

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL SUPPLY SERVICE (FSS)**

**AUTHORIZED FEDERAL SUPPLY
SCHEDULE PRICE LIST**

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

MULTIPLE AWARD SCHEDULE (MAS)

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

Highlight Technologies, Inc.
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703-539-0410
www.highlighttech.com

Schedule Name	Multiple Award Schedule
Federal Supply Group	Professional Services
Contract Number	GS-00F-133DA
Business Size	Woman Owned Large Business
Period Covered by Contract	April 28, 2021 – April 27, 2026
Pricelist current through Modification #PS-0012 effective April 23, 2021	

PSC: R499

Highlight Contract Administrator:

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Table of Contents

1.	INFORMATION FOR ORDERING ACTIVITIES	3
2.	MAXIMUM ORDER	3
3.	MINIMUM ORDER	3
4.	GEOGRAPHIC COVERAGE (DELIVERY AREA)	3
5.	POINT(S) OF PRODUCTION	3
6.	DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE	3
7.	QUANTITY DISCOUNTS	4
8.	PROMPT PAYMENT TERMS	4
9.	FOREIGN ITEMS	4
10.	DELIVERY	4
11.	F.O.B. POINT(S)	4
12.	ORDERING	4
12a.	Ordering Address.	4
13.	PAYMENT ADDRESS	5
14.	WARRANTY PROVISION	5
15.	EXPORT PACKING CHARGES.....	5
16.	TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR	5
17.	TERMS AND CONDITIONS OF INSTALLATION	5
18.	TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES	5
19.	LIST OF SERVICES AND DISTRIBUTION POINTS	5
20.	LIST OF PARTICIPATING DEALERS	5
21.	PREVENTIVE MAINTENANCE.....	5
22.	SPECIAL ATTRIBUTES	5
23.	DATA UNIVERSAL NUMBERING SYSTEM (DUNS)	6
24.	NOTIFICATION REGARDING REGISTRATION IN SAM.GOV	6
	Highlight Technologies SIN 541611 Price List.....	7
	Highlight Technologies 541611 Labor Category Descriptions	8

1. INFORMATION FOR ORDERING ACTIVITIES

1a. Table of awarded special item number with appropriate cross-reference to item descriptions and awarded prices.

SINs	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order-Level Materials (OLM's)

Descriptions and prices begin on page 7.

1b. 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 to which the prices apply.

See Price Sheet

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If the hourly rates are not applicable, indicate "Not applicable" for this item.

Skill category descriptions begin on page x.

2. MAXIMUM ORDER

The maximum dollar value of orders to be issued is \$1,000,000.00.

3. MINIMUM ORDER

The minimum dollar value of orders to be issued is \$100.00.

4. GEOGRAPHIC COVERAGE (DELIVERY AREA)

Domestic delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. POINT(S) OF PRODUCTION

Same as company address.

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE

Government net prices (discounts already deducted).

7. QUANTITY DISCOUNTS

.75% on orders exceeding \$5 Million

8. PROMPT PAYMENT TERMS

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

9. FOREIGN ITEMS

Not Applicable

10. DELIVERY**11a. Time of Delivery**

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

541611

TIME OF DELIVERY

Specified on the Task Order.

11b. Expedited Delivery. As negotiated between the ordering activity and Highlight Technologies.

11c. Overnight and 2-Day Delivery. As negotiated between the ordering activity and Highlight Technologies.

11d. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. F.O.B. POINT(S)

Destination

12. ORDERING**12a. Ordering Address.**

Highlight Technologies, Inc.
9990 Fairfax Blvd, Suite 350
Fairfax, VA 22030
Telephone: 703-539-0410
Fax: 202-204-6271
Attn: GSA Sales

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

13. PAYMENT ADDRESS

Highlight Technologies, LLC,
9990 Fairfax Blvd, Suite 350
Fairfax, VA 22030

14. WARRANTY PROVISION

Contractor's standard commercial warranty.

