publicity plans, policies, procedures, strategies, and programs using established management principles and pertinent regulations.
- Develop surveys and performs marketing analysis to identify needs and wants of a varied audience, predominantly assisting businesses in building their capability to bid and receive government projects.

Minimum Education: Associate's degree in business or a related field and five years' experience working with marketing support activities. Previous experience working at the federal level is desirable.

14. MARKETING ASSISTANT

Minimum/General Experience: The Marketing Assistant must have a minimum of four (4) years of experience in providing analytical support to organizations on complex issues and projects. The Marketing Assistant must have general experience in analyzing and providing support in defining requirements and implementing solutions to meet these requirements.

Functional Responsibility: The marketing assistant supports program offices and outreach missions by providing internal and external customers with objective and practical research-based information to develop programs and strategies to promote the effective and efficient utilization in support of federal procurement. The marketing assistant will be responsible for liaison support between Governmental and non-Governmental entities in the development and implementation of the initiatives that lead to improved customer satisfaction and enhanced project management. The marketing assistant also:



- Supports development and makes recommendations for enhancing plans, policies, procedures, strategies, and programs using established management principles and pertinent regulations.
- Develops follow-on surveys for targeted markets, and surveys customer satisfaction at least once a year.
- Analyzes and interprets a variety of information to assist managers on widely differing problems.
- Conducts evaluation of programs and services implemented through market research to determine effectiveness and provides feedback and recommendations for improvements.

Minimum Education: Associate's degree in Business Administration or a related field and three (3) years' experience working with businesses with emphasis on government procurement services. Bachelor's degree desired. Previous experience working at the federal level is desirable.

15. TRAINING CONSULTANT

Minimum/General Experience: The Training Consultant has a minimum of eight (8) years of related experience conducting training courses using course material, on-the-job training techniques, and Internet-based training.

Functional Responsibility: The training consultant prepares lesson plans, handouts, test material and syllabus. Provide technical classroom instruction. The training consultant coordinates the training schedule with customers, users and corporate management personnel.

Minimum Education: Bachelor's Degree or equivalent with four (4) years of related experience.

16. TRAINING SPECIALIST

Minimum/General Experience: The Training Specialist has a minimum of five (5) years of related experience conducting training courses using course material, on-the-job training techniques, and Internet-based training.

Functional Responsibility: The Training Specialist assists in the preparation of lesson plans, handouts, test material and syllabus. The Training Specialist provides technical classroom instruction. The training specialist provides other training activities in coordination with customers, users and corporate management personnel.

Minimum Education: Associate's Degree or equivalent.

17. SENIOR SUBJECT MATTER EXPERT

Minimum/General Experience: The Senior Subject Matter Expert has a minimum of fifteen (15) years of related experience performing management support-type functions.



The senior subject matter expert must have a strong knowledge of the required functional area, i.e., Consulting, Survey, Facilitation, Training, or Program Integration and Program Management activities.

Functional Responsibility: The senior subject matter expert, under the direct supervision of the Program Manager, provides technical expertise in the areas of consulting, survey, facilitation, training, and program integration and program management activities. The senior subject matter expert must be a free thinker capable of developing new ideas and concepts in support of the objectives of the customer.

Minimum Education: Master's Degree or equivalent.

18. SUBJECT MATTER EXPERT

Minimum/General Experience: The subject matter expert has a minimum of ten (10) years of related experience performing support functions. The subject matter expert must have a strong knowledge of Consulting, Survey, Facilitation, Training, and Program Integration and Program Management activities.

Functional Responsibility: The subject matter expert, under the direct supervision of the senior subject matter expert or program manager as appropriate, provides technical expertise to the in the areas of consulting, survey, facilitation, and program integration and program management activities. The subject matter expert must be a free thinker capable of developing new ideas and concepts in support of the objectives of the customer.

Minimum Education: Master's Degree or equivalent. Previous experience working at the federal level is desirable.

19. DATA MANAGER

Minimum/General Experience: The Data Manager has a minimum of eight (8) years of experience providing database management support, establishing overall requirements, developing plans, implementing directives, and establishing and maintaining a disciplined database environment. The data manager must exercise a high level of analytical ability to gather and interpret complex data, and to solve unusual and difficult technical, administrative, and managerial problems. The data manager will engage in frequent contact with customers.

