

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 is available through **GSA Advantage!**™, a menu-driven database system. The INTERNET address for **GSA Advantage!**™ is: <http://www.GSAAdvantage.gov>.

Schedule for – Professional Services Schedule (PSS)

Federal Supply Group: 00CORP Class:

Contract Number: GS00F154CA

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

Contract Period: June 3, 2015 – June 2, 2020

Effective October 1, 2015, the Consolidated Schedule became the Professional Services Schedule (PSS), with no changes to any terms and conditions found within this document.



Contractor: **KERES CONSULTING, INC.**
2700 SAN PEDRO DRIVE NE
ALBUQUERQUE, NM 87110

Business Size: **Small**

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (505) 314-5518 (Direct Line)
Extension: (505) 837-2104 (Main Line)
FAX Number: (505) 837-0575
Web Site: www.keresnm.com
E-mail: ecastillo@keresnm.com
Contract Administration: Ervina Castillo

Please be advised that the following individual Schedule contracts have been migrated to this Professional Services Schedule. As a result, no additional standalone Task Orders can be awarded or BPA’s established under these contracts:

Single Schedule Name	Former Contract Number
Financial and Business Solutions (FABS)	GS-23F-0026T
Mission Oriented Business Integrated Services (MOBIS)	GS-10F-0128U
Environmental Services	GS-10F-073BA

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
520-1	520-1RC	Program Financial Advisor
520-2	520-2RC	Transaction Specialist
520-3	520-3RC	Due Diligence & Support Services
520-9	520-9RC	Recovery Audits
874-1	874-1RC	Integrated Consulting Services
899-1	899-1RC	Environmental Consulting Services
00CORP-500	00CORP-500RC	Order-Level Material

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 the areas to which the prices apply.

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 hourly rates are not applicable, indicate “Not applicable” for this item.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: 1% off Task Orders exceeding \$350,000

8. Prompt payment terms: 1% 20 Days; Net 30
(Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions)

9a. Notification that 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:** will not accept
- 10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of it’s choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. **Payment address(es):** Same as company address
- 15. **Warranty provision.:** Contractor’s standard commercial warranty.
- 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, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

24b. 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/.

25. Data Universal Numbering System (DUNS) number: 096854158

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
				06/03/15-06/02/16	06/03/16-06/02/17	06/03/17-06/02/18	06/03/18-06/02/19	06/03/19-06/02/20
1	520-1; 520-2; 520-3; 520-9	Real Estate Specialist II	Both	\$109.29	\$111.69	\$114.15	\$116.66	\$119.23
2	520-1; 520-2; 520-3; 520-9	Technical Writer	Both	\$108.66	\$111.05	\$113.49	\$115.99	\$118.54
3	520-1; 520-2; 520-3; 520-9	Junior Cost Analyst	Both	\$83.40	\$85.23	\$87.11	\$89.03	\$90.99
4	520-1; 520-2; 520-3; 520-9	Cost Analyst	Both	\$101.09	\$103.31	\$105.59	\$107.91	\$110.28
5	520-1; 520-2; 520-3; 520-9	Senior Cost Analyst	Both	\$121.30	\$123.97	\$126.70	\$129.48	\$132.33
6	520-1; 520-2; 520-3; 520-9	Jr. Financial Analyst	Both	\$83.40	\$85.23	\$87.11	\$89.03	\$90.99
7	520-1; 520-2; 520-3; 520-9	Financial Analyst	Both	\$101.09	\$103.31	\$105.59	\$107.91	\$110.28
8	520-1; 520-2; 520-3; 520-9	Sr. Financial Analyst	Both	\$121.30	\$123.97	\$126.70	\$129.48	\$132.33
9	520-1; 520-2; 520-3; 520-9	Subject Matter Expert I	Both	\$109.29	\$111.69	\$114.15	\$116.66	\$119.23
10	520-1; 520-2; 520-3; 520-9	Subject Matter Expert II	Both	\$151.63	\$154.97	\$158.38	\$161.86	\$165.42
11	520-1; 520-2; 520-3; 520-9	Managing Director	Both	\$219.97	\$224.81	\$229.76	\$234.81	\$239.98
12	520-1; 520-2; 520-3; 520-9	Real Estate Specialist I	Both	\$94.45	\$96.53	\$98.65	\$100.82	\$103.04
13	520-1; 520-2; 520-3; 520-9	Clerical Support	Both	\$43.58	\$44.54	\$45.52	\$46.52	\$47.54
14	520-1; 520-2; 520-3; 520-9	Real Estate Specialist III	Both	\$123.52	\$126.24	\$129.01	\$131.85	\$134.75
15	520-1; 520-2; 520-3; 520-9	Team Leader	Both	\$130.78	\$133.66	\$136.60	\$139.60	\$142.67
16	520-1; 520-2; 520-3; 520-9	Manager	Both	\$107.40	\$109.76	\$112.18	\$114.65	\$117.17
17	520-1; 520-2; 520-3; 520-9	Senior Manager	Both	\$152.59	\$155.95	\$159.38	\$162.88	\$166.47
18	520-1; 520-2; 520-3; 520-9	Jr. Program Manager	Both	\$120.03	\$122.67	\$125.37	\$128.13	\$130.95
19	520-1; 520-2; 520-3; 520-9	Assistant Project Manager	Both	\$120.03	\$122.67	\$125.37	\$128.13	\$130.95
20	520-1; 520-2; 520-3; 520-9	Project Manager	Both	\$138.04	\$141.08	\$144.18	\$147.35	\$150.59
21	520-1; 520-2; 520-3; 520-9	Program Manager	Both	\$168.03	\$171.73	\$175.50	\$179.37	\$183.31
22	520-1; 520-2; 520-3; 520-9	Project Director	Both	\$213.86	\$218.56	\$223.37	\$228.29	\$233.31
23	520-1; 520-2; 520-3; 520-9	Subject Matter Expert III	Both	\$176.90	\$180.79	\$184.77	\$188.83	\$192.99

