

ABS Consulting

AN ABS GROUP COMPANY

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

Schedule for: Multiple Award Schedule

Industrial Group: MAS

Contract Number: GS-00F-026CA

Contract Period:

January 27, 2015 through January 26, 2025

Price list current as of Modification #PS-A812 effective February 4, 2020

Business Size: Large; Other than Small Business

ABSG CONSULTING INC.

1701 City Plaza Drive,
Spring, TX 77389-1831

FOR ORDERS:

Contract Administration: Alex Attard

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Email: aattard@absconsulting.com

Web site: www.abs-group.com

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



Contract Holder

CUSTOMER INFORMATION:

1a. Table of awarded special item numbers with appropriate cross-reference to item descriptions.

SIN	SIN Description
541611	Administrative Management and General Management Consulting
541330ENG	Engineering Services
541380	Testing Laboratories
541420	Engineering System Design and Integration Services
541715	Engineering Research and Development and Strategic Planning
OLM	Order-Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

Technical/Clerical: \$63.51 (SINs 541330ENG, 541380, 541420, 541715)
 Administrative Specialist-1: \$29.08 (SIN 541611)
 See Page 5 for prices.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.

See Page 7 for Labor Category descriptions

2. Maximum Order:

\$1,000,000

3. Minimum Order:

\$100

4. Geographic Coverage:

Domestic only

5. Point of Production:

Spring, TX

6. Discount/Prices:

Government Net Prices (discounts already deducted)

7. Quantity Discounts:

None

8. Prompt Payment Terms:

0% Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Card accepted at or below the micro-purchase threshold:

Yes

9b. Government purchase cards accepted or not accepted above the micro-purchase threshold

Will accept

10. Foreign Items:

None

11a. Time of Delivery:

To be negotiated for each task order

11b. Expedited Delivery:

Not applicable

11c. Overnight and 2-day Delivery:

Not applicable

- 11d. Urgent Requirements: Contact Contractor
12. F.O.B. Point(s): Destination
- 13a. Order Address: ABSG Consulting Inc.
Attn: Alex Attard
1525 Wilson Blvd., Suite 625, Arlington, VA 22209
Phone: (703) 351-3715
Fax: (703) 351-3714
Email: aattard@absconsulting.com
- 13b. Ordering Procedures For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: ABSG Consulting Inc.
PO Box 915054
Dallas, TX 75391-5094
15. Warranty Provision: None
16. Export packing charges (if applicable): Not applicable
17. Terms and conditions of government purchase card acceptance above the micro-purchase threshold: Contact Contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable
19. Terms and conditions of installation (if applicable): Not applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable
- 20a. Terms and conditions for any other services (if applicable): Not applicable
21. List of service and distribution points (if applicable): Not applicable
22. List of participating dealers (if applicable): Not applicable
23. Preventive maintenance (if applicable): Not applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable

24b. Section 508 Compliance
Information:

Where applicable, Section 508 compliance information on Electronic & Information Technology (EIT) supplies and services will be addressed on a task order basis, also see <https://www.abs-group.com/Markets-We-Serve/Government/Government-Contracts/General-Services-Administration/>. The EIT standards can be found at [Section 508 Standards Guide/Section508.gov](https://www.fedprocurement.gov/Section508StandardsGuide/)

25. Data Universal Number System
(DUNS) number:

07-523-8337

26. Notification regarding registration
in System for Award Management
(SAM) database:

Registered

SERVICES AND PRODUCTS

OVERVIEW

ABSG Consulting Inc., an ABS Group company formed in 1971, provides a single source for Risk and Reliability Engineering services. Our trained professionals offer a comprehensive range of professional services, including:

- Risk management, Risk Assessment and Mitigation services;
- Compliance assessment and implementation;
- Enterprise asset and lifecycle management systems and assessments;
- Third-party reviews, verifications, and certifications to codes, standards and recommended practices;
- Engineering reviews;
- Advanced design analysis;
- Training program and exercises development/delivery; and
- Business process improvement.
- Information Technology Services
- Cyber Security
- Asset Performance;
- Safety and Risk;
- Cyber Security;
- Digitization;
- Sustainability.

