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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>.

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

Schedule for Professional Services Schedule (PSS)

Federal Supply Group: Consolidated Schedule Part 00corp Section Miscellaneous

Contract Number: GS-00F-195DA

Contract Period: June 23, 2016 through June 22, 2021

Contractor: Tribal Tech, LLC
218 N. Lee Street Suite 321
Alexandria, VA 22314

Business Size: Small, Disadvantaged, 8(a), Woman Owned Business

Telephone: (703) 778-6543

FAX Number: (703) 548-4399

Web Site: www.tribaltechllc.com

E-mail: nicole@tribaltechllc.com

Contract Administration: Nicole Giannini

CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
520-22	520-22RC	Grants Management Support Services
541-4D	541-4DRC	Conference, Events, and Trade Show Planning Services
874-1	874-1RC	Integrated Consulting Services

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 only
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:** None Offered
8. **Prompt payment terms:** Net 30 days
- 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 accept over \$2,500
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 its 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 effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address:**
Tribal Tech, LLC
Attn: GSA Orders
218 N. Lee Street Suite 321
Alexandria, VA 22314

- 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:** Tribal Tech, LLC
Attn: Accounting
218 N. Lee Street Suite 321
Alexandria, VA 22314
- 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. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number:** 961705428
- 26. Notification regarding registration in System for Award Management (SAM) database:** Registered



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27. GSA Hourly Rates:

Item	SIN	Labor Category	Site	06/23/16 – 06/22/17	06/23/17 – 06/22/18	06/23/18 – 06/22/19	06/23/19 – 06/22/20	06/23/20 – 06/22/21
1	520-22	Project Manager III	Both	\$90.91	\$92.54	\$94.21	\$95.91	\$97.63
2	520-22	Program Manager	Both	\$73.74	\$75.07	\$76.42	\$77.79	\$79.19
3	520-22	Project Assistant I	Both	\$42.47	\$43.23	\$44.01	\$44.80	\$45.61
4	520-22	Project Assistant II	Both	\$48.10	\$48.97	\$49.85	\$50.75	\$51.66
5	520-22	IT Systems Specialist I	Both	\$52.86	\$53.81	\$54.78	\$55.76	\$56.77
6	520-22	IT Systems Specialist II	Both	\$67.47	\$68.68	\$69.92	\$71.18	\$72.46
7	520-22 541-4D	Project Consultant I	Both	\$50.24	\$51.14	\$52.06	\$53.00	\$53.95
8	520-22 541-4D	Project Consultant II	Both	\$72.25	\$73.55	\$74.87	\$76.22	\$77.59
9	520-22 541-4D	Project Consultant III	Both	\$120.36	\$122.53	\$124.74	\$126.98	\$129.27
10	520-22 541-4D	Program Specialist I	Both	\$47.19	\$48.04	\$48.90	\$49.79	\$50.68
11	520-22 541-4D	Program Specialist II	Both	\$55.05	\$56.04	\$57.05	\$58.08	\$59.12
12	520-22 541-4D	Program Specialist III	Both	\$61.56	\$62.67	\$63.80	\$64.95	\$66.11
13	520-22 541-4D	Program Analyst I	Both	\$49.16	\$50.04	\$50.94	\$51.86	\$52.79
14	520-22 541-4D	Program Analyst II	Both	\$56.03	\$57.04	\$58.07	\$59.11	\$60.18
15	520-22 541-4D	Program Administration	Both	\$51.54	\$52.47	\$53.41	\$54.37	\$55.35
16	541-4D 874-1	Corporate Monitor I	Both	\$139.21	\$141.72	\$144.27	\$146.86	\$149.51
17	541-4D 874-1	Corporate Monitor II	Both	\$185.85	\$189.20	\$192.61	\$196.07	\$199.60
18	541-4D 874-1	Project Director I	Both	\$82.58	\$84.07	\$85.58	\$87.12	\$88.69
19	541-4D 874-1	Project Director II	Both	\$114.78	\$116.84	\$118.95	\$121.09	\$123.27
20	541-4D 874-1	Project Manager II	Both	\$75.61	\$76.98	\$78.36	\$79.77	\$81.21
21	541-4D 874-1	Program Task Lead I	Both	\$68.41	\$69.64	\$70.89	\$72.17	\$73.47
22	541-4D 874-1	Program Task Lead II	Both	\$75.38	\$76.73	\$78.11	\$79.52	\$80.95
23	541-4D 874-1	Program Task Lead III	Both	\$81.34	\$82.80	\$84.30	\$85.81	\$87.36
24	541-4D 874-1	Program Director I	Both	\$54.26	\$55.23	\$56.23	\$57.24	\$58.27
25	541-4D 874-1	Program Director II	Both	\$75.22	\$76.57	\$77.95	\$79.35	\$80.78
26	541-4D 874-1	Program Director III	Both	\$95.39	\$97.11	\$98.86	\$100.64	\$102.45
27	541-4D 874-1	Program Coordinator I	Both	\$45.88	\$46.71	\$47.55	\$48.40	\$49.27
28	541-4D 874-1	Program Coordinator II	Both	\$53.81	\$54.78	\$55.76	\$56.77	\$57.79
29	541-4D 874-1	Program Coordinator III	Both	\$60.71	\$61.80	\$62.91	\$64.05	\$65.20
30	541-4D 874-1	Program Coordinator IV	Both	\$66.75	\$67.95	\$69.18	\$70.42	\$71.69

