Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Schedule Title- Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
PSC: R408, V122

Contract Number: GS-00F-024DA

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract period: November 13, 2015 through November 12, 2025
Pricelist current through #PS-0017 effective September 28, 2020 and #PO-0014 effective November 13, 2020

Contractor: B3 Solutions, LLC
955 L’Enfant Plaza SW, Suite 1500,
Washington, DC  20024

Telephone: (571) 384-1400
FAX Number: (571) 384-1438
Web Site: www.b3solutions.com
E-mail: b3contracts@b3solutions.com
Contract Administration: Kirsten Norman, Contracts Manager
Business Size: Large, Disadvantaged, Service-Disabled Veteran-Owned Business

Prices Shown Herein are Net (discount deducted)
I. CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541614SVC</td>
<td>541614SVCRC</td>
<td>Supply and Value Chain Management</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>


2. Maximum order

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>541614SVC</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000.00</td>
</tr>
</tbody>
</table>

3. Minimum order: $100.00


5. Points of production: Same as Contractor’s address.

6. Discount from list prices: Government Net Prices (discounts already deducted.)

7. Quantity discounts:
   - 1% for orders above the Simplified Acquisition Threshold;
   - 2% for task orders between $250,000 and $500,000 where payment is made in net 25 days after submission of a compliant invoice; and
   - 3% for task orders over $500,000 where payment is made in net 25 days after submission of a compliant invoice.

8. Prompt payment terms: .5% - 20 Days; Net 30 Days

"Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9. Foreign Items: Not Applicable
10a. Time of Delivery: To Be Determined at the Task Order level
10b. Expedited Delivery: To Be Determined at the Task Order level
10c. Overnight and 2-day delivery: To Be Determined at the Task Order level
10d. Urgent Requirements: To Be Determined at the Task Order level

11. F.O.B. Point: Destination

12a. Ordering Address:
    B3 Solutions, LLC
    3213 Duke Street, Suite 627
    Alexandria, VA 22314

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

13. Payment address:
    B3 Solutions, LLC
    3213 Duke Street, Suite 627
    Alexandria, VA 22314

14. Warranty provision: Standard Commercial Warranty Terms & Conditions

15. Export Packing Charges: Not Applicable

16. Terms and conditions of rental, maintenance, and repair: Not Applicable

17. Terms and conditions of installation: Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

18b. Terms and conditions for any other services: Not Applicable

19. List of service and distribution points: Not Applicable

20. List of participating dealers: Not Applicable

21. Preventive maintenance: Not Applicable

22a. Special attributes such as environmental attributes: Not Applicable

22b. Section 508 Compliance for EIT: As Applicable

23. Data Universal Number System (DUNS) number: 135027477

24. Notification Regarding Registration in System for Award Management (SAM) Database: Contractor has an Active Registration in SAM
ABOUT B3 SOLUTIONS, LLC

**B3 Solutions LLC**, a Limited Liability Company, is a Service-Disabled Veteran Owned, Disadvantaged Business. B3 Solutions assists customers in building better business solutions (B3).

B3 Solutions was established in July 2003. Its founders bring over 80 years of successful experience providing logistics, program management, and supply chain solutions to government and industry. We have extensive international experience in Western and Eastern Europe, the Middle East, and the Caribbean.

Through the founders’ successful industry experience, we deliver large business “know how” through a small business venue. Our management approach leverages the disciplines of planning, implementing, measuring, reporting, communicating, and adjusting resources to deliver exceptional program performance.

Our experience in providing advisory services for designing, fielding and managing program solutions assures on-time delivery of successful programs in management consulting, program analysis and project management; facilitation services; requirements analysis and integrated business solutions.
## II. LABOR CATEGORY PRICING