Item	SIN	Awarded Labor Category	Site	Year 1 06/03/15- 06/02/16	Year 2 06/03/16- 06/02/17	Year 3 06/03/17- 06/02/18	Year 4 06/03/18- 06/02/19	Year 5 06/03/19- 06/02/20
24	520-1; 520-2; 520-3; 520-9	Administrative Support	Both	\$58.13	\$59.41	\$60.72	\$62.05	\$63.42
25	874-1; 874- IRC	Subject Matter Expert II	Both	\$131.30	\$134.19	\$137.14	\$140.16	\$143.24
26	874-1; 874- IRC	Managing Director	Both	\$189.33	\$193.50	\$197.75	\$202.10	\$206.55
27	874-1; 874- IRC	Subject Matter Expert I	Both	\$94.64	\$96.72	\$98.85	\$101.02	\$103.25
28	874-1; 874- IRC	Subject Matter Expert III	Both	\$153.18	\$156.55	\$159.99	\$163.51	\$167.11
29	874-1; 874- IRC	Team Leader	Both	\$113.25	\$115.74	\$118.29	\$120.89	\$123.55
30	874-1; 874- IRC	Manager	Both	\$93.00	\$95.05	\$97.14	\$99.27	\$101.46
31	874-1; 874- IRC	Jr. Program Manager	Both	\$103.94	\$106.23	\$108.56	\$110.95	\$113.39
32	874-1; 874- IRC	Assistant Project Manager	Both	\$103.94	\$106.23	\$108.56	\$110.95	\$113.39
33	874-1; 874- IRC	Project Manager	Both	\$119.53	\$122.16	\$124.85	\$127.59	\$130.40
34	874-1; 874- IRC	Program Manager	Both	\$143.27	\$146.42	\$149.64	\$152.94	\$156.30
35	874-1; 874- IRC	Project Director	Both	\$184.21	\$188.26	\$192.40	\$196.64	\$200.96
36	874-1; 874- IRC	Senior Manager	Both	\$132.11	\$135.02	\$137.99	\$141.02	\$144.13
37	874-1; 874- IRC	Technical Writer	Both	\$94.10	\$96.17	\$98.29	\$100.45	\$102.66
38	899-1; 899- IRC	Project Manager	Both	\$131.76	\$134.66	\$137.62	\$140.65	\$143.74
39	899-1; 899- IRC	Environmental Scientist	Both	\$92.14	\$94.17	\$96.24	\$98.36	\$100.52
40	899-1; 899- IRC	Environmental Specialist	Both	\$97.40	\$99.54	\$101.73	\$103.97	\$106.26
41	899-1; 899- IRC	Data Analyst	Both	\$44.93	\$45.92	\$46.93	\$47.96	\$49.02
42	899-1; 899- IRC	Systems Analyst	Both	\$71.62	\$73.20	\$74.81	\$76.45	\$78.13
43	899-1; 899- IRC	Jr. Environmental Engineer	Both	\$60.63	\$61.96	\$63.33	\$64.72	\$66.14
44	899-1; 899- IRC	Jr. Environmental Scientist	Both	\$54.66	\$55.86	\$57.09	\$58.35	\$59.63
45	899-1; 899- IRC	Program Support Specialist	Both	\$88.72	\$90.67	\$92.67	\$94.71	\$96.79
46	899-1; 899- IRC	Subject Matter Expert	Both	\$165.33	\$168.97	\$172.68	\$176.48	\$180.37
47	899-1; 899- IRC	Program Manager	Both	\$160.73	\$164.27	\$167.88	\$171.57	\$175.35

Service Contract Act (SCA) Matrix

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Admin Support	01313 - Secretary III	2015-5444
Clerical Support	01611 - Word Processor I	2015-5444

