Online 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 for GSA Advantage!® is: GSAA Advantage.gov.

**SCHEDULE TITLE: MAS (MULTIPLE AWARD SCHEDULE)**

**FSC Group, Part, and Section or Standard Industrial Group:** Industrial Group: Professional Services

**FSC Class(es)/Product code(s) and/or Service Codes:** R703, R704, R499

**CONTRACT NUMBER: GS-00F-126CA**

Contract Period: May 06, 2015 Through May 05, 2025

**Contractor details:**
Ascella Technologies, Inc.
205 Van Buren Street, Suite 201, Herndon, VA 20170-5348
Phone: (703) 635-3180 Fax: (703) 832-0779
Website: www.ascellatech.com

**Contract Administration – Point of Contact:**
Jacob K Varghese, Vice President
Phone: 703-635-3180, Ext 1001
Email: jacob.varghese@ascellatech.com

**BUSINESS SIZE: SMALL BUSINESS**

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

*Prices shown herein are Net (discount deducted)*

Pricelist current through Multiple Award Schedules (MAS) Contract Modification # PS-0028 effective February 01, 2022

Customer Information: See page#1 for details
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Experience and Degree Substitution Policy ............................................................................................................. 20
1. Special Item Number(s) (SIN):

   a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Item Description</th>
<th>Price List</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services. (See detailed description in pages 6 – 20)</td>
<td>See Price List (Pages 5 – 6 and Pages 15 – 16)</td>
</tr>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services (See detailed description in pages 6 – 15)</td>
<td>See Price List (Pages 5 – 6)</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials: Supplies and/or services acquired in direct support of an individual task or delivery order placed against an FSS contract or BPA.</td>
<td>Not Applicable as OLMs are established and priced at the order levels and not at FSS Contract level.</td>
</tr>
</tbody>
</table>

   b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Model Number / Labor Category</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>Administrative Specialist I</td>
<td>$37.66</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Specialist I</td>
<td>$37.66</td>
</tr>
</tbody>
</table>

   This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

   c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

   See Labor Category Descriptions on Pages 6 – 20

2. Maximum order:
The maximum order limitation under this schedule is $1,000,000.00

3. Minimum order:
The minimum order limitation under this schedule is $100.00

4. Geographic coverage (delivery area):
   Domestic Only

5. Point(s) of production (city, county, and State or foreign country):
   205 Van Buren Street, Suite 201, Herndon, VA 20170-5348
6. **Discount from list prices or statement of net price:**
   Prices shown are NET Prices; Basic Discounts have been deducted and the Industrial Funding Fee of 0.75% has been added.

7. **Quantity discounts:**
   None Offered

8. **Prompt payment terms.** "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
   Payment terms are Net 30 days

9. **Foreign items (list items by country of origin):**
   Ascella Technologies, Inc. does not offer any foreign items in this schedule.

10. **Delivery:**
    a. **Time of delivery:**
       Specified on the Task Order
    b. ** Expedited Delivery:**
       Contact Contractor
    c. **Overnight and 2-day delivery:**
       Contact Contractor
    d. **Urgent Requirements:**
       Contact Contractor

11. **F.O.B point(s):**
    Prices under this schedule are F.O.B. Destination.

12. **Ordering:**
    a. **Ordering address(es):**
       Same as company address
    b. **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(es):**
    Same as company address

14. **Warranty provision:**
    None

15. **Export packing charges, if applicable:**
    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

18. Terms and conditions:
   a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from
      list prices (if applicable):
      N/A
   b. 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

22. Special attributes
   a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency,
      and/or reduced pollutants):
      N/A
   b. If applicable, indicate that Section 508 compliance information is available on Electronic and
      Information Technology (EIT) supplies and services and show where full details can be found (e.g.
      contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/
      www.Section508.gov/

23. Unique Entity Identifier (UEI) number:
    DUNS Unique Entity ID: 105867035 and SAM Unique Entity ID: ZW24WXQ92VF9

24. Notification regarding registration in System for Award Management (SAM) database:
    Contractor is registered in the System Award Management (SAM) database.