SIN 541614SVC – GSA Rates Including IFF for both Offsite and Onsite

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Planner</td>
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<td>$95.32</td>
<td>$97.42</td>
<td>$99.56</td>
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<td>Program Manager</td>
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<tr>
<td>Sr. Technical Writer</td>
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<td>$40.50</td>
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<td>$43.23</td>
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<tr>
<td>Technical Writer</td>
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<td>$37.25</td>
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<td>Help Desk Manager</td>
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</tr>
<tr>
<td>Help Desk Specialist</td>
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<td>$41.46</td>
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<td>$43.30</td>
</tr>
<tr>
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<td>$71.04</td>
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<td>$74.20</td>
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<tr>
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<td>$66.01</td>
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<tr>
<td>Logistics Specialist III</td>
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<tr>
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<td>$29.29</td>
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<td>$30.59</td>
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<td>$30.59</td>
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<td>Admin Support I</td>
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<td>Material Handling Specialist</td>
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<td>Data Entry Clerk</td>
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<td>$29.46</td>
<td>$30.11</td>
<td>$30.78</td>
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### Service Contract Labor Standards (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Contract</th>
<th>SCA Equivalent Code Title</th>
<th>WD #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Technician</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Property Specialist</td>
<td>21040 - Material Expediter</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Warehouse Specialist</td>
<td>21410 - Warehouse Specialist</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Support II</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Support I</td>
<td>01113 - General Clerk</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Material Handling Specialist</td>
<td>21050 - Material Handling Laborer</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Data Entry Clerk</td>
<td>01051 - Data Entry Operator I</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

### SIN 541611 – GSA Rates Including IFF for both Offsite and Onsite

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
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<td>$226.44</td>
<td>$231.43</td>
<td>$236.52</td>
<td>$241.72</td>
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<tr>
<td>Senior Consultant</td>
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<td>$164.89</td>
<td>$168.52</td>
<td>$172.22</td>
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<tr>
<td>Management Consultant</td>
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<td>Associate Management Consultant</td>
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<td>$114.82</td>
<td>$117.34</td>
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<td>Consultant</td>
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<td>Administrative Technician</td>
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<td>$63.27</td>
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<tr>
<td>Executive Consultant (Acquisition)</td>
<td>$221.57</td>
<td>$226.44</td>
<td>$231.43</td>
<td>$236.52</td>
<td>$241.72</td>
</tr>
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<td>$61.91</td>
<td>$63.27</td>
</tr>
</tbody>
</table>
III. LABOR CATEGORY DESCRIPTIONS, DUTIES, AND EDUCATION/EXPERIENCE REQUIREMENTS

**SIN 541614SVC**

### Master Planner

**Duties/Responsibilities:**
- Performs tasks assigned by Executive Director.
- Provides overall plan for the management of the assigned project(s) to include but not be limited to such activities as logistics consultation on program strategies, identification of milestone documentation to be developed, material requirements, and/or recommendations for problem corrections or system modernization.
- Serves as the liaison among client and company managers.
- Formulates project plan.
- Assigns project schedule.
- Performs review of technical and financial reports to maintain overall status of project.
- Provides business, technical and management guidance across multiple projects.
- Performs independent quality assurance reviews for compliance with project requirements.

**Experience:** Minimum 15 years in program management positions, must be able to demonstrate ability to communicate both orally and in writing, must have experience in interpreting policies, regulations and directives.

**Education:** Bachelor’s degree in accounting, finance, business management, or mathematics from an accredited college or university.

### Program Manager

**Duties/Responsibilities:**
- Performs tasks assigned by Master Planner or Executive Director.
- Provides liaison among client and company managers.
- Manages integrated logistics support work for the program effort.
- Develops the overall logistics plan for the project through analysis of models of optimized distribution networks for allocations of resources, inventory placement and size, selection of transportation modes.
- Resolves problems arising from location of operation area and other factors such as human and/or environmental.
- Provides guidance to the project manager and, in turn, the project team, in logistics engineering and/or analysis.
- Communicates project status to client and company managers.
- Works with client to review strategic objectives and assists with any adjustments that might be required.
- Manages support for the program effort, including budget, resources, facilities and other general business directly related to project performance.

**Experience:** Minimum 10 years in project management positions and must be able to demonstrate ability to communicate both orally and in writing.

