Multiple Award Schedule
FSC Group: Professional Services
Contract Number: GS-00F-010DA

Prices shown herein are Net (Discount deducted)
Current through Modification #PS-0014
[Effective April 19, 2021]

Contract Period: October 07, 2015 through October 06, 2025

TAI PEDRO & ASSOCIATES, P.C.
1010 Wayne Avenue
Suite 550
Silver Spring, Maryland 20910
Telephone: 301-565-2181
www.tai-pedro.com

Business Size: Small Disadvantaged Business
Contract Administration POC: Taiwo Pedro
(tai@tai-pedro.com)

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
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SECTION I: CORPORATE OVERVIEW

Dedicated to customer focused world class consultative services in financial management, management consulting, program support, and information technology to federal agencies, state governments, and private enterprises. TPA has grown every year since its inception. Growth for us, however, is a cautious undertaking. Our first priority is to satisfy our customers, and assure the professional and financial well-being of our employees. At TPA management’s goal is to act responsibly so we can deliver what we promise, take care of our people, and contribute to our community.

Our mission is to achieve leadership positions in these disciplines by serving the needs of our customers in innovative ways and by being the best in everything we do. In our 24-year history, we have provided support services to a number of diverse federal agencies and commercial firms. In our engagements with these customers, we make a commitment to:

- conform to the specifications of the contract and adhere to contract schedules and price
- provide the services in accordance with commercial best practices
- focus on delivering value to our customers
- ensure customer satisfaction
- resolve issues immediately and effectively

Our commitment to these performance standards has resulted in a 100% success rate in meeting contract specifications, adhering to contract schedules, and meeting customer satisfaction benchmarks. We are proud of this impeccable record and our ability to avoid delinquency in any performance element of the contracts we have been awarded.

TPA is committed to consolidated service solutions that emphasize high quality, innovative services, solution solving, and pro-active customer service:

**Quality** - At TPA quality is everyone’s job because we know it is the key to customer satisfaction. TPA employs a disciplined process driven approach to project management to assure efficient, consistent high quality results for our customers.

**Experience** - We have the expertise that will integrate the right solutions to meet the needs of your programs.

**Skilled Professionals** - We continuously recruit against future requirements to assure we can respond rapidly to changing customer needs.
THE TAI PEDRO & ASSOCIATES, P.C. (TPA) ADVANTAGE

Why choose TPA for Professional Services? TPA brings unparalleled resources to its clients.

**Quality**—TPA is the consultant of choice for the full range of mission oriented business integrated projects in both the public and private sectors. We are recognized for the quality of our services and have won numerous awards across the government for business improvement initiatives. A majority of our clients engage us for additional work, offering further testament to our strong reputation and the value we provide to our customers.

**Experience**—With its breadth and depth of experience, TPA offers a rich consulting skill base and management commitment to apply its world-recognized capability to innovatively resolve program objectives. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service, and effective use of leading-edge information technologies. We strive to hire and maintain professional information technology staff, allowing TPA to be a premier provider of quality services to our customers. We have served civilian, military, and intelligence agencies, state and local governments, and not-for-profit agencies in projects covering a wide range of consultation, facilitation, survey, and training services. These services are described in more detail in the following sections.

**Skilled Professionals**—TPA's large, multidisciplinary consulting team works with clients on business improvement initiatives on a day-to-day basis. We provide a wide range of services such as business process reengineering (BPR), front-end analysis, statistical analysis, business case analysis, activity-based costing, war gaming, systems evaluation, and requirements analysis, among others. Our team includes several hundred distinguished organizational scientists, research and policy analysts, industrial and organizational psychologists, financial analysts, instructional technologists, multimedia and training development specialists, facilitators, and other professionals with experience in performance improvement and change initiatives. These consultants call upon the firm's large cadre of subject-matter specialists with expertise in more than 60 distinct professional areas.

**Well-Defined Management Practices**—TPA has spent years refining our management practices with the goal of developing a quality product that meets or exceeds client expectation, delivered on time and in budget. Our efforts have not gone without reward: much of our business is follow-on tasks for existing clients. This proves that TPA delivers what we promise and achieves superior customer satisfaction. Our management approach is to provide a single point of responsibility, the task manager, with the charter of delivering the final product. That is not to say that the task manager works alone but that the manager has the full complement of
TPA resources available to assemble the right team to deliver the right results. Attention is paid to quality at TPA with defined standards and processes used throughout the firm.

**Proven Development Methodology**—TPA has developed a methodology that has reliably been used to deliver Internet systems on time. The key to this methodology is constant communication with the client. An informed client will have no surprises at the end of the project. Communication is key in validating requirements to reach a mutual understanding of functionality required in the final system. Having the client review prototypes and providing status updates regularly also reinforce the partnership we strive to develop with our client. We use working prototypes to develop the solution that not only proves concepts but also allows the client to tangibly measure progress. We build in time for user assessments.

To find out how we can assist you in meeting your consolidated needs, please contact us at: 301-565-2181
Contact Person: Taiwo Pedro— t’ai@tai-pedro.com
301-565-2181
or visit our website at
www.tai-pedro.com
## SECTION II: CUSTOMER INFORMATION

1a. Table of Awarded Special Item numbers:

<table>
<thead>
<tr>
<th>MAS SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 541211</td>
<td>Auditing Services</td>
</tr>
<tr>
<td>SIN 541214</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>SIN 541219</td>
<td>Budget and Financial Management Services</td>
</tr>
<tr>
<td>SIN 541611</td>
<td>Management and Financial Consulting, Acquisition and Grants</td>
</tr>
<tr>
<td></td>
<td>Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>SIN 611430</td>
<td>Professional and Management Development Training Services</td>
</tr>
<tr>
<td>SIN 611512</td>
<td>Professional Services – Training / Flight Training</td>
</tr>
<tr>
<td>SIN ANCILLARY</td>
<td>Ancillary Supplies and Materials</td>
</tr>
<tr>
<td>SIN OLM</td>
<td>Order-Level Materials - Level Requirements</td>
</tr>
</tbody>
</table>

1b. Lowest Unit Price: See Price Lists

1c. Labor Category Description: See Descriptions

1. Maximum order: $1,000,000
2. Minimum order: $100
3. Geographic coverage (delivery area): Domestic and Overseas
4. Point(s) of Production: Various Locations based on the Client’s requirements
5. Net Price: See Price List
6. Quantity discounts: None
7. Prompt payment terms: Net 30 days [Information for Ordering agencies: Prompt payment terms cannot be negotiated out of the contractual out of the agreement in exchange for concessions.]
8. Foreign Items: N/A

10a. Time of delivery. (Contractor inserts number of days.) To be specified on each individual Task Order

10b. Expedited Delivery. Per Task Order Cover Sheet for POC

10c. Overnight and 2-day delivery. N/A.

10d. Urgent Requirements. See Cover Sheet for POC

*In accordance with clause I-FSS-140-B Tai Pedro & Associates, P.C. (TPA) shall reply to*

May 17, 2021
any inquiry for accelerated delivery within 3 working days after receipt of inquiry. Any telephone inquiries or replies will be confirmed by Tai Pedro & Associates, P.C. (TPA) in writing

11. F.O.B. point (s). Destination

12a. Ordering address.

