

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through *GSA Advantage TM*, a menu-driven database system. The INTERNET address for *GSA Advantage TM* is: <http://www.GSAAdvantage.gov>.

### **MULTIPLE AWARD SCHEDULE (MAS)**

**Contract Number:** GS-00F-0007X

**For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** Friday April 01 2011 through Thursday, March 31, 2021

**Contractor:** PotomacWave Consulting, Inc.  
44 Canal Ctr Plz, Ste 410  
Alexandria, VA, 22314-1592

**Business Size:** Woman Owned Small Business

**Telephone:** 703-997-6066

**FAX Number:** 703-842-6169

**Web Site:** [www.potomacwave.com](http://www.potomacwave.com)

**E-mail:** [Contracts@potomacwave.com](mailto:Contracts@potomacwave.com)

**Contract Administration:** Jennifer Harris

## CUSTOMER INFORMATION:

- 1a.** Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 522310 (Financial Advising, Loan Servicing and Asset Management Services), 531210 (Financial Asset Resolution Services), 541219 (Budget and Financial Management Services), 541330ENG (Engineering Services), 541370GIS (Geographic Information Systems (GIS) Services), 541380 (Testing Laboratory Services), 54151S (Information Technology Professional Services), 541611 (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services), 541614SVC (Supply and Value Chain Management), 541620 (Environmental Consulting Services), 541715 (Engineering Research and Development and Strategic Planning), 561210FS (Facilities Support Services), OLM (Order-Level Materials (OLM))
- 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.
- 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.

PA-0035 (effective April 29, 2020) – MAS-R1

## **(CUSTOMER INFORMATION: Continued)**

2. **Maximum Order:** \$250,000 (541380, OLM); \$500,000 (54151S); \$1,000,000.00 (All Other SINs)
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
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). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 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:** will accept
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 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:** 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:** 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:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **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.**
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A

## **(CUSTOMER INFORMATION: Continued)**

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental<sup>1</sup> attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **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. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)**
25. **Data Universal Numbering System (DUNS) number:** 80-9019180
26. **Notification regarding registration in System for Award Management (SAM) database:** Registered
27. **The Service Contract Labor Standards**, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable wage determination number.



## PotomacWave Consulting GSA Schedule Price List

PotomacWave Consulting, Inc. provides Professional Services within Management Consulting, Information Technology, Finance and Accounting, and Mechanical and Civil Engineering Disciplines. PotomacWave updates our Professional Services pricing periodically to reflect current rates.

Labor Category	Hourly Rate	Terms
Subject Matter Expert II	\$216.00	Pricing is for both Contractor Facility and Government Site. Pricing effective as of 9/28/16.
Technical Expert II	\$216.00	
Subject Matter Expert I	\$166.61	
Technical Expert I	\$166.61	
Senior Manager	\$155.00	
Senior Technology Manager	\$155.00	
Manager II	\$143.41	
Technology Manager II	\$143.41	
Manager	\$127.52	
Technology Manager	\$127.52	
Senior Consultant II	\$151.20	
Senior Technology Consultant II	\$151.20	
Senior Consultant I	\$135.00	
Senior Technology Consultant I	\$135.00	
Topical Advisor	\$127.52	
Technology Advisor	\$127.52	
Mid-level Consultant III	\$124.20	
Mid-Level Technology Consultant III	\$124.20	
Mid-level Consultant II	\$115.00	
Mid-level Technology Consultant II	\$115.00	
Mid-level Consultant	\$100.00	
Mid-level Technology Consultant	\$100.00	
Consultant II	\$90.00	
Technology Consultant II	\$90.00	
Consultant	\$80.00	
Technology Consultant	\$80.00	
Analyst	\$60.00	
Technology Analyst	\$60.00	
Logistician (SME)	\$148.57	
Logistician (Senior)	\$111.13	
Logistician (Journeyman)	\$88.25	



**PotomacWave Consulting Labor Category Descriptions for Management Consulting, Financial Management, Engineering Professional Services, Supply and Value Chain Management, Operations & Maintenance Logistics Management and Support Services, Environmental Consulting Services, and Geographic Information Systems (GIS) Services  
Effective 5-21-2018**

It is PotomacWave’s policy to recruit, hire, and retain highly qualified and skilled individuals with the necessary experience, educational background, and training to perform and succeed.