**Education:** Bachelor’s degree in accounting, finance, business management, or mathematics from an accredited college or university.
### Project Manager

**Duties/Responsibilities:**
- Performs duties assigned by Master Planner or Program Manager.
- Serves as the project manager for large, complex projects.
- Serves as liaison between project team and Program Manager.
- Determines applicable logistics support sequences and time phasing Schedules and assigns work to subordinates and subcontractors, if any.
- Monitors achievement of task objectives to ensure timely completion within budget constraints.
- Reviews work and resolves any discrepancies to ensure compliance with project requirements.

**Experience:** Minimum 10 years in management/supervisory positions, must be able to demonstrate ability to communicate both orally and in writing.

**Education:** Bachelor’s degree in accounting, finance, business management, or mathematics from an accredited college or university.

### Senior Technical Writer

**Duties/Responsibilities:**
- Prepares, disseminates and provides for the orderly safeguard of technical documents such as material requirements, maintenance procedures, configuration management documentation.
- Conducts research in technical areas of expertise.
- Produces publication quality written work for the client, including reports, technical manuals, specifications, work statements. Translates technical information into clear understandable documents such as technical manuals, specifications, maintenance procedures, etc., to be read by either technical or non-technical audiences. Finalizes written work product on technical subject matter that is tailored to specific audiences, including executive level leadership, policymakers, legal experts, non-specialists and the general public.
- Edits, revises and proofs written deliverables for accuracy and clarity.

**Experience:** Minimum of 5 years of experience developing and preparing complex technical publications utilizing state of the art workstations, internal and external communications media and software.

**Education:** Bachelor’s degree in relevant field from an accredited college or university.

As an alternative to a degree, two years of additional experience working in assigned technical discipline is equivalent to one year of education. That is, a total of thirteen (13) years of related work experience can be substituted for the bachelor’s degree. accredited college or university.
Technical Writer

Duties/Responsibilities:
- Gathers, organizes, analyzes, and composes technical information.
- Ensures the use of proper technical terminology for documents such as technical manuals, materials requirements, logistics related market research, etc.
- Translates technical information into clear understandable documents to be read by either technical or non-technical audiences.
- Edits, revises, and proofs written deliverables for accuracy and clarity.
- Experience: Minimum of 2 years of experience developing and preparing technical publications utilizing state of the art workstations, internal and external communications media, and software.

Experience: Minimum of 2 years of experience developing and preparing technical publications utilizing state of the art workstations, internal and external communications media, and software.

Education: Bachelor’s degree in relevant field from an accredited college or university.

As an alternative to a degree, two years of additional experience working in assigned technical discipline is equivalent to one year of education. That is, a total of ten (10) years of related work experience can be substituted for the bachelor’s degree.

Help Desk Manager

Duties/Responsibilities:
- Provides daily supervision of staff.
- Manages personnel who serve as the first point of contact for troubleshooting problems.
- Provides oversight of the various Help Desk support levels (i.e. tier 1, tier 2, etc.) to ensure that problems are controlled and processed in a timely fashion.
- Includes problem recognition, research, isolation, resolution, and follow-up steps.
- Interact with network services, software systems engineering, and/or applications development to restore service and/or identify and correct core problem.

Experience: Minimum of 10 years relevant experience in the management of help desks in multi-server environment. Must demonstrate comprehensive knowledge of PC operating systems, networking and mail standards.

Education: Bachelor’s degree in relevant field from an accredited college or university.

As an alternative to a degree, two years of additional experience working in assigned technical discipline is equivalent to one year of education. That is, a total of eighteen (18) years of related work experience can be substituted for the bachelor’s degree.
<table>
<thead>
<tr>
<th>Help Desk Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duties/Responsibilities:</strong></td>
</tr>
<tr>
<td>• Provides phone and in person support to users.</td>
</tr>
<tr>
<td>• Serves as the initial point of contact for troubleshooting problems.</td>
</tr>
<tr>
<td>• Provides support to end users on a variety of issues.</td>
</tr>
<tr>
<td>• Identifies, researches, and resolves technical problems.</td>
</tr>
<tr>
<td>• Responds to telephone calls, email and personnel requests for technical support.</td>
</tr>
<tr>
<td>• Documents, tracks, and monitors the problem to ensure a timely resolution.</td>
</tr>
<tr>
<td>• Simulates or recreates user problems to resolve operating difficulties.</td>
</tr>
<tr>
<td>• Recommends systems modifications to reduce user problems.</td>
</tr>
</tbody>
</table>

Experience: Minimum of 5 years relevant experience in working on help desks in multi-server environments.