15. EXPORT PACKING CHARGES

Not Applicable.

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

None.

17. TERMS AND CONDITIONS OF INSTALLATION

None.

18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES

Not Applicable.

18b. Terms and Conditions for any other services. Not Applicable.

19. LIST OF SERVICES AND DISTRIBUTION POINTS

Not Applicable.

20. LIST OF PARTICIPATING DEALERS

Not Applicable.

21. PREVENTIVE MAINTENANCE

Not Applicable.

22. SPECIAL ATTRIBUTES

22a. Environmental Attributes. Not Applicable

22b. 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.highlighttech.com/section508

23. DATA UNIVERSAL NUMBERING SYSTEM (DUNS)
HIGHLIGHT DUNS: 808270735

24. NOTIFICATION REGARDING REGISTRATION IN SAM.GOV
Highlight confirms active registration in sam.gov

**Highlight Technologies SIN 541611 Price List
04/28/21 through 04/27/26**

Labor Category	Year 6 04/28/21 - 04/27/22	Year 7 04/28/22 - 04/27/23	Year 8 04/28/23 - 04/27/24	Year 9 04/28/24 - 04/27/25	Year 10 04/28/25 - 04/27/26
Administrative Assistant I **	\$28.22	\$28.81	\$29.42	\$30.04	\$30.67
Administrative Assistant II **	\$30.76	\$31.41	\$32.07	\$32.74	\$33.43
Business Analyst I	\$60.19	\$61.45	\$62.74	\$64.06	\$65.41
Business Analyst II	\$71.95	\$73.46	\$75.00	\$76.57	\$78.18
Business Analyst III	\$84.67	\$86.45	\$88.26	\$90.12	\$92.01
Subject Matter Expert I	\$87.91	\$89.75	\$91.63	\$93.56	\$95.52
Subject Matter Expert II	\$119.53	\$122.04	\$124.60	\$127.22	\$129.89
Subject Matter Expert III	\$156.01	\$159.28	\$162.63	\$166.04	\$169.53
Junior Technical Writer	\$59.25	\$60.50	\$61.77	\$63.07	\$64.39
Project Manager	\$98.77	\$100.85	\$102.97	\$105.13	\$107.34
Program Manager I	\$105.20	\$107.41	\$109.66	\$111.96	\$114.31
Program Manager II	\$126.73	\$129.39	\$132.11	\$134.89	\$137.72
Program Manager III	\$166.81	\$170.31	\$173.89	\$177.54	\$181.27
Program Support I	\$55.65	\$56.81	\$58.01	\$59.23	\$60.47
Program Support II	\$73.87	\$75.42	\$77.00	\$78.62	\$80.27
Program Support III	\$76.41	\$78.02	\$79.65	\$81.33	\$83.03
Senior Consultant/Technical Specialist I	\$175.16	\$178.84	\$182.60	\$186.43	\$190.35
Senior Consultant/Technical Specialist II	\$197.06	\$201.20	\$205.42	\$209.74	\$214.14
Senior Consultant/Technical Specialist III	\$229.91	\$234.74	\$239.67	\$244.70	\$249.84
**Indicates Service Contract Labor Standards (SCLS) Eligible Labor Category					

Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Administrative Assistant I	01111 General Clerk I	2015-4281 Rev 16
Administrative Assistant II	01112 General Clerk II	2015-4281 Rev 16

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

Highlight Technologies 541611 Labor Category Descriptions

1. Administrative Assistant I

Major Responsibilities

Administrative Assistant will have the skills requisite to perform the functions described in the client's statement of work. Demonstrated proficiency in administrative support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding of arithmetic and/or accounting.