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

**KERES CONSULTING INC. LABOR CATEGORY DESCRIPTIONS
00CORP-PROFESSIONAL SERVICES SCHEDULE**

Labor Category Title: Managing Director <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Establish working relationship with customer’s senior leadership and management. Serves as program manager on large complex project assignments. Ultimate responsibility for project success.
Experience:	Ten years of combined consulting and general industry experience. Extensive experience in leading and managing senior staff on large, complex assignments. Application experience with wide range of project management and quality assurance best practices. Demonstrated superior communication skills as well as analytical and problem-solving abilities.
Minimum Training:	Superior leadership and communication skills
Certifications:	N/A
Education/Degrees:	Graduate degree in business or engineering/science preferred.

Labor Category Title: Project Director <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Serves as program manager for large, concurrent, complex assignments. Assigns responsibilities to program/project managers and team members and establishes priorities. Actively plans, directs, and monitors team’s performance in achieving program/project objectives.
Experience:	Seven or more years of consulting, facilitation, and project management experience. Usually specialist in one or more functional areas. Demonstrated superior communication as well as analytical and problem-solving abilities. Application experience with project management and quality assurance best practices.
Minimum Training:	Superior leadership and communication skills. Project management, organizational, and planning skills.
Certifications:	N/A
Education/Degrees:	Graduate degree in business or engineering/science preferred.

Labor Category Title: Program Manager <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Serves as program manager for large concurrent consulting and facilitation assignments. Assigns responsibilities to program/project management and team members and establishes priorities. Actively plans, directs, and monitors team's performance in achieving program/project objectives. Ensures program/project deliverables are provided in accordance with contract requirements. Subject matter expert in one or more functional areas.
Experience:	Five or more years of consulting, facilitation, and project management experience. Usually specializes in one or more functional areas. Demonstrated experience in managing consulting and project management assignments to cost/schedule baseline. Application experience with project management and quality assurance best practices.
Minimum Training:	Effective leadership and communication skills. Project management, organizational, and planning skills.
Certifications:	N/A
Education/Degrees:	Graduate degree in business or engineering/science preferred.

Labor Category Title: Junior Program Manager <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Serves as program manager for smaller concurrent consulting and facilitation assignments. Assigns responsibilities to program/project team members and establishes priorities. Actively plans, directs, and monitors team's performance in achieving program/project objectives. Ensures program/project deliverables are provided in accordance with contract requirements. Subject matter expert in one or more functional areas.
Experience:	Three or more years of consulting, facilitation, and project management experience. Demonstrated experience in managing consulting and project management assignments to cost/schedule baseline. Application experience with project management and quality assurance best practices.
Minimum Training:	Effective leadership and communication skills. Project management, organizational, and planning skills.
Certifications:	N/A
Education/Degrees:	Graduate degree in business or engineering/science preferred.

Labor Category Title: Project Manager <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Serves as project manager for consulting and facilitation task order assignments and reports to the program manager. Assigns responsibilities to project team members and establishes task priorities. Actively plans, directs, and monitors project team's performance in achieving assigned project objectives. Ensures project deliverables are provided in accordance with contract requirements and specifications.
Experience:	Five or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in managing consulting and project management task orders to cost/schedule baseline. Application experience with project management and quality assurance best practices.
Minimum Training:	Effective leadership and communication skills. Project management, organizational, and planning skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Assistant Project Manager <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Serves as assistant project manager for consulting and facilitation task order assignments and reports to the project manager. Provides assistance to the project manager in establishing task order assignments and defining cost, schedule, and technical baselines for task orders. Collects team's performance data to confirm that project objectives are achieved.
Experience:	Three or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in consulting and project management task orders and cost/schedule baseline control.
Minimum Training:	Effective leadership and communication skills. Project controls, planning, and scheduling skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Senior Manager <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Serves as subject matter functional manager for consulting and facilitation task order assignments. Assigns responsibilities to subject matter experts and establishes subject matter task priorities. Actively plans, directs, and monitors assigned subject matter experts' performance in achieving assigned task order objectives. Ensures that task order deliverables are provided in accordance with contract requirements and specifications. Works as a member of project team.
Experience:	Ten or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in providing subject matter expertise and management for assigned task orders. Demonstrated superior communication skills.
Minimum Training:	Effective leadership and communication skills. Subject matter expertise in functional area.
Certifications:	Professional license/certification desired.
Education/Degrees:	Graduate degree in subject matter functional area preferred.