TAI PEDRO & ASSOCIATES, P.C. (TPA)
1010 Wayne Avenue
Suite 550
Silver Spring, Maryland, 20910
301-565-2181 – Telephone
301-565-3416 – Facsimile
information@tai-pedro.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment addresses (es).

Payment via Check/U.S. Mail
TAI PEDRO & ASSOCIATES, P.C. (TPA)
1010 Wayne Avenue
Suite 550
Silver Spring, Maryland, 20910

Payment via Wire Transfer
Financial Institution: Industrial Bank, NA
9-Digit ABA routing number: See Invoice
Account Number: See Invoice

14. Warranty Provision: N/A

15. Export packing charges: N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

17. Terms and conditions of installation (if applicable). N/A

18a. Terms and conditions of repair parts. N/A

18b. Terms and conditions for any other services (if applicable). N/A
19. List of service and distribution points (if applicable). N/A
20. List of participating dealers (if applicable) N/A
21. Preventive maintenance (if applicable). N/A
22a. Special attributes such as environmental attributes N/A
22b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services: N/A
23. Unique Entity Identifier (UEI) number – 78-6643569 (HLWCJ777VPB8)
24. Notification regarding registration in System for Award management (SAM) database.
   Registered in SAM.
SECTION III: AWARDED SPECIAL ITEM NUMBER (SIN) DESCRIPTION

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td><strong>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</strong></td>
</tr>
<tr>
<td></td>
<td>Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</td>
</tr>
<tr>
<td></td>
<td>Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.</td>
</tr>
<tr>
<td>Professional Services</td>
<td><strong>Financial Services</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Auditing Services</strong> - Perform financial-related audits, performance audits, recovery audits, transportation audits, and contract audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and non-GAGAS. Perform an independent assessment of an audited entity's financial statements in conformity with generally accepted accounting standards.</td>
</tr>
</tbody>
</table>
principles, financial information, adherence to financial compliance requirements and internal controls, or organization or program performance to identify areas for improvement.


**Transportation audits**: perform administrative reviews and rate examinations on prepayment and post payment transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, tenders or other applicable rate authority.

Note: Inherently Governmental services as identified in the Federal Acquisition Regulation (FAR) 7.503 or by the ordering agency are prohibited under this SIN. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

| 541214 | Payroll Services - Services include those that an agency identifies as recurring commercial activities such as billing, payroll processing that includes collecting information on hours worked, pay rates, deductions, and other payroll-related data using that information to generate paychecks, payroll reports, and tax filings. These establishments may use data processing and tabulating techniques as part of providing their services. |

| 541219 | Budget and Financial Management Services - Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying |
accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes

### Professional Services

**Training Services**

- **Professional and Management Development Training** - Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

  - Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

  - Any firm offering Defense Acquisition Workforce Improvement
Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites:


Off-the-Shelf Training Devices and Training Materials - Off-the-Shelf Training Devices: Proposed training devices shall be commercially-available off-the-shelf training devices to include software programs, teaching machines and devices, simulators such as driving simulators, flight simulators, etc., prepared printed instructional material, medical models and simulators, prepared audio and visual instruction material and multimedia program kits.

Customizable Training Devices: Proposed customized training devices and simulators shall be in addition to the or the result of planning, designing, and/or producing customized training products that include but are not limited to print, audio/visual, audio, digital formats and emerging technologies. Proposed training devices, print materials, audio-visual and multimedia formats, electronic media, etc., shall directly train students in a specific subject matter(s) or assist in the training of a specific
subject matter(s). Customizable Training Devices/Materials: Proposed off-the-shelf devices and simulators may be customized to customer specifications via a scope of work and priced on a firm fixed price or labor hour basis.

<table>
<thead>
<tr>
<th>Miscellaneous - Complementary Special Item Numbers (SINs)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANCILLARY</strong></td>
</tr>
<tr>
<td>Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to complement a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work ANCILLARY or a project that is solely associated with the supplies and/or services purchased under this schedule. NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible Ancillary Supplies and Services</td>
</tr>
<tr>
<td>Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with, or in support of, supplies or services purchased under another SIN of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed...</td>
</tr>
</tbody>
</table>
ancillary supplies and/or services are commercially offered in support of one or more SIN(s).

**Order-Level Materials (OLM)** - OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs. OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

**OLM SIN-Level Requirements/Ordering Instructions:**

**OLMs are:**
- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115

Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-
- Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price
- OLMs are not:
- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are
- defined, priced, and awarded at the FSS contract level
- OLM Pricing:
  - Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
  - The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 30% of the order value less travel expenses.

**Order-Level Materials (OLMs) - SUBJECT TO COOPERATIVE PURCHASING (84-500)**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items." Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do
not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.
SECTION IV: LABOR CATEGORY DESCRIPTION

LABOR CATEGORY DESCRIPTION

TPA recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. Increasingly, we find that the skills needed to meet Task Order performance requirements, in order to address today's problems, and tomorrow's challenges require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, TPA’s schedule utilizes equivalencies between experience and education that allows us to take the full measure of an individual's capabilities. The job descriptions defined in this section provide the general guidelines for each labor category; however reasonable consideration may be used for determining the optimal combination of experience and education for each task.

SERVICE CONTRACT LABOR STANDARDS (SCLS)
The SCLS 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 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 WD number. Failure to do so may result in cancellation of the contract.

<table>
<thead>
<tr>
<th>1. Project Manager</th>
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</thead>
</table>

**Duties:**
Develops and applies advanced methods for business process reengineering, organizational performance support, team training development, and strategic planning services. Interfaces with top level government officials. Will perform high-level analytical/operational MOBIS implementation consulting as well as provide facilitation and training services.

**Qualifications:**
Degree: BS or equivalent

**Experience:**
6 - 20 years as outlined below:
- Management-level knowledge about a wide range of available hardware, software, security and communication capabilities, and experience in assessing their usefulness in relation to clients’ needs.
- Experience in presenting problems, alternative solutions to problems, and
recommend actions to cognizant officials in a clear, concise, and workable manner.

- Experience in managing a team composed of analysts, programmers, network engineers, and other specialists in analyzing telecommunications/ADP systems.
- Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-to-one basis.

### 2. Program Director

**Duties:**
Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates.

**Qualifications:**
A Bachelor's degree in Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of fifteen years of experience, of which at least ten years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Experience:**
With a Master’s degree (in the fields described above): thirteen years of general experience of which at least nine years specialized experience is required. 
With a PhD (in the fields described above) twelve years general experience of which at least eight years must be specialized experience.

### 3. Executive Professional/Consultants

**Duties**
Formulates statements of management and business problems, supervises the solution of problems through the use of automated equipment, and acts as project manager during implementation. In addition, this individual has extensive experience as a manager of technical personnel.

**Qualification**
Relevant experience, including supervisory and project management experience

<table>
<thead>
<tr>
<th>Minimum Years of Experience</th>
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<tbody>
<tr>
<td><strong>Level</strong></td>
</tr>
<tr>
<td>Level 3</td>
</tr>
<tr>
<td>Level 2</td>
</tr>
<tr>
<td>Level 1</td>
</tr>
</tbody>
</table>
4. Senior Management Consultant

Duties: The Senior Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Education:
Progressive senior level management and high level organizational experience.