PotomacWave management reserves the right to substitute experience for education and to determine necessary training or certifications on a per job/project/contract basis as these requirements vary by client and the expertise necessary for a given project or engagement. Typically, PotomacWave performs the following substitutions for Educational Background:

<b>Degree</b>	<b>Degree &amp; Experience Substitution</b>	<b>Related Experience Substitution</b>
Associate’s	2 years	2 years
Bachelor's	Associate's + 2 years	4 years
Master’s	Bachelor's + 2 years	6 years

<b>Labor Category: Subject Matter Expert II</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Provides expertise to client and/or project team in a given subject area</li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables</li> </ul>
<p><b>Minimum Years of Experience:</b> Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in a given area such as Project Management, Technology, Mechanical or Civil Engineering, Finance, Accounting, Strategy, Acquisition, or other area relevant to client and project requirements.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Master’s Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis</p>

**Labor Category: Subject Matter Expert I**

**Functional Responsibilities:**

**For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:**

- Provides expertise to client and/or project team in a given subject area
- Leads and represents project with clients and stakeholders at meetings and briefings
- Provides knowledge sharing and mentoring to staff
- Prepares documentation, reports, and other deliverables for client approval
- Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables

**Minimum Years of Experience:** Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in a given area such as Project Management, Technology, Mechanical or Civil Engineering, Finance, Accounting, Strategy, Acquisition, or other area relevant to client and project requirements.

**Minimum Educational/Degree Requirements:** Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.

**Applicable Training or Certification Requirements:** Determined on a per job/project/contract basis

**Labor Category: Senior Manager**

**Functional Responsibilities:**

**For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:**

- Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include:
  - Developing a project plan and timeline for deliverables
  - Setting approach, methodology, and deliverable scope, format, and frequency
  - Integrating team and staff expertise to produce high quality deliverables
  - Serves as day to day interface with client regarding all communication on scope and deliverables
  - Addresses client challenges or issues
- Leads and represents project with clients and stakeholders at meetings and briefings
- Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach
- Prepares documentation, reports, and other deliverables for client approval
- Analyzes, researches, and develops client solutions with team and supports team in implementation

**Minimum Years of Experience:** Six years of experience in the industry or related discipline to include three years in a supervisory or lead role for a project or effort.

**Minimum Educational/Degree Requirements:** Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.

**Applicable Training or Certification Requirements:** Determined on a per job/project/contract basis

<b>Labor Category: Manager II</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: <ul style="list-style-type: none"> <li>- Developing a project plan and timeline for deliverables</li> <li>- Setting approach, methodology, and deliverable scope, format, and frequency</li> <li>- Integrating team and staff expertise to produce high quality deliverables</li> <li>- Serves as day to day interface with client regarding all communication on scope and deliverables</li> <li>- Addresses client challenges or issues</li> </ul> </li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation</li> </ul>
<p><b>Minimum Years of Experience:</b> Five years of experience in the industry or related discipline to include three years in a supervisory or lead role for a project or effort.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis</p>

<b>Labor Category: Manager</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: <ul style="list-style-type: none"> <li>- Developing a project plan and timeline for deliverables</li> <li>- Setting approach, methodology, and deliverable scope, format, and frequency</li> <li>- Integrating team and staff expertise to produce high quality deliverables</li> <li>- Serves as day to day interface with client regarding all communication on scope and deliverables</li> <li>- Addresses client challenges or issues</li> </ul> </li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation</li> </ul>
<p><b>Minimum Years of Experience:</b> Five years of experience in the industry or related discipline to include two years in a supervisory or lead role for a project or effort.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis</p>

<b>Labor Category: Senior Consultant II</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables</li> <li>• Leads client teams and represents project management at client meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation</li> </ul>
<p><b>Minimum Years of Experience:</b> Seven years of experience in the industry or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis</p>

<b>Labor Category: Senior Consultant I</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables</li> <li>• Leads client teams and represents project management at client meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation</li> </ul>
<p><b>Minimum Years of Experience:</b> Six years of experience in the industry or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis</p>