Item	SIN	Labor Category	Site	06/23/16 – 06/22/17	06/23/17 – 06/22/18	06/23/18 – 06/22/19	06/23/19 – 06/22/20	06/23/20 – 06/22/21
31	541-4D 874-1	Program Coordinator V	Both	\$72.56	\$73.86	\$75.19	\$76.55	\$77.92
32	541-4D 874-1	Subject Matter Expert I	Both	\$111.05	\$113.05	\$115.09	\$117.16	\$119.27
33	541-4D 874-1	Communications Coordinator	Both	\$69.61	\$70.86	\$72.14	\$73.44	\$74.76
34	541-4D 874-1	Logistics Coordinator	Both	\$52.10	\$53.04	\$54.00	\$54.97	\$55.96
35	541-4D 874-1	Webinar Specialist I	Both	\$52.10	\$53.04	\$54.00	\$54.97	\$55.96
36	541-4D 874-1	Evaluations and Reporting Expert I	Both	\$60.69	\$61.78	\$62.89	\$64.02	\$65.18
37	541-4D 874-1	Evaluations and Reporting Expert II	Both	\$68.88	\$70.12	\$71.38	\$72.66	\$73.97
38	541-4D 874-1	Project Specialist	Both	\$52.71	\$53.66	\$54.62	\$55.61	\$56.61
39	541-4D 874-1	Editor I	Both	\$44.13	\$44.93	\$45.74	\$46.56	\$47.40
40	541-4D 874-1	Editor II	Both	\$51.63	\$52.56	\$53.50	\$54.47	\$55.45
41	541-4D 874-1	Graphic Designer I	Both	\$50.23	\$51.13	\$52.05	\$52.99	\$53.94
42	541-4D 874-1	Graphic Designer II	Both	\$59.33	\$60.40	\$61.48	\$62.59	\$63.72
43	541-4D 874-1	Web Designer and Developer I	Both	\$64.27	\$65.43	\$66.61	\$67.80	\$69.02
44	541-4D 874-1	Web Designer and Developer II	Both	\$65.93	\$67.11	\$68.32	\$69.55	\$70.80
45	541-4D 874-1	Web & Print Coordinator	Both	\$44.56	\$45.36	\$46.18	\$47.01	\$47.86
46	874-1	Management Program Administration	Both	\$53.16	\$54.11	\$55.09	\$56.08	\$57.09
47	874-1	Webinar Specialist II	Both	\$54.99	\$55.98	\$56.99	\$58.01	\$59.06
48	874-1	Webinar Specialist III	Both	\$75.61	\$76.98	\$78.36	\$79.77	\$81.21
49	874-1	Webinar Specialist IV	Both	\$128.31	\$130.62	\$132.97	\$135.37	\$137.80
50	874-1	Management Program Analyst	Both	\$52.24	\$53.18	\$54.14	\$55.11	\$56.11
51	874-1	Training Coordinator I	Both	\$40.38	\$41.11	\$41.85	\$42.60	\$43.37
52	874-1	Training Coordinator II	Both	\$52.24	\$53.18	\$54.14	\$55.11	\$56.11
53	874-1	Document Specialist I	Both	\$39.00	\$39.71	\$40.42	\$41.15	\$41.89
54	874-1	Document Specialist II	Both	\$54.09	\$55.06	\$56.05	\$57.06	\$58.09
55	874-1	Evaluations and Reporting Coordinator	Both	\$41.15	\$41.89	\$42.64	\$43.41	\$44.19
56	874-1	Evaluations and Reporting Expert III	Both	\$75.61	\$76.98	\$78.36	\$79.77	\$81.21

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category Descriptions

The following position qualification descriptions/functional responsibility for the required labor categories, and minimum education and experience for Tribal Tech's technical, analytical, and management support to tribal, federal, state, local and private sector customers. Tribal Tech provides the following functions through our guiding principles of People, Partnership and Performance.

