



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
CONSOLIDATED SCHEDULE**

Authorized Federal Supply Schedule Pricelist

EMENTUM, INC.

CONTRACT NUMBER

- GS-00F-004AA

CONTRACT PERIOD

- 01 OCT 2012 –
07 DEC 2016

BUSINESS SIZE

- small

**SOCIOECONOMIC
INDICATORS**

- Woman-Owned
Small Business

SCHEDULE 70 (INFORMATION TECHNOLOGY)

- SIN C132 51 Information Technology
Professional Services

SCHEDULE 874 (MOBIS)

- SIN C874 1 Integrated Consulting Services
- SIN C874 7 Integrated Business Program
Support Services

CONTRACTOR CONTACT INFORMATION

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- Milton, DE 19968-9479
- TEL 866-984-1999
- FAX 866-983-1999

CONTRACTOR'S ADMINISTRATION SOURCE

- Pam Shook, Office Manager
- TEL 866-984-1999 x6
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- EMAIL pshook@ementum.com

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the options to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is <http://www.gsadvantage.gov> . For information on ordering from Federal Supply Schedules, go to www.gsa.gov and click on GSA Schedules.

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eMentum, Inc.

eMentum delivers agile program management and technical services as a consultant to the Federal government. The company focuses on complex IT projects in high-profile, high-risk environments, which require effective, durable partnerships and thorough integration with government operations.

NAICS CLASSIFICATIONS

- 541511 – Custom Computer Programming Services
- 541512 – Computer Systems Design Services
- 541519 – Other Computer Related Services
- 541611 – Administrative and General Management Consulting Services
- 541614 – Process, Physical Distribution, and Logistics Consulting Services
- 541618 – Other Management Consulting Services
- 541990 – All Other Professional, Scientific, and Technical Services
- 611430 – Professional and Management Development Training

I. CUSTOMER INFORMATION

1. CUSTOMER INFORMATION

1.A.	Special Item Numbers		
1.A.1.	SIN C132 51 and SIN C132 51RC: Information Technology Professional Services	Includes resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, network services project management, data/records management, and other services relevant to 29CFR541.400	
1.A.2.	SIN C874 1 and SIN C874 1RC: Integrated Consulting Services	Consulting Services: Contractors shall provide expert advice, assistance, guidance, or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are: Management or strategy consulting, Program planning, audits, and evaluations, Studies, analyses, scenarios, and reports relating to an agency's, mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies, Executive/management coaching services, Customized business training as needed	
1.A.3.	SIN C874 7 and SIN C874 7RC: Integrated Business Program Support Services	Program and Project Management Services: Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project closeout services. All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/ Project Manager labor category are prohibited.	
1.B.	Lowest Priced Model Number and Lowest Unit Price	Not applicable	
1.C.	Labor Category Descriptions and Price List	See page 6 for labor category descriptions and page 43 for price list.	
2.	Maximum order	SIN C132 51 SIN C874 1 SIN C874 7	\$1,000,000 \$1,000,000 \$1,000,000
3.	Minimum order	\$100	
4.	Geographic coverage	Domestic, 50 states, Washington DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities or give details as negotiated.	
5.	Point(s) of production	Not applicable	

EMENTUM, INC - GSA CONTRACT GS-00F-004AA - AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

6.	Discount from list prices	GSA Net Prices are shown under Pricing of Services (Section II). Negotiated discount has been applied.
7.	Quantity discounts	Not applicable
8.	Prompt payment terms	Net 30
9.	Purchase Cards	Government purchase cards must be accepted at or below the micro-purchase threshold. Government purchase cards are accepted above the micro-purchase threshold. Contact eMentum for limit.
10.	Foreign items	None
11.	Delivery Schedule	
	11.A. Time of delivery	To be negotiated at task order level
	11.B. Expedited delivery	Items available for expedited delivery are noted in this price list.
	11.C. Overnight and two-day delivery	Contact eMentum for rates
	11.D. Urgent requirements	Customers are encouraged to contact eMentum for the purpose of requesting accelerated delivery.
12.	F.O.B. point(s)	Not applicable
13.	Ordering	
	13.A. Ordering address	Same as contractor address
	13.B. Ordering procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in FAR 8.405-3
14.	Payment address(es)	Same as contractor
15.	Warranty provision	Not applicable
16.	Export packing charges	Not applicable
17.	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)	Not applicable
18.	Terms and conditions of rental, maintenance, and repair	Not applicable
19.	Terms and conditions of installation	Not applicable
20.	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices	Not applicable
	20.A. Terms and conditions for any other services	Not applicable
21.	List of service and distribution points	Not applicable
22.	List of participating dealers	Not applicable
23.	Preventive maintenance	Not applicable
24.	Other	
	24.A. Special attributes	Not applicable
	24.B. Section 508 compliance for EIT	As applicable
25.	Data Universal Number System (DUNS) number	167260889
26.	Notification regarding registration in Central Contractor Registration and SAM database	Registration is valid in CCR and SAM

II. LABOR CATEGORIES

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Administrative Assistant I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Administrative Assistant I has excellent communication and organizational skills. The Administrative Assistant I possesses computer skills and can follow methods implemented by supervisors. The Administrative Assistant works efficiently to provide support to the project team.</p>	<p>High school degree or equivalent</p>
ABILITIES/RESPONSIBILITIES	
<p>The Administrative Assistant I administrative support for teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Maintaining files and databases ■ Scheduling ■ Providing meeting support ■ Producing printed materials (duplicating, packaging and distributing) ■ Documenting data, correspondence, and issues 	