<b>Labor Category: Topical Advisor</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Provide specific expertise and serve in an advisory capacity for a given topic area/s such as Finance, Accounting, Engineering, Project Management, Strategic Planning, Acquisition, or Technology</li> <li>• Expertise in analysis and defining client needs and applying methodologies to produce high quality</li> </ul>

<p>deliverables</p> <ul style="list-style-type: none"> <li>• Leads client teams and represents project management at client meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<p><b>Minimum Years of Experience:</b> Three years of experience in the industry or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Master's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis</p>

Labor Category: Mid-Level Consultant III
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables</li> <li>• Assists project management to lead client teams</li> <li>• Supervises junior staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation</li> </ul>
<p><b>Minimum Years of Experience:</b> Up to five years of experience in the industry or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis</p>

Labor Category: Mid-Level Consultant II
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables</li> <li>• Assists project management to lead client teams</li> <li>• Supervises junior staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>

<b>Minimum Years of Experience:</b> Four years of experience in the industry or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
<b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis

<b>Labor Category: Mid-Level Consultant</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Strong proficiency in analysis and defining client needs and applying methodologies</li> <li>• Assigns specific work tasks to more junior staff and supports project management as needed to lead client teams</li> <li>• Familiarity with client issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation</li> </ul>
<b>Minimum Years of Experience:</b> Three years of experience in the industry or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
<b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis

<b>Labor Category: Consultant II</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in analysis and defining business needs and applying methodologies</li> <li>• Assigns specific work tasks to more junior staff and supports project management as needed</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation</li> </ul>
<b>Minimum Years of Experience:</b> Two years of experience in the industry or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
<b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis

<b>Labor Category: Consultant</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Leverages related experience to provide analysis support to the project team while assisting in the development of an approach or identified methodology to support deliverable development</li> <li>• Assigns specific work tasks to more junior staff</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>

<b>Minimum Years of Experience:</b> One year of experience in the industry or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
<b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis

<b>Labor Category: Analyst</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Management Consulting, Information Technology, Finance and Accounting, Mechanical and Civil Engineering, Logistics, or Environmental Consulting performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Analyzes information and other project requirements</li> <li>• Develops project documentation, technical or functional documentation, and conducts research under management supervision</li> <li>• Assists in drafting and preparing project deliverables</li> </ul>
<b>Minimum Years of Experience:</b> Not required
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: business administration, finance, accounting, engineering, economics, MIS, or another subject area.
<b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis



## PotomacWave Consulting Labor Category Descriptions for IT Services Effective 9-28-2016

It is PotomacWave’s policy to recruit, hire, and retain highly qualified and skilled individuals with the necessary experience, educational background, and training to perform and succeed.

PotomacWave management reserves the right to substitute experience for education and to determine necessary training or certifications on a per job/project/contract basis as these requirements vary by client and the expertise necessary for a given project or engagement. Typically, PotomacWave performs the following substitutions for Educational Background:

Degree	Degree & Experience Substitution	Related Experience Substitution
Associate’s	2 years	2 years
Bachelor's	Associate’s + 2 years	4 years
Master’s	Bachelor's + 2 years	6 years

Labor Category: Technical Expert II
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Provides expertise to client and/or project team in a given technology area to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables</li> <li>• Can serve in project management lead role as required by client</li> </ul>
<p><b>Minimum Years of Experience:</b> Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in Information Technology relevant to client and project requirements.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Master’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

<b>Labor Category: Technical Expert I</b>
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Provides expertise to client and/or project team in a given technology area to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions and supports implementation and client acceptance process of deliverables</li> <li>• Can serve in project management lead role as required by client</li> </ul>
<p><b>Minimum Years of Experience:</b> Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in Information Technology relevant to client and project requirements.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

<b>Labor Category: Senior Technology Manager</b>
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: <ul style="list-style-type: none"> <li>- Developing a project plan and timeline for deliverables</li> <li>- Setting approach, methodology, and deliverable scope, format, and frequency</li> <li>- Integrating team and staff expertise to produce high quality deliverables</li> <li>- Serves as day to day interface with client regarding all communication on scope and deliverables</li> <li>- Addresses client challenges or issues</li> </ul> </li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> </ul>
<p><b>Minimum Years of Experience:</b> Six years of experience in the Information Technology discipline to include three years in a supervisory or lead role for a project or effort.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

