GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service  

Authorized Federal Supply Schedule Price List  

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

Schedule Title:  
The Multiple Award Schedule  

Contract No.: GS-00F133CA  
Contract Period: May 8, 2015 through May 7, 2025  

Business Size: Small Business  
Kelly, Anderson & Associates, Inc.  
Doing business as  

KAA FEDERAL SOLUTIONS  

14933 Cub Run Park Drive  
Centreville, VA 20120  
Phone (703) 518-8828  
Fax (703) 518-8868  

www.KAAFederal.com  

Contract Administrator: Lynda Zelnick, E-mail: Lzelnick@kaafederal.com  
Government Business POC: Winston Spong, E-mail: wfleishman@kaafederal.com  

Prices Shown Herein are Net (Discount Deducted)  
For more information on ordering from Federal Supply Schedules,  
go to gsa.gov/schedules  

Updated through  

Contract Modification PO-0017, dated May 8 2020
CUSTOMER INFORMATION

1a. Awarded Special Item Number(s):
   • 541219
   • 541611
   • OLM

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:
   Administrative Support 2, $51.58/hour.

1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees: See descriptions in subsequent page(s).

2. Maximum Order: $1,000,000.


4. Geographic Coverage (Delivery Area):
   Worldwide.

5. Point(s) of production (city, county, and State or foreign country): Alexandria, VA.

6. Discount from list prices or statement of net price: Prices shown herein are net prices.

7. Quantity discounts: None.

8. Prompt payment terms: 0.5%/20 days, Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange or other concessions.

9a. Government purchase cards are accepted up to the micro-purchase threshold: Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin): N/A

11a. Time of Delivery: 30 Days ARO from start of services or as negotiated with ordering office.

11b. Expedited Delivery: Contact Contractor for expedited delivery.

11c. Overnight and 2-day delivery: Contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements: Contact the Contractor to affect a faster delivery.

12. F.O.B. Point(s): Destination.

13a. Ordering address: See address on front page

13b. Ordering procedures: For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3

14. Payment address: 13800 Coppermine Road, 1st Fl Herndon, VA 20171

15. Warranty provision: N/A.

16. Export packing charges, if applicable: N/A.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor.

18. Terms and conditions of rental: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Terms and conditions for other services: N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes: N/A.

24b. Section 508: N/A.

25. Data Universal Number System (DUNS) number: 161584073

About Kelly, Anderson & Associates, Inc.
dba KAA Federal Solutions

Our Background

Since 1984, Kelly, Anderson & Associates, Inc. (KAA Federal Solutions), has excelled at forging relationships between the public and private sectors. We bring hands-on knowledge of all major Federal Government agencies to our Government clients through a nationwide network of over 500 associates, most of whom are former Federal executives, managers, and technical experts in a wide variety of disciplines. This network of associates provides our clients with unique insight into Federal agencies and U.S. Government management policies and procedures.

Many of our associates, from a broad spectrum of agencies, have specialized Federal financial management expertise—including at the Office of Management and Budget, the Department of the Treasury and the Federal Reserve. The experience of these former Federal financial managers covers the full financial management field, including accounting, budget formulation, budget execution, and related services, at the policy, regulatory development, and operational levels. The majority of KAA, Federal Solutions’ associates has over 25 years of Federal financial and managerial experience and has assisted our Federal clients immeasurably with their specialized expertise and absolute commitment to quality service.

We provide a full range of proven and innovative approaches to organizational, management and business improvement in an environment of change, shrinking budgets and growing mission requirements. Moreover, we help improve existing processes, re-design organizational structures, business systems and management approaches, using techniques that go beyond reengineering to optimize your core competencies. Our truly innovative approach to re-invention has been proven in practice with many of our private and public sector clients.