**SERVICE CONTRACT LABOR STANDARDS (SCLS)**

The Service Contract Labor Standards (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 CRF 5413.300),
this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when
the contractor adds SCLS labor categories / employees to the contract through the modification process, the
contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category
titles, the occupational code, SCLS labor category titles and the applicable Wage Determination (WD) number.
Failure to do so may result in cancellation of the contract.
# SINs 541219 & 541611

## 3.1 SINs 541219 & 541611 Price List

**Contract GS-00F-126CA - SINs 541219 & 541611**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>02/01/2022 – 5/5/2025 Years 7-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>Accountant I</td>
<td>$71.13</td>
</tr>
<tr>
<td>541611</td>
<td>Accountant I</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Accountant II</td>
<td>$91.19</td>
</tr>
<tr>
<td>541611</td>
<td>Accountant II</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Accountant III</td>
<td>$112.65</td>
</tr>
<tr>
<td>541611</td>
<td>Accountant III</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Administrative Specialist I</td>
<td>$37.94</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Specialist I</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Administrative Specialist II</td>
<td>$41.40</td>
</tr>
<tr>
<td>541611</td>
<td>Administrative Specialist II</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Subject Matter Expert I</td>
<td>$210.36</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert I</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Subject Matter Expert II</td>
<td>$214.45</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert II</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Subject Matter Expert III</td>
<td>$251.49</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert III</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>ERP Systems Architect</td>
<td>$187.75</td>
</tr>
<tr>
<td>541611</td>
<td>ERP Systems Architect</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>ERP Systems Specialist I</td>
<td>$157.18</td>
</tr>
<tr>
<td>541611</td>
<td>ERP Systems Specialist I</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>ERP Systems Specialist II</td>
<td>$166.94</td>
</tr>
<tr>
<td>541611</td>
<td>ERP Systems Specialist II</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>ERP Systems Specialist III</td>
<td>$184.29</td>
</tr>
<tr>
<td>541611</td>
<td>ERP Systems Specialist III</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Financial Analyst I</td>
<td>$72.20</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst I</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Financial Analyst II</td>
<td>$94.42</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst II</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Financial Analyst III</td>
<td>$118.02</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Analyst III</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Financial Systems Analyst I</td>
<td>$75.10</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Systems Analyst I</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Financial Systems Analyst II</td>
<td>$105.14</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Systems Analyst II</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Financial Systems Analyst III</td>
<td>$122.66</td>
</tr>
<tr>
<td>541611</td>
<td>Financial Systems Analyst III</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Program Manager</td>
<td>$187.31</td>
</tr>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Program Support Analyst I</td>
<td>$45.66</td>
</tr>
<tr>
<td>541611</td>
<td>Program Support Analyst I</td>
<td></td>
</tr>
<tr>
<td>541219</td>
<td>Program Support Analyst II</td>
<td>$53.46</td>
</tr>
<tr>
<td>541611</td>
<td>Program Support Analyst II</td>
<td></td>
</tr>
</tbody>
</table>
### 3.2 SINs 541219 & 541611 Labor Category Description

#### ACCOUNTANT I

**Minimum/General Experience:** Two (2) years of experience in the general functional area including one (1) year of experience working in the specialized functional area, such as accounting, finance or a related field.

**Functional Responsibility:** Establishes, interprets and analyzes accounting records and financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Reviews financial statements for completeness, accuracy, and conformance with uniform accounting classifications. Prepares simple financial statements. Reconciles reports and financial data and identifies inconsistencies and errors. Generally, works under the supervision and direction of senior staff member.

**Minimum Education:** Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

#### ACCOUNTANT II

**Minimum/General Experience:** Five (5) years of experience in the general functional area including three (3) years of experience working in the specialized functional area, such as accounting, finance or a related field.

**Functional Responsibility:** Establishes, interprets and analyzes complex accounting records and financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Reviews financial statements for completeness, accuracy, and conformance with uniform accounting classifications. Prepares simple financial statements. Reconciles reports and financial data and identifies inconsistencies and errors. Must have experience assessing accounting processes and systems, and formulating recommendations to improve the efficiency and effectiveness of accounting policies, procedures and operations. Will have a comprehensive knowledge of statistical sampling, regression analysis, internal rate of return analysis, use of inflation indices and other tools necessary to process, summarize and assess, accounting transactions and data. May work under the supervision and direction of senior staff member or independently.