Project Manager III

Functional Responsibility: Provides a comprehensive knowledge of practices, theories, techniques and methods of quality management and organizational principles and practices. Supervises, facilitates and provides leadership to a diverse group of professional and administrative employees involved in a wide variety of technical assistance, analytical, training and management task areas as well as program functions and activities. Serves as the primary contact between the government and the contractor.

Minimum Education: Master's degree.

Minimum Experience: Ten (10) years of project management experience or an advanced degree in an appropriate field (e.g., business administration). Experience in problem solving; capabilities related to briefing and presentation support, document review and evaluation, program evaluation support document preparation support, meeting support; regulatory compliance and knowledge of and experience with federal policies, contracting and budget cycles.

Program Manager

Functional Responsibility: Directs programs to meet customer mission requirements. Provides overall management of budget and ensures projects and programs are executed within contract parameters. Serves as the customer's primary point of contact. Maintains full authority and responsibility for contract and financial management, resource commitment, staffing, and client satisfaction. Oversees the QA program established from the contract.

Minimum Education: Bachelor's degree.

Minimum Experience: Five (5) years of project management experience or an advanced degree in an appropriate field (e.g., business administration). Experience in problem solving; capabilities related to briefing and presentation support, document review and evaluation, program evaluation support document preparation support, meeting support; regulatory compliance and knowledge of and experience with federal policies, contracting and budget cycles.

Project Assistant I

Functional Responsibility: Performs diversified clerical, administrative, and general office duties. Organizes and maintains files of correspondence and records into a tracking system. Prepares and sends weekly email updates and monthly communications reports. Responsible for grant application intake, processing, and logistics of panel review. Supports meeting and conference logistics

Minimum Education: High School degree or GED.

Minimum Experience: Three (3) years of professional work experience in a related field.

Project Assistant II

Functional Responsibility: Performs diversified clerical, administrative, and general office duties. Organizes and maintains files of correspondence and records into a tracking system. Prepares and sends weekly email updates and monthly communications reports. Responsible for grant application intake, processing, and logistics of panel review. Performs logistics for annual grantee meeting.

Minimum Education: Associate's degree.

Minimum Experience: Six (6) years of professional work experience in a related field

IT Systems Specialist I

Functional Responsibility: Performs planning, management, development and implementation of systems and database work. Supports data management activities. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintain the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Minimum Education: B.A., or B.S. in Computer Science, Information Systems, Engineering, or other related discipline.

Minimum Experience: Two (2) years of professional work experience in a related field.

IT Systems Specialist II

Functional Responsibility: Performs planning, management, development and implementation of systems and database work. Supports data management activities. Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintain the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

Minimum Education: B.A., or B.S. in Computer Science, Information Systems, Engineering, or other related discipline.

Minimum Experience: Six (6) years of professional work experience in a related field.

Project Consultant I

Functional Responsibility: Provides written analysis and reports on various activities for the senior management level staff. Designs new programs, enhancements and maintenance of existing programs. Develops methods to maximize quality and availability of services (i.e., social and economic development). Provides guidance on projects. Provides support for management and analysis of programs, projects, policies, data, and/or training and technical assistance activities.

Minimum Education: Bachelor's degree.

Minimum Experience: One (1) year of professional work experience in a related field.

Project Consultant II

Functional Responsibility: Provides written analysis and reports on various activities for the senior management level staff. Designs new programs, enhancements and maintenance of existing programs. Develops methods to maximize quality and availability of services (i.e., social and economic development). Provides guidance on community development projects. Provides support for management and analysis of programs, projects, policies, data, and/or training and technical assistance activities.

Minimum Education: Bachelor's degree.

Minimum Experience: Two (2) years of professional work experience in a related field.

Project Consultant III

Functional Responsibility: Provides written analysis and reports on various activities for the senior management level staff. Designs new programs, enhancements and maintenance of existing programs. Develops methods to maximize quality and availability of services (i.e., social and economic development). Provides guidance on community development projects. Provides support for management and analysis of programs, projects, policies, data, and/or training and technical assistance activities.

Minimum Education: Master's degree.

Minimum Experience: Six (6) years of professional work experience in a related field.

Program Specialist I

Functional Responsibility: Manages a grant portfolio (e.g., social development, economic development, native language and environmental) of projects. Reviews and evaluates budget modifications, continuation applications, and requests for project extensions. Communicates with grantees on project management. Supports grant review sessions by reviewing and analyzing grant applications and provides analysis and recommendations for project funding.

Minimum Education: Bachelor's degree.

Minimum Experience: One (1) year of professional work experience in a related field.