Analyst I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Analyst I has training and/or experience in specific technologies, methodologies, or platforms required for the technical aspects of a client engagement. The Analyst I works independently to complete technical assignments and to provide support to the project team by managing technical tasks, problem solving, data gathering and solution testing.</p>	<p>Associates degree or equivalent</p>
ABILITIES/RESPONSIBILITIES	
<p>The Analyst I provides programming, development, and technology support for teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Developing database programs and applications ■ Developing functionality in Java, JavaScript, Visual Basic, C/C++, ASP and other programming languages ■ Conducting functional testing ■ Designing and coding simple interfaces ■ Building infrastructure for eCommerce sites ■ Conducting test execution (unit, string, interface, integration, stress, etc.) ■ Collect 'best practices' and market research for IT products and services <p>The Analyst I provides analytical support to engagement teams. Responsibilities include:</p> <ul style="list-style-type: none"> ■ Collecting, analyzing, and reporting data ■ Documenting data, correspondence, and issues ■ Conducting primary and secondary research ■ Applying problem-solving diagnostics and frameworks ■ Preparing business analyses and engagement deliverables ■ Track project costs (actual vs. planned) 	

Analyst II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Analyst II has advanced training and/or experience in specific technologies, methodologies, or platforms required for the technical aspects of a client engagement. They can work independently to troubleshoot issues across the organization, review technical work completed by others and provide guidance to other team members.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ An advanced degree counts as two additional years of experience. ■ One to two years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Analyst II provides programming, development, and technology support for project teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Developing database programs and applications ■ Developing server scripts ■ Developing functionality in Java, JavaScript, Visual Basic, C/C++, ASP and other programming languages ■ Conducting functional testing ■ Designing and coding complex interfaces ■ Leading others to build infrastructure for eCommerce sites ■ Conducting and planning test execution (unit, string, interface, integration, stress, etc.) ■ Organize and plan for collection of 'best practices' and market research for IT products and services <p>Provide business analytics and due diligence for engagement teams. Responsibilities include:</p> <ul style="list-style-type: none"> ■ Collecting, analyzing, and reporting data ■ Documenting data, correspondence, and issues ■ Conducting primary and secondary research ■ Applying problem-solving diagnostics and frameworks ■ Preparing business analyses and engagement deliverables ■ Develop project cost spreadsheets to support technical cost projections 	

Associate I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Associate I can lead groups in completing discrete tasks such as JAD sessions or a requirements document, and can lead and review technical design efforts. The Associate I can monitor a team's technical work, trouble shoot technical issues, and oversee the work of individuals during specific phases of the lifecycle.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Advanced degree counts as two additional years of experience ■ Three to five years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Associate I provides programming and organizational skills. The Associate I is a specialists in particular technologies. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Leading JAD sessions to develop the functional requirements ■ Designing and developing GUI/web-based applications using object-oriented technology and systems ■ Providing knowledge of detailed software design, deployment processes and change management processes ■ Providing knowledge of vendors and competitors within an industry ■ Leading groups of specialists on software or infrastructure in their respective component work having been able to trouble shoot in those general areas ■ Designing the interfaces between applications ■ Constructing 'current state' architecture diagrams ■ Researching and evaluate products ■ Estimating hardware/software costs for project tracks ■ Maintaining the project plan for a team. <p>The Associate I provides business analytics and due diligence for engagement teams:</p> <ul style="list-style-type: none"> ■ Collecting, analyzing, and reporting data ■ Documenting data, correspondence, and issues ■ Conducting primary and secondary research ■ Applying problem-solving diagnostics and frameworks ■ Preparing business analyses and engagement deliverables 	

Associate II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Associate II can manage teams in completing engagement deliverables across all phases of the systems development life cycle. The Associate II is a specialist in specific technologies, methodologies, or platforms required for the technical aspects of a client engagement.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Advanced degree counts as two additional years of experience ■ Four to six years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Associate II provides advanced programming and organizational skills. The Associate II is a specialist in particular technologies and can plan and manage discrete sub-tracks of overall solutions or technical designs. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Leading JAD sessions to develop the functional requirements ■ Designing and developing GUI/web-based applications using object-oriented technology and systems ■ Providing knowledge of detailed software design, deployment processes and change management processes ■ Providing knowledge of vendors and competitors within an industry ■ Leading groups of specialists on software or infrastructure in their respective component work having been able to trouble shoot in those general areas ■ Designing the interfaces between applications ■ Constructing 'current state' architecture diagrams ■ Researching and evaluating products ■ Estimating hardware/software costs for project tracks ■ Constructing the project plan for projects. <p>The Associate II provides business analytics and due diligence for engagement teams:</p> <ul style="list-style-type: none"> ■ Evaluating current processes ■ Implementing solutions and conducting related training ■ Managing project sub-tasks and planning resources ■ Drawing and presenting conclusions from analyses and data 	

Information Systems Manager I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Information Systems Manager I has advanced technical and/or industry skills and can manage multiple teams through all lifecycle stages. They can independently manage smaller engagements.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Advanced degree counts as two additional years of experience ■ Six to eight years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Information Systems Manager I provides technical and management support for engagement teams and vendors to develop and deliver technical solutions to clients' challenges. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Managing multiple teams in multiple environments (development, testing, staging, production) ■ Evaluating 'current state' architectures ■ Designing 'future state' architectures based on requirements ■ Managing vendor and other business partner relationships ■ Managing project resources and day-to-day administrative operations ■ Estimating resources, durations and costs for project tracks <p>The Information Systems Manager I is responsible for day-to-day management of project tracks or tasks, identifying scope of tasks and affixing resources to the various project components. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current technical and business processes ■ Identifying strategic technical opportunities and preparing business cases ■ Implementing solutions and conducting related training ■ Managing project sub-tasks and planning resources ■ Drawing and presenting conclusions from analyses and data 	