**Minimum Education:** Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.
ACCOUNTANT III

Minimum/General Experience: Seven (7) years of experience in the general functional area including four (4) years of experience working in the specialized functional area, such as accounting, finance or a related field.

Functional Responsibility: Establishes, interprets and analyzes complex accounting records and financial statements. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Reviews financial statements for completeness, accuracy, and conformance with uniform accounting classifications. Prepares simple financial statements. Reconciles reports and financial data and identifies inconsistencies and errors. Must have experience assessing accounting processes and systems, and formulating recommendations to improve the efficiency and effectiveness of accounting policies, procedures and operations. Will have a comprehensive knowledge of statistical sampling, regression analysis, internal rate of return analysis, use of inflation indices and other tools necessary to process, summarize and assess, accounting transactions and data. May supervise and direct junior staff.

Minimum Education: Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

ADMINISTRATIVE SPECIALIST I

Minimum/General Experience: No Experience

Functional Responsibility: Provides administrative staff assistance including the conducting of specific, comprehensive analyses of a wide range of policies involving organization, procedures, finance and services. Provides technical and administrative assistance to the assigned management staff; develops, prepares and presents reports, surveys and other administrative activities. Generally works under the supervision and direction of a senior staff member.

Minimum Education: Bachelor’s degree, some college level courses, or technical training in a relevant field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

ADMINISTRATIVE SPECIALIST II

Minimum/General Experience: One (1) year of progressive experience in the general functional area.

Functional Responsibility: Provides administrative staff assistance including the conducting of specific, comprehensive analyses of a wide range of policies involving organization, procedures, finance and services. Provides technical and administrative assistance to the assigned management staff; develops, prepares and presents reports, surveys and other administrative activities. Participates in the development of the assigned work plan, work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Minimum Education: Bachelor’s degree, some college level courses or technical training in a relevant field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

SUBJECT MATTER EXPERT I

Minimum/General Experience: Twelve (12) years of experience providing direction to organizations on multiple complex issues and ERP System-related projects including eight (8) years of direct management experience in system life cycle.

Functional Responsibility: Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems.
Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

**Minimum Education:** Master’s degree in Business Administration, Finance, Accounting, technology systems, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

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**SUBJECT MATTER EXPERT II**

**Minimum/General Experience:** Fifteen (15) years of experience providing direction to organizations on multiple complex issues and ERP System-related projects including ten (10) years of direct management experience in system life cycle.

**Functional Responsibility:** Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems.

Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

**Minimum Education:** Master’s degree in Business Administration, Finance, Accounting, technology systems, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

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**SUBJECT MATTER EXPERT III**

**Minimum/General Experience:** Over fifteen (15) years of experience providing direction to organizations on multiple complex issues and ERP System-related projects including twelve (12) years of direct management experience in system life cycle.

**Functional Responsibility:** Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems.

Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

**Minimum Education:** Master’s degree in Business Administration, Finance, Accounting, technology systems, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

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**ERP SYSTEMS ARCHITECT**

**Minimum/General Experience:** Twelve (12) years of experience in the subject area including eight (8) years of architecting, designing, implementing and supporting ERP Systems.

**Functional Responsibility:** Acts independently or with a team to identify, recommend, design and implement ERP solutions including recommendations for the platform, database, operating system and front end layers. Install, configure, test, manage, maintain and upgrade software including database, operating system and application. Design, implement and test technical aspects of related ERP interfaces. Perform risk assessments of
the solutions including delivery and support. Provide time and cost estimates for hardware, software, maintenance and support. Provide technical guidance on monitoring, resource capacity, upgrades, and new technologies. Proactively seek opportunities to optimize and improve processes, system performance, bottlenecks, potential security risks. Create documentation according to internal standards including but not limited to project management, Software Development Lifecycle (SDLC), Standard Operating Procedures, Work Instructions, Installation Qualification, change control. Ensure compliance and a quality approach, follow best practices and ensure that audit requirements are met. Perform system copies, upgrades, patch management and other necessary system maintenance such as updating plug-ins. Develop, test, update, and implement continuity of operations processes. Perform incident, change, problem and release management activities. Assist with trouble-shooting, resolution of escalated incidents and problems related to ERP systems.