Labor Category Title: Manager <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Provides direct support to program/project managers and subject matter experts in assigned management area.
Experience:	Five or more years of consulting, facilitation, and management task order experience. Demonstrated experience in assisting subject matter experts and program/project management for assigned task orders. Demonstrated superior communication skills.
Minimum Training:	Effective leadership and communication skills. General management skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title:		Team Leader <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>
Description:	Provides leadership for one or more assigned activities within a task order. Reports to the project manager and is responsible for technical, cost, and schedule baselines of assigned activity.	
Experience:	Five or more years of consulting, facilitation, and management task order experience. Demonstrated experience in leading small teams of personnel executing work at the activity level.	
Minimum Training:	Effective leadership and communication skills. General leadership and organizational skills.	
Certifications:	N/A	
Education/Degrees:	Bachelor's degree preferred.	

Labor Category Title:		Real Estate Specialist III <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>
Description:	Responsible for the planning, design, and technical execution of complex real property asset business solutions. Applies technical and management processes and methods to real property asset management problems and issues. Provides real property asset management and asset disposal technical direction to members of program/project team.	
Experience:	Ten or more years of applying real property asset management processes in providing solutions to complex asset problems and issues. Demonstrated success in providing real property asset management direction of large multi-functional project teams. Demonstrated superior communication skills.	
Minimum Training:	Effective leadership and communication skills. General leadership and organizational skills.	
Certifications:	N/A	
Education/Degrees:	M.S. degree preferred. Bachelor's degree with applicable minimum work experience acceptable.	

Labor Category Title: Real Estate Specialist II <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for the planning, design, and execution of real property asset management business solutions. Applies technical and management processes and methods to real property asset problems and issues. Responsible for determining technical objectives. Provides real property asset management and asset disposal technical direction to members of program/project team.
Experience:	Eight or more years of applying real property asset management processes in providing solutions to complex asset problems and issues. Demonstrated success in providing real property asset management direction to large multi-functional project teams. Demonstrated superior communication skills.
Minimum Training:	Effective leadership and communication skills. General leadership and organizational skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Real Estate Specialist I <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Assists higher-level real estate specialists in the planning, design, and execution of real property asset management business solutions. Applies technical and management processes and methods to real property asset problems and issues under the direction of a higher-level real estate specialist.
Experience:	Four or more years of applying real property asset management processes in providing solutions to asset problems and issues. Demonstrated superior communication skills.
Minimum Training:	Effective organizational and communication skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Subject Matter Expert III <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for the planning, design, and technical subject execution of complex business solutions. Applies sophisticated technical and management processes and methods to problems and issues. Responsible for determining technical subject objectives. Provides technical subject direction to members of program/project team.
Experience:	Ten or more years of applying technical and management processes to define and develop solutions for complex problems and issues. Demonstrated success in technical direction of large multi-functional project teams. Demonstrated superior communication skills.
Minimum Training:	Effective leadership and communication skills. Subject expert in one or more disciplines.
Certifications:	Professional license/certification desirable (if applicable).
Education/Degrees:	Ph.D. preferred. Master's degree with applicable minimum work experience acceptable.

Labor Category Title: Subject Matter Expert II <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for the planning, design, and technical subject execution of complex business solutions. Applies sophisticated technical and management processes and methods to problems and issues. Responsible for determining technical subject objectives. Provides technical subject direction to members of program/project team.
Experience:	Eight or more years of applying technical and management processes to define and develop solutions for complex problems and issues. Demonstrated success in technical direction of large multi-functional project teams. Demonstrated superior communication skills.
Minimum Training:	Effective leadership and communication skills. Subject expert in one or more disciplines.
Certifications:	Professional license/certification desirable (if applicable).
Education/Degrees:	Master's degree preferred. Bachelor's degree with applicable minimum work experience acceptable.

Labor Category Title: Subject Matter Expert I <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Applies sophisticated technical and management processes and methods to problems and issues under the direction of a higher-level subject matter expert. Assists higher-level subject matter experts in providing technical subject direction to members of program/project team.
Experience:	Four or more years of applying technical and management processes to define and develop solutions for complex problems and issues. Effective communication skills.
Minimum Training:	Subject expert in one or more disciplines.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Senior Financial Analyst <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for applying knowledge of finance to support the development of business and management solutions. Contributor to project team in the area of finance.
Experience:	Ten or more years of applying processes to define and develop financial solutions for complex business and management problems and issues. Demonstrated superior communication skills.
Minimum Training:	Effective leadership and communication skills.
Certifications:	N/A
Education/Degrees:	Master's degree preferred. Bachelor's degree with applicable minimum work experience acceptable.