Program Specialist II

Functional Responsibility: Manages a grant portfolio (e.g., social development, economic development, native language and environmental) of projects. Reviews and evaluates budget modifications, continuation applications, and requests for project extensions. Communicates with grantees on project management. Supports panel review sessions by reviewing and analyzing grant applications and provides analysis and recommendations for project funding.

Minimum Education: Bachelor's degree.

Minimum Experience: Two (2) years of professional work experience in a related field.

Program Specialist III

Functional Responsibility: Manages a grant portfolio (e.g., social development, economic development, native language and environmental) of projects. Reviews and evaluates budget modifications, continuation applications, and requests for project extensions. Communicates with grantees on project management. Supports panel review sessions by reviewing and analyzing grant applications and provides analysis and recommendations for project funding.

Minimum Education: Master's degree.

Minimum Experience: Six (6) years of professional work experience in a related field.

Program Analyst I

Functional Responsibility: Conducts project evaluations, and writes reports. Conducts research, administers studies and surveys to obtain data and analyzes problems to advise on policy and programs. Provides guidance on projects. Analyzes and interprets quantitative and qualitative data.

Minimum Education: Bachelor's degree.

Minimum Experience: One (1) year of professional work experience in a related field.

Program Analyst II

Functional Responsibility: Conducts program, project and/or impact evaluations, coordination of training and technical assistance activities and writes analytical and technical reports. Conducts research, administers studies and surveys to obtain data and analyzes problems to advise on policy and programs. Provides consultation on project activities. Analyzes and interprets quantitative and qualitative data.

Minimum Education: Bachelor's degree.

Minimum Experience: Three (3) years of professional work experience in a related field.

Program Administration

Functional Responsibility: Supports team lead and project manager and project team in all day to day operations. Serves as travel coordinator. Drafts meeting agendas and minutes including collaborating with team, partners, and client to get agenda/minute updates. Supports tracking of contract deliverables, QA/QC for all contract/team deliverables, emails, communications. Supports the Evaluations and reporting activities. Backs up webinars. Track expert consultant bios and resumes.

Minimum Education: High School degree or GED.

Minimum Experience: Three (3) years of related experience.

Corporate Monitor I

Functional Responsibility: Oversees multiple contracts, manages technical operations, works closely with managers to develop and monitor work plans, quality control, and client relationships to meet contract requirements. Helps define, plan and execute corporate strategy and build a performance accountability culture.

Minimum Education: MBA, M.A. in related technical field

Minimum Experience: Eight (8) years of experience or equivalent combination of education and experience, providing management and direction to program and program/project personnel.

Corporate Monitor II

Functional Responsibility: Oversees multiple contracts, manages technical operations, works closely with managers to develop and monitor work plans, quality control, and client relationships to meet contract requirements. Helps define, plan and execute corporate strategy and build a performance accountability culture.

Minimum Education: MBA, M.A. in related technical field

Minimum Experience: Ten (10) years of experience or equivalent combination of education and experience, providing management and direction to program and program/project personnel.

Project Director I

Functional Responsibility: Manages overall project plans, scope, budget, and team. Support task leads in delivery of individual project/task areas. Manages client satisfaction. Reviews and approves all final major deliverables. Supervises task leads.

Minimum Education: B.S., or B.A. in Business Administration, Management or a related field.

Minimum Experience: Six (6) years of experience or equivalent combination of education and experience, providing management and direction to program and program/project personnel.

Project Director II

Functional Responsibility: Provides overall direction of project activities. Manages overall project plans, scope, budget, and team. Support task leads in delivery of individual project/task areas. Manages client satisfaction. Reviews and approves all final major deliverables. Supervises task leads.

Minimum Education: B.S., or B.A. in Business Administration, Management or a related field.

Minimum Experience: Eight (8) years of experience or equivalent combination of education and experience, providing management and direction to program and program/project personnel.

Project Manager II

Functional Responsibility: Serves as the primary contact between the government and the contractor. Provides project management practices, theories, techniques and methods of quality management and organizational principles and practices. Supervises, facilitates and provides leadership to professional and administrative employees involved in a variety of technical assistance, analytical, training and management task areas, program functions and activities.

Minimum Education: Master's degree.

Minimum Experience: Eight (8) years of project management experience or an advanced degree in an appropriate field (e.g., business administration). Experience in problem solving; capabilities related to briefing and presentation support, document review and evaluation, program evaluation support document preparation support, meeting support; regulatory compliance and knowledge of and experience with federal policies, contracting and budget cycles.

Program Task Lead I

Functional Responsibility: Provides expertise in support of the Project Manager. Directs the performance of a variety of related projects and implements project management. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Provides overall management of budget and ensures projects and subcontracting plans are operated within the parameters of the contract. Will assist the Program Manager, Director, and/or Project Manager to ensure all the tasks are completed.