**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**ERP Systems Specialist I**

**Minimum/General Experience:** Eight (8) years of experience in the subject area including five (5) years of direct experience supporting ERP Systems.

**Functional Responsibility:** Acts independently or with a team to determine program needs and system requirements as they pertain to ERP Systems and their solutions within an organization. Provides instruction, assistance, and support services to ERP System end-users. Applies knowledge of human resources, finance, budget, procurement, payroll, time and labor, benefits, and policies and procedures to resolve concerns or questions reported by ERP system end-users. Acts as a liaison between application end-users and technical support. Assists in the creation and updating of ERP system policies and procedures, business rules, end user desk aids, and training materials. Assists in the facilitation of training sessions and participates in user group meetings. Works with technical support to restore, correct and/or recover data, and to develop and design custom reports. Provides management with reports as needed. Tests new system functionality, reports, and queries in test databases. Reviews system records and provides information to the ERP System Functional Analysts on issues or concerns identified. Utilizes knowledge of ERP Systems to assist in identifying processes and constructing process flows. Assists in troubleshooting system problems. Provides input into improving system reliability, availability and performance.

**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**ERP Systems Specialist II**

**Minimum/General Experience:** Ten (10) years of experience in the subject area including six (6) years of direct experience supporting ERP Systems.

**Functional Responsibility:** Acts independently or with a team to determine program needs and system requirements as they pertain to ERP Systems and their solutions within an organization. Provides instruction, assistance, and support services to ERP System end-users. Applies knowledge of human resources, finance, budget, procurement, payroll, time and labor, benefits, and policies and procedures to resolve concerns or questions reported by ERP system end-users. Acts as a liaison between application end-users and technical support. Assists in the creation and updating of ERP system policies and procedures, business rules, end user desk aids, and training materials. Assists in the facilitation of training sessions and participates in user group meetings. Works with technical support to restore, correct and/or recover data, and to develop and design custom reports. Provides management with reports as needed. Tests new system functionality, reports, and queries in test databases. Reviews system records and provides information to the ERP System Functional Analysts on issues or concerns identified. Utilizes knowledge of ERP Systems to assist in identifying processes and constructing
process flows. Assists in troubleshooting system problems. Provides input into improving system reliability, availability and performance.

**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### ERP Systems Specialist III

**Minimum/General Experience:** Twelve (12) years of experience in the subject area including seven (7) years of direct experience supporting ERP Systems.

**Functional Responsibility:** Acts independently or with a team to determine program needs and system requirements as they pertain to ERP Systems and their solutions within an organization. Provides instruction, assistance, and support services to ERP System end-users. Applies knowledge of human resources, finance, budget, procurement, payroll, time and labor, benefits, and policies and procedures to resolve concerns or questions reported by ERP system end-users. Acts as a liaison between application end-users and technical support. Assists in the creation and updating of ERP system policies and procedures, business rules, end user desk aids, and training materials. Assists in the facilitation of training sessions and participates in user group meetings. Works with technical support to restore, correct and/or recover data, and to develop and design custom reports. Provides management with reports as needed. Tests new system functionality, reports, and queries in test databases. Reviews system records and provides information to the ERP System Functional Analysts on issues or concerns identified. Utilizes knowledge of ERP Systems to assist in identifying processes and constructing process flows. Assists in troubleshooting system problems. Provides input into improving system reliability, availability and performance.

**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### Financial Analyst I

**Minimum/General Experience:** Two (2) years of experience in the general functional area including one (1) year of experience working in the specialized functional area, such as accounting, finance or a related field.

**Functional Responsibility:** Assesses procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client’s business needs. Generally works under the supervision and direction of senior staff member.

**Minimum Education:** Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### Financial Analyst II

**Minimum/General Experience:** Five (5) years of experience in the general functional area including three (3) years of experience working in the specialized functional area, such as accounting, finance or a related field.

**Functional Responsibility:** Assesses procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client’s business needs. Compiles and analyzes financial information. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of...
internal accounts, due diligence, financial cash-flow modeling, credit analysis, risk analysis, and financial analysis. May work under the supervision and direction of senior staff member or independently.