Labor Category Title: Financial Analyst <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for applying knowledge of finance to support the development of business and management solutions. Contributor to project team in the area of finance.
Experience:	Six or more years of applying processes to define and develop financial solutions for complex business and management problems and issues. Demonstrated superior communication skills.
Minimum Training:	Effective communication skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Junior Financial Analyst <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for applying knowledge of finance to support the development of business and management solutions. Supports higher-level analyst and contributes to project team in the area of finance.
Experience:	One or more years of applying processes to define and develop financial solutions for complex business and management problems and issues. Demonstrated communication skills.
Minimum Training:	Effective communication skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Senior Cost Analyst <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for evaluating cost alternatives for business and management solutions. Required to conduct complex cost/risk analysis and develop cost estimates to support the development of business and management solutions. Contributor to project team in the area of cost analysis.
Experience:	Ten or more years of applying processes to define and develop cost analysis solutions for complex business and management problems and issues. Demonstrated superior leadership and communication skills.
Minimum Training:	Effective leadership and communication skills.
Certifications:	N/A
Education/Degrees:	Master's degree preferred. Bachelor's degree with minimum years of experience acceptable.

Labor Category Title: Cost Analyst <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for evaluating cost alternatives for business and management solutions. Required to conduct cost/risk analysis and develop cost estimates to support the development of business and management solutions. Contributor to project team in the area of cost analysis.
Experience:	Six or more years of applying processes to define and develop cost analysis solutions for business and management problems and issues. Demonstrated leadership and communication skills.
Minimum Training:	Effective leadership and communication skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Junior Cost Analyst <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for collecting and performing analysis of cost and technical data and assisting in the development of cost estimates under the direction of a higher-level cost analyst.
Experience:	One or more years of collecting and performing cost analysis and developing cost estimates. Demonstrated communication skills.
Minimum Training:	Effective communication skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Technical Writer <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for reviewing and editing highly complex written and graphic technical materials, documentation, studies, reports, and other presentation graphics. Responsible for ensuring compliance with consistent standards of style and format, and for overall structure and organization of material.
Experience:	Five years of experience developing, editing, and producing technical and graphic documentation for business and management solutions.
Minimum Training:	Effective communication skills.
Certifications:	N/A
Education/Degrees:	Bachelor's degree preferred.

Labor Category Title: Administrative Support <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for providing high-level project administration support to consulting and facilitation support services. Assists in the development of presentations, performs data entry, and produces reports.
Experience:	Five years of experience in performing program- and project-level administrative support services.
Minimum Training:	Effective communication skills. Proficient in Microsoft Office and desktop publishing.
Certifications:	N/A
Education/Degrees:	High School Diploma (GED).

Labor Category Title: Clerical Support <i>SIN(s) 520-1; 520-2; 520-3; 520-9</i>	
Description:	Responsible for word processing of letters, reports, presentations, and other documents. Performs filing and other clerical duties.
Experience:	Three years of experience in performing program- and project-level clerical support services.
Minimum Training:	Effective communication skills. Proficient in Microsoft Office.
Certifications:	N/A
Education/Degrees:	High School Diploma (GED).

Labor Category Title: Managing Director <i>SIN(s) 874-1; 874-1RC</i>	
Description:	Establish working relationship with customer's senior leadership and management. Serves as program manager on large, complex project assignments. Ultimate responsibility for project success.
Minimum Education:	<i>Graduate degree in business or engineering/science preferred.</i>
Minimum Experience:	10 years of combined consulting and general industry experience. Extensive experience in leading and managing senior staff on large complex assignments. Application experience with wide range of project management and quality assurance best practices. Demonstrated superior communication skills as well as analytical and problem-solving abilities.
Minimum Training:	Superior leadership and communication skills
Required Certifications/Clearances:	N/A

Labor Category Title: Project Director SIN(s) 874-1; 874-1RC	
<i>Description:</i>	<i>Serves as program manager for large concurrent complex assignments. Assigns responsibilities to program/project managers and team members and establishes priorities. Actively plans, directs, and monitors team's performance in achieving program/project objectives.</i>
<i>Minimum Education:</i>	<i>Graduate degree in business or engineering/science preferred.</i>
<i>Minimum Experience:</i>	<i>Seven or more years of consulting, facilitation, and project management experience. Usually specialist in one or more functional areas. Demonstrated superior communication as well as analytical and problem solving abilities. Application experience with project management and quality assurance best practices.</i>
<i>Minimum Training:</i>	<i>Superior leadership and communication skills. Project management, organizational, and planning skills</i>
<i>Required Certifications/Clearances:</i>	<i>N/A</i>

Labor Category Title: Program Manager SIN(s) 874-1; 874-1RC	
<i>Description:</i>	<i>Serves as program manager for large concurrent consulting and facilitation assignments. Assigns responsibilities to program/project management and team members and establishes priorities. Actively plans, directs, and monitors team's performance in achieving program/project objectives. Ensures program/project deliverables are provided in accordance with contract requirements. Subject matter expert in one or more functional areas.</i>
<i>Minimum Education:</i>	<i>Graduate degree in business or engineering/science preferred.</i>
<i>Minimum Experience:</i>	<i>Five or more years of consulting, facilitation, and project management experience. Usually specialist in one or more functional areas. Demonstrated experience in managing consulting and project management assignments to cost/schedule baseline. Application experience with project management and quality assurance best practices.</i>
<i>Minimum Training:</i>	<i>Effective leadership and communication skills. Project management, organizational, and planning skills</i>
<i>Required Certifications/Clearances:</i>	<i>N/A</i>