Experience:

<table>
<thead>
<tr>
<th>Level</th>
<th>Ph.D.</th>
<th>Master's Degree</th>
<th>Bachelor's</th>
<th>Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>15</td>
<td>17</td>
<td>19</td>
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<tr>
<td>Level 2</td>
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<td>Level 1</td>
<td>7</td>
<td>9</td>
<td>11</td>
<td>13</td>
</tr>
</tbody>
</table>

5. Management Consultant

Duties:
The Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Education/Experience:
Progressive senior level management and organizational experience.

Experience:

<table>
<thead>
<tr>
<th>Level</th>
<th>Ph.D.</th>
<th>Master's Degree</th>
<th>Bachelor's Degree</th>
<th>Associate’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
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<tr>
<td>Level 2</td>
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<td>Level 1</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
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</table>

6. Senior Consultant

Duties:
The Senior Consultant is a recognized authority across multiple areas of expertise. The Senior Consultant provides leadership at the highest technical and programmatic levels for
teams to accomplish customer-sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

**Qualification:**
Progressive management experience, including extensive supervisory and project management experience.

**Experience:**

<table>
<thead>
<tr>
<th>Level</th>
<th>Ph.D.</th>
<th>Master’s Degree</th>
<th>Bachelor’s Degree</th>
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<tr>
<td>Level 1</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
</tbody>
</table>

**7. Consultant**

**Duties:**
The Consultant is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

**Qualification:**
Relevant experience, including supervisory and project management experience.

**Experience:**

<table>
<thead>
<tr>
<th>Level</th>
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<th>Bachelor’s Degree</th>
<th>Associate’s Degree</th>
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**8. Quality Assurance Manager**

**Duties:**
Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

**Qualification:**
A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight years of experience, of which at least five years must be specialized. Specialized experience includes:
Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and team leader
<table>
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<tr>
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<tr>
<td>With a Master's Degree (in the fields described above): six years of general experience of which at least four years must be specialized experience.</td>
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<tr>
<td>With a PhD (in the fields described above) five years of general experience is required of which at least three years must be specialized experience.</td>
</tr>
<tr>
<td>With thirteen years of general experience of which at least eleven years must be specialized experience, a degree in the fields described above) is not required.</td>
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</tbody>
</table>

### 9. Program Administration Specialist

**Duties:**
Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

**Qualification:**
Requires a high school diploma with a minimum of four years of experience, of which at least two years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

**Experience:**
With an Associate's degree in Computer Science, Business. Two years of general experience of which at least one year must be specialized experience.
With a Bachelor's degree in any field, will require one year of general experience and one year of specialized experience.

### 10. Senior Functional Analyst

**Duties:**
Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Qualifications:**
A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years of experience, of which at least eight years must be specialized. Specialized experience includes: superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

**Experience:**
- With a Master's Degree (in the fields described above): eight years of general experience of which at least six years must be specialized experience is required.
- With thirteen years of general experience of which at least eleven years of specialized experience, a degree is not required.
11. Senior Facilitator

**Duties:**
The individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, an effective understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of management plans, budgets, and schedules. This individual may perform duties related to the production, collection and analysis of samples, surveys and data. This individual follows established procedures.

**Education:**
Relevant experience related to performing planning and implementation support.

**Experience:**

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<tr>
<th>Level</th>
<th>Master’s Degree</th>
<th>Bachelor’s Degree</th>
<th>Associate’s Degree</th>
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<td>Level 1</td>
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<td>1</td>
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</table>

12. Computer Systems Analyst

**Qualifications:**
A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years of experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years of experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

**Experience:**
- With a Master's Degree (in the fields described above): four years’ general experience of which at least three years must be specialized experience is required.
- With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

13. Senior Data Base Management Specialist

**Duties:**
Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides
Qualifications:
A Bachelor’s degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years of experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

Experience:
- With a Master's Degree (in the fields described above): eight years of general experience of which at least six years must be specialized experience is required.
- With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

### 14. System Administrator

Duties:
Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning.

Qualifications:
A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years of experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

Experience:
- With a Master's Degree (in the fields described above): eight years of general experience of which at least six years must be specialized experience is required.
- With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

### 15. Technical Writer/Editor

Duties:
Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.
Qualification:
A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years of experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

Experience:
With a Master's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required.
With seven years general experience of which at least five years is specialized, a degree is not required.

16. Documentation Specialist

Duties:
Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Qualifications:
An Associate's degree (in the fields described in this paragraph) is required. This position requires a minimum of three years of experience, of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

Experience:
With a Bachelor's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required. With six years general experience of which at least four years is specialized, a degree is not required.

17. User Relations Specialist/Consultant

Duties:
Facilitates the exchange of information and data to meet customer needs and expectations. Attends meetings when needed to provide support for clients. Also provides information and resource materials for client projects including regulations, chemical information, journal articles, and government documents.

Qualifications:
A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years of experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.
<table>
<thead>
<tr>
<th>Experience:</th>
<th>With a Bachelor’s Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required. With five years general experience of which at least three years is specialized, a degree is not required.</th>
</tr>
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<tbody>
<tr>
<td>Duties:</td>
<td>Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles and multitiered system application standards. Must be able to grasp interrelationships between financial management requirements and automation solutions, considering the current system environment, and the potential integration of added systems concurrently or later. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Coordinates all aspects of complex financial application automation requesting guidance only in extremely difficult situations. Completes objectives independently within the negotiated budget.</td>
</tr>
<tr>
<td>Qualifications:</td>
<td>B.A. or B.S. degree. Must have 10 years of financial management experience.</td>
</tr>
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</table>

### 18. Senior Financial/Budget Analyst

| Duties: | Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives. Prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc. |
| Qualifications: | B.A. or B.S. degree. Must have 10 years of financial management experience. At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts |

### 19. Procurement Contracting Officer

### 20. Senior Contract Specialist

| Duties: | Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives., prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc. |
provisions and clauses including cost data requirements, etc.

**Qualification:**
B.A. or B.S. degree. Must have 10 years of financial management experience.

**Experience:**
At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

### 21. Electronic Meeting Technogapher

**Duties:**
Supports the meeting facilitator or Data Modeler in preparing and conducting meetings, and in meeting follow-up activities. Manipulates online electronic meeting software, such as Group Systems V, for Business Reengineering or Process Improvement sessions. Responsible for the cataloging, maintenance, and distribution of customer session data files.

**Qualifications:**
Requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, English, communications, Human Resource Development, or other related technical disciplines. This position requires a minimum of three years of experience, of which at least one is specialized. Specialized experience includes: cross functional computer skills, knowledge of LAN servers, and knowledge of technical content. General experience includes knowledge of automated environments.

**Experience:**
With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline: five years general experience of which at least two years specialized experience is required.

### 22. Administrative Assistant

**Duties:**
Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Must be capable of using various word processing equipment.

**Qualifications:**
High School diploma or GED. Must have at least two years’ experience in a technical typing position. At least one year’s experience working as a technical typist preparing computer system documentation or documenting developed software requirements.

### 23. Partner

**Duties:**
Serves as the Contractor counterpart to the Government program/technical manager. Operates independently, managing substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated ability to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters
management structure as necessary to effectively direct program/technical support activities. Confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues, or conflicts.