**Minimum Education:** Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### Financial Analyst III

**Minimum/General Experience:** Seven (7) years progressive experience within the general functional area including four (4) year experience working in the specialized functional area, such as accounting, finance or a related field.

**Functional Responsibility:** Assesses procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client s business needs. Compiles and analyzes financial information. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of internal accounts, due diligence, financial cash-flow modeling, credit analysis, risk analysis, and financial analysis. May supervise and direct junior staff.

**Minimum Education:** Bachelor’s degree in accounting, auditing, finance or a related technical or business discipline, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### Financial Systems Analyst I

**Minimum/General Experience:** Two (2) years of experience in the general functional area including one (1) year of experience working in the specialized functional area within the system life cycle.

**Functional Responsibility:** Works as a junior member of a team of analysts to optimize and automate business practices given deadlines and milestones specified by their supervisor. Must be able to research specifications and requirements and effectively report their findings. Must be able to execute phases of project life cycle. Generally works under the supervision and direction of senior staff member.

**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### Financial Systems Analyst II

**Minimum/General Experience:** Five (5) years of experience in the general functional area including three (3) years of experience working in the specialized functional area within the system life cycle.

**Functional Responsibility:** Leads analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Must be capable of gathering user requirements and translating them into workable automated solutions. Must be familiar with database architectures, object oriented design, and system implementations. Must be able to assess products and procedures for compliance with government standards, accounting principles, and system application standards. Must have knowledge of all stages of project’s life cycle, including creation of schedules, requirements documents, system design and specifications, and project status report. May work under the supervision and direction of senior staff member or independently.

**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### Financial Systems Analyst III
Minimum/General Experience: Seven (7) years of experience in the general functional area including four (4) year experience working in the specialized functional area within the system life cycle.

Functional Responsibility: Manages analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Coordinates/directs the gathering of user requirements and translating them into workable automated solutions. In-depth knowledge of database architectures, object oriented design, and system implementations. Capable of assessing products and procedures for compliance with government standards, accounting principles, and system application standards. Must be able to lead all stages of project’s life cycle, including creation of schedules, requirements documents, system design and specifications, and project status report. May supervise and direct junior staff.

Minimum Education: Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

PROGRAM MANAGER

Minimum/General Experience: Twelve (12) years of experience in the general functional area including eight (8) years of specialized experience as specified under Functional Responsibility.

Functional Responsibility: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Specialized Experience: Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Minimum Education: Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field or equivalent work experience per Ascella’s Experience and Degree Substitution policy. PMP or minimum five years/60 months unique non-overlapping professional project management experience required.

PROGRAM SUPPORT ANALYST I

Minimum/General Experience: Two (2) years of progressive experience in the general functional area.

Functional Responsibility: Assists project team members with routine data gathering and research activities, organizes data and project documents, and assists project manager in project administration activities. Supervises and participates in the administrative activities of the assigned project; evaluates the need for and develops procedures, methods and schedules; approves the purchase of supplies, equipment, processes payments and other accounts payable requests. Participates in a variety of complex and detailed programmatic responsibilities involving problem solving. Directs, oversees and participates in the development of the assigned work plan, work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures. Conducts surveys and performs research and statistical analyses as requested; prepares related reports

Minimum Education: Associate degree, some college level courses or technical training in a relevant field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

PROGRAM SUPPORT ANALYST II

Minimum/General Experience: Four (4) years of experience in the general functional area.
Functional Responsibility: Assists project team members with routine data gathering and research activities, organizes data and project documents, and assists project manager in project administration activities. Supervises and participates in the administrative activities of the assigned project; evaluates the need for and develops procedures, methods and schedules; approves the purchase of supplies, equipment, process payments and other accounts payable requests. Participates in a variety of complex and detailed programmatic responsibilities involving problem solving. Directs, oversees and participates in the development of the assigned work plan, work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures. Conducts surveys and performs research and statistical analyses as requested; prepares related reports. May supervise and direct junior staff.

Minimum Education: Associate degree, some college level courses or technical training in a relevant field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### PROGRAMMER ANALYST I

**Minimum/General Experience:** Three (3) years progressive experience within the general functional area including two (2) years of experience developing software programs or specifications.