ABS Group is ISO 9001:2015 and ISO 14001 certified. Documented procedures and instructions provide the outline for service preparation, maintenance, delivery, and monitoring. The Mission of ABS Group is *“ABS Group strives to be a leading global provider of technical services that better enable our clients to operate safely, reliably, efficiently and in compliance with applicable regulations and standards. We are focused on adding value to the global industries we serve and strategically capturing synergies with ABS.”*

ABS Group has approximately 1,200 employees with over 40 offices in more than 30 countries. The ABS Group organization consists of a corporate office and five business lines focused on our primary market verticals: (1) Marine and Offshore, (2) Government, (3) Oil, Gas, and Chemical, (4) Industrial, and (5) Quality Evaluations. We provide program and project management; training; risk management; data analytics; modeling and simulation; economic modeling and analysis; GIS modeling; management consulting; reliability engineering; enterprise asset management; acquisition support/business case analysis.

ABS Group’s Multiple Award Schedule (MAS) contract GS-00F-026CA provides for a full range of services, including strategic planning for technology programs/activities; concept development and requirements analysis; data science and analytics; asset performance management; natural hazard and security risk analysis; system design, engineering, and integration; test and evaluation; integrated logistics support; acquisition and life-cycle management; project and programmatic risk management; quality and performance improvement; environmental compliance; cybersecurity; and training and mission support functions. These services are obtainable for a range of quantitative and qualitative disciplines, including information technology, civil, mechanical, chemical, nuclear, and electrical engineering, as well as operations research and sub-disciplines to meet task order requirements.

LABOR RATES

Labor rates are listed as “not to exceed” and are to be used when performing work requested as a straight hourly or daily rate. Work performed against a task order will be priced as work or services performed and may reflect lower rates than posted. All rates include the Industrial Funding Fee (IFF) of 0.75%

Labor Category	Hourly Rate
SINs 541330ENG, 541380, 541420, 541715	
Principal	\$219.86
Principal I	\$195.43
Senior Consultant (Engineering)	\$166.11
Senior Consultant I (Engineering)	\$156.35
Senior Consultant II (Engineering)	\$146.57
Consultant (Engineering)	\$136.80
Technical Manager	\$127.03
Principal Engineer	\$122.14
Project Engineer	\$107.49
Lead Engineer	\$97.72
Lead Engineer I	\$83.06
Drafting**	\$78.17
Engineer	\$73.29
Engineer I	\$66.50
Engineer II	\$53.75
Technical/Clerical**	\$63.51
SIN 541611	
Senior Project Manager	\$199.00
Project Manager	\$169.72
Project Manager-2	\$152.75
Project Manager-1	\$135.78
Senior Consultant	\$169.72
Senior Consultant-4	\$161.26
Senior Consultant-3	\$152.78
Senior Consultant-2	\$144.29
Senior Consultant-1	\$135.80
Consultant	\$145.90
Consultant-5	\$119.84
Consultant-4	\$107.04
Consultant-3	\$94.24
Consultant-2	\$81.44
Consultant-1	\$69.81
Auditor	\$152.85
Technician	\$48.63
Administrative Specialist**	\$41.69
Administrative Specialist-2**	\$35.43
Administrative Specialist-1**	\$29.08

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Technical/ Clerical	01020-Administrative Assistant	2015-4281
Drafting	30062-Drafter/CAD Operator II	2015-4281
Administrative Specialist	01020-Administrative Assistant	2015-4281
Administrative Specialist-1	01020-Administrative Assistant	2015-4281
Administrative Specialist-2	01020-Administrative Assistant	2015-4281

The Service Contract Labor Standards, formerly 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 price list 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).