Information Systems Manager II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Information Systems Manager II possesses demonstrated advanced technical and/or industry skills. They will manage either large or numerous teams through the systems development lifecycle of an engagement. They can independently manage medium sized engagements.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Advanced degree counts as two additional years of experience ■ Eight to ten years of experience, including management of large-scale client engagements and implementations
ABILITIES/RESPONSIBILITIES	
<p>The Information Systems Manager II provides leadership, guidance, and technical direction to project teams and client executives, determine project plans, manage resources, and ensure technical solutions are feasible and relevant. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Establish project objectives and communicate progress ■ Manage day-to-day client relationships, issues and feedback ■ Communicate potential impacts and benefits of recommended technical solutions ■ Resolve scope, cost, schedule or quality risks with recommended remediations and escalations <p>Information Systems Managers II also:</p> <ul style="list-style-type: none"> ■ Design and articulate paths from 'current state' architectures to 'future state' architectures ■ Develop technical visions for IT strategy plans ■ Develop technical IT plans ■ Define business and technical requirements during the strategy or requirements analysis phases of projects ■ Identify strategic technical opportunities and prepare business cases ■ Manage project tracks and plan resources 	

Technology Specialist

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Technology Specialist is an expert in one or more technologies, methodologies, or specific technical platforms. The Technology Specialist works independently to implement technical solutions, resolve technical issues, review requirements and applications for technical relevance, review technical work completed by others and provide expertise and guidance to development teams on their area of expertise.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Certifications in area of expertise ■ Advanced degree counts as two additional years of experience ■ Five to ten years of experience
ABILITIES/RESPONSIBILITIES	
<p>Typical responsibilities of a Technology Specialist include:</p> <ul style="list-style-type: none"> ■ Perform analysis, design, development, testing and documentation for components within the area of technical expertise ■ Create technical requirements for the project team ■ Providing knowledge of detailed software design, deployment processes and change management processes for components within the area of technical expertise ■ Providing knowledge of vendors, competitors and industry within the area of technical expertise ■ Providing trouble shooting and issue resolution for the area of technical expertise ■ Researching and evaluating products ■ Estimating hardware/software costs for project tracks ■ Evaluate architectures, designs, and solutions for performance and quality shortcomings and recommend technical solutions to resolve gaps 	

Technology Director

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Technology Director is an expert in one or more technologies, methodologies, or specific technical platforms. The Technology Director provides technical leadership and education to teams across the engagement and ensures technical solutions are feasible and relevant to the client and the engagement. The Technology Director may lead a team of technical experts on a large project or provide technical direction to all teams on an engagement.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Certifications in area of expertise ■ Advanced degree counts as two additional years of experience ■ 10 or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>Typical responsibilities of Technology Directors include:</p> <ul style="list-style-type: none"> ■ Leading state-of-the-art IT solutions delivery and technologies ■ Defining functional requirements, technical specifications and technical architectures ■ Researching, recommending and managing third-party vendors ■ Using application and technology-specific knowledge to recognize and avoid technological pitfalls ■ Bringing state-of-the-art technical leadership to engagements ■ Identifying strategic opportunities and preparing business cases ■ Communicating potential impacts and benefits of technology implementations to clients ■ Create technology strategies, plans, approaches and architectures to resolve business performance issues ■ Manage and direct technology implementation and software selection projects 	

Senior Technology Partner

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Senior Technical Partner has extensive experience in IT strategy, architecture, and delivery of successful technical solutions. The Senior Technical Partner provides technical guidance and knowledge management to client executives and the engagement.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Advanced degree counts as two additional years of experience ■ 12 or more years of executive level experience, including delivery of large-scale engagements
ABILITIES/RESPONSIBILITIES	
<p>The Senior Technical Partner is responsible for leading engagement teams and meeting contract obligations. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Establishing program vision, performance objectives and technical goals ■ Developing the technical vision and technical roadmap for the organization or engagement ■ Providing guidance and leadership to engagement teams in business and technical areas ■ Define Best Practice in technology implementation, Systems Development Life Cycle execution, Business Process Reengineering, and IT Operations ■ Providing objective counsel on critical technical issues ■ Managing client relationships, issues and feedback ■ Deliver completed quality engagements, managing contract provisions and project resources. ■ Accountable for end to end solution delivery and consulting services satisfaction for engagements 	

Business Analyst I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Business Analyst I has training and/or experience in specific disciplines, methodologies, or specialties required for the client engagement. The Business Analyst I works with other team members to complete assignments and to provide support to the project team by executing tasks, problem solving, data gathering, and developing draft solution alternatives.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent
ABILITIES/RESPONSIBILITIES	
<p>The Business Analyst I provides analytical support to engagement teams. Responsibilities include:</p> <ul style="list-style-type: none"> ■ Collecting, analyzing, and reporting data ■ Documenting data, correspondence, and issues ■ Conducting primary and secondary research ■ Applying problem-solving diagnostics and frameworks ■ Preparing business analyses and engagement deliverables ■ Developing project control deliverables, such as status reports <p>The Business Analyst I provides consulting and strategy development support for teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Capturing and recording requirements ■ Maintaining communication channels ■ Track identified risks ■ Administer change management process ■ Develop evaluation criteria ■ Managing vendors through RFP process ■ Estimating costs for project tracks 	