**Functional Responsibility:** Translates financial management systems, applications and database systems, or transaction processing systems program requirements and flowcharts into applications program codes. Tests, debugs, and refines applications/financial system programs to increase efficiency or meet written specifications. Produces user-friendly database search and report generating command structures such as macros, formatted screens, or menus. Provides end user and technical documentation and training for software programs and procedures. Performs database loading and backups. Interprets and prepares coded instructions based on flowcharts, program specifications, input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Tests and documents computer programs, including program modifications. Trains users. Generally works under the supervision and direction of a senior staff member.

**Minimum Education:** Bachelor’s degree in Computer Science, Computer Information Systems, Management Information Systems, Information Resource Management, Data Processing or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### PROGRAMMER ANALYST II

**Minimum/General Experience:** Six (6) years of experience in the general functional area.

**Functional Responsibility:** Translates financial management systems, applications and database systems, or transaction processing systems program requirements and flowcharts into applications program codes. Tests, debugs, and refines applications/financial system programs to increase efficiency or meet written specifications. Produces user-friendly database search and report generating command structures such as macros, formatted screens, or menus. Provides end user and technical documentation and training for software programs and procedures. Performs database loading and backups. Interprets and prepares coded instructions based on flowcharts, program specifications, input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems. Tests and documents computer programs, including program modifications. Trains users. Prepares overall project recommendations including funding and time requirements. May work under the supervision and direction of a senior staff member or independently.

**Minimum Education:** Bachelor’s degree in Computer Science, Computer Information Systems, Management Information Systems, Information Resource Management, Data Processing or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### PROGRAMMER ANALYST III
Minimum/General Experience: Eight (8) years of experience in the general functional area including five (5) years of experience designing, developing, testing and implementing software systems.

Functional Responsibility: Translates financial management systems, applications and database systems, or transaction processing systems program requirements and flowcharts into applications program codes. Tests, debugs, and refines applications/financial system programs to increase efficiency or meet written specifications. Produces user-friendly database search and report generating command structures such as macros, formatted screens, or menus. Provides end user and technical documentation and training for software programs and procedures. Performs database loading and backups. Interprets and prepares coded instructions based on flowcharts, program specifications, input-output specifications, utility routines, decision tables, and user requirements. Analyzes and solves computer programming problems.

Tests and documents computer programs, including program modifications. Trains users. Prepares overall project recommendations including funding and time requirements. May supervise and direct junior staff or act as team lead.

Minimum Education: Bachelor’s degree in Computer Science, Computer Information Systems, Management Information Systems, Information Resource Management, Data Processing or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**PROJECT MANAGER I**

Minimum/General Experience: Five (5) years of experience in the general functional area including three (3) years of professional project management experience.

Functional Responsibility: Responsible for resource allocation, technical and management oversight, providing high-level business operations expertise, and participation in briefings and meetings. Frequently provides subject matter or functional area expertise for financial and business tasks in addition to fulfilling management responsibilities. Responsible for overall management of assigned task orders and for ensuring that technical solutions and schedules in the task order are accomplished in a timely manner. Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates the organization’s policies, goals, and purposes. Serves under Program Manager as representative responsible for overall contract performance.

Minimum Education: Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**PROJECT MANAGER II**

Minimum/General Experience: Seven (7) years of experience in the general functional area including five (5) years of professional project management experience.

Functional Responsibility: Under general direction of a program manager, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, service providers, and client stakeholders. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct analysis and resolve problems.
**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field and PMP, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**PROJECT MANAGER III**

**Minimum/General Experience:** Ten (10) years of experience in the general functional area including six (6) years of professional project management experience.

**Functional Responsibility:** Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, service providers, and client stakeholders. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables.

Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project teams. Recommends and takes action to direct analysis and resolve problems.

**Minimum Education:** Bachelor’s degree in Business Administration, Finance, Accounting, Technology Systems or a related field and PMP, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**SENIOR DOCUMENTATION SPECIALIST**

**Minimum/General Experience:** Seven (7) years of experience in the general functional area including five (5) years of experience in technical writing/editing functions.