LABOR CATEGORY DESCRIPTIONS and EDUCATION/EXPERIENCE REQUIREMENTS

Labor Category – Principal (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require the training, analytical skills, and in-depth experience to understand a broad spectrum of issues and current events that influence agency operations and policy. Broad experience in agency operations, engineering, risk analysis, and policy and program development. Meeting facilitation experience is needed. Program and project management experience needed. Equivalent combination of education and experience may be substituted for an advanced degree as noted below.
Position Duties/ Responsibilities:	The Principal provides specialized skills for directing both small and large scale research efforts to identify and evaluate the multiple factors that influence agency operations and policy. The Principal uses his/her in-depth experience to assist clients in understanding the interaction of multiple influencing factors on policy decisions. The Principal will provide expert advice, guidance and assistance with program planning. The Principal will provide advice on technology changes and how they will influence agency operations. The Principal will also provide expert witness support as may be needed.
General Experience:	The Principal has proven supervisory skills, having managed programs and staffs supporting multiple missions. Has demonstrated the ability to work within and manage a team to solve complex problems. Has demonstrated leadership abilities. Has shown an ability to communicate well with clients, both in written reports and verbal communications.
Specialized Experience:	The Principal has proven ability to create unique solutions to complex problems independently. Has a broad range of experience in the analysis of complex, interrelated issues that can shape agency policy. Recognized expert in his/her field of specialization.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each labor category level. For example, a Principal I with a Bachelor’s degree and either 24 years’ general experience or 12 years’ specialized experience would meet the minimum requirements. College degree must be in a technical or engineering field of study.

Education and General/Specialized Experience Minimum Requirements						
Degree/Education:	Bachelor’s		Master’s		Ph.D.	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Principal Min. Reqs. (yrs.):	24	12	22	11	18	9
Principal I Min. Reqs. (yrs.):	22	11	20	10	16	8

Labor Category – Senior Consultant (Engineering) (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require the training, analytical skills, and experience to understand an agency’s functions and related technical issues. Broad experience in agency operations, engineering, risk analysis, policy and program development, and/or operations research is needed. Meeting facilitation experience is needed. Equivalent combination of education and experience may be substituted for a degree as noted below.
Position Duties/ Responsibilities:	The Senior Consultant provides specialized skills for understanding the design and operation of a complex program. The senior consultant will work with the agency staff to understand issues of concern and design solutions based on customer needs and technical considerations. The Senior Consultant will provide expert advice, guidance and assistance with program planning and audits, tabletop exercises/scenario simulations, regulatory/policy studies and development, and economic analyses. The Senior Consultant will also provide expert witness support as may be needed. The Senior Consultant will work with the client to define meeting objectives for collaborative efforts/working groups involving agencies, organize and facilitate meeting discussions, and prepare/communicate facilitation results to appropriate stakeholders.
General Experience:	The Senior Consultant has proven ability to work on complex problems independently. Has a broad range of experience in the analysis of agency business issues (technical, operational, financial and/or business case problems) and has shown the ability to create practical solutions to such issues. Has shown an ability to communicate well with clients, both in written reports and verbal communications.
Specialized Experience:	The Senior Consultant has proven supervisory skills, having managed staff on a complex project. Has demonstrated the ability to work both independently and in a team to solve complex business or technical problems. Has additional documented training beyond college or additional industry-recognized credentials (e.g., Professional Engineering license, Professional Management Program Certification, Board certification in an area).

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each labor category level. For example, a Senior Consultant I with a Bachelor’s degree and either 18 years’ general experience or 9 years’ specialized experience would meet the minimum requirements. College degree must be in a technical or engineering field of study.

Education and General/Specialized Experience Minimum Requirements										
Degree/Education:	No Degree		Associate’s		Bachelor’s		Master’s		Ph.D.	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Sr. Consultant (Engineering) Min. Reqs.:	24	12	22	11	20	10	18	9	14	7
Sr. Consultant I (Engineering) Min. Reqs.:	22	11	20	10	18	9	16	8	12	6
Sr. Consultant II (Engineering) Min. Reqs.:	21	10.5	19	9.5	17	8.5	15	7.5	11	5.5