Qualifications:
Education: Minimum Requirement: Bachelor’s Degree in accounting with CPA certification, or related discipline.
Experience: Minimum 10 years of related work experience.

24. Principal/Senior Manager

Duties:
Serves as the Contractor counterpart to the Government program/technical manager. Manages moderate program/technical support operations potentially involving multiple projects/task orders and personnel at multiple locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated ability to interface with management. Establishes and alters management structure as necessary to effectively direct program/technical support activities. Confers with appropriate Government management officials regarding the status of specific Contractor program/technical activities and problems, issues, or conflicts.

Qualifications:
Education: Minimum Requirement: Bachelor’s Degree in accounting with CPA certification, or related discipline.
Experience: Minimum 10 years of related work experience.

25. Project Manager

Duties:
Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel to minimize costs and maximize efficiency in achieving requirements stated in the contract. Leads the planning, organizing, and control efforts of the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.

Qualifications:
Education: Minimum Requirement: Master’s Degree in business, operations research, management, computer science, engineering, or related discipline
Experience: Minimum 10 years of related work experience.
26, 27, 28  Supervisor Auditor/Accountant/Financial/Budget Analyst

**Duties:**
Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel, as well as the Project Manager and other contractor personnel as required, to minimize costs and maximize efficiency in achieving requirements stated in the contract. Plans, organizes, and controls the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.

**Qualifications:**
Minimum Requirement: Bachelor’s Degree in business, operations research, management, computer science, engineering, or related discipline. CPA certification preferred

**Experience:**
Minimum 6 years of related work experience.

29, 30, 31  Senior Auditor/Accountant/Financial/Budget Analyst

**Duties:**
Responsible for major segments of the work performed under contract. Supervises and directs the efforts of the accountants in the performance of procedures specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the work performed under contract for proper documentation. Summarizes the results of the work performed under contract for consideration by the Task Leader or Project Manager for inclusion in the draft report.

**Qualifications:**
Minimum Requirement: Bachelor’s Degree in business, operations research, management, computer science, engineering, or related discipline. CPA certification preferred

**Experience:**
Minimum 6 years of related work experience.

32, 33, 34.  Auditor/Accountant/Financial/Budget Analyst

**Duties:**
Performs the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend change to established procedures.

**Qualifications:**
Minimum Requirement: Bachelor’s Degree in business, operations research, management, computer science, engineering, or related discipline.

**Experience:**
Minimum 4 years of related work experience.

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### 35. Manager - Financial Systems Analyst

**Duties:**
Performs system design and development. Supervises and provides technical guidance to Systems Analysts and Junior Systems Analysts. Formulates and implements solutions to complex and/or highly specialized problems requiring a high degree of technical expertise and creative thinking for the development of efficient solutions to complex customer requirements. Develops system improvement recommendations for review by the Project Manager.

**Qualifications:**
Minimum Requirement: Master’s Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

**Experience:**
Minimum 10 years of related work experience.

### 36. Senior Financial Systems Analyst

**Duties:**
Reviews components of the overall system under the supervision of the Senior Systems Analyst. Formulates and recommends solutions to highly specialized problems requiring creative thinking for the development of efficient solutions to customer requirements. Prepares working papers and other documentation to support recommended changes to the existing system. Provides technical direction to Junior Systems Analysts.

**Qualifications:**
Minimum Requirement: Bachelor’s Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

**Experience:**
Minimum 7 years of related work experience.

### 37. Financial Systems Analyst

**Duties:**
Assists the Systems Analyst in reviewing components of the overall system. Prepares working papers and other documentation to support recommended changes to the existing system.

**Qualifications:**
Minimum Requirement: Bachelor’s Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

**Experience:**
Minimum 2 years of related work experience.

### 38. Subject Matter Expert

**Functional Responsibilities:**
- To support management, organizational and business tasks, consults as an SME to solve complex problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.
- Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.

Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.

Conducts site visits, investigations and studies to gather information.

Prepares reports, presentations and papers to document findings, opinions and recommendations.

Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

**Minimum/General Experience:**
Ten (10) years of experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to systems design, information technology, information analysis, contract management, quality assurance, test and evaluation, industrial processes, acquisition management, financial analysis, financial management, cost estimating/analysis, budgeting and performance measurement. Experience in isolating, and resolving problems; Ability to explain issues to others in a manner that facilitates informed decision making. May include experience in evaluating, developing and/or analyzing information systems (IS) or information technology (IT). Experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement is required. Position may require travel and the ability to pass and maintain a security clearance.

**Minimum Education:**
Bachelor’s degree in Business Administration or a related field and 15 years of job-related experience or equivalent. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.

**39. Senior Executive Consultant**

**Functional Responsibilities:**
The Senior Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and inter-organizational cooperation of business units.

**Duties**
- Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met.
- Communicates with customer to resolve technical and contractual issues.
- Oversees the development of design concepts and test criteria.
- Reviews program schedules and potential impacts.
- Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company.
- Directs the integration of a program management team, reviews progress and evaluates results.

**Minimum Education:**
Bachelor’s degree in Business Administration or a related field and 10 years of job-related experience or equivalent.

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<th>Level</th>
<th>Ph.D.</th>
<th>Master’s Degree</th>
<th>Bachelor’s Degree</th>
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40. Principal Consultant

Functional Responsibilities:
The principal consultant’s primary objective is helping businesses implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicating them clearly to stakeholders, facilitators and partners. The Business Analyst will gather important company data and compile it into reports shareholders and departmental managers can use that will make the organization more profitable.

Duties
- The Senior Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and inter-organizational cooperation of business units.
- Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met.
- Communicates with customer to resolve technical and contractual issues.
- Oversees the development of design concepts and test criteria.
- Reviews program schedules and potential impacts.
- Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company.
- Directs the integration of a program management team, reviews progress and evaluates results.
- Requirements management and communication.
- Modeling techniques and methods in business.

Minimum Education:
Bachelor’s degree in Business Administration or a related field and 10 years of job-related experience or equivalent.

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<thead>
<tr>
<th>Level</th>
<th>Ph.D.</th>
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<td>Level 1</td>
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41. Senior Manager

Functional Responsibilities:
The Senior Manager is responsible for management and performance of major contract programs requiring multidiscipline services and inter-organizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates
with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

**Duties**

- The Senior Manager is responsible for management and performance of major contract programs requiring multidiscipline services and inter-organizational cooperation of business units.
- Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met.
- Communicates with customer to resolve technical and contractual issues.
- Oversees the development of design concepts and test criteria.
- Reviews program schedules and potential impacts.
- Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company.
- Directs the integration of a program management team, reviews progress and evaluates results.

**Minimum Education:**

Bachelor's degree in Business Administration or a related field and 10 years of job-related experience or equivalent.

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<tr>
<th>Level</th>
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<td>Level 1</td>
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**42. Business Analyst**

**Functional Responsibilities:**

The business analyst's primary objective is helping businesses implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicating them clearly to stakeholders, facilitators and partners. The Business Analyst will gather important company data and compile it into reports shareholders and departmental managers can use that will make the organization more profitable.

**Duties**

- Conduct cost/benefit analysis.
- Business case development.
- Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress.
- Determine and document user requirements for business processes and abide by those.
- Own and develop relationship with partners to optimize and enhance business integration.
- Help design, document and maintain system processes.
Report on common sources of technical issues or questions and make recommendations where necessary for future projects.
- Translating and simplifying requirements.
- Requirements management and communication.
- Modeling techniques and methods in business.