Minimum Education: Bachelor's degree.

Minimum Experience: Three (3) years of professional work experience in a related field.

Program Task Lead II

Functional Responsibility: Provides expertise in support of the Project Manager. Directs the performance of a variety of related projects and implements project management. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Provides overall management of budget and ensures projects and subcontracting plans are operated within the parameters of the contract. Will assist the Program Manager, Director, and/or Project Manager to ensure all the tasks are completed.

Minimum Education: Bachelor's degree.

Minimum Experience: Four (4) years of professional work experience in a related field.

Program Task Lead III

Functional Responsibility: Provides expertise in support of the Project Manager. Directs the performance of a variety of related projects and implements project management. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Provides overall management of budget and ensures projects and subcontracting plans are operated within the parameters of the contract. Will assist the Program Manager, Director, and/or Project Manager to ensure all the tasks are completed.

Minimum Education: Master's degree.

Minimum Experience: Seven (7) years of professional work experience in a related field.

Program Director I

Functional Responsibility: Oversees and facilitates planning, development, implementation and management of programs and plans of performance. Facilitates project team work plans and coordination. Provides oversight for related program activities (e.g., onsite trainings, webinars, learning communities).

Minimum Education: Bachelor's degree.

Minimum Experience: Four (4) years of professional work experience in a related field.

Program Director II

Functional Responsibility: Oversees and facilitates planning, development, implementation and management of programs and plans of performance. Facilitates project team work plans and coordination. Provides oversight for related program activities (e.g., onsite trainings, webinars, learning communities).

Minimum Education: Bachelor's degree.

Minimum Experience: Six (6) years of professional work experience in a related field.

Program Director III

Functional Responsibility: Oversees and facilitates planning, development, implementation and management of programs and plans of performance. Facilitates project team work plans and coordination. Provides oversight for related program activities (e.g., onsite trainings, webinars, learning communities).

Minimum Education: Bachelor's degree.

Minimum Experience: Eight (8) years of professional work experience in a related field.

Program Coordinator I

Functional Responsibility: Supports planning, development, implementation and management of programs and plans of performance. Approves and assigns training and technical assistance requests (e.g., TTA, Learning Communities) submitted. Oversees program(s), budgets, calendars, reviews and approves travel, and deliverables for program areas. Oversees staff work plans and tracking systems for program(s). Supports technical development and oversight for related program activities (e.g., onsite trainings, webinars, learning communities).

Minimum Education: Bachelor's degree.

Minimum Experience: Four (4) years of professional work experience in a related field.

Program Coordinator II

Functional Responsibility: Supports planning, development, implementation and management of programs and plans of performance. Approves and assigns training and technical assistance requests (e.g., TTA, Learning Communities) submitted. Oversees program(s), budgets, calendars, reviews and approves travel, and deliverables for program areas. Oversees staff work plans and tracking systems for program(s). Supports technical development and oversight for related program activities (e.g., onsite trainings, webinars, learning communities).

Minimum Education: Bachelor's degree.

Minimum Experience: Six (6) years of professional work experience in a related field.

Program Coordinator III

Functional Responsibility: Supports planning, development, implementation and management of programs and plans of performance. Approves and assigns training and technical assistance requests (e.g., TTA, Learning Communities) submitted. Oversees program(s), budgets, calendars, reviews and approves travel, and deliverables for program areas. Oversees staff work plans and tracking systems for program(s). Supports technical development and oversight for related program activities (e.g., onsite trainings, webinars, learning communities).
Lead collaborative partner efforts with other organizations and Federal partners (e.g., Training and Technical Assistance Centers). Manage work plan for all meeting deadlines. Manage quality assurance and control over all deliverables. Representative in cross team and external team collaboration and efforts.

Minimum Education: Master's degree.

Minimum Experience: Four (4) years of professional work experience in a related field.

Program Coordinator IV

Functional Responsibility: Supports planning, development, implementation and management of programs and plans of performance. Approves and assigns training and technical assistance requests (e.g., TTA, Learning Communities) submitted. Oversees program(s), budgets, calendars, reviews and approves travel, and deliverables for program areas. Oversees staff work plans and tracking systems for program(s). Supports technical development and oversight for related program activities (e.g., onsite trainings, webinars, learning communities). Lead collaborative partner efforts with other organizations and Federal partners (e.g., Training and Technical Assistance Centers). Manage work plan for all meeting deadlines. Manage quality assurance and control over all deliverables. Representative in cross team and external team collaboration and efforts.

Minimum Education: Master's degree.

Minimum Experience: Six (6) years of professional work experience in a related field.