Labor Category – Consultant (Engineering) (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require the training, analytical skills, and experience to solve technical issues in a narrow field of interest. Specialized experience in operations research, engineering, maintenance, risk analysis, or policy and program development is needed. Equivalent experience and education may be substituted for a college degree as noted below.
Position Duties/ Responsibilities:	The Consultant provides specialized skills to support an agency with a particular technical need. The consultant will work with the agency staff to understand issues of concern and design solutions based on customer needs and technical considerations. In his/her area of expertise, the consultant will support/assist with special studies and technical evaluations of designs, operations, and practices to address the technical problems. The consultant will also develop research to provide limited expert witness support as may be needed on issues of concern to the agency.
General Experience:	The Consultant has shown the ability to work moderately complex problems with limited direction from management. Has specialized experience in the analysis of agency technical issues (technical, operational, maintenance problems) and has shown the ability to create practical solutions to such issues.
Specialized Experience:	The Consultant has shown an ability to lead small working groups. Has demonstrated the ability to work both independently and in a team to solve complex operational or technical problems. Has an established reputation as an expert in his/her field of work.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for this labor category. For example, a Consultant with a Bachelor’s degree and either 17 years’ general experience or 8.5 years’ specialized experience would meet the minimum requirements. College degree must be in a technical or engineering field of study.

Education and General/Specialized Experience Minimum Requirements										
Degree/Education:	No Degree		Associate’s		Bachelor’s		Master’s		Ph.D.	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Consultant (Engineering) Min. Reqs. (yrs.)	21	10	19	9.5	17	8.5	15	7.5	11	5

Labor Category – Technical Manager (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require the training, skills, and experience to understand multiple aspects of technical projects. Technical Managers must also have management/supervisory experience in running projects, managing client expectations and facilitating project meetings. Equivalent combination of education and experience may be substituted for a college degree.
Position Duties/ Responsibilities:	A Technical Manager is responsible for overall performance on a complex project involving tasks. Performs a variety of technical, managerial, and administrative activities to help ensure the successful completion/execution of the project. The Technical Manager is responsible for all project personnel, the delivery of all reports and contract deliverables, and the quality control of all products. The Technical Manager routinely interfaces with the program technical representative or contracting officer technical representative (COTR), monitors all tasks and keeps the contracting officer and COTR abreast of all problems and accomplishments.
General Experience:	A Technical Manager must have experience in the complete planning of projects – from inception to development to deployment. Must have a demonstrated ability to provide guidance and direction on multiple tasks. Experience in reviewing and evaluating work performed by others, managing funds and resources to meet project objectives, and providing direction to ensure compliance with client requirements. A Technical Manager should also have experience in organizing and facilitating meetings/working groups and communicating meeting results to stakeholders.
Specialized Experience:	Demonstrated supervisory and management skills serving as a project manager or assistant project manager. Or documented specialized training in project management/project supervision or related subjects. Demonstrated skills in organizing, facilitating, and documenting meetings involving multiple stakeholders.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for this labor category. For example, a Technical Manager with a Bachelor’s degree and either 12 years’ general experience or 6 years’ specialized experience would meet the minimum requirements.

Education and General/Specialized Experience Minimum Requirements								
Degree/Education:	Associate’s		Bachelor’s		Master’s		Ph.D.	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Technical Manager Min. Reqs. (yrs.):	14	7	12	6	10	5	6	3

Labor Category – Principal Engineer (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require the training, skills, and experience to support the engineering work required for technical projects. Principal Engineers must also have management/supervisory experience in running engineering projects, managing client expectations and facilitating project meetings. They should have a good understanding of governing codes and standards applicable to an engineering project. Equivalent combination of education and experience may be substituted for a college degree.
Position Duties/ Responsibilities:	A Principal Engineer is responsible for overall performance on a complex project involving engineering-related tasks. Performs a variety of technical, managerial, and administrative activities to help ensure the successful completion/execution of the project. The Principal Engineer is responsible for technical guidance to engineers and quality assurance of engineering-related project deliverables. The Principal Engineer often serves as an engineering subject matter expert.
General Experience:	A Principal Engineer must have experience in the complete planning of engineering projects – from inception to development to construction/procurement. Must have a demonstrated ability to provide technical guidance and direction to engineers in multiple disciplines. Experience in reviewing and evaluating engineering work performed by others and providing direction to ensure compliance with client requirements.
Specialized Experience:	Demonstrated supervisory and management skills serving as a project manager or assistant project manager of a large engineering project. Or documented specialized training in advanced, specialized engineering subjects.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for this labor category. For example, a Principal Engineer with a Bachelor’s degree and either 10 years’ general experience or 5 years’ specialized experience would meet the minimum requirements.