Functional Responsibility: The data manager provides highly technical expertise in the use of database management systems (DBMS). Specifically, the data manager:

- Evaluates and recommends DBMS products after matching user requirements within system capabilities.
- Determines file organization, indexing methods and security procedures for specific user applications.



- Designs and interfaces databases utilizing current and state-of-the-art database management system software.

Minimum Education: Bachelor's Degree. Previous experience working at the federal level is desirable.

20. SENIOR SOFTWARE ENGINEER

Minimum/General Experience: The Senior Software Engineer has a minimum of eight (8) years of experience in developing software applications using structured programming techniques. The Senior Software Engineer is competent in all phases of systems analysis and programming, to include analysis of functional and technical specifications, and creation of detailed design specifications and generation of required system documentation. Has a broad, general knowledge of information systems, the application of software development tools, and basic principles of software engineering. Provide supervisory and technical guidance to more junior programmers on the development team. Works closely with other elements of the project team, and serves as a technical point of contact for their counterpart in the client organization. Basic skills for this position include effective time management, as well as oral and written communications skills.

Functional Responsibility: The Senior Software Engineer serves as the technical lead on designing, programming, documenting, and implementing software applications for an information systems project. The Senior Software Engineer, as a member of a development team, works with project technical analysts, software/information engineers, and other programmers to create the required applications in accordance with prescribed procedures, tools, techniques, and methodologies, including consideration of project quality and test requirements. The Senior Software Engineer provides direct supervision of more junior programmers assigned to the project.

Minimum Education: Bachelor's Degree required; Master's degree desired. Previous experience working at the federal level is desirable.

21. JOURNEYMAN SOFTWARE ENGINEER

Minimum/General Experience: The Journeyman Software Engineer has a minimum of three (3) years of experience in developing software applications using structured programming techniques. Have a basic knowledge of systems analysis and strong skills in programming, to include development of detailed program specifications; coding, testing, debugging and correction of code as needed to satisfy specification requirements; and generation of required system documentation. Has a good working capability to interact with other members of the development team. Basic skills in this position include effective time management, attention to detail, and oral and written communications skills.



Functional Responsibility: The Journeyman Software Engineer serves as a technical member of the applications development team in designing, programming, documenting, and implementing software applications for an information systems project. The Journeyman Software Engineer, as a member of a development team, works closely with their supervisory senior engineer, project technical analysts, and software/information engineers to create the required applications in accordance with prescribed procedures, tools, techniques, and methodologies, including consideration of project quality and test requirements.

Minimum Education: Bachelor's Degree or five (5) years equivalent professional experience. Previous experience working at the federal level is desirable.

22. MANAGEMENT ASSISTANT

Minimum/General Experience: The Management Assistant has a minimum of five (5) years of related experience conducting professional administrative or managerial support tasks.

Functional Responsibility: The procurement clerk performs entry to mid-level professional administrative or managerial tasks under the supervision of the Program Manager. Tasking includes documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration. Provides technical and administrative support which focus on government programs, studies, analyses, and reports.

Minimum Education: Associate's Degree or equivalent. Five (5) years of experience may substitute for the degree requirement.

23. ACQUISITION PROGRAM MANAGER (GS-13 Equiv.)

Minimum/General Experience: Must have one year experience equivalent to GS-12 in the Federal Service in order to qualify. Specialized experience is experience that equipped the applicant with knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled: (a) Knowledge of the laws, principles, policies, and practices of systems acquisition and program management; (b) Knowledge of business, industrial management, contracting procedures, technical concepts, and production practices to evaluate contractor proposals and activities; (c) Knowledge of the missions, roles, functions, organizational structures, and operation of the Department of Defense, Air Force, and other entities that govern, interface with, and/or influence the systems acquisition process; (d) Ability to plan, organize, lead, and manage critical aspects of research, development, production, and support of subsystems or equipment, and integrate, analyze, and manage a variety of acquisition functions and personnel in support of the process; (e) Possess a working knowledge of the financial, procurement, production, test, configuration control, logistic support functions, and quality concepts/requirements to understand and implement



program directives; (f) Comprehensive knowledge of acquisition logistics, policies, procedures and regulations; and (h) Broad knowledge of the overall logistics systems.