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<tr>
<th>Minimum/General Experience:</th>
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<tbody>
<tr>
<td>Advanced SQL database management and maintenance skills</td>
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<tr>
<td>Previous experience in Business / Systems Analysis or Quality Assurance</td>
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<tr>
<td>Experience in analyzing data to draw business-relevant conclusions and in data visualization techniques and tools</td>
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<tr>
<td>Basic knowledge in generating process documentation</td>
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<tr>
<td>Strong written and verbal communication skills including technical writing skills</td>
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<tr>
<th>Minimum Education:</th>
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<tbody>
<tr>
<td>Bachelor’s or master’s degree in related technical field</td>
</tr>
<tr>
<td>5+ years of associated work experience</td>
</tr>
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</table>

### 43. Senior Business Analyst

**Functional Responsibilities:**
The business analyst’s primary objective is helping businesses implement technology solutions in a cost-effective way by determining the requirements of a project or program, and communicating them clearly to stakeholders, facilitators and partners. The Business Analyst will gather important company data and compile it into reports shareholders and departmental managers can use that will make the organization more profitable.

**Duties**
- Conduct cost/benefit analysis.
- Business case development.
- Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress.
- Determine and document user requirements for business processes and abide by those
- Own and develop relationship with partners to optimize and enhance business integration
- Help design, document and maintain system processes.
- Report on common sources of technical issues or questions and make recommendations where necessary for future projects.
- Translating and simplifying requirements.
- Requirements management and communication.
- Modeling techniques and methods in business.

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<tr>
<td>Basic knowledge in generating process documentation</td>
</tr>
<tr>
<td>Strong written and verbal communication skills including technical writing skills</td>
</tr>
</tbody>
</table>
Minimum Education:
- Bachelor’s or master’s degree in related technical field
- 7+ years of associated work experience

44. Communication Specialist

Functional Responsibilities:
The Communications Officer creates and implements communications strategies that further the goals of the organization. S/he will promote the company’s brand, interact with the public and establish productive relationships with key stakeholders and policymakers. The ideal candidate would have a proven track record of success in the communications sector or related fields, as well as excellent written and verbal communication skills.

Duties
- Develop, support and promote company goals, including message development, content creation and media outreach.
- Develop and disseminate public relations materials that increase visibility among stakeholders and policy makers.
- Build and maintain relationships with journalists, bloggers, investors and customer audiences to advance the goals of the organization.
- Identify target audiences and create strategies to effectively engage them.
- Ensure digital marketing content aligns with organizational brand and identity.
- Develop communicative practices that will assist with marketing campaigns as needed.
- Work closely with leaders and executives to develop and strengthen employee engagement activities.

Minimum/General Experience:
- A minimum of 3+ years of experience in communications, strategy and development.
- Excellent written and verbal communication skills.
- Knowledge of digital marketing tactics and email marketing.
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively
- Experience working in customer relations preferred

Minimum Education:
At least a Bachelor’s degree in Communications, Journalism, Public Relations or related field.

45. Knowledge Management Consultant

Functional Responsibilities:
The Consultant is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Duties
- Identifies and evaluates the organization's risk areas and provides key input to strategy
Perform leadership audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures.

- Conducts interviews, reviews documents, documents narratives and workflow diagrams, develops and administers surveys, conducts fraud assessment, composes summary memos, and prepares working papers.
- Identifies, develops, and documents audit issues and recommendations using independent judgment concerning areas being reviewed.
- Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations to management.
- Develops and maintains productive client and staff relationships through individual contacts and group meetings.
- Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with coworkers.

**Minimum Education:**
Bachelor's, Master's or Ph.D. degree with major in Business, Accounting, Finance or related fields.

### 46. Coordination Manager

**Functional Responsibilities:**
Directs the performance of a variety of highly technical projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program areas typically include engineering, integration, test, systems analysis, quality assurance, etc.

**Duties**
- Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
- Operates within client guidance, contractual limitations, and Company business and policy directives.
- Serves as focal point of contact with client regarding program activities.
- Ensures that all required resources are available for program implementation.
- Maintains the development and execution of business opportunities based on broad, general guidance.
- Confers with project manager to provide technical advice and to assist with problem resolution.
- May perform other duties as assigned.

**Minimum/General Experience:**
- Bachelor's Degree or equivalent and 15 years of general experience. Six (6) years of general
- Experience is equivalent to a Bachelor's Degree. With a Master's Degree, thirteen (13)
### 47. Senior Data Analyst

**Functional Responsibilities:**
Maintains data storage and access by designing physical databases.

**Duties**
- Confirms project requirements by studying user requirements; conferring with others on project team.
- Maintains data dictionary by revising and entering definitions.
- Maintains client confidence and protects operations by keeping information confidential.
- Maintains technical knowledge by attending educational workshops; reviewing publications; establishing personal networks; participating in technical societies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Determines changes in physical database by studying project requirements; identifying database characteristics, such as location, amount of space, and access method.
- Changes database system by coding database descriptions.
- Protects database by developing access system; specifying user level of access.
- Maintains user reference by writing and rewriting database descriptions.

**Minimum/General Experience:**
- Database Performance Tuning, Database Management, Requirements Analysis, Software Development Fundamentals, Problem Solving, Documentation Skills, Verbal Communication, Data Maintenance, Database Security, Promoting Process Improvement, System Administration

**Minimum Education:**
- Bachelor’s Degree (B.S.) in Business, Business Admin, or related field (preferred, not required)

### 48. Executive Assistant

**Functional Responsibilities:**
Provide personalized secretarial and administrative support in a well-organized and timely manner. Work on a one-to-one basis on a variety of tasks related to executive’s working life and communication.

**Duties**
- Act as the point of contact between the executives and internal/external clients
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Handle requests and queries appropriately
- Maintain diary, arrange meetings and appointments and provide reminders
- Make travel arrangements
- Take dictation and minutes and accurately enter data
- Monitor office supplies and research advantageous deals or suppliers
- Produce reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system

**Minimum/General Experience:**
- 3+ years proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position
- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office
- Proficiency in English
- Exemplary planning and time management skills
- Up-to-date with advancements in office gadgets and applications
- Ability to multitask and prioritize daily workload
- High level verbal and written communications skills
- Discretion and confidentiality

**Minimum Education:**
High School degree; additional qualification as personal assistant would be considered an advantage

49. **Senior Policy Coordinator**

**Functional Responsibilities:**
The Coordinator is responsible for the timely and accurate processing of information and implementation of policy requirements for standard performance and government regulations. Serves as the immediate liaison between the organization and external clients on policy assurance and compliance issues. Daily activities generally include advocacy, engagement, analysis, research, writing, and speaking with numerous community partners as well as decision makers and administrators at the federal, state, and local levels.

**Duties**
- Ensures that project implementation complies with government regulations.
- Ensures that organizational operations are well synchronized with all requirements (including those from department-level initiatives, Congressional actions, White House Executive Orders, GAO findings, and OMB targets).
- Provide advocacy support for projects involved with commercial diplomacy and business development.
- Performs administrative and operational support tasks that may include: processing and filing documents, maintaining databases, and assisting users with account administration.
- Provides policy and standard control assistance with analysis and development of policy requirements and implementation
- Contributes to department efficiencies by assisting with the training of new team members on routine procedures.