Education and General/Specialized Experience Minimum Requirements								
Degree/Education:	Associate’s		Bachelor’s		Master’s		Ph.D.	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Principal Engineer Min. Reqs. (yrs.):	12	6	10	5	8	4	4	2

Labor Category – Project Engineer (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require training, skills, and experience to understand complex technical engineering problems and both typical and sophisticated techniques used to solve such problems. Performs both routine and advanced engineering work requiring the application of engineering methods and related computer models. Provides management direction and quality assurance review of work product generated by engineers.
Position Duties/ Responsibilities:	Project Engineers plan and lead the work on projects requiring engineering skills to solve agency problems. Project Engineers select the appropriate tools and techniques for performing analyses of simple and complex engineering issues and they develop specialized approaches for problem when required. Project Engineers will apply their expertise to make/justify minor adaptations and modifications to standard engineering approaches.
General Experience:	A Project Engineer must have experience in planning and executing engineering projects, including designing work teams and managing tasks. Demonstrated ability to guide engineers and manage multiple tasks.
Specialized Experience:	Demonstrated skills in managing/supervising projects involving multiple engineers and/or supporting disciplines or demonstrated skill in creating innovative solutions to engineering problems. Demonstrated skills in facilitating meetings involving multiple stakeholders for an engineering project.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for this labor category. For example, a Project Engineer with a Bachelor’s degree and either 6 years’ general experience or 3 years’ specialized experience would meet the minimum requirements. College degree must be in a technical field of study.

Education and General/Specialized Experience Minimum Requirements						
Degree/Education:	Bachelor’s		Master’s		Ph.D.	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Project Engineer Min. Reqs. (yrs.):	6	3	4	2	2	1

Labor Category – Engineer (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require training, skills, and experience to understand engineering problems and typical techniques used to solve such problems. Performs routine engineering work requiring the application of engineering methods and related computer models.
Position Duties/ Responsibilities:	Engineers work on projects requiring engineering skills to solve technical agency problems. Engineers select the appropriate tools and techniques for performing analyses of standard or typical engineering issues and they develop systematic approaches for problem solving.
General Experience:	An Engineer must have experience in planning and executing smaller engineering projects applying standard engineering techniques, procedures and criteria. Demonstrated ability to select appropriate methods to solve typical, routine engineering issues.
Specialized Experience:	Demonstrated skills in managing/supervising small projects. Or demonstrated skill in creating innovative solutions to engineering problems. Or demonstrated skill to perform field inspections/accurate verification of engineering work.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each labor category level. For example, a Lead Engineer with a Bachelor’s degree and either 5 years’ general experience or 2.5 years’ specialized experience would meet the minimum requirements. College degree must be in a technical or engineering field of study.

Education and General/Specialized Experience Minimum Requirements								
Degree/Education:	Associate’s		Bachelor’s		Master’s		Ph.D.	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Lead Engineer Min. Reqs. (yrs.):			5	2.5	3	1.5	1	0.5
Lead Engineer I Min. Reqs. (yrs.):			4	2	2	1	0.5	
Engineer Min. Reqs. (yrs.):			3	1.5	1	0.5		
Engineer I Min. Reqs. (yrs.):	3	1.5	2	1	0	0		
Engineer II Min. Reqs. (yrs.):	2	1	1	0.5				

Labor Category – Drafting (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require the training, skills, and experience to develop engineering quality drawings using computer-aided graphics. Equivalent experience may be substituted for a college degree as described below.
Functional Responsibility:	The drafting technician will develop and revise engineering drawings under the direction of an engineer. The drafting technician may assist in the development of technical analyses, reports, and presentations in support the work product of an engineer.
General Experience:	Has prepared general technical and engineering drawings using a computer-aided graphics tool such as AutoCAD®. Has prepared presentations of technical analyses with supervisor oversight, and/or detailed graphics for incorporation in technical reports and procedures.
Specialized Experience:	Has prepared detailed drawing of complex engineering designs. Demonstrated ability to understand engineering notes and incorporate them into drawings with minimal direction. Proficient in using multiple computer aided graphics tools.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for this labor category. For example, a Drafting technician with a Technical Certification or Associate’s degree and 2 years’ specialized experience would meet the minimum requirements.