Program Coordinator V

Functional Responsibility: Supports planning, development, implementation and management of programs and plans of performance. Approves and assigns training and technical assistance requests (e.g., TTA, Learning Communities) submitted. Oversees program(s), budgets, calendars, reviews and approves travel, and deliverables for program areas. Oversees staff work plans and tracking systems for program(s). Supports technical development and oversight for related program activities (e.g., onsite trainings, webinars, learning communities). Lead collaborative partner efforts with other organizations and Federal partners (e.g., Training and Technical Assistance Centers). Manage work plan for all meeting deadlines. Manage quality assurance and control over all deliverables. Representative in cross team and external team collaboration and efforts.

Minimum Education: Master's degree.

Minimum Experience: Eight (8) years of professional work experience in a related field.

Subject Matter Expert I

Functional Responsibility: Defines the problems and analyzes and develops plans and requirements in the subject matter area. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties.

Minimum Education: Master's degree.

Minimum Experience: Four (4) years of professional work experience in a related field.

Communications Coordinator

Functional Responsibility: Supports communications programs for client objectives, such as curriculum development. Assists Project Manager or Project Director with communications for larger projects. Supports QA/QC efforts

Minimum Education: Master's degree.

Minimum Experience: Four (4) years of professional work experience in a related field.

Logistics Coordinator

Functional Responsibility: Point of contact for all events, advertising, registration, participant details/preparation (e.g., badges, sign-up sheets), communications, completion, and delivery. Supports all QA/QC and communications requests. Leads all travel and logistics and support to events, trainings, and/or meetings, (e.g., Training and Technical Assistance Center, Circles of Care, GONA, onsite).

Minimum Education: High School degree or GED.

Minimum Experience: Three (3) years of related experience.

Webinar Specialist I

Functional Responsibility: Point of contact for all webinar development, advertising, registration, production, communication, completion, and delivery. Coordinates all scheduling and related logistics details. Leads all QC/QA and Eblast/Listserv requests. Leads all support for webinar events, trainings, and/or meetings. Hosts webinars and supports trainer and/or facilitator with coordination, logistics, planning, communication, etc. Utilizes training experience and working/technical knowledge of webinar systems (e.g., AdobeConnect, WebEx), to support coordination, planning, organization, review of final products including editing and 508 compliance.

Minimum Education: High School degree or GED.

Minimum Experience: Four (4) years of professional work experience in a related field, working knowledge of hosting webinars and training support experience along with solid softer skills needed (i.e., coordination, logistics, planning, solid communication skills, etc.).

Evaluation and Reporting Expert I

Functional Responsibility: Lead/manage Information Dissemination, Data Collection and Analysis, and Reporting in collaboration with task leads. Provides oversight for all Website efforts and Listservs. Assists with responses when data/reporting items are presented. Oversight of QA/QC process, including 508 compliance. Tabulates, analyzes and reports on training evaluation forms. Assists training coordinators and program leads in creating training courses. Assists training staff personnel in the activities needed to create Continuing Education Unit (CEU) packages. Maintains training staff dashboard data base.

Minimum Education: Bachelor's degree (e.g., Instructional Design, Education, Journalism or similar major).

Minimum Experience: Six (6) years of relevant work experience, extensive working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

Evaluation and Reporting Expert II

Functional Responsibility: Lead/manage Information Dissemination, Data Collection and Analysis, and Reporting in collaboration with task leads. Provides oversight for all Website efforts and Listservs. Assists with responses when data/reporting items are presented. Oversight of QA/QC process, including 508 compliance. Tabulates, analyzes and reports on training evaluation forms. Assists training coordinators and program leads in creating training courses. Assists training staff personnel in the activities needed to create Continuing Education Unit (CEU) packages. Maintains training staff dashboard data base.

Minimum Education: Bachelor's degree (e.g., Instructional Design, Education, Journalism or similar major).

Minimum Experience: Eight (8) years of relevant work experience, extensive working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

Project Specialist

Functional Responsibility: Supports project managers and directors in conducting research and analysis to support project. Assists with preparing project documents, data management, event coordination, and site visits.

Minimum Education: Bachelor's degree.

Minimum Experience: One (1) year relevant work experience

Editor I

Functional Responsibility: Supports contract teams in editing and proofreading a variety of electronic and printed documents, materials, and publications.

Minimum Education: Bachelor's degree.

Minimum Experience: Three (3) years of relevant work experience, extensive working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

Editor II

Functional Responsibility: Edits and proofreads a variety of electronic and printed documents, materials, and publications.

Minimum Education: Bachelor's degree.