Included in our consulting services is customized executive/management coaching. We provide a full range of presentations, tailored to the needs and constraints of individual clients. These presentations provide maximum understanding of the management, organizational and business principles critical to sustained performance improvement. Each presentation complements our other consulting services and our facilitation services through reinforcement and practical applications. We focus on high-impact areas. Areas in which our executive/management coaching presentations provide insight and skills for the future are:

- Shaping supervisory roles;
- Exploring essential elements of leadership;
- Assessing and improving interaction patterns;
- Assessing individual management styles;
- Understanding the evolution in supervisory leadership;
- Developing vision, mission, strategy and business planning;
- Offering core competency analysis;
- Providing variable budgeting and target costing; and
- Offering a broad range of audit evaluation techniques and practices.

KAA Federal Solutions uses a number of different techniques to provide facilitation support, including group briefings and discussions, and workshops. Our facilitators work with executive level teams, as well as with cross-functional work groups, integrated project teams and employee teams to break down
barriers and guide organizational improvements. These facilitation services are state-of-the-art processes in organizational analysis and in the redesign of basic business structures and functions.

Additionally, KAA Federal Solutions provides survey services to assist our clients in improving their business processes. We help our clients, first, identify business practices or areas unresponsive to today’s dynamic, evolutionary influences and, then, we provide expert consultation on the optimal means of attaining crucial management insight from reliable and accurate surveying. KAA Federal Solutions recommends, develops and administers surveys using a variety of methods, including: computer-assisted surveying, focus groups, written questionnaires and in-person interviewing. The firm’s experience includes national, state, cross-agency and office level surveys.

KAA Federal Solutions utilizes a time-tested and successful approach to intelligence-gathering, analysis, strategic planning, and technical advisory services relating to acquisition management. This approach, when applied to assist any Federal agency in managing its acquisition operations (including outsourcing studies) will provide the agency with the tools, materials and personnel to successfully complete a comprehensive and relevant acquisition project. We offer a team of highly qualified contracting and procurement specialists who are experienced in all types of acquisition services to support any Federal acquisition project.

Our highly qualified program and project specialists have in-depth knowledge, understanding, and countless years of experience in all phases of program integration, project management, and program oversight. KAA Federal Solutions’ systematic and disciplined approach to program integration and project management provides our clients with the tools, materials, and personnel necessary to install improved methodologies into their daily operating activities. To accomplish this objective, we establish a strong relationship with each client agency to ensure its operational needs are met.

The hallmark of KAA Federal Solutions’ corporate philosophy is client satisfaction. KAA Federal Solutions is a relationship-oriented company, continually striving to support its clients with the very best service and consultants available. Counting all our service delivery areas, we have over 500 satisfied clients, both Federal and commercial; we know their needs, cultures, core competencies, history and desires for the future. Through this type of dedication, consistent analysis of the changes taking place in Government, and the relentless pursuit of excellence, integrity and customer satisfaction, KAA Federal Solutions is enthusiastically preparing itself for the opportunities and challenges of the future.

KAA Federal Solutions is a 100 percent employee-owned small business and is managed by industry specialists and Federal subject matter experts in all of its service areas. KAA Federal Solutions’ Chairman and CEO, Tim Vigotsky, possesses extensive Federal management experience as a Senior Executive at the Department of the Treasury’s Bureau of Engraving and Printing and at the Department of the Interior’s National Business Center.
### GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

**SIN 541611**

<table>
<thead>
<tr>
<th>Labor Category Titles</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Executive 3</td>
<td>$194.48</td>
</tr>
<tr>
<td>Executive Associate 3</td>
<td>$190.68</td>
</tr>
<tr>
<td>Senior Associate 1</td>
<td>$164.23</td>
</tr>
<tr>
<td>Senior Associate 3</td>
<td>$154.42</td>
</tr>
<tr>
<td>Principal Associate 1</td>
<td>$136.73</td>
</tr>
<tr>
<td>Principal Associate 2</td>
<td>$114.65</td>
</tr>
<tr>
<td>Associate 1</td>
<td>$83.18</td>
</tr>
<tr>
<td>Administrative Support 1 *</td>
<td>$64.58</td>
</tr>
<tr>
<td>Administrative Support 2 *</td>
<td>$51.58</td>
</tr>
</tbody>
</table>

* Positions with asterisk are covered by the Service Contract Labor Standards. See Matrix below.