Business Analyst II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Business Analyst II has advanced training and/or experience in specific disciplines, methodologies, or specialties required for the client engagement. They can work independently to troubleshoot issues across the organization, review technical work completed by others, and provide guidance to other team members.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Two to three years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Business Analyst II provides business analytics and due diligence for engagement teams. Responsibilities include:</p> <ul style="list-style-type: none"> ■ Collecting, analyzing, and reporting data ■ Documenting data, correspondence, and issues ■ Conducting primary and secondary research ■ Applying problem-solving diagnostics and frameworks ■ Preparing business analyses and engagement deliverables <p>The Business Analyst II provides consulting and strategy development support for teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Capturing and recording requirements ■ Establishing communication channels ■ Identify risks and develop contingencies ■ Administer change management process ■ Develop evaluation criteria ■ Create performance measures ■ Conduct training sessions ■ Managing vendors through RFP process ■ Estimating costs for project tracks 	

Business Analyst III

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Business Analyst III can work independently or with other team members to complete assignments and to provide support to the project team by executing tasks, problem solving, data gathering, and developing draft solution alternatives. A Business Analyst III is also expected to be practiced in eMentum’s consulting tools.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Three to four years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Business Analyst III provides business analytics and due diligence for engagement teams, combining outcomes with a basic understanding of industry requirements. Responsibilities include:</p> <ul style="list-style-type: none"> ■ Collecting, analyzing, and reporting data ■ Documenting data, correspondence, and issues ■ Conducting primary and secondary research ■ Applying problem-solving diagnostics and frameworks ■ Preparing business analyses and engagement deliverables ■ Assisting with scope and objective definitions <p>The Business Analyst III provides consulting and strategy development support for teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Capturing and recording requirements ■ Establishing communication channels ■ Identify risks and develop contingencies ■ Administering change management processes ■ Developing evaluation criteria ■ Create performance measures ■ Preparing materials and conducting training sessions ■ Managing vendors through RFP process ■ Estimating costs for project tracks 	

Business Analyst IV

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Business Analyst IV has advanced training and/or experience in specific disciplines, methodologies, or specialties required for the client engagement. They can work independently to troubleshoot issues across the organization, review technical work completed by others, and provide guidance to other team members.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Four to five years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Business Analyst IV provides business analytics and due diligence for engagement teams, combining outcomes with a basic understanding of industry requirements. Responsibilities include:</p> <ul style="list-style-type: none"> ■ Collecting, analyzing, and reporting data ■ Documenting data, correspondence, and issues ■ Conducting primary and secondary research ■ Applying problem-solving diagnostics and frameworks ■ Preparing business analyses and engagement deliverables ■ Assisting with and defining scope and objectives <p>The Business Analyst IV provides consulting and strategy development support for teams. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Capturing and recording requirements ■ Establishing and utilizing communication channels ■ Identifying risks and develop contingencies ■ Identifying and administering change management processes ■ Developing requirements and systems integration evaluation criteria ■ Supporting requirements facilitation activities ■ Creating performance measures ■ Preparing materials and leading training sessions ■ Establishing the RFP process and evaluation criteria ■ Managing vendors through RFP process ■ Estimating costs for project tracks 	

Business Consultant I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Business Consultant I can lead groups in completing discrete tasks such as JAD sessions or a requirements document, and can lead and review planning and design efforts. The Business Consultant I can monitor a team's work, trouble shoot project issues, and oversee the work of individuals during specific phases of the engagement.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Three to five years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Business Consultant I provides the project framework and planning for engagement teams:</p> <ul style="list-style-type: none"> ■ Evaluating current processes ■ Maintaining the project plan for the team ■ Managing project sub-tasks and planning resources ■ Creating budgets and financial models ■ Drawing and presenting conclusions from analyses and data ■ Preparing engagement deliverables <p>The Business Consultant I provides consulting and strategy development support for teams. The Business Consultant I is a specialists in a particular discipline or methodology. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Leading JAD sessions to develop the functional requirements and business processes ■ Conducting studies and analyses of organizational dynamics ■ Providing knowledge of detailed project management methods, deployment processes and change management processes ■ Creating RFIs and RFPs ■ Providing knowledge of vendors and competitors within an industry, researching and evaluating products ■ Creating strategic plans for sub-components of the PMO, such as Schedule, Configuration, Change, Risk, Resource or Quality Management 	

Business Consultant II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Business Consultant II can manage teams in completing engagement deliverables across all phases of engagement. The Business Consultant II is a specialist in specific disciplines, methodologies, or specialties required for all aspects of a client engagement.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Four to six years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Business Consultant II provides the project framework and planning for engagement teams:</p> <ul style="list-style-type: none"> ■ Evaluating and implementing changes to current processes ■ Constructing the project plan for the team ■ Managing project sub-tasks and planning resources ■ Creating budgets and financial models ■ Drawing and presenting conclusions from analyses and data ■ Preparing engagement deliverables <p>The Business Consultant II provides consulting and strategy development support for teams. The Business Consultant II is a specialist in a particular discipline or methodology and can plan and manage discrete sub-tracks of overall solutions or project designs. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Designing and developing studies and analyses of organizational dynamics ■ Providing knowledge of detailed project management methods, deployment processes and change management processes ■ Creating RFIs and RFPs ■ Providing knowledge of vendors and competitors within an industry, researching and evaluating projects ■ Creating strategic plans for sub-components of the PMO, such as Schedule, Configuration, Change, Risk, Resource or Quality Management 	