Education: Bachelor’s degree in relevant field from an accredited college or university.

As an alternative to a degree, two years of additional experience working in assigned technical discipline is equivalent to one year of education. That is, a total of thirteen (13) years of related work experience can be substituted for the bachelor’s degree.

<table>
<thead>
<tr>
<th>Property Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duties/Responsibilities:</strong></td>
</tr>
<tr>
<td>• Performs property inventory and various property management functions to include such tasks as maintenance of property records.</td>
</tr>
<tr>
<td>• Provides input to logistics planning.</td>
</tr>
<tr>
<td>• Maintains stock levels.</td>
</tr>
<tr>
<td>• Manages credit card accounts, material acquisitions and budgeting.</td>
</tr>
<tr>
<td>• Develops, researches, prepares and/or validates documentation for automated logistics planning or reporting.</td>
</tr>
<tr>
<td>• Provides training of new property management specialists.</td>
</tr>
</tbody>
</table>

Experience: Minimum of 5 years property management experience.

Education: Associate of Arts degree from an accredited college or university.

As an alternative to a degree, two years of additional experience working in property management positions is equivalent to one year of education. That is, a total of seven (7) years of related work experience can be substituted for the Associate’s degree.

<table>
<thead>
<tr>
<th>Property Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duties/Responsibilities:</strong></td>
</tr>
<tr>
<td>• Maintenance property records.</td>
</tr>
<tr>
<td>• Operates computer equipment to and customized software packages to track property.</td>
</tr>
<tr>
<td>• Assists in supply room operations to include shelf stocking, conduct of inventories, issuing consumable products/materials, restocking.</td>
</tr>
</tbody>
</table>

Experience: Minimum of 3 years property management experience.

Education: High school diploma or GED.
## Warehouse Manager

**Duties/Responsibilities:**
- Plans, directs and coordinates warehouse storage and distribution of products/materials.
- Supervises the activities of employees.
- Implements safety and security programs.
- Issues job assignments.
- Reviews work orders, invoice and performance reports.
- Monitors the distribution of products/materials.

Experience: Minimum of 4 years’ experience in warehouse management.

Education: Bachelor’s of Arts or Science degree from an accredited college or university.

## Logistics Specialist III

**Duties/Responsibilities:**
- Plans, develops and executes logistic program activities.
- Coordinates efforts of subcontractors and field service personnel.
- Resolves logistics problems.

Experience: Minimum of 8 years logistics experience.

Education: Bachelor’s of Arts or Science degree from an accredited college or university. Is a Certified Professional Logisti

## Logistics Specialist II

**Duties/Responsibilities:**
- Supports the program/project/task manager in the performance of logistics activities.
- Develops logistics support plans.
- Provides expertise to such logistics functions as strategic planning efforts, capacity planning, warehouse analysis, etc.
- Provides guidance/ supervision to junior staff.

Experience: Minimum of 5 years logistics operation experience.

Education: Bachelor’s of Arts or Science degree from an accredited college or university.

## Logistics Specialist I

**Duties/Responsibilities:**
- Supports the program/project/task manager in the performance of logistics activities.
- Reviews logistics policies for use in the development of logistics plans.
- Assists in the conduct of such logistics functions as strategic planning efforts, capacity planning, warehouse analysis, etc.

Experience: Minimum of 3 years logistics operation experience.

Education: Bachelor’s of Arts or Science degree from an accredited college or university.
Logistician

Duties/Responsibilities:
- Performs various tasks related to the development, operation, and improvement and/or maintainability of programs.
- Identifies logistics and attendant resource requirements.
- Provides input to logistics plans, budget development, life cycle cost analysis.
- Develops, researches, prepares and/or validates documentation for automated logistics planning or reporting.

Experience: Minimum of 3 years logistics operation experience.

Education: Bachelor’s of Arts or Science degree from an accredited college or university.