Labor Category Title: Jr. Program Manager <i>SIN(s) 874-1; 874-1RC</i>	
<i>Description:</i>	Serves as program manager for smaller concurrent consulting and facilitation assignments. Assigns responsibilities to program/project team members and establishes priorities. Actively plans, directs, and monitors team's performance in achieving program/project objectives. Ensures program/project deliverables are provided in accordance with contract requirements. Subject matter expert in one or more functional areas.
<i>Minimum Education:</i>	Graduate degree in business or engineering/science preferred.
<i>Minimum Experience:</i>	Three or more years of consulting, facilitation, and project management experience. Demonstrated experience in managing consulting and project management assignments to cost/schedule baseline. Application experience with project management and quality assurance best practices.
<i>Minimum Training:</i>	Effective leadership and communication skills. Project management, organizational, and planning skills
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Project Manager <i>SIN(s) 874-1; 874-1RC</i>	
<i>Description:</i>	Serves as project manager for consulting and facilitation task order assignments and reports to the Program Manager. Assigns responsibilities to project team members and establishes task priorities. Actively plans, directs, and monitors project team's performance in achieving assigned project objectives. Ensures project deliverables are provided in accordance with contract requirements and specifications.
<i>Minimum Education:</i>	Bachelor's Degree preferred.
<i>Minimum Experience:</i>	Five or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in managing consulting and project management task orders to cost/schedule baseline. Application experience with project management and quality assurance best practices.
<i>Minimum Training:</i>	Effective leadership and communication skills. Project management, organizational, and planning skills
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Assistant Project Manager SIN(s) 874-1; 874-1RC	
<i>Description:</i>	Serves as assistant project manager for consulting and facilitation task order assignments and reports to the Project Manager. Provides assistance to Project Manager in establishing task order assignments, defining cost, schedule, and technical baselines for task orders, and collects team's performance data to confirm project objectives are achieved.
<i>Minimum Education:</i>	Bachelor's Degree preferred.
<i>Minimum Experience:</i>	Three or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in consulting and project management task orders and cost/schedule baseline control.
<i>Minimum Training:</i>	Effective leadership and communication skills. Project controls, planning, and scheduling skills
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Senior Manager SIN(s) 874-1; 874-1RC	
<i>Description:</i>	Serves as subject matter functional manager for consulting, facilitation, and project management task order assignments. Assigns responsibilities to subject matter experts and establishes subject matter task priorities. Actively plans, directs, and monitors assigned subject matter experts performance in achieving assigned task order objectives. Ensures task order deliverables are provided in accordance with contract requirements and specifications. Works as a member of project team.
<i>Minimum Education:</i>	Graduate degree in subject matter functional area preferred.
<i>Minimum Experience:</i>	Ten or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in providing subject matter expertise and management for assigned task orders. Demonstrated superior communication skills.
<i>Minimum Training:</i>	Effective leadership and communication skills. Subject matter expertise in functional area.
<i>Required Certifications/Clearances:</i>	Professional License/Certification desired.

Labor Category Title: Manager SIN(s) 874-1; 874-1RC	
<i>Description:</i>	Provides direct support to program/project managers and subject matter experts in assigned management area.
<i>Minimum Education:</i>	Bachelor's Degree preferred.
<i>Minimum Experience:</i>	Five or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in assisting subject matter experts and program/project management for assigned task orders. Demonstrated superior communication skills.
<i>Minimum Training:</i>	Effective leadership and communication skills. General management skills
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title:		Team Leader <i>SIN(s) 874-1; 874-1RC</i>
<i>Description:</i>	Provides leadership for one or more assigned activities within task order. Reports to project manager and responsible for technical, cost, and schedule baselines of assigned activity.	
<i>Minimum Education:</i>	Bachelor's Degree preferred.	
<i>Minimum Experience:</i>	Five or more years of consulting, facilitation, and project management task order experience. Demonstrated experience in leading small teams of personnel on executing work at activity level.	
<i>Minimum Training:</i>	Effective leadership and communication skills. General leadership and organizational skills	
<i>Required Certifications/Clearances:</i>	N/A	

Labor Category Title:		Subject Matter Expert III <i>SIN(s) 874-1; 874-1RC</i>
<i>Description:</i>	Responsible for the planning, design and technical subject execution of complex business solutions. Applies sophisticated technical and management processes and methods to problems and issues. Responsible for determining technical subject objectives. Provides technical subject direction to members of program/project team.	
<i>Minimum Education:</i>	Ph.D. preferred. Master's Degree with applicable minimum work experience acceptable.	
<i>Minimum Experience:</i>	Ten or more years of applying technical and management processes to define and develop solutions for complex problems and issues. Demonstrated success in technical direction of large multi-functional project teams. Demonstrated superior communication skills.	
<i>Minimum Training:</i>	Effective leadership and communication skills. Subject expert in one or more disciplines.	
<i>Required Certifications/Clearances:</i>	Professional License/Certification desirable (if applicable)	