Business Consultant III

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Business Consultant III can manage teams in completing engagement deliverables across all phases of engagement. The Business Consultant III is a specialist in specific disciplines, methodologies, process improvements, change management, or specialties required for all aspects of a client engagement.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Seven or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Business Consultant III provides the supervisory skills required on a project engagement team:</p> <ul style="list-style-type: none"> ■ Evaluating and implementing changes to current processes ■ Constructing the project plan for the team ■ Managing project sub-tasks and planning resources ■ Creating budgets and financial models ■ Tracking actual vs. budget and providing financial risk assessments, including EVM-level analyses ■ Drawing and presenting conclusions from analyses and data ■ Preparing engagement deliverables ■ Preparing and approving engagement deliverables developed by the project engagement team <p>The Business Consultant III has advanced skills in systems development, business process improvement, and change management. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Designing and developing studies and analyses of organizational dynamics ■ Providing knowledge of detailed project management methods, deployment processes and change management processes ■ Designing training plans for business users ■ Developing communication plans for the business stakeholders ■ Providing knowledge of vendors and competitors within an industry, researching and evaluating projects ■ Creating strategic plans for sub-components of the PMO, such as Schedule, Configuration, Change, Risk, Resource or Quality Management 	

Security Consultant II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Security Consultant II can manage teams in completing engagement deliverables across all phases of engagement. The Security Consultant II is a specialist in specific disciplines, methodologies, or specialties required for all aspects of a client engagement. The Consultant II is also experienced and knowledgeable in the latest HSPD-12 topics, including:</p> <ul style="list-style-type: none"> • Identity Management • Physical Access Control • Logical Access Control 	<ul style="list-style-type: none"> ■ Associates degree or equivalent ■ Four to six years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Security Consultant II provides the project framework and planning for engagement teams:</p> <ul style="list-style-type: none"> ■ Evaluating and implementing changes to current processes ■ Constructing the project plan for the team ■ Managing project sub-tasks and planning resources ■ Creating budgets and financial models ■ Drawing and presenting conclusions from analyses and data ■ Preparing engagement deliverables <p>The Security Consultant II provides consulting and strategy development support for teams. The Security Consultant II is a specialist in a particular discipline or methodology and can plan and manage discrete sub-tracks of overall solutions or project designs. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Designing and developing studies and analyses of organizational dynamics ■ Providing knowledge of detailed project management methods, deployment processes and change management processes ■ Creating RFIs and RFPs ■ Providing knowledge of vendors and competitors within an industry, researching and evaluating projects ■ Creating strategic plans for sub-components of the PMO, such as Schedule, Configuration, Change, Risk, Resource or Quality Management 	

Operations Manager I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Operations Manager I has relevant experience managing post-deployment activities of products or services, including vendor relationships, service level agreement monitoring, and metrics accumulation and reporting. The Operations Manager I will not provide Information Technology (IT)-based program or project management.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Six to eight years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Operations Manager I is responsible for day-to-day management of a client's operational environment after a system, product, or service is developed and deployed. In agreement with the client, the Operations Manager I defines the scope of the operations management activity. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current operations processes and organizational alignment ■ Maintaining vendor relationships in accordance with contractual obligations ■ Participating in operational planning and execution as part of, or leading, an operations team <p>The Operations Manager I provides operational management support for system, product, or services deployed by the client organization. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Defining vendor contractual service level agreements (SLAs) ■ Identifying key operational performance metrics ■ Establishing capabilities to report on key operational performance metrics ■ Tracking actual vendor performance against contractual SLAs ■ Identifying vendor-related risks to operations and providing mitigation plans to reduce probability and impact of identified risks ■ Identifying efficiency opportunities, including process, contractual, and/or organization, to implement into the operations environment 	

Operations Manager II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Operations Manager II has extensive experience managing post-deployment activities of products or services, including vendor relationships, service level agreement definition and monitoring, and metrics accumulation and reporting. In addition, the Operations Manager II designs policies and procedures to improve operational effectiveness and efficiencies. The Operations Manager II will not provide Information Technology (IT)-based program or project management.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Nine or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Operations Manager II is responsible for day-to-day management of a client’s operational environment after a system, product, or service is developed and deployed. In agreement with the client, the Operations Manager II defines the scope of the operations management activity. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current operations processes and organizational alignment ■ Leading the vendor relationship in accordance with contractual obligations ■ Leading operational planning and execution of an operations team <p>The Operations Manager II provides operational management support for system, product, or services deployed by the client organization. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Defining vendor contractual service level agreements (SLAs) ■ Identifying key operational performance metrics ■ Establishing capabilities to report on key operational performance metrics ■ Tracking actual vendor performance against contractual SLAs ■ Identifying vendor-related, process, and/or organizational risks to operations and providing mitigation plans to reduce probability and impact of identified risks ■ Identifying efficiency opportunities, including process, contractual, and/or organization, to implement into the operations environment ■ Design and develop operational performance initiatives to enhance the system, product, or service 	