Minimum Experience: Five (5) years of relevant work experience, extensive working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

Graphic Designer I

Functional Responsibility: Experienced technician participates in the creation of visual and graphic design products, visual elements and supporting components that can be utilized in a variety of applications including commercial printing, smart phone and mobile applications, website design and artistic display. Experience and knowledge in the integration and incorporation of multimedia platforms into the development of final products including electronic, textile and traditional artistic media.

Minimum Education: Bachelor's degree.

Minimum Experience: Four (4) years applicable experience.

Graphic Designer II

Functional Responsibility: Senior expert supervises and participates in the creation of visual and graphic design products, visual elements and supporting components that can be utilized in a variety of applications including commercial printing, smart phone and mobile applications, website design and artistic display. Experience and knowledge in the integration and incorporation of multimedia platforms into the development of final products including electronic, textile and traditional artistic media.

Minimum Education: Bachelor's degree.

Minimum Experience: Six (6) years applicable experience.

Web Designer and Developer I

Functional Responsibility: Supports the creation and maintenance of n-tier applications and websites using a variety of Web development technologies. Assists with website project planning and implementation and database.

Minimum Education: Bachelor's degree.

Minimum Experience: Two (2) years of relevant work experience.

Web Designer and Developer II

Functional Responsibility: Creates and maintains n-tier Web applications and websites using a variety of Web development technologies. Assists with website project planning and implementation and database maintenance.

Minimum Education: Bachelor's degree.

Minimum Experience: Three (3) years of relevant work experience.

Web and Print Coordinator

Functional Responsibility: Creates and maintains n-tier Web applications and websites using a variety of Web development technologies. Assists with website project planning and implementation and database maintenance.

Minimum Education: Bachelor's degree.

Minimum Experience: Three (3) years of relevant work experience.

Management Program Administration

Functional Responsibility: Supports team lead and project manager and project team in all day to day operations. Serves as travel coordinator. Drafts meeting agendas and minutes including collaborating with team, partners, and client to get agenda/minute updates. Supports tracking of contract deliverables, QA/QC for all contract/team deliverables, emails, communications. Supports the Evaluations and reporting activities. Backs up webinars. Track expert consultant bios and resumes.

Minimum Education: Bachelor's degree.

Minimum Experience: Five (5) years of related experience.

Webinar Specialist II

Functional Responsibility: Support delivery of webinars from beginning to end, including the development of annual training schedule, entering courses into learning management system, planning and logistics, point of contact for internal and external resources/experts/trainers, editorial support and quality control, 508c compliance, preparation, development of site and chat/break-out rooms, monitoring flow, conduct dry runs/training for trainers, host sessions, capture lessons learned and evaluations.

Minimum Education: Bachelor's degree.

Minimum Experience: Six (6) years of professional work experience in a related field, working knowledge of hosting webinars and training support experience along with solid softer skills needed (i.e., coordination, logistics, planning, solid communication skills, etc.). Working knowledge may include: ISD/training experience, working/technical knowledge of webinar systems (e.g., AdobeConnect, WebEx), good coordination, planning, organization skills, along with editing/508.

Webinar Specialist III

Functional Responsibility: Support delivery of webinars from beginning to end, including the development of annual training schedule, entering courses into learning management system, planning and logistics, point of contact for internal and external resources/experts/trainers, editorial support and quality control, 508c compliance, preparation, development of site and chat/break-out rooms, monitoring flow, conduct dry runs/training for trainers, host sessions, capture lessons learned and evaluations.

Minimum Education: Bachelor's degree.

Minimum Experience: Eight (8) years of professional work experience in a related field, Expertise may include: ISD/training experience, working/technical knowledge of webinar systems (e.g., AdobeConnect, WebEx), good coordination, planning, organization skills, along with editing/508.

Webinar Specialist IV

Functional Responsibility: Support delivery of webinars from beginning to end, including the development of annual training schedule, entering courses into learning management system, planning and logistics, point of contact for internal and external resources/experts/trainers, editorial support and quality control, 508c compliance, preparation, development of site and chat/break-out rooms, monitoring flow, conduct dry runs/training for trainers, host sessions, capture lessons learned and evaluations.

Minimum Education: Master's degree.

Minimum Experience: Ten (10) years of professional work experience in a related field, Expertise may include: ISD/training experience, working/technical knowledge of webinar systems (e.g., AdobeConnect, WebEx), good coordination, planning, organization skills, along with editing/508.

Management Program Analyst

Functional Responsibility: Conducts program, project and/or impact evaluations, coordination of training and technical assistance activities and writes technical reports. Conducts research, administers studies and surveys to obtain data and analyzes problems to advise on policy and programs. Provides guidance on project activities. Analyzes and interprets quantitative and qualitative data.

Minimum Education: Bachelor's degree.

Minimum Experience: Two (2) years of professional work experience in a related field.