**Minimum/General Experience:**
Strategic communications experience is highly desired, though not required.
- Advocacy experience with governmental and social movements.
- Experience working with elected officials and/or administrators in education, health, or human services.
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- Working knowledge of legislative and/or government decision- and budget-making processes.
- Public speaking experience.

**Minimum Education:**
- Bachelor’s degree required; 3-5 years of business experience with policies and procedures, with a demonstrated record of success

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**50. Graphics Specialist**

**Functional Responsibilities:**
Responsible for ensuring that all images prepped (color corrected, retouched, formatted) and uploaded for the website on schedule at the same quality as print. Ensures current images and alternate views are displayed correctly and are up to date. Tracks and oversees workflow for web image process. Follows and maintains art parameters for web guidelines manual. Uses knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, films, packaging, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs.

**Duties**
- Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs.
- Create visual aspects of marketing materials, websites and other media, including infographics
- Put together disparate elements of a design created by another professional, such as the icons, photographs and other components necessary for a website design
- Consult with clients’ marketing, copywriting and sales teams to create cohesive designs that reflect our clients’ corporate cultures and goals
- Works on projects/matters of limited complexity in a support role.

**Minimum/General Experience:**
- Extensive experience with Illustrator, Photoshop and InDesign, specifically with mockups, web design and multimedia presentation
- Working knowledge of CSS3, HTML5 and JavaScript
- Experience working with WordPress templates
- Adaptive design eye and skill
- Excellent communication skills
- Ability to absorb and apply constructive criticism from peers and clients
- Must remain abreast of technological advances in the field and be able to identify areas of use in the organization.
- Minimum of 4+ years of experience

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**51. Policy and Planning Specialist**

**Functional Responsibilities:**
The Policies & Planning Specialist role is to assist improving and documenting existing processes and systems while seeking opportunities to develop and implement new processes and systems to support and achieve organizational goals, within cooperate and
Multiple Award Schedule (MAS)
FSC Group: Professional Services
Contract Number: GS-00F-010DA
TAI PEDRO & ASSOCIATES, P.C.

<table>
<thead>
<tr>
<th>Duties</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Assist in engaging all business units to understand existing and future business goals guidance for process improvement initiatives.</td>
<td></td>
</tr>
<tr>
<td>▪ Research, review, and analyze the effectiveness and efficiency of existing processes.</td>
<td></td>
</tr>
<tr>
<td>▪ Analyze process, data and work instructions to prepare and deliver reports, recommendations, or alternatives for improving processes.</td>
<td></td>
</tr>
<tr>
<td>▪ Assessing policy needs and developing policies to govern business activities.</td>
<td></td>
</tr>
<tr>
<td>▪ Providing policy guidance to management, staff, and customers.</td>
<td></td>
</tr>
<tr>
<td>▪ Ensuring the rigorous application of information assurance policies, principles, and practices in the delivery of planning and management services.</td>
<td></td>
</tr>
<tr>
<td>▪ Develop business strategies for implementing changes of existing or new to processes.</td>
<td></td>
</tr>
</tbody>
</table>

| Minimum/General Experience:                                           |
|-----------------------------------------------------------------------|---|
| 4-6 Years Of Experience In Process Re-Engineering, Insurance, Banking, Law or any related disciplines. |  |

| Minimum Education:                                                   |
|-----------------------------------------------------------------------|---|
| Minimum of a Bachelor’s degree from a recognized college or university. |  |

### 52. Program Evaluation Specialist

| Functional Responsibilities:                                         |
|-----------------------------------------------------------------------|---|
| Researches, designs, and implements procedures to study programs and projects; provides quantitative and qualitative analyses of various data; consults with and provides technical assistance to project managers and directors regarding efficiency and optimization strategies. |  |

<table>
<thead>
<tr>
<th>Duties</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Design evaluation studies.</td>
<td></td>
</tr>
<tr>
<td>▪ Apply evaluation results and test data to improve service delivery.</td>
<td></td>
</tr>
<tr>
<td>▪ Conduct statistical analysis of evaluation data.</td>
<td></td>
</tr>
</tbody>
</table>

| Minimum/General Experience:                                           |
|-----------------------------------------------------------------------|---|
| ▪ 5+ years of experience in the customer service field                |  |
| ▪ 5+ years of managing staff in a Call Center environment             |  |
| ▪ 3+ years of managing operational teams and client relationships     |  |
| ▪ Proficient PC skills including Microsoft products                   |  |
| ▪ Strong presentation and communication skills                        |  |
| ▪ Ability to exercise independent judgment and make decisions based on objective assessment. |  |
| ▪ Ability to work independently and work collaboratively with others. |  |
| ▪ Ability to use SPSS for statistical analysis of data.               |  |
| ▪ Ability to effectively use Microsoft Office spreadsheet, word processing, and database programs. |  |
| ▪ Excellent written and oral communication skills                     |  |

| Minimum Education:                                                   |
|-----------------------------------------------------------------------|---|

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39
Bachelor’s degree in Business or a related field

### 53. Program Management Analyst

**Functional Responsibilities:**
The Program Analyst will provide analytical consultative services required to administer programs throughout all phases of business requirements analysis, software design, system and performance testing, and implementation.

**Duties**
- Analyze and review budget, schedule, and other program resources. Identify resource shortfalls and make corrective recommendations.
- Advise and assist acquisition leadership across the Program Integration Process, including strategic communication, baseline management, long-range planning, and data information analysis and reporting.
- Develop information on budget status, workforce level, equipment availability, and other company capabilities.
- Determine customer requirements and translates these requirements into organizational plans.
- Participate in analysis sessions to provide program requirements.
- Review the business and system, software and system integration requirements to ensure the requirements meet the program needs.

**Minimum/General Experience:**
- 7+ years work experience is required.
- Candidates should have experience in the following fields: FISMA, CyberStat, Data Analytics, Risk Scoring, Assessments.
- Experienced in collaborating with IT managers to define performance challenges and design performance measurement solutions to inform management decision making.

**Minimum Education:**
Minimum of a Bachelor’s degree in Business Administration, Information Technology and other related fields from a recognized college or university.

### 54. Program Management Assistant

**Functional Responsibilities:**
This position will be responsible for the collection on information on each project; the development of reports, presentations, and spreadsheets; and monitoring of project schedules, resources, and manpower. Incumbent will coordinate schedules to facilitate the completion of task order and change proposals, contract deliverables, task order reviews, briefings and presentations.

**Duties**
- Provides contract and business support
- Develops, reviews, and manages deliverables
- Manages Integrated Master Schedule
- Oversees program reporting, briefing, and risk management activities
- Develop and present briefings and reports on program status
Provides administrative support, including planning and conducting program meetings, workshops, teleconferences or conferences
- Interacts Government Project Manager, functional managers, subcontractors, others
- Supports overall program management

Minimum/General Experience:
- Excellent verbal and written communication skills should demonstrate exceptional initiative and problem-solving skills and be able to work independently with little guidance on a daily basis.
- At least five (5) years’ experience working with governmental agencies.