Architect I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Architect I has relevant experience in designing business and technical architectures, business processes, and technical solutions across multiple organizational functions. The Architect I combines a range of industry knowledge with business process and technical data modeling experience to break down conceptual, vaguely defined business and technical challenges into manageable and actionable performance improvement plans.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Six to eight years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Architect I specializes in resolving project or operational challenges. On a project, the Architect I is utilized to review business or technical problems at a conceptual level and engineer tangible business solutions. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current operations processes and organizational alignment ■ Maintaining vendor relationships in accordance with contractual obligations ■ Participating in operational planning and execution as part of, or leading, an operations team <p>The Architect I brings a level of expertise to problem resolution capabilities typically not possessed by the client organization. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Analyzing client cross-functional business or technical challenge experienced by the client organization ■ Designing a sustainable business or technical model to mitigate or overcome organizational challenges ■ Developing a framework, or approach, to implement the business model 	

Architect II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Architect II has experience in designing business and technical architectures, business processes, and technical solutions across multiple organizational functions. The Architect II combines a range of industry knowledge with business process and technical data modeling experience to break down conceptual, vaguely defined business and technical challenges into manageable and actionable performance improvement plans.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Nine or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Architect II specializes in resolving project or operational challenges. On a project, the Architect II is utilized to review business or technical problems at a conceptual level and engineer tangible business solutions. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current operations processes and organizational alignment ■ Maintaining vendor relationships in accordance with contractual obligations ■ Participating in operational planning and execution as part of, or leading, an operations team <p>The Architect II problem resolution capabilities typically not possessed by the client organization. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Analyzing a specific business or technical challenge experienced by the client organization ■ Designing a sustainable business or technical model to mitigate or overcome organizational challenges ■ Applying governance to the cross-functional problem resolution process as most organizations' current structure do not support a cross-functional governance model ■ Developing a framework, or approach, to implement the business model ■ Leading a business reengineering effort to implement changes outlined in the business model approach 	

Security Architect I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Security Architect I has relevant experience in designing business and technical architectures, business processes, and technical solutions across multiple organizational functions. The Security Architect I combines a range of industry knowledge with business process and technical data modeling experience to break down conceptual, vaguely defined business and technical challenges into manageable and actionable performance improvement plans. The Security Architect I is also experienced and knowledgeable in the latest HSPD-12 topics, including:</p> <ul style="list-style-type: none"> • Identity Management • Physical Access Control • Logical Access Control 	<ul style="list-style-type: none"> ■ Associates degree or equivalent ■ Six to eight years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Architect I specializes in resolving project or operational challenges. On a project, the Architect I is utilized to review business or technical problems at a conceptual level and engineer tangible business solutions. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current operations processes and organizational alignment ■ Maintaining vendor relationships in accordance with contractual obligations ■ Participating in operational planning and execution as part of, or leading, an operations team <p>The Architect I brings a level of expertise to problem resolution capabilities typically not possessed by the client organization. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Analyzing client cross-functional business or technical challenge experienced by the client organization ■ Designing a sustainable business or technical model to mitigate or overcome organizational challenges ■ Developing a framework, or approach, to implement the business model 	

Subject Matter Expert I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>As an expert, the Subject Matter Expert I can operate across the enterprise on multiple projects, providing insight and industry solutions within their area of expertise. Typically, their expertise in a particular area or field is recognized by third party sources through certifications and associations.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Six to eight years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Subject Matter Expert I is brought onto an engagement for their specific expertise, not in a managerial capacity. Typical duties include:</p> <ul style="list-style-type: none"> ■ Performing analysis, design, development, testing and documentation for components within the area of expertise ■ Facilitating and reviewing business requirements for the project team ■ Providing knowledge of detailed software design, deployment processes, and change management processes for components within the area of technical expertise ■ Providing knowledge of vendors, competitors and industry standards and trends within the area of expertise ■ Providing trouble shooting and issue resolution ■ Researching and evaluating products and services ■ Estimating hardware/software costs for project tracks <p>The Subject Matter Expert I responsibilities typically include:</p> <ul style="list-style-type: none"> ■ Reviewing or creating project deliverables ■ Verifying project deliverables meet or exceed industry standards 	

Subject Matter Expert II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>As an expert, the Subject Matter Expert II can operate across the enterprise on multiple projects, providing insight and industry solutions within their area of expertise. Typically, their expertise in a particular area or field is recognized by third party sources through certifications and associations.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Seven or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Subject Matter Expert II is brought onto an engagement for their specific expertise, not in a managerial capacity. Typical duties include:</p> <ul style="list-style-type: none"> ■ Performing analysis, design, development, testing and documentation for components within the area of expertise ■ Facilitating, reviewing, and creating business requirements for the project team ■ Providing knowledge of detailed software design, deployment processes, and change management processes for components within the area of technical expertise ■ Providing knowledge of vendors, competitors and industry standards and trends within the area of expertise ■ Providing trouble shooting and issue resolution ■ Researching and evaluating products and services ■ Estimating hardware/software costs for project tracks ■ Evaluating architectures, designs, and solutions for performance and quality shortcomings and recommend technical solutions to resolve gaps <p>The Subject Matter Expert II responsibilities typically include:</p> <ul style="list-style-type: none"> ■ Reviewing or creating project deliverables ■ Verifying project deliverables meet or exceed industry standards ■ Validating project planning assumptions are realistic and verifiable 	