Education and General/Specialized Experience Minimum Requirements				
Degree/Education:	No Degree		Associate’s or Technical Certification	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Drafting Min. Reqs. (yrs.):	6	3	4	2

Labor Category – Technical/Clerical (SINs 541330ENG, 541380, 541420, 541715)	
Description:	Individuals require experience in general office administration. They should be familiar with a variety of software programs for word processing, spreadsheets, database management, graphic artist presentations, video presentations, and/or document production. Individuals may support management or technical staff as needed. Individuals should be able to understand and follow established office procedures. Advanced education may be substituted for years of experience as noted below.
Duties/ Responsibilities:	Administrative Specialists may perform administrative duties related to travel, word processing, database management, data entry, document production, document control, presentation production, and technical assistance with office software. They may develop project cost accounting reports or project management reports required to support the Project Manager.
General Experience:	Has ability to work both independently and under general supervision performing clerical, administrative and general office duties.
Specialized Experience:	Has demonstrated ability to effectively use Microsoft® Office tools such as Word, PowerPoint and Excel. Has specialized training in office software. Has prepared simple project administration reports such as cost analyses, milestone progress charts, and progress reports.

Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for this labor category. For example, a Technical/Clerical person with no degree and either 5 years’ general experience or 2.5 years’ specialized experience would meet the minimum requirements.

Education and General/Specialized Experience Minimum Requirements				
Degree/Education:	No Degree		Associate’s	
Experience Level:	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Technical/Clerical Min. Reqs. (yrs.)	5	2.5	3	1.5

Labor Category: Project Manager (SIN 541611)	
Description:	Individuals require the training, skills, and experience to understand technical aspects and organizational interactions required to support an agency’s business mission. Project Managers must also have extensive management/supervisory experience in running projects and facilitating meetings. Equivalent experience may be substituted for a college degree.
Position Duties/ Responsibilities:	A Project Manager is responsible for overall contract performance on complex programs involving multiple projects or tasks. Performs a variety of technical, managerial, and administrative activities to help ensure the successful completion/execution of the program. Makes decisions that influence the overall direction of the program. The Project Manager is responsible for all program personnel, the delivery of all reports and contract deliverables, and the quality control of all products. This manager also provides guidance on technical and non-technical matters to Project Managers and senior staff. The Project Manager routinely interfaces with the program COTR and he/she monitors all tasks and keeps the contracting officer and COTR abreast of all problems and accomplishments. A Project Manager may also support the facilitation of meetings involving the collaborative efforts of agencies.
General Experience	A Project Manager must have experience in the complete planning of projects – from inception to development to deployment. Must have a demonstrated ability to provide guidance and direction on multiple tasks. Experience in reviewing and evaluating work performed by others, managing funds and resources to meet project objectives, and providing direction to ensure compliance with client requirements. A Project Manager should also have experience in organizing and facilitating meetings/working groups and communicating meeting results to stakeholders.
Specialized Experience	Demonstrated supervisory and management skills serving as a project manager or assistant project manager. Or documented specialized training in project management/project supervision or related subjects. Demonstrated skills in organizing, facilitating, and documenting meetings involving multiple stakeholders.

Project Manager – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Project Manager labor category. For example, a Project Manager-1 with a Master’s degree and either 5 years’ general experience or 2.5 years’ specialized experience would meet the minimum requirements.

Degree Required:	No Degree		Associate’s Degree		Bachelor’s Degree		Master’s Degree		Ph.D.	
	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Level	Number of Years									
Senior Project Manager	14	7	12	6	10	5	8	4	5	2.5
Project Manager	13	6.5	11	5	9	4.5	7	3.5	4	2
Project Manager-1	11	5.5	9	4.5	7	3.5	5	2.5	2	1
Project Manager-2	12	6	10	5	8	4	6	3	3	1.5