Minimum Education:
Minimum of a Bachelor’s degree from a recognized college or university.

55. Program Management Specialist

Functional Responsibilities:
The project management specialist provides support to multiple projects of varying type, size, duration and complexity. The incumbent is responsible for overseeing the organization’s outreach and engagement projects ensuring that such are aligned with organizational strategic goals and initiatives.

Duties
- Provide general project management support to managers in the field and at headquarters. This support may include performance metrics, proposal support, audits, metrics/financial analysis, data calls, deliverables, timekeeping, etc.
- May be called on to oversee the day-to-day needs and maintenance of projects. This may include ensuring deliverable are completed and submitted; monitoring and reviewing contracts; monitor project personnel (new hires, time charging, leave, staffing plan)
- Process improvement – Participate in improving internal and external processes to increase efficiencies and resolve problems.
- Maintain contact with employees in the field to ensure needs are met.
- Communicate with internal stakeholders and departments to ensure work is completed in an accurate and timely manner.

Minimum/General Experience:
Minimum of three (5) years’ demonstrated experience supporting projects (on-site or at the office).
Project Management certifications, e.g. PMP, PgMP, ITILv3, etc.
Been a lead and/or PM on one or more projects
Excellent verbal and written communication skills
Process documentation skills

Minimum Education:
Minimum of a Bachelor’s degree in management, engineering or IT related field from a recognized college or university.
### 56. Quality Assurance and Quality Control (QA/QC) Specialist

**Functional Responsibilities:**
This position provides general oversight and management of the Quality Control activities involving quality assurance and compliance with applicable regulatory requirements. Incumbent Implements and maintain quality assurance and quality control using written regulations, policies, and standard operating procedures (SOP’s) to ensure that company’s activities are well conducted and documented, and reports are in compliance with appropriate protocols.

**Duties:**
- Perform quality planning, quality control activities, and quality assurance audits and reviews.
- Perform on-going quality oversight of organization operations including acquisition, contract, and business management support.
- Perform the assessment, development, implementation, and evaluation of program and process components.
- Develop quality processes that meet user requirements.
- Follows up on corrective actions, prepares and maintains reports, assists with the development of standardized checklists for monitoring compliance.
- Prepare and edit technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows.

**Minimum/General Experience:**
- Must have at least five (5) years of experience working with quality control methods and tools.
- The applicant shall possess knowledge of quality assurance principles and practices as a function of a Quality Management System (QMS).
- The applicant shall possess knowledge of the relationship of QA to other activities (e.g., program management, contract administration, technical requirements, etc.).
- Good computer skills with working knowledge of Microsoft Word, Outlook and Excel. Additionally, working knowledge Microsoft Project, and PowerPoint would be preferred.
- Detailed oriented.

**Minimum Education:**
Bachelor’s Degree required

### 57. Quality Assurance Specialist

**Functional Responsibilities:**
Quality Assurance (QA) Specialists support efforts and deliverables related to systems and processes to establish and ensure compliance. This involves all regulated systems through their life cycle including planning, requirements, specification, design, test, install and verification.

**Duties**
- Prepare and review documents for compliance and provide guidance and counsel to staff as needed.

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*May 17, 2021*
Evaluate processes, propose solutions resolve issues and communicate results to support project/task completion.

Develop and complete deliverables related to QA activities as needed to ensure objectives are met.

Minimum/General Experience:
- Minimum of three years of QA experience in an FDA related regulatory environment is needed.
- Strong organization, communication and interpersonal skills to effectively work in a fast-paced team-based environment.
- In-depth understanding of 21CFR Part 11 and other FDA regulations/guidance for clinical software.
- Proficiency using computer software and systems related to performing QA activities.

Minimum Education:
A Bachelor’s degree in any technical field, advanced degrees are preferred.

58. Senior Management Business Analyst

Functional Responsibilities:
The Senior Business Systems Analyst will develop and curate the relationship and intersection between business, health services, and software development. Incumbent shall participate in gathering, reviewing, analyzing, and evaluating business needs’ and develop strategies and roadmaps for advancement based upon business needs, and solutions designed.

Duties
- Conduct Business process analysis and re-engineering, utilizing an understanding of technical problems and solutions as they relate to the current and future business environment, in support of strategic initiatives.
- Develop and analyze project functional requirements, test plans, and test scripts and evaluating test results to determine compliance with test plans and established business processes.
- Lead the requirements development for applying technology to satisfy business needs. Analyzing user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations
- Developing test scenarios and test cases, and testing activities necessary to assess the quality and completion of system implementations.
- Record and contribute to performance and testing where needed for projects.

Minimum/General Experience:
- 8 years’ experience in professional role documenting business processes or analyzing system or business processes, including experience with cross platform digital projects (desktop, tablet, mobile) and financial systems.
- Demonstrated ability to think analytically, solve problems to complex business
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- processes, and document results.
  - Experience with MS Dynamics AX ideal.
  - Complete working understanding software development lifecycles.

**Minimum Education:**
Bachelor’s Degree in Industrial Distribution, Business Administration, Computer Science, or a related field, or equivalent work experience. Master’s Degree in a related field preferred.

### 59. Senior Evaluation Specialist

**Functional Responsibilities:**
Responsible for managing and implementing evaluation projects as well as funded projects and grants. This position will involve overseeing the day-to-day operations of projects, including involvement in project design, data collection, analysis, and reporting.

**Duties:**
- Leading and conducting program evaluation projects.
- Working with clients to establish the scope of work associated with program evaluation projects, designing evaluations.
- Developing program evaluation plans, developing instruments used in conducting evaluation, collecting relevant data, conducting relevant data analysis, and writing up results.
- Ensuring high standards of quality and managing client expectations is a key part of this work.

**Minimum Education:**
A master’s degree or equivalent degree in Program Evaluation, Assessment, Educational Psychology, or a related social science field with emphasis in program evaluation and educational research is essential. A doctorate in one of those fields is highly desired.

### 60. Senior Grant Analyst

**Functional Responsibilities:**
Ten (10) years of experience in relevant discipline(s) or area(s) of expertise. Manage subordinate consultants and analysts. Perform process reviews, and advise on preparation of grant proposals and reports.

**Duties:**
- Solve complex grants accounting and financial problems.
- Advise on managerial grant issues.
- Advise on grantor operating processes for evaluating grants using a variety of processes, including panel, questionnaires, on-line input, and distributed teams.
- Establish and analyze budgets and indirect costs for grant program and grant management offices.
- Control decentralized operations. Analyze grant proposals, and identify relevant costs and risks in grant approval.
- Advise on grant approval decisions using a variety of management tools, including net present value. Analyze grantee financial statements.
- Advise on grantee financial accounting issues.
Perform transaction analysis.
Perform risk analysis for grant proposals, including operations and financial forecasting. Recommend process improvements for grant making operations.
Review, prepare and present written and oral reports on grant programs and grant making processes.

Minimum/General Experience:
Bachelor’s degree in Business Administration or a related field and 10 years of job-related experience or equivalent.

61. Grant Analyst

Functional Responsibilities:
Three (3) years of experience in relevant discipline(s) or area(s) of expertise. Manage subordinate consultants and analysts. Perform process reviews, and advise on preparation of grant proposals and reports.