Functional Responsibility: (a) providing life cycle management for the development, acquisition, integration, field support and modernization of systems. (b) Developing, implementing, and controlling contractual, financial, and technical aspects of a project/program through designated phases of the acquisition cycle for which no closely related precedents exists. (c) Planning, organizing, and coordinating activities of functional specialists including engineering, manufacturing, program control, configuration/data management, tests and logistics. (d) Preparing, presenting, defending and interpreting staff studies to the Center/Group/Squadron Commander, program director and/or other management officials. (e) Responsible for specific individual and team projects initiatives assigned, to include planning, scheduling, integrating, and controlling all aspects and processes through problem resolution. (f) Providing continuous assessment and evaluation of overall program and individual project goals, objectives, strategies, performance to ensure a sound basis for long-range acquisition program management processes and follow-on system life cycle support planning. (g) Participating in conferences and meetings to deliver presentations on project/program status, accomplishments, challenges encountered and anticipated, support requirements, technical developments, program changes, etc. and the interpretation and advocacy of program and project. (h) Implementing congressional and customer mandated initiatives to streamline business operations. (i) Developing plans for implementing decisions and procedural changes, setting goals and milestones and adapting/developing new methods of implementation, and monitoring organization operations to evaluate conformance with policies and procedural guidance.

Minimum Education: A Bachelor degree in Business Administration or a related field with four (4) years equivalent professional business related experience; Seven (7) years of relevant experience and AA Degree may be substituted for the Bachelor's Degree. Previous experience working at the federal level is desirable.

24. SR. CONTRACT SPECIALIST (GS-13 EQUIV.)

Minimum/General Experience: Must have one year of specialized experience equivalent to GS-12 in the Federal Service in order to qualify. Specialized experience is experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled: (a) Ability to plan, organize work, and meet deadlines; (b) Knowledge of Government and agency-specific acquisition policies, procedures processes, guidelines and business practices, including statutes and regulations; (c) Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations; (d) Ability to negotiate and administer contracts.; (e) Knowledge of price and cost analysis sufficient to review proposals, contractor performance, and establish government positions; (f) Knowledge of a wide variety of



contracting methods and contract types sufficient to perform pre-award, post-award, and/or contract cost/price analysis functions; (g) Knowledge of business practices and market conditions so as to evaluate bid responsiveness, contractor responsibility, contractor performance, and other wide ranging contract actions; (h) Knowledge of basic acquisition planning so as to accomplish contractual actions; (i) Knowledge of negotiation techniques so as to be able to negotiate procurements of extensive services, complex equipment, and/or construction projects; and (j) Ability to recognize and analyze problems, conduct research, summarize results and make appropriate recommendations.

Functional Responsibility: (a) Development of acquisition strategies and preparing plans for accomplishment of solicitation release and contract, order, or modification award; (b) Preparation of supporting files, documents, and forms; (c) Developing, writing, and preparing solicitations, amendments, contracts, orders and modifications using a variety of systems such as Acquisition Management Information System, Procurement Desktop-Defense, and other network or web-based systems; (d) Analyzing requirements, providing appropriate recommendations, and performing procurement planning; (e) Developing procurement objectives in terms of completion and price range; (f) Preparing and maintaining current acquisition plans, appropriate milestone charts, and related schedules; (g) Advising program managers on procurement objectives to be used and assisting in the development of statements of work; (h) Performing detailed analysis of all elements of cost and price in contractor proposals; (i) Preparing synopsis of contract actions and communications with industry, vendors and other members of the public in order to help them with the acquisition process and provide them with answers to their questions on specific acquisitions; (j) Receive, properly handle, store, review and analyze offers from contractors; (k) Preparing for negotiations with contractors on statement of work, performance requirements, terms and conditions, schedule, price and other matters in order to reach binding agreements on contracts, orders or supplemental agreements; (l) Performing post-award administration and management of contracts and orders to ensure contractor performance is satisfactory; and (m) Working with both program personnel and the contractors to address their needs and concerns during performance.

Minimum Education: The minimum educational requirement is a Master's degree in Business Administration or a related field and six years' experience working with businesses with emphasis on government procurement services. Seven (7) years of relevant experience and Bachelor's Degree may be substituted for the Master's Degree. Previous experience working at the federal level is desirable.