Communications Consultant I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>A Communications Consultant I provides a supporting role to project communications, including planning and execution.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ One to three years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Communications Consultant I works as part of a larger communications team predominately on large projects fundamentally changing the customer's business processes. Their duties include:</p> <ul style="list-style-type: none"> ■ Maintaining project communication matrices as the project evolves through its lifecycle (i.e., planning through implementation) ■ Maintaining the project communication plan for internal and external communication, tracking progress against the plan, and providing reporting <p>The Communications Consultant I is responsible for supporting the definition and execution of the project's communication plan. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Tracking execution of the communication plan ■ Updating communication plan deliverables, as directed ■ Monitoring and reporting results of the feedback loop created to capture stakeholder input on communication to incorporate into future communication, as appropriate 	

Communications Consultant II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Communications Consultant II has experience in organizational and project communications planning development and execution. The Communications Consultant II has led and worked within a team to ensure project success through communication tools</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Four or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Communications Consultant II can work independently or as part of a project team. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current client internal and external communication planning and execution against industry standards ■ Assisting with or creating project communication matrices, including communication method, message, owner, target audience, stakeholders, and approvers ■ Developing a project communication plan for internal and external communication <p>The Communications Consultant II is responsible for defining and executing the project's communication plan. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Recommending best practice communication planning to the client organization ■ Tracking execution of the communication plan ■ Establishing a feedback loop to capture stakeholder feedback on communication to incorporate into future communication, as appropriate 	

Communications Technical Expert

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Communications Technical Expert has experience in organizational and technical project communications planning, development and execution. The Communications Technical Expert has worked within a team to ensure project success through communication tools.</p>	<ul style="list-style-type: none"> ■ Associates degree or equivalent ■ Three or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Communications Technical Expert can work independently or as part of a project team. Their duties include:</p> <ul style="list-style-type: none"> ■ Analyzing current client technical communication processes and execution against industry standards ■ Creating technical project communication “as is” and “to be” roadmaps, including communication method, message, owner, target audience, stakeholders, and approvers ■ Tailoring and implementing a technical project communication plan <p>The Communications Consultant II is responsible for defining and executing the project’s communication plan. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Recommending best practice technical project communication planning to the client organization ■ Clearly communicate their technical recommendations ■ Work closely with the team to ensure a full understanding of the proper procedures 	

Financial Consultant II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Financial Consultant II has at least three years of relevant experience in organizational and project financial management and analysis, including, but not limited to, cost/benefit analysis, build vs. buy analysis, budgeting, and accounting process analysis.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Three or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Financial Consultant II can work independently or as part of a project team. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating project budget assumptions against industry standards ■ Reporting project financials, as needed ■ Providing conclusions of project financial analysis to project and client management ■ Providing cost/benefit analysis for products and/or services being considered by the client ■ Reviewing and providing assessment of current client organization financial management processes and controls <p>The Financial Consultant II works independently or as part of a management team providing financial analysis expertise and management support. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Recommending financial best practices to client organization, as needed ■ Providing a best practice approach to completing a cost/benefit analysis ■ Reviewing financial components of vendor RFP responses ■ Developing the methodology to define organizational cost components for comparison (e.g., total cost of ownership) ■ Raising project risks related to project financial management to project management team 	

Project Controller I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Project Controller I takes direction from the project, or program, manager, completing assigned project support functions, including documentation delivery, budgeting & accounting, and project planning. A Project Controller I is also expected to be trained and have expert-level knowledge in eMentum's consulting tools.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ One to three years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Project Controller I provides a support function for large projects, or programs. Responsibilities include:</p> <ul style="list-style-type: none"> ■ Maintaining large-scale project plans, including resource distribution, task integrity (start/end date maintenance), and highlighting variances to baseline ■ Project budgeting and accounting support, including tracking billable hours, project invoicing, and reporting on actual spend vs. planned spend ■ Understanding of core project deliverables ■ Executive presentation support, including input on project planning, budgeting and accounting, and presentation organization and delivery 	

Training Manager

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Training Manager has overall responsibility to analyze, implement recommended training for an organization. They can independently manage smaller engagements.</p>	<ul style="list-style-type: none"> ■ Associates degree or equivalent ■ Four or more years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Training Manager provides technical and oversight aspects of training development . Responsibilities include:</p> <ul style="list-style-type: none"> ■ Initial organizational training analysis ■ Designs and develops training curricula ■ Recommends appropriate training to support organizational growth ■ Implements training plan and monitors budget and schedule ■ Evaluates effectiveness of training 	

Program Manager I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Program Manager I has advanced project management and/or industry skills and can manage multiple teams through the lifecycle of the consulting engagement. They can independently manage smaller engagements.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Six to eight years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Program Manager I is responsible for day-to-day management of project tracks or tasks, identifying scope of tasks and affixing resources to the various project components. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current technical and business processes ■ Identifying strategic technical opportunities and preparing business cases ■ Implementing solutions and conducting related training ■ Managing project sub-tasks and planning resources ■ Drawing and presenting conclusions from analyses and data <p>The Program Manager I provides program and management support for engagement teams and vendors to develop and deliver engagement solutions to clients' challenges. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Managing multiple teams in multiple environments (initiation, planning, monitoring, controlling, deliverable) ■ Develop 'current state' problem definitions ■ Develop short and long term visions for strategic plans ■ Prepare business cases ■ Managing vendor and other business partner relationships ■ Managing project resources and day-to-day administrative operations ■ Estimating resources, durations and costs for project tracks ■ Manage sub-project budgets 	