**Order Level Materials** - A Not-To-Exceed (NTE) amount will be established if required

### SIN 541219

<table>
<thead>
<tr>
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<tr>
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<td>$134.85</td>
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</tbody>
</table>
**Kell, Anderson & Associates, Inc.**
*dba KAA Federal Solutions*
*a 100% employee-owned small business*

<table>
<thead>
<tr>
<th>Principal Associate 2</th>
<th>$110.24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate 1</td>
<td>$84.44</td>
</tr>
<tr>
<td>Administrative Support 1*</td>
<td>$65.56</td>
</tr>
<tr>
<td>Administrative Support 2*</td>
<td>$52.36</td>
</tr>
</tbody>
</table>

* Positions with asterisk are covered by the Service Contract Labor Standards. See Matrix below.

**Order Level Materials** - A Not-To-Exceed (NTE) amount will be established if required.

<table>
<thead>
<tr>
<th>SCA-Eligible Contract Labor Category</th>
<th>SCA Equivalent Code and Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Support 1</td>
<td>01612, Word Processor 2</td>
<td>15-4281</td>
</tr>
<tr>
<td>Administrative Support 2</td>
<td>01612, Word Processor 2</td>
<td>15-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) (formerly the Service Contract Act (SCA)) are applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).
# DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS

**SIN 541611**

## Senior Executive 3

**Position Description**: Oversees negotiation of delivery/task orders and design phase of Schedule tasks. Interfaces with top-level government officials and ensures successful completion of work in a timely manner. Serves as Program Manager for large and complex projects involving multiple tasks, timelines, and deliverables. Guides or performs analysis of alternative courses of action for planning, organizing, staffing, directing, and controlling program functions. Provides options for developing strategic direction and operational implementation of identified courses of action related to new programs/functions and processes. Creates strategic and implementation plans and other mission-critical documents and reports using knowledge of specific agency mission, goals, and objectives. Develops new or improved techniques to support interaction with internal and external organizations. Completes independent research on agency requirements, communications, management information systems, and other efforts using strong oral and written communication skills. Evaluates government programs, plans, policies, and organization using knowledge of methodologies and practices that have been applied to other similar endeavors (e.g., business process reengineering, surveys, results of statistical analysis and trends, and best practices). Offers expertise in systems management and business process improvement from government and business perspectives, including requirements associated with planning, budgeting, costing, staffing, executive/management coaching, and justifying new or revised program directions.

**Experience**: Minimum of 12 years of experience including supervisory or management experience. Specific background areas include requirements definition, work planning and execution, business process improvement related to control of resources, schedule, task execution, and personnel management and supervision associated with the tasks in the customer’s order.

**Minimum Education**: M.S./M.A. with a degree in Business Administration, Public Administration, or related discipline from an accredited college or university or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master’s degree).

## Executive Associate 3

**Position Description**: Serves as an expert advisor for a Professional Services Schedule project in specialized or technological areas. Examples of such areas include, but are not limited to, energy sciences, environmental remediation, other engineering sciences, telecommunications, and information technology. Serves as an expert in resolving and addressing highly complicated or intricate technical issues and problems that are not feasible without this capability. Conceptualizes and designs alternative technical concepts and operational capabilities for consideration. Delineates pros and cons, costs and benefits, and implications of solutions to position executive management to select the optimal course of action. Interacts and provides expert advice and analysis of technical issues for Program Manager and task teams engaged in resolution of challenging technical project matters, quality assurance, and process improvement projects. Ensures liaison with client senior managers on specialized technical matters.

**Experience**: Minimum of ten (10) years of experience including specialized experience in technical areas.

**Minimum Education**: M.S./M.A. with studies in environmental science, physics, information technology, other specialized field of study from an accredited college or university or equivalent experience for graduate work. Two (2) years is equivalent to (1) year of education (i.e., twelve (12) years experience is equivalent to a Master’s degree).
### Senior Associate 1

**Position Description:** Serves as a supervisor with responsibility for multiple complex projects and principal liaison responsibilities with customer on technical matters for Professional Services Schedule implementation. Serves as Project Manager and provides lead specialty expertise for identified projects, with team members having particular background in the designated areas of expertise. Provides technical support in one or more key areas associated with project execution, interoperability, or integration of tasks related to business process improvement, re-engineering, or realignment of functions for client operations. Performs lead management responsibilities for technical areas of assigned projects. Works directly with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Offers support for task teams engaged in quality assurance and process improvement projects. Ensures liaison with client managers and senior staff.