25. SENIOR ACQUISITION ANALYST I

Minimum/General Experience: The Senior Acquisition Analyst I must have a minimum of ten (10) years' experience in providing procurement support to organizations on complex acquisition issues and procurement projects. The Senior Acquisition Analyst I must have specific experience in providing interpretations and defining procurement



policies/requirements, then providing recommendations that lead to the designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Senior Acquisition Analyst I will provide functional procurement strategic sourcing technical assistance and support relating to program procurement and outreach program missions of federal agencies providing internal and external customers with objective and practical research-based procurement activities to develop programs and strategies to promote the effective and efficient procurement strategies in federal government. The Senior Acquisition Analyst I will be responsible for providing procurement program oversight of contract requirements. The Senior Acquisition Analyst I must be a free thinker capable of developing new ideas and concepts in support of the objectives of the customer. These duties may include but are not limited to the following:

- a. Lead contractor functional expert, directly responsible for ensuring contractual compliance with the fundamentals of procurement accounting, and travel policies and procedures.
- b. Support procurement related activities pursuant to Federal acquisition regulations.
- c. Support procurement policy development – Review recommended policies and procedural changes that ensure compliance to all pertinent acquisition regulations, policies, and government directed procedures.
- d. Provide research in support of the buying practices of the federal agencies and defense selected industries to determine current trends.
- e. Provide research in support of the buying practices of other industries in support to determine trends related to various Federal Government programs and levels of participation.
- f. Provide technical and managerial expertise for administrative services, technical analysis, reports, documentation, graphics, and publication services in support program activities. Direct participation of contractor reports and analysis for support in program activities.
- g. Assists in making recommendations of appropriate techniques and methods for procurement policy deployment to support quantitative studies, recommendations and government management decisions.

Minimum Education: Master’s Degree in Business, Accounting, Economics or a related field. Previous experience working at the federal level is desirable.

26. SENIOR ACQUISITION ANALYST II

Minimum/General Experience: The Senior Acquisition Analyst II has a minimum of eight (8) years of related experience performing management support-type functions.



The senior subject matter expert must have a strong knowledge of the acquisition functional area. The Senior Acquisition Analyst must be experienced in providing analytical procurement support to organizations on complex acquisition issues and procurement projects. The Senior Acquisition Analyst II has specific experience in analyzing and defining acquisition/procurement requirements, then providing recommendations that lead to designing, developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Senior Acquisition Analyst II will provide functional procurement program analysis support relating to program management and outreach program missions of federal agencies providing internal and external customers with objective and practical research-based procurement activities to develop programs and strategies to promote the effective and efficient procurement analysis/strategies in federal government. The Senior Acquisition Analyst II must be a free thinker capable of developing new ideas and concepts in support of the objectives of the customer. These duties may include but are not limited to the following:

- a. Support procurement related activities pursuant to Federal acquisition regulations.
- b. Support procurement policy development – Review recommended policies and procedural changes that ensure compliance to all pertinent acquisition regulations, policies and government directed procedures.
- c. Responsible for assisting with the evaluation and preparation regarding comparative analysis of financial entries stored in procurement systems to ensure that data is accurate, timely, complete, and balanced.
- d. Responsible for assisting with providing the accurate analysis of procurement systems edit table, input and financial content requirements in order to maintain such data and ability to review and report information to users of the system.
- e. Supports edit authority with developing recommendation of appropriate techniques and methods with the general scope of statistical analysis to support quantitative studies, recommendations, and management systems.
- f. Provide technical and managerial expertise for administrative support services, technical analysis, reports, documentation, graphics, and publication services in support of program activities.
- g. Provide review and recommendations to the government for Procurement Policy deployment.
- h. Shall be able to support and meet all customer functional/performance objectives identified in PWS.



Minimum Education: Master's Degree in Business, Accounting, Economics, or related field. Five (5) years of senior level relevant experience and a Bachelor Degree may be substituted for the Master's Degree. Previous experience working at the federal level is desirable.