Program Manager II

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Program Manager II possesses demonstrated advanced project management and/or industry skills. They will manage either large or numerous teams through the lifecycle of a consulting engagement. They can independently manage medium sized engagements.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ Nine to ten years of experience, including management of large-scale client engagements and implementations
ABILITIES/RESPONSIBILITIES	
<p>The Program Manager II provides leadership, guidance, and program direction to project teams and client executives, determines project plans, manages resources, and ensures engagement solutions are feasible and relevant. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Establish project objectives and communicate progress ■ Manage day-to-day client relationships, issues and feedback ■ Communicate potential impacts and benefits of recommended technical solutions <p>Manage project resources</p> <p>The Program Manager II provides program and management support for engagement teams and vendors to develop and deliver engagement solutions to clients' challenges. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Managing multiple teams in multiple environments (initiation, planning, monitoring, controlling, deliverable) ■ Design and articulate paths from 'current state' to 'future state' ■ Develop short and long term visions for strategic plans ■ Managing vendor and other business partner relationships ■ Define business requirements during the strategy or business process analysis phases of projects ■ Identify strategic business opportunities and prepare business cases ■ Manage project tracks and plan resources ■ Manage program budget 	

Senior Program Manager

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Senior Program Manager has extensive experience in strategy, business and action planning, process, and productivity improvement and delivery of successful solutions. The Senior Program Manager provides expert guidance and knowledge management to client executives and the engagement.</p>	<ul style="list-style-type: none"> ■ Bachelors degree or equivalent ■ 12 or more years of executive level experience including large-scale consulting projects
ABILITIES/RESPONSIBILITIES	
<p>The Senior Program Manager is responsible for leading engagement teams and meeting contract obligations. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Establishing mission formulation and assessment ■ Creating program objectives and business goals ■ Economic modeling ■ Developing the vision and roadmap for the organization or engagement ■ Supply chain management and strategic sourcing ■ Providing guidance and leadership to engagement ■ Providing expert advice and counseling to clients on critical issues ■ Managing client relationships, issues and feedback ■ Deliver completed quality engagements, managing contract provisions and project resources. 	

Security Manager I

DESCRIPTION	EDUCATION/EQUIVALENT/EXPERIENCE
<p>The Security Manager I has advanced project management and/or industry skills and can manage multiple teams through the lifecycle of the consulting engagement. They can independently manage smaller engagements. The Security Manager I is also knowledgeable in the latest HSPD-12 topics, including:</p> <ul style="list-style-type: none"> • Identity Management • Physical Access Control • Logical Access Control 	<ul style="list-style-type: none"> ■ Associates degree or equivalent ■ Six to eight years of experience
ABILITIES/RESPONSIBILITIES	
<p>The Security Manager I is responsible for day-to-day management of project tracks or tasks, identifying scope of tasks and affixing resources to the various project components. Their duties include:</p> <ul style="list-style-type: none"> ■ Evaluating current technical and business processes ■ Identifying strategic technical opportunities and preparing business cases ■ Implementing solutions and conducting related training ■ Managing project sub-tasks and planning resources ■ Drawing and presenting conclusions from analyses and data <p>The Security Manager I provides program and management support for engagement teams and vendors to develop and deliver engagement solutions to clients' challenges. Typical responsibilities include:</p> <ul style="list-style-type: none"> ■ Managing multiple teams in multiple environments (initiation, planning, monitoring, controlling, deliverable) ■ Develop 'current state' problem definitions ■ Develop short and long term visions for strategic plans ■ Prepare business cases ■ Managing vendor and other business partner relationships ■ Managing project resources and day-to-day administrative operations ■ Estimating resources, durations and costs for project tracks ■ Manage sub-project budgets 	

III. PRICING

LABOR CATEGORY	RATE
ADMINISTRATIVE ASSISTANT I	\$36.63
ANALYST I	\$78.38
ANALYST II	\$150.74
ASSOCIATE I	\$168.40
ASSOCIATE II	\$177.88
INFORMATION SYSTEMS MANAGER I	\$194.78
INFORMATION SYSTEMS MANAGER II	\$207.42
TECHNOLOGY SPECIALIST	\$257.59
TECHNICAL DIRECTOR	\$360.73
SENIOR TECHNOLOGY PARTNER	\$391.95
PROJECT CONTROLLER I	\$92.67
TRAINING MANAGER	\$148.92
COMMUNICATIONS CONSULTANT I	\$92.67
COMMUNICATIONS CONSULTANT II	\$160.37
FINANCIAL CONSULTANT II	\$150.76
COMMUNICATIONS TECHNICAL EXPERT	\$123.83
SUBJECT MATTER EXPERT I	\$160.37
SUBJECT MATTER EXPERT II	\$196.71
ARCHITECT I	\$166.78
ARCHITECT II	\$208.48
SECURITY ARCHITECT I	\$174.50
OPERATIONS MANAGER I	\$145.40
OPERATIONS MANAGER II	\$189.11
BUSINESS ANALYST I	\$80.65
BUSINESS ANALYST II	\$134.18
BUSINESS ANALYST III	\$142.76
BUSINESS ANALYST IV	\$159.91
BUSINESS CONSULTANT I	\$168.64
BUSINESS CONSULTANT II	\$194.55
BUSINESS CONSULTANT III	\$197.78
SECURITY CONSULTANT II	\$169.99
PROGRAM MANAGER I	\$199.74
PROGRAM MANAGER II	\$228.36
SECURITY MANAGER I	\$177.59
SENIOR PROGRAM MANAGER	\$265.00

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire OOCORP:

Consolidated Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA by the contractor 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 SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.