**Experience:** Minimum of eight (8) years of experience including supervisory or management experience. Three (3) years must be in project management duties. Specific experience areas include requirements definition, work planning, control of budget, schedule, task execution, and personnel management and supervision related to the technical tasks in the customer’s order.

**Minimum Education:** M.A./M.S. in relevant specialized field from an accredited college or university or equivalent experience for graduate work. Two (2) years is equivalent to (1) year of education (i.e., twelve (12) years experience is equivalent to a Master’s degree).

### Senior Associate 3

**Position Description:** Has supervisory responsibility for large and complex projects and principal liaison responsibilities with customer on business matters for Schedule implementation. Serves as Project Manager for identified projects, with team members having background in the business areas of expertise. Provides business support in one or more key areas associated with project execution, alignment and integration of tasks, and outcomes of analysis related to business process improvement, re-engineering, or redesigning of functions for client operations. Performs lead management responsibilities for business areas of assigned projects. Works directly with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Offers support for task teams engaged in quality assurance and process improvement projects. Ensures liaison with client managers and senior staff.

**Experience:** Minimum of eight (8) years of experience including supervisory or management experience. Three (3) years must be in project management duties. Specific experience areas include requirements definition, work planning, control of budget, schedule, task execution, and personnel management and supervision related to the technical tasks in the customer’s order.

**Minimum Education:** M.A./M.S. in Business Administration, Public Administration, or related field from an accredited college or university or equivalent experience for graduate work. Two (2) years is equivalent to (1) year of education (i.e., twelve (12) years experience is equivalent to a Master’s degree).
### Principal Associate 1

**Position Description:** Serves as the senior analyst responsible for performing high-level analytical/operational Schedule implementation consulting and executive/management coaching. Operates as a specialist with broad knowledge of multiple aspects of planning and/or program integration related to business process improvement. Possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more key areas. Works alone with little or no supervision or oversight on specific tasks associated with the implementation of specific aspects of improving, re-inventing, or re-engineering activities or functions for a complex project, and is capable of providing limited guidance or supervision of team members in highly complicated projects.

May serve as Deputy Project Manager in fulfilling this role, which includes submission of periodic status reports, updates on team activities, and identification of issues requiring the attention of the Project Manager.

**Experience:** Minimum of five (5) years of experience related to the tasks in the customer’s order. One (1) year must be in management duties.

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

### Principal Associate 2

**Position Description:** Serves as a member of a Schedule implementation consulting team performing mid-level analytical assignments. Uses knowledge in one or more aspects of plan or project integration related to business process improvement. Possesses a broad knowledge in one or more specific areas and provides specialized knowledge relevant to the assigned project. Works with a minimum of supervision on assigned tasks associated with the implementation of specific aspects of work plan or project implementation.

**Experience:** Minimum of three (3) years of experience related to the tasks in the customer’s order.

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

### Associate 1

**Position Description:** Serves as a member of a Schedule implementation consulting team, performing basic research and analytical assignments, including performing as a fact-finder and program analyst. Applies knowledge to one key aspect of work plan or project integration related to business process improvement. Possesses knowledge of specific area and performs with specialized knowledge related to the assigned project. Works with ongoing supervision on specific assigned task associated with the implementation of different aspects of work plan or project implementation.

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

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

**Position Description:** Provides assistance in carrying out Schedule operational work serving primarily as a fact-finder and compiler of data and resource information. Works on summarizing data collected from internal or external sources related to the project, and obtains source materials from the customer for other team members that enable them to complete analysis of business improvement issues. Possesses knowledge of different techniques for displaying and representing data and information for the analysis process conducted by team members. Assists with the drafting of reports and deliverables, including editing and graphic representation of data.