Labor Category Title:		Subject Matter Expert II <i>SIN(s) 874-1; 874-1RC</i>
<i>Description:</i>	Responsible for the planning, design and technical subject execution of complex business solutions. Applies sophisticated technical and management processes and methods to problems and issues. Responsible for determining technical subject objectives. Provides technical subject direction to members of program/project team.	
<i>Minimum Education:</i>	Master's Degree preferred. Bachelor's Degree with applicable minimum work experience acceptable.	
<i>Minimum Experience:</i>	Eight or more years of applying technical and management processes to define and develop solutions for complex problems and issues. Demonstrated success in technical direction of large multi-functional project teams. Demonstrated superior communication skills.	
<i>Minimum Training:</i>	Effective leadership and communication skills. Subject expert in one or more disciplines.	
<i>Required Certifications/Clearances:</i>	Professional License/Certification desirable (if applicable)	

Labor Category Title: Subject Matter Expert I <i>SIN(s) 874-1; 874-1RC</i>	
<i>Description:</i>	Applies sophisticated technical and management processes and methods to problems and issues under the direction of a higher level Subject Matter Expert. Assists higher level subject matter experts in providing technical subject direction to members of program/project team.
<i>Minimum Education:</i>	Bachelor's Degree preferred.
<i>Minimum Experience:</i>	Four or more years of applying technical and management processes to define and develop solutions for complex problems and issues. Effective communication skills.
<i>Minimum Training:</i>	Subject expert in one or more disciplines.
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Technical Writer <i>SIN(s) 874-1; 874-1RC</i>	
<i>Description:</i>	Responsible for reviewing and editing highly complex written and graphic technical materials, documentation, studies, reports and other presentation graphics. Responsible for ensures compliance with consistent standards of style and format, and overall structure and organization of material.
<i>Minimum Education:</i>	Bachelor's Degree preferred.
<i>Minimum Experience:</i>	Five years experience developing, editing, and producing technical and graphic documentation for business and management solutions. .
<i>Minimum Training:</i>	Effective communication skills.
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Program Manager <i>SIN(s) 899-1; 899-1RC</i>	
<i>Description:</i>	Serves as program manager for large concurrent complex assignments. Assigns responsibilities to project managers and team members and establishes priorities. Actively plans, directs, and monitors team's performance in achieving program/project objectives.
<i>Minimum Education:</i>	Baccalaureate degree in business or engineering/science required/Graduate degree in business or engineering/science preferred.
<i>Minimum Experience:</i>	Ten or more years of environmental consulting and project management experience. Usually specialist in one or more environmental functional areas. Demonstrated superior communication as well as analytical and problem solving abilities. Application experience with project management and quality assurance best practices.
<i>Minimum Training:</i>	Superior leadership and communication skills. Project management, organizational, and planning skills
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Project Manager SIN(s) 899-1; 899-1RC	
<i>Description:</i>	Serves as project manager for environmental consulting task order assignments and reports to the Program Manager. Assigns responsibilities to project team members and establishes task priorities. Actively plans, directs, and monitors project team's performance in achieving assigned project objectives. Ensures project deliverables are provided in accordance with contract requirements and specifications
<i>Minimum Education:</i>	Baccalaureate degree in business or engineering/science or related field required.
<i>Minimum Experience:</i>	Ten or more years of combined environmental and project management task order experience. Demonstrated experience in managing environmental consulting and project management tasks orders to cost/schedule baseline. Application experience with project management and quality assurance best practices. Demonstrated superior communication skills as well as analytical and problem-solving abilities.
<i>Minimum Training:</i>	Effective leadership and communication skills. Project management, organizational, and planning skills.
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Program Support Specialist SIN(s) 899-1; 899-1RC	
<i>Description:</i>	Assists Program Manager and Project Manager in overseeing activities and coordinates the implementation of company policies and procedures.
<i>Minimum Education:</i>	Baccalaureate degree required in business or engineering/science or related field.
<i>Minimum Experience:</i>	Five or more years of environmental consulting and project supervision experience. Usually specialist in one or more environmental functional areas. Demonstrated communication as well as analytical and problem solving abilities. Application experience with project management and quality assurance best practices.
<i>Minimum Training:</i>	Supervision and communication skills. Project supervision, organizational, and planning skills
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Jr. Environmental Scientist <i>SIN(s) 899-1; 899-1RC</i>	
<i>Description:</i>	Evaluates, selects and applies standard scientific methods, techniques, procedures and criteria, using independent judgment in making adaptations and modifications. Performs assignments which have clear and specific objectives and require the investigation of a limited number of variables for an environmental discipline. Performs scientific tasks, within a discipline, having some degree of complexity.
<i>Minimum Education:</i>	Baccalaureate degree in environmental related field required.
<i>Minimum Experience:</i>	One or more years of environmental consulting experience
<i>Minimum Training:</i>	Effective communication skills. Organizational and planning skills.
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Jr. Environmental Engineer <i>SIN(s) 899-1; 899-1RC</i>	
<i>Description:</i>	Evaluates, selects and applies standard engineering methods, techniques, procedures and criteria, using independent judgment in making adaptations and modifications. Performs assignments which have clear and specific objectives and require the investigation of a limited number of variables for an engineering discipline. Performs engineering tasks, within a discipline, having some degree of complexity.
<i>Minimum Education:</i>	Baccalaureate degree in engineering/science required.
<i>Minimum Experience:</i>	One or more years of engineering experience
<i>Minimum Training:</i>	Effective communication skills. Organizational and planning skills.
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Systems Analyst <i>SIN(s) 899-1; 899-1RC</i>	
<i>Description:</i>	Analyzes and summarizes detailed technical reports, performs data entry database input and analysis of environmental assessments, validates accuracy of data, periodic quality control review of data, provides documentation support for the database, performs annual reviews of data, develops and performs data audit procedures, assists in the development and maintenance of general project reports, operating procedures and spreadsheets to support project objectives.
<i>Minimum Education:</i>	Baccalaureate degree in business or computer related field
<i>Minimum Experience:</i>	Five or more years of systems analysis experience
<i>Minimum Training:</i>	Effective leadership and communication skills. Organizational and planning skills. Knowledge of and experience with standard office computer systems, including Microsoft Office Suite and spreadsheets; working knowledge of web browsers, the internet, and commonly used database applications. Excellent verbal and written communication skills and customer relation skills.
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Data Analyst <i>SIN(s) 899-1; 899-1RC</i>	
<i>Description:</i>	Analyzes and summarizes detailed technical reports, performs data reviews as required, compiles input and prepares project documentation, presentations, and briefings, assists in the development and maintenance of general project reports, operating procedures and spreadsheets to support project objectives
<i>Minimum Education:</i>	High School Diploma (GED).
<i>Minimum Experience:</i>	Three or more years of experience in data analysis
<i>Minimum Training:</i>	Effective communication skills. Proficient in Microsoft Office and Desktop Publishing
<i>Required Certifications/Clearances:</i>	N/A