27. MANAGEMENT/FINANCIAL ANALYST

Minimum/General Experience: Provide management support to customer in a variety of functional areas such as: budgetary requirements, requirements analysis, and business analysis. Provides technical assistance to with budgetary requirements on government programs. Perform budget formulation activities involving preparation for assigned organizations/programs into a consolidated budget request

Functional Responsibility: The Management/Financial Analyst applies analytical skills to support process improvement, studies and analysis projects. Performs coordination, integration and execution of government program office financial resources. Provides recommendations on methodologies and processes to be used to develop solutions regarding government programs. Duties include the following:

- a. Monitor obligations incurred and actual expenditures of budget with different sources of funding.
- b. Provide advice, assistance and guidance on budgeting and related information.
- c. Conduct analyses, reviews and special studies of budget and/or related information.
- d. Specific duties may include but not limited to the following:
 - Conducts budget exercises that require performance of mathematical analysis to identify problems/situations and produce solutions in support of program management activities.
 - Applies knowledge of and skill in applying commonly use budget formulations and budget execution methods, practices, techniques, procedures, regulations, precedents, and policies which are common to the Federal government program management.
 - Conducts funding/obligation reviews that track and accurately depict obligation status.
 - Coordinates with multiple organizations/offices, to maintain accurate procurement financial data regarding program obligations and expenditures.
 - Ensures the proper employment of software programs used to input, track, and monitor budget data to assure control of funds relating to program management execution.



- Researches questions regarding applicability of customer programs' rules and regulations. Provides fully staffed answers to the leadership.
- Assists in research relating small business and related socio-economic program policy questions.
- Assists in the evaluation of program-wide performance results against established goals.
- Other duties may include the evaluation of plans/programs/business systems, conducting studies and technical and management reports.

Minimum Education: Bachelor's Degree in management, business or a related technical discipline with three (3) years equivalent professional business-related experience. Five (5) years equivalent technical experience and an AA Degree may be substituted for the specific technical degree. Previous experience working at the federal level is desirable.

28. JR. CONTRACT SPECIALIST (GS-11 EQUIV.)

Minimum/General Experience: Must have one year of specialized experience equivalent to GS-9 in the Federal Service in order to qualify. Specialized experience is experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled, may include the following type of support:

- a. Knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics.
- b. Knowledge of contracting negotiation, administration, and termination principles, policies, procedures, and technical requirements applicable to pre-award and post-award actions for a variety of contracts.
- c. Knowledge of business practices and market conditions applicable to program and technical acquisition requirements.
- d. Knowledge of Competitive Sourcing and Privatization (CS&P) contracting processes and procedures; and of price and cost analysis sufficient to review proposals against previous history, actual and estimated expenditures, and established rates to determine price reasonableness or to determine a negotiation position.
- e. Ability to properly apply funding rules associated with the obligation of multiple types of appropriations.

Functional Responsibility: a) performance of all pre-award and post-award functions, using a wide range of contracting methods and types, to procure complex and/or



diversified commodities; services; and/or construction. b) Performance of market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances; and selects appropriate contracting techniques and procedures to solve any acquisition problems. c) Reviewing requisition package for adequacy and compliance with administrative, regulatory, and procedural requirements. d) Determining appropriate method of procurement using a wide range of contracting methods and contract types. e) Executing post-award contract performance management actions on a group of contracts. f) Monitoring and evaluating contractor performance for compliance with terms and conditions of contracts. g) Issuing change orders occasioned by changes in mission requirements, defective specifications, change site conditions, or changes government furnished property.

Minimum Education: Bachelor's Degree in business and/or a related discipline with five (5) years equivalent professional business related experience. Eight (8) years of relevant experience and an AA Degree may be substituted for the Bachelor's Degree. Previous experience working at the federal level is desirable.

29. MEDIA CONSULTANT

Minimum/General Experience: The Media Management Analyst must have a minimum of ten (10) years of experience in providing analytical direction to organizations on complex media and/or communications issues in support of customer projects. The Media Management Analyst must have specific experience in managing, analyzing and defining media and communications requirements, then developing, and implementing solutions to meet these requirements.