**Experience:** Minimum of two (2) years of experience in associated with the task order.

**Minimum Education:** A.A./A.S. degree or equivalent. High School diploma, GED, or equivalent experience and two (2) years of experience in collecting and displaying data and information for analytical projects may be substituted for the A.A./A.S. degree requirement.

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**Administrative Support 2**

**Position Description:** Provides assistance in carrying out all administrative/ADP operational functions relevant to particular Schedule project assignment. Provides support in the following areas: calendar support and coordination, conference support, general clerical, and assistance with correspondence, graphics for deliverables, and briefing materials. Administrative tasks are performed, not as overhead, but indirect support of client project related to business process improvement or re-engineering efforts.

**Experience:** Minimum of two (2) years of experience in administrative processes and services, to include use of standard office computer software applications.

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

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**Order-Level Materials (OLMs)** - Supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."
DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS
SIN 541219

Senior Executive 3

**Position Description:** The incumbent of this labor category position serves as KAA Federal Solutions’ Principal for assigned projects. Oversees negotiation of delivery/task orders and planning phase of financial and business solution tasks. Interfaces with top-level government officials and ensures successful completion of work in a timely manner. Serves as Program Manager for large and complex projects involving multiple tasks, timelines, and deliverables. Guides or performs complex accounting, budgeting, or financial management support projects, processes, and staff. Develops new or improved techniques to support interaction with internal and external organizations. Completes independent research on agency requirements, communications, and other efforts using strong oral and written communication skills. Evaluates government accounting, budgeting, and financial management programs, plans, policies, and organizations using knowledge of methodologies and practices that have been applied to other similar endeavors. Provides subject matter expertise in financial systems management from government and business perspectives, including requirements associated with planning, budgeting, costing, staffing, training, and justifying new or revised financial program directions.

**Experience and Education Requirements:** A bachelor’s degree in Business Administration, Public Administration, Accounting, Finance or related discipline or significant coursework in these disciplines from an accredited college or university required (Master’s degree preferred) and twelve (12) years of direct experience in the areas outlined above.

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Senior Associate 1

**Position Description:** An incumbent of this labor category position may function as a Project Director, Financial Manager, Accounting Manager, or Budget Manager. Serves as an expert advisor for a project in specialized or technological areas. Examples of such areas include, but are not limited to, accounting, budgeting, or financial management services. Serves as an expert in resolving and addressing highly complicated or intricate technical issues and problems that are not feasible without this capability. Conceptualizes and develops alternative technical concepts and operational capabilities for consideration. Delineates pros and cons, costs and benefits, and implications of solutions to position executive management to select the optimal course of action. Interacts and provides expert advice and analysis of technical issues for Program Manager and task teams engaged in resolution of challenging technical project matters, quality assurance, and financial improvement projects. Ensures liaison with client senior managers on specialized technical matters.