Education Requirements

High School Diploma or equivalent

Experience Requirements

4 years general office experience handling both administrative and clerical tasks for multiple departmental users

2. Administrative Assistant II

Major Responsibilities

Administrative Assistant will have the skills requisite to perform the functions described in the client's statement of work. Demonstrated proficiency in administrative support. Knowledge of general office software. Ability to type at a minimum of 40 words per minute. Ability to plan, organize, and prioritize work assignments. Ability to deal successfully with wide range of personnel on all levels. Excellent oral/written communications skills. Demonstrated ability to perform word processing and data entry of appropriate software [normally MS Office suite]. Excellent oral and written communication skills and the ability to interact successfully with a multitude of personnel. Ability to set priorities and work under tight deadlines. Familiarity with and possessing an understanding of arithmetic and/or accounting.

Education Requirements

High School Diploma or equivalent

Experience Requirements

6 years general office experience handling both administrative and clerical tasks for multiple departmental users

3. Business Analyst I

Major Responsibilities

Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works with supervision on team of analysts using systems, queuing, and internal document handling procedures; works with customer counterparts on analysis requirements and reporting.

Education Requirements

Bachelor's Degree

Experience Requirements

5 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business)

4. Business Analyst II

Major Responsibilities

Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works with supervision on team of analysts using systems, queuing, and internal document handling procedures; works with customer counterparts on analysis requirements and reporting.

Education Requirements

Bachelor's Degree

Experience Requirements

7 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business)

5. Business Analyst III

Major Responsibilities

Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. The Analyst works independently or under general direction to resolve complex application problems Coordinates with the Program Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval.

Education Requirements

Bachelor's Degree

Experience Requirements

9 years minimum experience in a relevant field of analysis. (i.e. political science, imagery, military science, business)

6. Subject Matter Expert I

Major Responsibilities

Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a level of specialized expertise is required.

Education Requirements

Bachelor's Degree

Experience Requirements

5 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem

solving to complex network enterprise systems or organizational environments.

7. Subject Matter Expert II

Major Responsibilities

Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a fairly high level of specialized expertise is required.

Education Requirements

Bachelor's Degree

Experience Requirements

8 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments.

8. Subject Matter Expert III

Major Responsibilities

Authoritative or respected position in a client's enterprise environment, management systems and practices, or a specific technology area such as complex enterprise networks, information exchange architectures, information assurance, directory services, or network performance engineering. Performs research and functional and empirical analyses and recommends solutions related to the design, development, deployment and integration of complex enterprise or management systems. Offers uncommon subject matter expertise for client specified issues. Experienced in major enterprise development and operating environments with a broad knowledge of information architecture and operating systems AND/OR experienced in large-scale integrated organizational management systems and approaches with a broad knowledge of the interdependent dynamics of various functional operating areas on organizational performance. Covers a broad range specific careers where a high level of specialized expertise is required.

Education Requirements

Master's Degree

Experience Requirements

10 years specialized experience in a technical area, management practice, or operating environment specifically of interest to a specified client. Demonstrated ability to apply leading-edge principles and methods of problem solving to complex network enterprise systems or organizational environments.

9. Junior Technical Writer

Major Responsibilities

Assist technical writers in preparing documents such as technical reports, training manuals, user manuals, implementation guides, and hardware and software specifications under the immediate direction of other technical writers. Researches and collects information from subject matter experts and other sources. Analyzes, interprets, and cross-check information to ensure accuracy. Organizes information, determines optimum method of

presentation, and creates content according to plan. Responsible for completeness, accuracy, and overall quality of all content he/she produces.

Education Requirements

Bachelor's Degree

Experience Requirements

Minimum of 2 years of experience

10. Project Manager**Major Responsibilities**

Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Manages staff, budget, prioritization, and other contractual matters. Responsible for setting and attaining budget, schedule, and performance standards. Monitors and controls expenditures within limitations of project budget. Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. May also serve as the technical lead.

Education Requirements

Bachelor's Degree

Experience Requirements

Minimum of 2 years of professional experience in a technically related function is required.

11. Program Manager I**Major Responsibilities**

The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 2-3 projects.

Education Requirements

Bachelor's Degree

Experience Requirements

Minimum of 5 years' experience. Proven management skills.

12. Program Manager II**Major Responsibilities**

The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools.

Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 4-6 projects.

Education Requirements

Bachelor's Degree

Experience Requirements

Minimum of 8 years' experience. Proven management skills.

13. Program Manager III

Major Responsibilities

The individual serves as the Program Manager for employing multiple disciplines in the planning, analysis, design, implementation and support of assigned tasks. Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Experienced in the program/project management field. Responsible for establishing and implementing work standards and processes, delegating contractor/subcontractor assignments, supervising contractor personnel and communicating policies, purposes, and goals to subordinates, and overall surveillance and operational success of assigned tasks. Manages small programs of work consisting of 7-9 or more projects.

Education Requirements

Bachelor's Degree

Experience Requirements

Minimum of 10 years' experience. Proven management skills.

14. Program Support I

Major Responsibilities

Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Education Requirements

High School Diploma or equivalent

Experience Requirements

Minimum of 2 years applied experience.

15. Program Support II

Major Responsibilities

Provides any needed general administrative support to a project team including, but not limit to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. Adapts procedures, techniques, tools, materials, and/or equipment to meet special needs and complete a variety of tasks with increasing complexity and reflecting a high degree of variety. Knowledge of word processing, spreadsheet, presentation, and some database programs (such as Microsoft Office).

Education Requirements

Bachelor's Degree

Experience Requirements

Minimum of 4 years applied experience.

16. Program Support III

Major Responsibilities

Provides any needed general administrative support to a project team including, but not limited to, team and project scheduling, document development and management, document librarian functions, desktop publishing, and visitor control. May act as a resource to less experienced employees. Judgment and initiative may be required in resolving routine problems and making routine recommendations. May be responsible for portions of a larger project. May request information and guide work from lower-level staff. Works under general or minimal supervision. May act independently to plan and accomplish routine assignments. Typically receives general instructions on new assignments. Knowledge of word processing, spreadsheet, presentation and some database programs (such as Microsoft Office). Additional working knowledge of desktop publishing programs.

Education Requirements

Bachelor's Degree

Experience Requirements

Minimum of 6 years applied experience

17. Senior Consultant/Technical Specialist I

Major Responsibilities

This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience and experience in managing and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Program Director, Principal, Technical Advisor or related position. Understands business practices, market position and deployment of technology into mission environments. Provides group facilitation, interviewing, training, and provides additional forms knowledge transfer. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity. Must have experience in execution of key project areas.

Education Requirements:

Bachelor's degree

Experience Requirements:

6 years' related experience, demonstrated ability to work independently with only general direction.

18. Senior Consultant/Technical Specialist II

Major Responsibilities

This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience and experience in supporting and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Program Director, Principal, Key Technical Advisor or related position. Understands business practices, market position and deployment of technology into mission environments. Demonstrated exceptional written and oral communications skills. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity. Must have experience in execution of key project areas.

Education Requirements

Bachelor's degree

Experience Requirements

8 years' related experience, demonstrated ability to work independently with only general direction.

19. Senior Consultant/Technical III

Major Responsibilities

This individual should have extensive experience in such activities such as financial monitoring, contract budgeting, foreign assistance strategies, recruiting and staffing key contract positions, and client relationship development and management. This labor category includes professionals with extensive subject matter knowledge and expertise, program management credentials, international and domestic work experience and experience in managing and/or providing technical assistance in an environment of complex multiyear and multi-objective programs. The individual may act as a Senior Program Director, Chief of Party, Key Principal, Senior Technical Advisor or related position. Understands business practices, market position and deployment of technology into mission environments. Demonstrated exceptional written and oral communications skills. Specialized experience may include facilitation, training, methodology and evaluation, process reengineering across all phases, identifying best practices, organizational development, activity.

Education Requirements

Master's degree

Experience Requirements

12 years' related experience, demonstrated ability to work independently and manage large scale projects.