Functional Responsibility: The Media Management Analyst provides management support to the Customer providing internal and external customers with objective and practical research-based information to develop programs and strategies to promote the effective and efficient utilization of Small Business (SB) in federal procurement. The Media Management Analyst, as a minimum, supports the planning and implementation of all media, marketing and communications efforts for project initiatives that lead to improved customer satisfaction, effective communication of program objectives and overall enhancement of the goals and objectives for customer identified projects. The incumbent provides technical and resource assistance for customer media, marketing and communication initiatives. These services would include advice and assistance and marketing the customer's advancement and dissemination of information to the public, headquarter agencies, field agencies, and others as specifically identified by the customer. The Media Management Analyst is also responsible for providing support in the following key areas:

- a. Community Relations Support
- b. Community Groups Support
- c. Media Outreach Support

- d. Market Research/Promotional Programs
- e. Staff Assistance/Special Projects
- f. Web Site Management
- g. Conference Support
- h. Collecting program data and analyzes it
- i. Overseeing government designated media related efforts
- j. Providing technical advice on media related functions/activities
- k. Liaison between Governmental and non-Governmental communities

Minimum Education: A Master's Degree in management, business or a related technical discipline is desired. Seven (7) years equivalent technical experience, plus a bachelor's degree, may be substituted for the specific technical degree. Previous experience working at the federal level is desirable.

30. COST PRICE ANALYST (GS-12 EQUIV.)

Minimum/General Experience: Must have one year of specialized experience equivalent to GS-12 in the Federal Service to qualify. Specialized experience includes developing, preparing, presenting terms and conditions in bids or proposals related to the award of contracts; negotiating and awarding contracts, contracts modifications and/or subcontracts; legal practice involving participation in negotiating, awarding, or administering contracts, of analysis of procurement policies and procedures; administering the terms and conditions of contract, including such aspects as preparing contract modification.

- a. Knowledge of Accounting Principles and Regulations (i.e. Cost Accounting Standards and Generally Accepted Accounting principles.)
- b. Knowledge of Federal Contracting and Procurement Regulations, Procedures and Policies.
- c. Ability to Analyze Cost and Pricing Data, including Evaluating Technical and Audit Reports, Forecasting Trends and Evaluating Economic Factors, as well as the Ability to Develop Solutions/Recommendations.
- d. Skill in the Negotiation of formal Agreements.
- e. Ability to perform detailed analyses of all elements of cost and price in contractor proposals.

Functional Responsibility: a) Provides assistance to the Supervisory Contract Specialist in matters affecting Contractor Forecasted Pricing Rates, Negotiated Annual Overhead Rates, monitoring of Cost Accounting Standards (CAS) Issues, and a variety of special work projects and/or studies as assigned; b) Analyzes all costs questioned and the basis



of allocations, and assists in the preparation of the Governments position for negotiation of the rates; c) Participates with the Chief of Acquisitions and the Chief of Contracts, as appropriate, in the negotiation of direct labor rates, shift premium and overtime factors, and overhead rates for current periods as well as projections for seven years in the future; d) Analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends evaluating economic factors, estimating production efficiencies, and evaluating methods of allocating cost through various types of overhead and general and administrative expense; and e) Participating in procurement management reviews and contract clearance, or developing positions on claims and protests related to contracts.

Minimum Education: Bachelor's degree in management, business or a related technical discipline, with four (4) years equivalent professional business-related experience. Six (6) years of equivalent business-related experience and an AA Degree, may be substituted for the degree requirement. Previous experience working at the federal level is desirable.



V IT SERVICES

SINs	Labor Category	Option Period 3:	
		GSA Awarded Hourly Rate Year 19 6/19/2019 - 6/18/2020	GSA Awarded Hourly Rate Year 20 6/19/2020 - 6/18/2021
54151S (541511)	Senior Management Consultant	\$145.17	\$149.52
54151S (541511)	Program Manager	\$144.64	\$148.98
54151S (541511)	Program Manager (Computer Systems Analyst II)	\$131.49	\$135.44
54151S (541511)	Assistant Program Manager	\$128.17	\$132.02
54151S (541511)	Microsoft SMS Technical Support Network Engineer (Network Engineer III)	\$128.09	\$131.94
54151S (541511)	Senior Software Engineer	\$127.27	\$131.09
54151S (541511)	Data Manager	\$117.78	\$121.32
54151S (541511)	Management Consultant	\$102.35	\$105.42
54151S (541511)	Journeyman Software Engineer	\$102.35	\$105.42
54151S (541511)	Network Technician (Network Engineer II)	\$99.56	\$102.55
54151S (541511)	Telecommunications Specialist Engineer (Network Engineer II)	\$92.25	\$95.01
54151S (541511)	Junior System Analyst (Network Engineer II)	\$92.25	\$95.01
54151S (541511)	Network Technician (Network Engineer I)	\$76.38	\$78.67
54151S (541511)	Senior Network Installation Technician (System Engineer II)	\$74.37	\$76.60
54151S (541511)	Senior Network Installation Technician (Systems Engineer III)	\$69.13	\$71.20
54151S (541511)	LAN/WAN Specialist	\$69.13	\$71.20
54151S (541511)	Management Assistant	\$68.95	\$71.02