Warehouse Specialist

Duties/Responsibilities:
- Performs routine warehouse duties such as receiving, inspecting, locating, storing, rotating, safekeeping, issuing and shipping.
- Identifies packaging requirements.
- Develops storage space requirements.
- Assures products/materials are stored per weight and clearance requirements.

Experience: Minimum of 2 years’ experience in a warehouse setting.

Education: High school diploma or GED.

Administrative Support II

Duties/Responsibilities:
- Provides direct support to the Program or Project Managers.
- Prepares documents and graphics to support the development of contract presentations and deliverables.
- Integrates graphics generated by automated tools into deliverables in support of the project team members.
- Organizes materials and completes writing assignments with regard to order, clarity, conciseness, style and non-technical terminology.
- May include coding and filing inventory documents in an extensive alphabetical file.

Experience: Minimum of 8 years of experience using commercial word processing systems (e.g., Microsoft Word), graphics systems (e.g., Microsoft Power Point and/or Harvard Graphics) spreadsheet systems (e.g., Excel), financial reporting systems and desktop publishing systems.

Education: High School diploma or GED.
#GS-00F-024DA

Note: In cases where a candidate substitutes experience in order to meet the minimum education requirement of a Labor Category, the substitutable years of experience will be in addition to the minimum experience required within the Labor Category description. Regardless of the Labor, all candidates must possess a High School Diploma or equivalent.

<table>
<thead>
<tr>
<th>Administrative Support I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duties/Responsibilities:</strong></td>
</tr>
<tr>
<td>• Provides administrative support to the project team members.</td>
</tr>
<tr>
<td>• Assists with graphics generation for reports and presentations.</td>
</tr>
<tr>
<td>• Inputs inventory disposal data and material return information into relevant client or project team database.</td>
</tr>
<tr>
<td>• Organizes materials and completes writing assignments with regard to order, clarity, conciseness, style and non-technical terminology.</td>
</tr>
<tr>
<td>• Performs simple posting of inventory information to individual accounts.</td>
</tr>
<tr>
<td>• Calculates posting and shipment charges to departmental accounts.</td>
</tr>
<tr>
<td><strong>Experience:</strong> Minimum of 2 years’ experience in a warehouse setting.</td>
</tr>
<tr>
<td><strong>Education:</strong> High school diploma or GED.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duties/Responsibilities:</strong></td>
</tr>
<tr>
<td>• Supports the warehouse manager in performance of packaging, handling, receiving, inspecting, locating, storing, rotating, safekeeping, issuing, shipping.</td>
</tr>
<tr>
<td>• Performs material return duties.</td>
</tr>
<tr>
<td>• Disposes of inventories.</td>
</tr>
<tr>
<td><strong>Experience:</strong> Minimum of 2 years’ experience in a warehouse setting.</td>
</tr>
<tr>
<td><strong>Education:</strong> High school diploma or GED.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Data Entry Clerk</th>
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</thead>
<tbody>
<tr>
<td><strong>Duties/Responsibilities:</strong></td>
</tr>
<tr>
<td>• Transcribes existing or new inventory data provided in handwritten form into a computerized database.</td>
</tr>
<tr>
<td>• Reconciles receipts and shipments to a database.</td>
</tr>
<tr>
<td><strong>Experience:</strong> None.</td>
</tr>
<tr>
<td><strong>Education:</strong> High school diploma or GED.</td>
</tr>
</tbody>
</table>
### Executive Consultant

**Duties/Responsibilities:**
- Serves as Project Manager and provides lead specialty expertise for specific projects.
- Provides technical support in one or more specific areas associated with project execution, interoperability, or integration of tasks related to business process improvement, reinvention and re-engineering of client operations.
- Performs technical lead management responsibilities for technical areas of assigned projects. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Responsible for liaison with client senior staff.

**Experience:**
- Minimum ten (10) years of experience including supervisory or management experience.
- Specific experience areas include requirements definition, work planning, business process improvement for control of budget, schedule, and task execution, and personnel management and supervision related with the tasks in the customer’s order.