**Functional Responsibility:** Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials. Supervises, trains, and develops junior staff members.

**Minimum Education:** Bachelor’s degree in English, Journalism, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**SIN 541611**

**4.1 SIN 541611 Price List**

**Contract GS-00F-126CA - SIN 541611**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>02/01/2022 – 5/5/2025 Years 7-10</th>
</tr>
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<tbody>
<tr>
<td>541611</td>
<td>Subject Matter Expert</td>
<td>$206.98</td>
</tr>
<tr>
<td>541611</td>
<td>Program Management Consultant</td>
<td>$191.87</td>
</tr>
<tr>
<td>541611</td>
<td>Management Consultant I</td>
<td>$136.31</td>
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<tr>
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<td>Management Consultant II</td>
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<td>Management Consultant III</td>
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<td>541611</td>
<td>Project Manager I</td>
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</tr>
</tbody>
</table>
### 4.2 SIN 541611 Labor Category Description

**Subject Matter Expert**

**Minimum/General Experience**: Fifteen (15) years of experience in the general functional area.

**Functional Responsibility**: Utilizes functional area expertise gained through direct industry experience to assess the operational and functional baseline of an organization and its organizational components. Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise. Guides the determination of organizational and business process inadequacies and/or deficiencies that affect the functional area’s ability to support/meet organizational goals. Participates in strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks.

**Minimum Education**: Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**Program Management Consultant**

**Minimum/General Experience**: Twelve (12) years of experience in the general functional area.

**Functional Responsibility**: Under indirect supervision, oversees the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

**Minimum Education**: Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**Management Consultant I**

**Minimum/General Experience**: Five (5) years of experience in the general functional area.
**Functional Responsibility:** Under general direction of a project manager or senior management consultant, performs a variety of high level tasks associated with effective problem identification and assessment and implementation, including strategic planning, organizational assessment and development, policy and procedure development, technology implementation. Works closely with assigned senior management consultants/project managers and other team members in ensuring that focus is maintained on problem solution and task completion. Participates in program/in-process reviews with the Customer and the Team; serves as the macro-technical point of contact with the Customer.

**Minimum Education:** Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

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**MANAGEMENT CONSULTANT II**

**Minimum/General Experience:** Seven (7) years of experience in the general functional area.

**Functional Responsibility:** Under general direction of a project manager or senior management consultant, performs a variety of high level tasks associated with effective problem identification and assessment and implementation, including strategic planning, organizational assessment and development, policy and procedure development, technology implementation. Works closely with assigned senior management consultants/project managers and other team members in ensuring that focus is maintained on problem solution and task completion. Participates in program/in-process reviews with the Customer and the Team; serves as the macro-technical point of contact with the Customer.

**Minimum Education:** Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

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**MANAGEMENT CONSULTANT III**

**Minimum/General Experience:** Ten (10) years of experience in the general functional area.

**Functional Responsibility:** Under general direction of a project manager or program manager, performs a variety of high level tasks associated with effective problem identification and assessment and implementation, including strategic planning, organizational assessment and development, policy and procedure development, technology implementation. Works closely with assigned program/project managers and other team members in ensuring that focus is maintained on problem solution and task completion. Participates in program/in-process reviews with the Customer and the Team; serves as the macro-technical point of contact with the Customer.

**Minimum Education:** Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

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**PROJECT MANAGER I**

**Minimum/General Experience:** Seven (7) years of experience in the general functional area.

**Functional Responsibility:** Under general direction of a program manager, responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, service providers, and client stakeholders. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct analysis and resolve problems.
Minimum Education: Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**PROJECT MANAGER II**

Minimum/General Experience: Twelve (12) years of experience in the general functional area.

Functional Responsibility: Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, service providers, and client stakeholders. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables.

Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project teams. Recommends and takes action to direct analysis and resolve problems.

Minimum Education: Bachelor’s degree and PMP, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**SENIOR BUSINESS ANALYST I**

Minimum/General Experience: Four (4) years of experience in the general functional area.