VI PROFESSIONAL SERVICES

SINs	Labor Category	Option Period 3:	
		GSA Awarded Hourly Rate Year 19 6/19/2019 - 6/18/2020	GSA Awarded Hourly Rate Year 20 6/19/2020 - 6/18/2021
OLM, 541511, 541611, 541910, 561920	Senior Acquisition Analyst I	\$179.28	\$184.66
OLM, 541511, 541611, 541910, 561920	Senior Subject Matter Expert	\$174.41	\$179.64
OLM, 541511, 541611, 541910, 561920	Senior Acquisition Analyst II	\$173.08	\$178.27
OLM, 541511, 541611, 541910, 561920	Business Capability Assessment Manager	\$163.38	\$168.28
OLM, 541511, 541611, 541910, 561920	Subject Matter Expert	\$150.15	\$154.66
OLM, 541511, 541611, 541910, 561920	Senior Management Consultant	\$145.17	\$149.52
OLM, 541511, 541611, 541910, 561920	Program Manager	\$144.64	\$148.98
OLM, 541511, 541611, 541910, 561920	Senior Training Consultant	\$138.60	\$142.75
OLM, 541511, 541611, 541910, 561920	Assistant Program Manager	\$128.17	\$132.02
OLM, 541511, 541611, 541910, 561920	Senior Software Engineer	\$127.27	\$131.09
OLM, 541511, 541611, 541910, 561920	Senior Contract Specialist (GS-13 Equiv)	\$124.91	\$128.66
OLM, 541511, 541611, 541910, 561920	Principal Management Analyst	\$121.45	\$125.10
OLM, 541511, 541611, 541910, 561920	Program Analyst	\$117.87	\$121.41
OLM, 541511, 541611, 541910, 561920	Data Manager	\$117.78	\$121.32
OLM, 541511, 541611, 541910, 561920	Management/Financial Analyst	\$116.04	\$119.52
OLM, 541511, 541611, 541910, 561920	Training Consultant	\$110.31	\$113.62
OLM, 541511, 541611, 541910, 561920	Cost/Price Analyst (GS-12 Equiv)	\$106.24	\$109.42
OLM, 541511, 541611, 541910, 561920	Acquisition Program Manager (GS-13 Equiv)	\$106.24	\$109.42
OLM, 541511, 541611, 541910, 561920	Journeyman Software Engineer	\$102.35	\$105.42



SINs	Labor Category	Option Period 3:	
		GSA Awarded Hourly Rate Year 19 6/19/2019 - 6/18/2020	GSA Awarded Hourly Rate Year 20 6/19/2020 - 6/18/2021
OLM, 541511, 541611, 541910, 561920	Management Consultant	\$102.35	\$105.42
OLM, 541511, 541611, 541910, 561920	Senior Procurement Analyst	\$100.99	\$104.02
OLM, 541511, 541611, 541910, 561920	Senior Management Analyst	\$96.21	\$99.09
OLM, 541511, 541611, 541910, 561920	Junior Contract Specialist (GS-11 Equiv)	\$88.60	\$91.26
OLM, 541511, 541611, 541910, 561920	Procurement Analyst	\$86.81	\$89.41
OLM, 541511, 541611, 541910, 561920	Training Specialist	\$84.17	\$86.69
OLM, 541511, 541611, 541910, 561920	Marketing Analyst	\$83.04	\$85.53
OLM, 541511, 541611, 541910, 561920	Management Analyst	\$76.87	\$79.18
OLM, 541511, 541611, 541910, 561920	Media Consultant	\$70.15	\$72.26
OLM, 541511, 541611, 541910, 561920	Management Assistant	\$68.95	\$71.02
OLM, 541511, 541611, 541910, 561920	Marketing Assistant	\$53.92	\$55.54