Labor Category: Technology Manager II
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: <ul style="list-style-type: none"> <li>- Developing a project plan and timeline for deliverables</li> <li>- Setting approach, methodology, and deliverable scope, format, and frequency</li> <li>- Integrating team and staff expertise to produce high quality deliverables</li> <li>- Serves as day to day interface with client regarding all communication on scope and deliverables</li> <li>- Addresses client challenges or issues</li> </ul> </li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> </ul>
<p><b>Minimum Years of Experience:</b> Five years of experience in the Information Technology discipline to include three years in a supervisory or lead role for a project or effort.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

Labor Category: Technology Manager
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Leads a project, effort, task, or workstream and is responsible for integrating all aspects of the overall solution or approach to client deliverables as required, to include: <ul style="list-style-type: none"> <li>- Developing a project plan and timeline for deliverables</li> <li>- Setting approach, methodology, and deliverable scope, format, and frequency</li> <li>- Integrating team and staff expertise to produce high quality deliverables</li> <li>- Serves as day to day interface with client regarding all communication on scope and deliverables</li> <li>- Addresses client challenges or issues</li> </ul> </li> <li>• Leads and represents project with clients and stakeholders at meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables to include Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> </ul>
<p><b>Minimum Years of Experience:</b> Five years of experience in the Information Technology discipline to include two years in a supervisory or lead role for a project or effort.</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include:</p>

Computer Science, MIS, or another related subject area.
<b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Senior Technology Consultant II
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Leads client teams and represents project management at client meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<b>Minimum Years of Experience:</b> Seven years of experience in Information Technology or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
<b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Senior Technology Consultant I
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and developing methodologies and applying best practices to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Leads client teams and represents project management at client meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<b>Minimum Years of Experience:</b> Six years of experience in Information Technology or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor’s Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
<b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Technology Advisor
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Provide specific expertise and serve in an advisory capacity for a given topic area within Information Technology</li> <li>• Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Leads client teams and represents project management at client meetings and briefings</li> <li>• Provides knowledge sharing and mentoring to staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<p><b>Minimum Years of Experience:</b> Three years of experience in Information Technology or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Master's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

Labor Category: Mid-Level Technology Consultant III
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Assists project management to lead client teams</li> <li>• Supervises junior staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<p><b>Minimum Years of Experience:</b> Up to five years of experience in Information Technology or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

<b>Labor Category: Mid-Level Technology Consultant II</b>
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Expertise in analysis and defining client needs and applying methodologies to produce high quality deliverables related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Assists project management to lead client teams</li> <li>• Supervises junior staff and reviews work for accuracy and quality of approach</li> <li>• Understands client environment and assists project management in addressing client challenges or issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<p><b>Minimum Years of Experience:</b> Four years of experience in Information Technology or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

<b>Labor Category: Mid-Level Technology Consultant</b>
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Strong proficiency in analysis and defining client needs and applying methodologies related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Assigns specific work tasks to more junior staff and supports project management as needed to lead client teams</li> <li>• Familiarity with client issues</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> <li>• Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<p><b>Minimum Years of Experience:</b> Three years of experience in Information Technology or related discipline</p>
<p><b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis</p>

<b>Labor Category: Technology Consultant II</b>
<p><b>Functional Responsibilities:</b></p> <p><b>For stated discipline: Information Technology performs the following functions:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in analysis and defining business needs and applying methodologies related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>• Assigns specific work tasks to more junior staff and supports project management as needed</li> <li>• Prepares documentation, reports, and other deliverables for client approval</li> </ul>

<ul style="list-style-type: none"> <li>Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<b>Minimum Years of Experience:</b> Two years of experience in Information Technology or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
<b>Applicable Training or Certification Requirements:</b> Determined on a per job/project/contract basis

Labor Category: Technology Consultant
<b>Functional Responsibilities:</b> <b>For stated discipline: Information Technology performs the following functions:</b> <ul style="list-style-type: none"> <li>Leverages related experience to provide analysis support to the project team while assisting in the development of an approach or identified methodology to support deliverable development related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>Assigns specific work tasks to more junior staff</li> <li>Prepares documentation, reports, and other deliverables for client approval</li> <li>Analyzes, researches, and develops client solutions with team and supports team in implementation and client acceptance process of deliverables</li> </ul>
<b>Minimum Years of Experience:</b> One year of experience in Information Technology or related discipline
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
<b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis

Labor Category: Technology Analyst
<b>Functional Responsibilities:</b> <b>For stated discipline: Information Technology performs the following functions:</b> <ul style="list-style-type: none"> <li>Analyzes information and other project requirements related to Software Development, Network/Systems Engineering, Technology Architecture, or Technology Support</li> <li>Develops project documentation, technical or functional documentation, and conducts research under management supervision</li> <li>Assists in drafting and preparing project deliverables</li> <li>Supports team in implementation and client acceptance process of deliverables</li> </ul>
<b>Minimum Years of Experience:</b> Not required
<b>Minimum Educational/Degree Requirements:</b> Bachelor's Degree in a relevant field which may include: Computer Science, MIS, or another related subject area.
<b>Applicable Training or Certification Requirements:</b> Relevant Information Technology certifications to be determined on a per job/project/contract basis



**PotomacWave Consulting Labor Category Descriptions for Supply and Value Chain Management, Operations & Maintenance Logistics Management and Support Services**  
**Effective 5-21-2018**

It is PotomacWave’s policy to recruit, hire, and retain highly qualified and skilled individuals with the necessary experience, educational background, and training to perform and succeed.

PotomacWave management reserves the right to substitute experience for education and to determine necessary training or certifications on a per job/project/contract basis as these requirements vary by client and the expertise necessary for a given project or engagement. Typically, PotomacWave performs the following substitutions for Educational Background:

<b>Degree</b>	<b>Degree &amp; Experience Substitution</b>	<b>Related Experience Substitution</b>
Associate’s	2 years	2 years
Bachelor's	Associate's + 2 years	4 years
Master’s	Bachelor's + 2 years	6 years

<b>Labor Category: Logistician (SME)</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Logistics performs the following functions:</b>            A Subject Matter Expert is an individual whose qualifications and/or particular expertise are exceptional and/or highly unique. Subject Matter Experts do not have specific experience/education qualifications but are typically identified as recognized Industry leaders for a given area of expertise. Subject Matter Experts typically perform the following kinds of functions: Initiates, supervises, and/or develops requirements from a project’s inception to conclusion for complex to extremely complex programs; Provides strategic advice, technical guidance and expertise to program and project staff; Provides detailed analysis, evaluation and recommendations for improvements, optimization development, and/or maintenance efforts for client-specific or mission critical challenges/issues; Consults with client to define need or problem supervises studies and leads surveys to collect and analyze data to provide advice and recommend solutions. Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources.</p>
<p><b>Minimum Years of Experience:</b> Seven years of experience in the industry or related discipline; possesses specific knowledge or skillset in Logistics relevant to client and project requirements.</p>
<p><b>Minimum Educational/Degree Requirements:</b> BA/BS or MA/MS degree in a relevant field</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Logistics certifications to be determined on a per job/project/contract basis</p>

<b>Labor Category: Logistician (Senior)</b>
<p><b>Functional Responsibilities:</b>  <b>For stated discipline: Logistics performs the following functions:</b>            A Senior labor category typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently. A Senior labor category may oversee the efforts of less senior staff and/or be responsible for the efforts of all staff assigned to a specific job. Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources.</p>
<p><b>Minimum Years of Experience:</b> Five years of experience in the industry or related discipline; possesses specific knowledge or skillset in Logistics relevant to client and project requirements.</p>
<p><b>Minimum Educational/Degree Requirements:</b> BA/BS or MA/MS degree in a relevant field</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Logistics certifications to be determined on a per job/project/contract basis</p>

<b>Labor Category: Logistician</b>
<p><b>Functional Responsibilities:</b>            Performs all functional duties independently. Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources.</p>
<p><b>Minimum Years of Experience:</b> Three years of experience in the industry or related discipline; possesses specific knowledge or skillset in Logistics relevant to client and project requirements.</p>
<p><b>Minimum Educational/Degree Requirements:</b> BA/BS or MA/MS degree in a relevant field</p>
<p><b>Applicable Training or Certification Requirements:</b> Relevant Logistics certifications to be determined on a per job/project/contract basis</p>