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Senior Consultant (SIN 541611)	
Description:	Individuals require the training, analytical skills, and experience to understand an agency’s mission-oriented business functions. Broad experience in agency operations, engineering, risk analysis, policy and program development, and/or operations research is needed. Meeting facilitation experience is needed. Equivalent experience may be substituted for a degree as noted below.
Position Duties/ Responsibilities:	The Senior Consultant provides specialized skills for understanding the design and operation of a complex program. The senior consultant will work with the agency staff to understand issues of concern and design solutions based on customer needs and technical considerations. The Senior Consultant will provide expert advice, guidance and assistance with program planning and audits, tabletop exercises/scenario simulations, regulatory/policy studies and development, and economic analyses. The Senior Consultant will also provide expert witness support as may be needed. The Senior Consultant will work with the client to define meeting objectives for collaborative efforts/working groups involving agencies, organize and facilitate meeting discussions, and prepare/communicate facilitation results to appropriate stakeholders.
General Experience	The Senior Consultant has proven ability to work on complex problems independently. Has a broad range of experience in the analysis of agency business issues (technical, operational, financial and/or business case problems) and has shown the ability to create practical solutions to such issues. Has shown an ability to communicate well with clients, both in written reports and verbal communications.
Specialized Experience	The Senior Consultant has proven supervisory skills, having managed staff on a complex project. Has demonstrated the ability to work both independently and in a team to solve complex business or technical problems. Has additional documented training beyond college or additional industry-recognized credentials (e.g., Professional Engineering license, Certified Safety Professional, Board certification in an area).

Senior Consultant – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Senior Consultant labor category. For example, a Senior Consultant-2 with a Bachelor’s degree and either 7 years’ general experience or 3.5 years’ specialized experience would meet the minimum requirements.

Degree Required:	No Degree		Associate’s Degree		Bachelor’s Degree		Master’s Degree		Ph.D.	
	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Level	Number of Years									
Senior Consultant	16	8	14	7	12	6	10	5	7	3
Senior Consultant-1	10	5	8	4	6	3	4	2	1	0.5
Senior Consultant-2	11	5.5	9	4.5	7	3.5	5	2.5	2	1
Senior Consultant-3	12	6	10	5	8	4	6	3	3	1.5
Senior Consultant-4	14	7	12	6	10	5	8	4	5	2.5

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Consultant (SIN 541611)	
Description:	Individuals require the training, analytical skills, and experience to understand an agency’s mission-oriented business functions. Limited experience in agency operations, engineering, risk analysis, policy and program development, and/or operations research is needed. Limited experience in organizing and facilitating meetings. Equivalent experience may be substituted for a degree as noted below.
Position Duties/ Responsibilities:	The Consultant provides specialized skills in a limited set of areas to support an agency with a particular business need. The consultant will work with the agency staff to understand issues of concern and design solutions based on customer needs and technical considerations. In his/her area of expertise, the consultant will support/assist with program planning and audits, tabletop exercises/scenario simulations, educational studies, preparedness evaluations, training, regulatory/policy studies and development, and economic analyses. The consultant will also develop research as needed to provide limited expert witness support as may be needed on issues of concern to the agency. The consultant will help with the organization and facilitation of meetings involving agency collaborative efforts and working groups.
General Experience	The Consultant has shown the ability to work on moderately complex problems with limited direction from management. Has a limited range of experience in the analysis of agency business issues (technical, operational, financial, or business case problems) and has shown the ability to create practical solutions to such issues. Has shown an ability to communicate well with clients, both in written reports and verbal communications.
Specialized Experience	The Consultant has shown an ability lead small working groups. Has demonstrated the ability to work both independently and in a team to solve complex business or technical problems.

Consultant – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Consultant labor category. For example, a Consultant with a Bachelor’s degree and either 8 years’ general experience or 4 years’ specialized experience would meet the minimum requirements.