Labor Category Title: Environmental Specialist <i>SIN(s) 899-1; 899-1RC</i>	
<i>Description:</i>	Researches and investigates environmental issues to identify, abate or eliminate the sources of hazards or pollution that can affect the health of the environment or population. Applies knowledge found in various disciplines, such as chemistry, ecology and other natural sciences. Collects, synthesizes, studies, reports and takes action based on research or observations of food, air, soil and water.
<i>Minimum Education:</i>	Baccalaureate degree in science or engineering
<i>Minimum Experience:</i>	Five or more years of environmental consulting experience
<i>Minimum Training:</i>	Effective leadership and communication skills. Organizational and planning skills.

<i>Required Certifications/Clearances:</i>	N/A
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<i>Labor Category Title:</i>	Environmental Scientist SIN(s) 899-1; 899-1RC
<i>Description:</i>	Engages in statistical analysis, lab and field research, technical writing, and presentations of data or findings associated with environmental assessment and impact studies. Monitors pollution or conservation efforts many times in remote areas. Collects field data requiring the use of technical instruments in most cases and records data on a computer. Conducts contaminant site investigations and provides regulatory interface. Collects soil, biota and water samples, develops plans, specifications, and writes report of findings.
<i>Minimum Education:</i>	Baccalaureate degree in science or engineering
<i>Minimum Experience:</i>	Five or more years of environmental consulting experience
<i>Minimum Training:</i>	Effective leadership and communication skills. Organizational and planning skills.
<i>Required Certifications/Clearances:</i>	N/A

<i>Labor Category Title:</i>	Subject Matter Expert SIN(s) 899-1; 899-1RC
<i>Description:</i>	Responsible for the planning, design and technical subject execution of complex environmental studies, assessments, and solutions. Applies sophisticated technical and management processes and methods to problems and issues. Responsible for determining technical subject objectives. Provides technical subject direction to members of program/project team
<i>Minimum Education:</i>	Master's degree in science or engineering or related field
<i>Minimum Experience:</i>	Ten or more years of environmental consulting experience
<i>Minimum Training:</i>	Effective leadership and communication skills. Organizational and planning skills. Excellent verbal and written communication skills and customer relation skills.
<i>Required Certifications/Clearances:</i>	N/A