Duties:
- Solve complex grants accounting and financial problems.
- Advise on managerial grant issues.
- Advise on grantor operating processes for evaluating grants using a variety of processes, including panel, questionnaires, online input, and distributed teams.
- Establish and analyze budgets and indirect costs for grant program and grant management offices.
- Control decentralized operations. Analyze grant proposals, and identify relevant costs and risks in grant approval.
- Advise on grant approval decisions using a variety of management tools, including net present value. Analyze grantee financial statements.
- Advise on grantee financial accounting issues.
- Perform transaction analysis.
- Perform risk analysis for grant proposals, including operations and financial forecasting. Recommend process improvements for grant making operations.
- Review, prepare and present written and oral reports on grant programs and grant making processes.

Minimum/General Experience:
Bachelor’s degree in Business Administration or a related field and 3 years of job-related experience or equivalent.

62. Senior Grant/Contract Acquisition/Procurement Manager

Functional Responsibilities:
10 years of direct hands on experience. Defines scope and objectives of work to be accomplished by the work team. Develops Program Management Plan (PMP), including detailed work plans, schedules, program estimates, resource plans, and status reports, Work Breakdown Structures (WBS) and work packages. Must be capable of using various word processing equipment.

Duties:
- Assist with developing and administer all contract types; Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out).
- Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information.
- Determine the suitability of set-asides in accordance with applicable laws.
- Review justifications for other than full and open competition and make recommendations on approval/disapproval.
- Assist with development of contractual documentation (i.e., D&F's; justifications, solicitation amendments, supporting memoranda).

**Minimum/General Experience:**
Bachelor’s degree in Business Administration or a related field and 10 years of job-related experience or equivalent.
SECTION V: PRICING FOR:

- SIN 541211
- SIN 541214
- SIN 541219
- SIN 541611
- SIN 611430
- SIN 611512

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

(October 07, 2020, Through October 06, 2025)

<table>
<thead>
<tr>
<th>LCAT No.</th>
<th>Service Proposed (e.g. Labor Category or Job Title/Task)</th>
<th>Year 6 (Oct 07, 2020 to Oct 06, 2021)</th>
<th>Year 7 (Oct 07, 2021 to Oct 06, 2022)</th>
<th>Year 8 (Oct 07, 2022 to Oct 06, 2023)</th>
<th>Year 9 (Oct 07, 2023 to Oct 06, 2024)</th>
<th>Year 10 (Oct 07, 2024 to Oct 06, 2025)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Manager</td>
<td>$168.75</td>
<td>$172.46</td>
<td>$176.26</td>
<td>$180.13</td>
<td>$184.10</td>
</tr>
<tr>
<td>2</td>
<td>Program Director</td>
<td>$161.25</td>
<td>$164.79</td>
<td>$168.42</td>
<td>$172.13</td>
<td>$175.91</td>
</tr>
<tr>
<td>3</td>
<td>Executive Consultant</td>
<td>$161.31</td>
<td>$164.86</td>
<td>$168.49</td>
<td>$172.20</td>
<td>$175.99</td>
</tr>
<tr>
<td>4</td>
<td>Senior Managing Consultant</td>
<td>$118.30</td>
<td>$120.90</td>
<td>$123.56</td>
<td>$126.28</td>
<td>$129.06</td>
</tr>
<tr>
<td>5</td>
<td>Managing Consultant</td>
<td>$103.34</td>
<td>$105.61</td>
<td>$107.94</td>
<td>$110.31</td>
<td>$112.74</td>
</tr>
<tr>
<td>6</td>
<td>Senior Consultant</td>
<td>$80.45</td>
<td>$82.22</td>
<td>$84.03</td>
<td>$85.88</td>
<td>$87.76</td>
</tr>
<tr>
<td>7</td>
<td>Consultant</td>
<td>$72.62</td>
<td>$74.22</td>
<td>$75.85</td>
<td>$77.52</td>
<td>$79.22</td>
</tr>
<tr>
<td>8</td>
<td>Quality Assurance Manager</td>
<td>$103.35</td>
<td>$105.62</td>
<td>$107.95</td>
<td>$110.32</td>
<td>$112.75</td>
</tr>
<tr>
<td>9</td>
<td>Program Administration Specialist</td>
<td>$85.11</td>
<td>$86.99</td>
<td>$88.90</td>
<td>$90.86</td>
<td>$92.86</td>
</tr>
<tr>
<td>10</td>
<td>Senior Functional Analyst</td>
<td>$83.94</td>
<td>$85.79</td>
<td>$87.67</td>
<td>$89.60</td>
<td>$91.57</td>
</tr>
<tr>
<td>11</td>
<td>Senior Facilitator</td>
<td>$85.11</td>
<td>$86.99</td>
<td>$88.90</td>
<td>$90.86</td>
<td>$92.86</td>
</tr>
<tr>
<td>12</td>
<td>Computer Systems Analyst</td>
<td>$101.45</td>
<td>$103.68</td>
<td>$105.96</td>
<td>$108.29</td>
<td>$110.68</td>
</tr>
<tr>
<td>13</td>
<td>Sr. Database Management Specialist</td>
<td>$106.64</td>
<td>$108.98</td>
<td>$111.38</td>
<td>$113.83</td>
<td>$116.34</td>
</tr>
<tr>
<td>14</td>
<td>System Administrator</td>
<td>$77.63</td>
<td>$79.34</td>
<td>$81.09</td>
<td>$82.87</td>
<td>$84.70</td>
</tr>
<tr>
<td>15</td>
<td>Technical Writer/Editor</td>
<td>$56.36</td>
<td>$57.60</td>
<td>$58.86</td>
<td>$60.16</td>
<td>$61.48</td>
</tr>
<tr>
<td>16</td>
<td>Documentation Specialist</td>
<td>$55.24</td>
<td>$56.45</td>
<td>$57.70</td>
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<td>$60.26</td>
</tr>
<tr>
<td>LCAT No.</td>
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May 17, 2021
### Multiple Award Schedule (MAS)
**FSC Group: Professional Services**
**Contract Number: GS-00F-010DA**

**TAI PEDRO & ASSOCIATES, P.C.**

**OCT. 07, 2020 THROUGH OCTOBER 06, 2025**

<table>
<thead>
<tr>
<th>LCAT No.</th>
<th>Service Proposed (e.g. Labor Category or Job Title/Task)</th>
<th>Year 6 (Oct 07, 2020 to Oct 06, 2021)</th>
<th>Year 7 (Oct 07, 2021 to Oct 06, 2022)</th>
<th>Year 8 (Oct 07, 2022 to Oct 06, 2023)</th>
<th>Year 9 (Oct 07, 2023 to Oct 06, 2024)</th>
<th>Year 10 (Oct 07, 2024 to Oct 06, 2025)</th>
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**May 17, 2021**
<table>
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<th>LCAT No.</th>
<th>Service Proposed (e.g. Labor Category or Job Title/Task)</th>
<th>Year 6 (Oct 07, 2020 to Oct 06, 2021)</th>
<th>Year 7 (Oct 07, 2021 to Oct 06, 2022)</th>
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SPECIAL ITEM 641130 – TRAINING

Course Title: ISO 9000 and Business Process Reengineering
Course Description: Various

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RECOVERY RATE

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