**Education:** M.S./M.A. Two (2) years of experience is equivalent to one (1) year of education (i.e. twelve (12) years of experience is equivalent to a Master’s degree).

### Senior Consultant

**Duties/Responsibilities:**
- Performs tasks assigned by Master Planner or Executive Director.
- Provides liaison among client and company managers.
- Manages integrated logistics support work for the program effort.
- Develops the overall logistics plan for the project through analysis of models of optimized distribution networks for allocations of resources, inventory placement and size, selection of transportation modes.
- Resolves problems arising from location of operation area and other factors such as human and/or environmental.
- Provides guidance to the project manager and, in turn, the project team, in logistics engineering and/or analysis.
- Communicates project status to client and company managers.
- Works with client to review strategic objectives and assists with any adjustments that might be required.
- Manages support for the program effort, including budget, resources, facilities, and other general business directly related to project performance.

**Experience:** Minimum eight (8) years of experience including supervisory or management experience. Two (2) years of experience must be in project management duties. Specific experience areas include requirements definition: work planning, control of budget, schedule. and task execution, and personnel management and supervision related with the tasks in the customer’s order.

**Education:** M.S./M.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. twelve (12) years of experience is equivalent to a Master’s degree).
<table>
<thead>
<tr>
<th>Role</th>
<th>Duties/Responsibilities</th>
<th>Experience</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Consultant</td>
<td>Specialist that has broad knowledge in multiple aspects of planning and/or program integration related to business process improvement. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone, with little or no supervision or oversight, on specific tasks associated with the implementation of specific aspects of improving, reinventing or re-engineering functions for a complex projects and is capable of providing limited guidance or supervision specialists in highly complex projects.</td>
<td>Minimum five (5) years of experience related with the tasks in the customer's order.</td>
<td>B.S./B.A. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).</td>
</tr>
<tr>
<td>Associate Management Consultant</td>
<td>Has knowledge in one or more aspects of plan or project integration related to business process improvement. This individual possesses broad knowledge in one or more specific areas and possesses specialized knowledge relevant to the assigned project. Capable of working with minimal supervision on specific tasks associated with the implementation of specific aspects of plan or project implementation.</td>
<td>Minimum two (2) years of experience related with the tasks in the customer's order.</td>
<td>B.S./B.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor’s degree).</td>
</tr>
<tr>
<td>Consultant</td>
<td>Has knowledge in one or more aspects of plan or project integration related to business process improvement. This individual possesses broad knowledge in one or more specific areas and possesses specialized knowledge relevant to the assigned project. Capable of working with regular supervision on specific tasks associated with the implementation of specific aspects of plan or project implementation.</td>
<td>Minimum six (6) months of experience related with the tasks in the customer’s order.</td>
<td>B.S./B.A. Two (2) years’ experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor’s degree).</td>
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</tbody>
</table>
## Administrative Technician

**Duties/Responsibilities:**
- Provides administrative support in the following areas: calendar support, general clerical, property records, time reporting, obtaining office supplies, conference support, general clerical, and assistance with correspondence and briefing materials.
- Administrative tasks are performed, not as overhead, but in direct support of client project related to business process improvement, reinvention, or re-engineering efforts.

Experience: Minimum six (6) months experience in administrative processes and services, to include use of standard office computer software applications.

Minimum Education: A.A or AS Degree, High School diploma, or GED. Two (2) years of experience in employment, trade school, vocational school, or military service in administrative support work may be substituted for the A.A./A.S. degree requirement.

## Executive Consultant (Acquisition)

**Duties/Responsibilities:**
- Serves as advisor to the customer’s executives and program or project managers.
- Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for complex acquisition management assignments.
- These might include competitive sourcing support (OMB Circular A-76), strategic sourcing or privatization studies, agency acquisition policy development, and a broad range of consultative assistance to senior procurement officials and political executives of the customer agency.
- Provides options for developing acquisition management strategies for implementing new programs/business functions and processes, such as those resulting from the American Recovery and Reinvestment Act of 2009.
- Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals.
- Performs independent research on agency acquisition requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills.
- Evaluates government acquisition management plans, policies, organization, and implementation. Supplies knowledge of acquisition management and process improvement, including staffing, budgeting, costing, process improvement and acquisitions.