**Experience and Education Requirements:** A bachelor’s degree in relevant specialized field from an accredited college or university required (Master’s degree preferred) and eight (8) years of direct experience in the areas outlined above. Four (4) years of experience must be in project management.
<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
<th>Experience and Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Associate 2</strong></td>
<td>The incumbent of this labor category position serves as KAA Federal Solutions’ Project Manager for an assignment. Has supervisory responsibility for large and complex projects and principal liaison responsibilities with customer on business matters. Serves as Project Manager for identified projects, with team members having background in the business areas of expertise. May also serve as a subject matter expert in the area of accounting, budgeting, or financial management support. Provides support in one or more key areas associated with project execution, alignment and integration of tasks, and outcomes of analysis related to financial functions for client operations. Performs lead management responsibilities for business areas of assigned projects. Works directly with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams engaged in quality assurance and financial improvement projects. Ensures liaison with client managers and senior staff.</td>
<td>A bachelor’s degree in a relevant specialized field from an accredited college or university required (Master’s degree preferred) and eight (8) years of direct experience in the areas outlined above. Three (3) years of experience must be in project management.</td>
</tr>
<tr>
<td><strong>Principal Associate 1</strong></td>
<td>An incumbent of this labor category position may function as a Financial Analyst 1, Financial Systems Analyst 1, Cost Analyst 1, or Accounting Analyst 1. Serves as the senior financial analyst, financial systems analyst, cost analyst, or accounting analyst responsible for performing high-level analytical/operational implementation consulting and training. Operates as a specialist with broad knowledge of multiple aspects of planning and/or program integration related to financial program improvement. Possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more key areas. Works alone with little or no supervision or oversight on specific tasks associated with the implementation of specific aspects of improving financial functions for a complex project, and is capable of providing limited guidance or supervision of team members in highly complicated projects. May serve as Deputy Project Manager in fulfilling this role, which includes submission of periodic status reports, updates on team activities, facilitation efforts, and identification of issues requiring the attention of the Project Manager.</td>
<td>A bachelor’s degree in a relevant specialized field from an accredited college or university required and five (5) years of direct experience in the areas outlined above. One (1) year of experience must be in a position with management responsibilities.</td>
</tr>
<tr>
<td><strong>Principal Associate 2</strong></td>
<td>An incumbent of this labor category position may function as a Financial Analyst 2, Financial Systems Analyst 2, Cost Analyst 2, or Accounting Analyst 2. Serves as a member of an accounting, budgeting, or financial management consulting team performing mid-level analytical assignments. Uses knowledge in one or more aspects of plan or project integration. Possesses a broad knowledge in one or more specific areas and provides specialized knowledge relevant to the assigned project. Works with a minimum of supervision on assigned tasks associated with the implementation of specific aspects of work plan or project implementation.</td>
<td>A bachelor’s degree in a relevant specialized field from an accredited college or university required and three (3) years of direct experience in the areas outlined above.</td>
</tr>
</tbody>
</table>
**Position Description:** An incumbent of this labor category position may function as a Financial Analyst 3, Financial Systems Analyst 3, Cost Analyst 3, or Accounting Analyst 3. Serves as a member of an accounting, budgeting, or financial management consulting team, performing basic research and analytical assignments, including performing as a junior financial analyst, junior financial systems analyst, junior cost analyst, or junior accounting analyst. Applies knowledge to one key aspect of work plan or project integration. Possesses knowledge of specific area and performs with specialized knowledge related to the assigned project. Works with ongoing supervision on specific assigned task associated with the implementation of different aspects of work plan or project implementation.

**Experience and Education Requirements:** A bachelor's degree in relevant specialized field from an accredited college or university required and a minimum of one (1) year of direct experience in the areas outlined above. An additional four (4) years of directly related experience may be substituted for the bachelor’s degree.

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**Position Description:** The incumbent of this labor category position serves as a Research Support 1 technician. Provides assistance in carrying out operational work serving primarily as a fact-finder and compiler of data and resource information, including accounting, budgeting and other financial management information. Provides research assistance to a group of analysts. Possesses technical knowledge of different techniques for displaying and representing data and information for the analysis process conducted by team members. Assists with the drafting of reports and deliverables, including editing and graphic representation of data.

**Experience and Education Requirements:** An associate’s degree and a minimum of two (2) years of direct experience in the areas outlined above. A high school diploma, GED, or equivalent experience plus two (2) additional years of experience in collecting and displaying data and information for analytical projects may be substituted for the associate’s degree.

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**Position Description:** The incumbent of this labor category position serves as a Research Support 2 technician. Provides assistance in carrying out all administrative operational functions relevant to particular project assignments and/or provides research assistance under the guidance of a team of analysts. Provides support in the following areas: calendar support and coordination, conference support, general clerical, and assistance with correspondence, graphics for deliverables, and briefing materials. Administrative tasks are performed, not as overhead, but indirect support of client project related to financial improvement efforts.

**Experience and Education Requirements:** An associate’s degree and a minimum of one (1) year of direct experience in the areas outlined above. A high school diploma, GED, or equivalent experience plus two (2) additional years of experience in collecting and displaying data and information for analytical projects may be substituted for the associate’s degree.

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FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items."