Functional Responsibility: Under the general direction of a project manager or task lead, assists or provides business analysis skills for projects, including strategic consulting, surveys, business process reengineering activities, change management, training, facilitation, and program management. Determines customer requirements and translates these requirements into project or organizational plans. Conducts quality assurance activities to ensure that all products and services meet organization standards and end-user requirements. Provides support to more senior analysts and colleagues and assists with work products in accordance with project schedules. Prepares deliverables and presentations to colleagues, subordinates, and end-user government or commercial representatives.

Minimum Education: Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**SENIOR BUSINESS ANALYST II**

Minimum/General Experience: Five (5) years of experience in the general functional area.

Functional Responsibility: Under the general direction of a project manager, leads or provides business analysis skills for projects, including strategic consulting, surveys, business process reengineering activities, change management, training, facilitation, and quality assurance. Determines customer requirements and translates these requirements into project or organizational plans. Conducts quality assurance activities to ensure that all products and services meet organization standards and end-user requirements. Provides direction to lower level analysts; reviews deliverables and work products for correctness and adherence to user standards and progress in accordance with work schedules. Prepares deliverables and presentations for colleagues, subordinates, and end-user government or commercial representatives.

Minimum Education: Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

**BUSINESS ANALYST I**

Minimum/General Experience: One (1) year of experience in the general functional area.
**Functional Responsibility:** Under the general direction of a task lead or senior business analyst, assists in determining customer requirements and translates these requirements into project or organizational plans. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Supports quality assurance activities to ensure that all products and services meet organization standards and end-user requirements. Provides support to senior analysts and colleagues in creating deliverables and presentations in accordance with project schedules.

**Minimum Education:** Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### BUSINESS ANALYST II

**Minimum/General Experience:** Two (2) years of experience in the general functional area.

**Functional Responsibility:** Under the general direction of a task lead or senior business analyst, assists in determining customer requirements and translates these requirements into project or organizational plans. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Supports quality assurance activities to ensure that all products and services meet organization standards and end-user requirements. Provides support to senior analysts and colleagues in creating deliverables and presentations in accordance with project schedules.

**Minimum Education:** Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### BUSINESS ANALYST III

**Minimum/General Experience:** Three (3) years of experience within the general functional area.

**Functional Responsibility:** Under the general direction of a task lead or senior business analyst, assists in determining customer requirements and translates these requirements into project or organizational plans. Defines the detailed requirements, analyzes the business needs, and validates solutions with the client. Supports quality assurance activities to ensure that all products and services meet organization standards and end-user requirements. Provides support to senior analysts and colleagues in creating deliverables and presentations in accordance with project schedules.

**Minimum Education:** Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### PROGRAM SUPPORT ANALYST I

**Minimum/General Experience:** Two (2) years of experience in the general functional area.

**Functional Responsibility:** Provides support to the program or project in the conduct of various activities related to risk management, contract administration, planning, administration and performance measurement.

**Minimum Education:** Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

### PROGRAM SUPPORT ANALYST II

**Minimum/General Experience:** Four (4) years of experience in the general functional area.

**Functional Responsibility:** Provides support to the program or project in the conduct of various activities related to risk management, contract administration, planning, administration and performance measurement.
Minimum Education: Bachelor’s degree, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.

PROFESSIONAL ASSISTANT

Minimum/General Experience: Two (2) years of experience in the general functional area.

Functional Responsibility: Assists project team members with routine data gathering and research activities, organizes data and project documents, and assists project manager in project administration activities.

Minimum Education: Associate degree, some college level courses or technical training in a relevant field, or equivalent work experience per Ascella’s Experience and Degree Substitution policy.
EXPERIENCE AND DEGREE SUBSTITUTION POLICY

The above describes the functional responsibilities and education requirements for each labor category. These requirements are a guide to the types of experience and educational backgrounds of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and education as shown below:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree +2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certifications, such as ITIL, CGFM, Six Sigma, etc.</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s +2 years relevant experience, or Associate’s +4 years relevant experience</td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s +2 years relevant experience, Bachelors +4 years relevant experience</td>
<td></td>
</tr>
<tr>
<td>Higher Education</td>
<td>Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.</td>
<td>Professional certifications, such as ITIL, CGFM, Six Sigma, etc.</td>
</tr>
<tr>
<td>PMP</td>
<td>PMP certification is equivalent to two years of project management experience.</td>
<td></td>
</tr>
</tbody>
</table>