Experience: Minimum ten (10) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, business process improvement for control of budget, schedule, and task execution, and personnel management and supervision related with the tasks in the customer's order.

Minimum Education: M.S./M.A. Two (2) years of experience is equivalent to one (1) year of education (i.e. twelve (12) years of experience is equivalent to a Master’s degree).
**Senior Consultant (Acquisition)**

**Duties/Responsibilities:**
- Serves as Project Manager and provides lead specialty expertise for specific acquisition management assignments.
- Provides technical support in one or more specific complex areas associated with acquisition management projects assigned by client. Such assignments might include analysis of cost and pricing data, management of contractors’ quality assurance surveillance plans, assistance in proposal evaluation, and advisory assistance in preparing for contract negotiations.
- Performs technical lead management responsibilities for assigned projects.
- Works closely with group members to enhance team building, communications, interpersonal relations, meetings, and decision making.
- Provides support for task teams involved in assigned acquisition management projects. Responsible for liaison with client senior staff.

**Experience:**
- Minimum eight (8) years of experience including supervisory or management experience.
- Two (2) years of experience must be in project management duties. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision related with the tasks in the customer’s order.

**Education:** M.S./M.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. twelve (12) years of experience is equivalent to a Master’s degree).

**Management Consultant (Acquisition)**

**Duties/Responsibilities:**
- Has broad knowledge in multiple aspects of intermediate acquisition processes.
- This individual possesses broad knowledge in one or more relevant areas of acquisition management, such as preparation of solicitations, reviewing contractor performance reports and investigating contract discrepancies, and may possess specialized knowledge in one or more acquisition management areas, e.g., technical proposal analysis.
- Capable of working alone, with little or no supervision or oversight, on specific tasks associated with the implementation of specific aspects of improving, reinventing or re-engineering functions for complex projects and is capable of providing limited guidance or supervision specialists in highly complex projects.

**Experience:** Minimum five (5) years of experience related with the tasks in the customer’s order.

**Education:** B.S./B.A. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor’s degree).
### Associate Management Consultant (Acquisition)

**Duties/Responsibilities:**
- Has knowledge in one or more aspects of intermediate acquisition processes.
- This individual possesses broad knowledge in one or more specific intermediate areas of Federal acquisition management, such as development of synopses of proposed procurements, development of procurement strategies, and development of contract modifications.
- Capable of working with minimal supervision on specific tasks associated with the implementation of specific aspects of plan or project implementation.

**Experience:** Minimum of two (2) years’ experience in warehouse management.

**Education:** B.S./B.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor's degree).

### Consultant (Acquisition)

**Duties/Responsibilities:**
- Has knowledge in one or more aspects of basic acquisition processes.
- This individual possesses broad knowledge in one or more specific basic areas of Federal acquisition management, such as preparation of statements of work, market research, and contract administration and close-out.
- Capable of working with regular supervision on specific tasks associated with the implementation of assigned acquisition duties.

**Experience:** Minimum six (6) months of experience related with the tasks in the customer’s order.

**Minimum Education:** B.S./B.A. Two (2) years of experience is equivalent to one (1) year of education (i.e. eight (8) years of experience is equivalent to a Bachelor’s degree).

### Administrative Technician (Acquisition)

**Duties/Responsibilities:**
- Provides administrative support in the following areas: calendar support, general clerical, property records, time reporting, obtaining office supplies, conference support, general clerical, and assistance with correspondence and briefing materials.
- Also prepares procurement-related documents in accordance with format and procedures that may be prescribed by the Federal Acquisition Regulation or customer agency regulations or procedures. (Administrative tasks are performed, not as overhead, but in direct support of client project related to business process improvement, reinvention or reengineering efforts.)

**Experience:** Minimum six (6) months of experience in administrative processes and services, to include use of standard office computer software applications.

**Minimum Education:** A.A or AS Degree. High School diploma, or GED. Two (2) years of experience in employment, trade school, vocational school, or military service in administrative support work may be substituted for the A.A./A.S. degree requirement.