Training Coordinator I

Functional Responsibility: Assists training staff and program leads in creating training courses and evaluations. Assists training staff personnel in the activities required for on-site or webinar training sessions. Support QA/QC process and 508 compliance. Maintains and updates the training course schedule throughout the fiscal year. Updates the training course catalog, RTA/STC list and other training materials. Schedules audio-conferences for on-line courses. Attends review meetings (team, client) and provides meeting minutes.

Minimum Education: Associate's degree.

Minimum Experience: Two (2) years of relevant work experience, working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

Training Coordinator II

Functional Responsibility: Assists training staff and program leads in creating training courses and evaluations. Assists training staff personnel in the activities required for on-site or webinar training sessions. Support QA/QC process and 508 compliance. Maintains and updates the training course schedule throughout the fiscal year. Updates the training course catalog, RTA/STC list and other training materials. Schedules audio-conferences for on-line courses. Attends review meetings (team, client) and provides meeting minutes.

Minimum Education: Bachelor's degree in related field (e.g., Instructional Design, Education or similar major).

Minimum Experience: Four (4) years of relevant work experience, working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

Document Specialist I

Functional Responsibility: Provides administrative, word processing, editorial and writing support (i.e., creating training/course manuals, handouts, reports, and/or conference/meeting material). Coordinates shipping materials. Maintains an inventory/archive of all master materials, graphics, audio/video recordings of courses. Performs data entry functions for course evaluation reports. Provides substantive editing support, including format and layout, graphics design, grammar, punctuation, pagination, folio and proofreading from draft through final stages of course delivery. Monitors and oversees the document maintenance system.

Minimum Education: Associate's degree.

Minimum Experience: Three (3) years of related experience. Working knowledge of MS Word, Excel, PowerPoint, and Outlook. Knowledge of scanning equipment and standard office equipment (copy and fax machines).

Document Specialist II

Functional Responsibility: Edits a variety of materials for grammar, style, content, format, consistency, and quality assurance/quality control efforts. Formats and lay out documents for print production and publication (including 508 compliance for ADA accessibility). Follows timelines and meets strict deadlines of all deliverables. Assists in organization and maintenance of publications library. Performs document retrieval and archiving through use of an electronic and paper document repository. Coordinates shipping materials. Duplicates CDs and DVDs as needed, including label design using reproduction equipment and software. Produces analytical course evaluation reports from data provided.

Minimum Education: Requires a Bachelor's Degree in similar field (e.g., English, Journalism, Communications or similar major).

Minimum Experience: Five (5) years of related experience. Extensive working knowledge of MS Word, Excel, PowerPoint, Outlook and SharePoint. Working knowledge of Adobe Acrobat and other software. Knowledge of scanning equipment and standard office equipment (copy and fax machines).

Evaluation and Reporting Coordinator

Functional Responsibility: Lead/manage Information Dissemination, Data Collection and Analysis, and Reporting in collaboration with task leads. Provides oversight for all Website efforts and Listservs. Assists with responses when data/reporting items are presented. Oversight of QA/QC process, including 508 compliance. Tabulates, analyzes and reports on training evaluation forms. Assists training coordinators and program leads in creating training courses. Assists training staff personnel in the activities needed to create Continuing Education Unit (CEU) packages. Maintains training staff dashboard data base.

Minimum Education: Bachelor's degree (e.g., Instructional Design, Education, Journalism or similar major).

Minimum Experience: Four (4) years of relevant work experience, extensive working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

Evaluation and Reporting Expert III

Functional Responsibility: Lead/manage Information Dissemination, Data Collection and Analysis, and Reporting in collaboration with task leads. Provides oversight for all Website efforts and Listservs. Assists with responses when data/reporting items are presented. Oversight of QA/QC process, including 508 compliance. Tabulates, analyzes and reports on training evaluation forms. Assists training coordinators and program leads in creating training courses. Assists training staff personnel in the activities needed to create Continuing Education Unit (CEU) packages. Maintains training staff dashboard data base.

Minimum Education: Bachelor's degree (e.g., Instructional Design, Education, Journalism or similar major).

Minimum Experience: Eight (8) years of relevant work experience, extensive working knowledge of MS Word, Advanced MS Excel, Advanced MS PowerPoint, MS Outlook, and SharePoint, working knowledge of Adobe Acrobat, MS Project, and other software.

ADDENDUM Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

Equivalent Degree

Associate's

Bachelor's

Master's

PhD

Experience

2 years relevant experience

Associate's degree + 2 years relevant experience or 4 years relevant experience

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

Master's + 2 years relevant experience or Bachelor's + 4 years relevant experience or Associate's degree + 6 years relevant experience or 8 years relevant experience