Degree Required:	No Degree		Associate’s Degree		Bachelor’s Degree		Master’s Degree		Ph.D.	
	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Level	Number of Years									
Consultant	12	6	10	5	8	4	6	3	3	1.5
Consultant-1	5	2.5	3	1.5	2	1	n/a	n/a	n/a	n/a
Consultant-2	7	3.5	5	2.5	3	1.5	1	n/a	n/a	n/a
Consultant-3	8	4	6	3	4	2	2	1	n/a	n/a
Consultant-4	10	5	8	4	6	3	4	2	1	0.5
Consultant-5	12	6	10	5	8	4	6	3	3	1.5

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Auditor (SIN 541611)	
Description:	Individuals require training, skills, and experience in understanding program requirements and auditing information to verify compliance. Auditors may assist agency clients and/or Project Managers in verifying that project tasks and performance requirements are being properly measured and fulfilled. Equivalent experience may be substituted for a college degree.
Position Duties/ Responsibilities:	The Auditor provides task support to the agency staff and/or Project Managers as may be required. They will perform work under the supervision of one of the above individuals. They will apply their expertise to gather, organize, and analyze data relevant to customer program requirements; provide quality assurance reviews; provide training; and create audit reports describing audit findings and suggest corrective actions.
General Experience	Has experience performing quality assurance reviews of technical work, data analyses, and/or reports.
Specialized Experience	Has experience performing reviews/verification of programs and analyses to assure compliance with written standards. Has specialized training as an auditor.

Auditor – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for the Auditor labor category. For example, an Auditor with a Bachelor’s degree and either 10 years’ general experience or 7 years’ specialized experience would meet the minimum requirements.

Degree Required:	No Degree		Associate’s Degree		Bachelor’s Degree		Master’s Degree		Ph.D.	
	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Level	Number of Years									
Auditor	3	2	2	1	1	0.5	n/a	n/a	n/a	n/a

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Technician (SIN 541611)	
Description:	Individuals require the training, skills, and experience to provide technical, managerial, and administrative support relevant to the agency’s mission-oriented business needs. Equivalent experience may be substituted for a college degree.
Functional Responsibility:	The technician will work with the customer, senior consultant, and consultant to gather, organize, and analyze data/information to meet project requirements. The technician will assist in the development of technical analyses, reports, and presentations that support the mission-oriented business goals of the client.
General Experience	Has performed data collection and analysis, prepared presentations of technical analyses with supervisor oversight, and/or written elements of technical reports and procedures.
Specialized Experience	Has documented training in the analysis of data, preparation of presentations, and/or writing procedures/reports. Or has specific experience with the business or technical operations of the client.

Technician – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for the Technician labor category. For example, a Technician with a Technical Certification or Associate’s degree would meet the minimum requirements.

Degree Required:	No Degree		Technical Certification or Associate’s Degree		Bachelor’s Degree		Master’s Degree		Ph.D.	
	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Level	Number of Years									
Technician	2	1	0	0	n/a	n/a	n/a	n/a	n/a	n/a

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Administrative Specialist (SIN 541611)	
Description:	Individuals require experience in general office administration. They should be familiar with a variety of software programs for word processing, spreadsheets, database management, graphic artist presentations, video presentations, and/or document production. Individuals may support management or technical staff as needed. Individuals should be able to understand and follow established office procedures. Equivalent experience may be substituted for a college degree.
Duties/ Responsibilities:	Administrative Specialists may perform administrative duties related to travel, word processing, database management, data entry, document production, document control, presentation production, and technical assistance with office software. They may develop project cost accounting reports or project management reports required to support the Project Manager.
General Experience	Has ability to work both independently and under general supervision performing clerical, administrative and general office duties.
Specialized Experience	Has demonstrated ability to effectively use MS Office tools such as Word, PowerPoint and Excel. Has specialized training in office software. Has prepared simple project administration reports such as cost analyses, milestone progress charts, and progress reports.

Administrative Specialist – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Administrative Specialist labor category. For example, an Administrative Specialist-2 with an Associate’s degree and either 1 year general experience or 0.5 year specialized experience would meet the minimum requirements.

Degree Required:	No Degree		Associate’s Degree		Bachelor’s Degree		Master’s Degree		Ph.D.	
	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.	Gen. Exp.	Spec. Exp.
Level	Number of Years									
Administrative Specialist	5	2.5	3	1.5	n/a	n/a	n/a	n/a	n/a	n/a
Administrative Specialist-1	1	0.5	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Administrative Specialist-2	2	1	1	0.5	n/a	n/a	n/a	n/a	n/a	n/a

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience