Schedule for – Multiple Award Schedule
Industrial Group: Professional Services
Contract Number: GS00F233CA

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

Contract Period: August 1, 2015 – July 31, 2025

Price list current as of Modification #PA-0030
Effective May 16, 2022

Contractor: RER Solutions, Inc.
1119 12th St NW
Washington, DC 20001

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

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”.

Web Site: www.rer-solutions.com

Marketing:
Name: Errin Green
Telephone: (703) 736-3874
FAX Number: (703) 742-3336
E-mail: errin.green@rer-solutions.com

Contract Administration:
Name: Johnathan Lyreman
Telephone: (703) 736-3869
FAX Number: (703) 742-3336
E-mail: johnathan.lyreman@rer-solutions.com
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>522310</td>
<td>522310RC</td>
<td>Financial Advising, Loan Servicing and Asset Management Services</td>
</tr>
<tr>
<td>531210</td>
<td>531210RC</td>
<td>Financial Asset Resolution Services</td>
</tr>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

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: See Attached Pricelist.

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: See Attached Pricelist.

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


7. Quantity discounts: May be negotiated at the Task Order Level

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

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. 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

10c. 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
10d. 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

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

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

13. Payment address(es): Same as company address

14. Warranty provision.: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

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

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

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

23. Unique Entity Identifier (UEI) number: N9XPWPUFT4L9

24. Notification regarding registration in System for Award Management (SAM) database: Registered and Active.
25. Pricing:
The prices shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>Option Period 1 Hourly Prices</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Executive</td>
<td>$427.14</td>
<td>$435.68</td>
<td>$444.39</td>
<td>$453.28</td>
<td>$462.35</td>
<td></td>
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<td>Managing Director</td>
<td>$334.92</td>
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<td>$348.45</td>
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<td>$271.41</td>
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<tr>
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<td>$228.31</td>
<td>$232.87</td>
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<tr>
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<td>$188.99</td>
<td>$192.77</td>
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<tr>
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<td>$178.99</td>
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<td>$186.22</td>
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<td>Director</td>
<td>$162.71</td>
<td>$165.96</td>
<td>$169.28</td>
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<td>Financial Specialist</td>
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<td>$154.90</td>
<td>$158.00</td>
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<td>$139.59</td>
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<td>$249.41</td>
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<td>$48.23</td>
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**Service Contract Labor Standards (SCLS):** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Awards Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
LABOR CATEGORY DESCRIPTIONS FOR SINS 522310 and 531210

Senior Executive
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 15
Senior Principal or Partner of firm. Negotiates and makes decisions for the firm. Provides overall strategy direction for the firm including recruitment of senior managers and directors. Participates in Board decision-making process. Ultimately responsible for all written communication between the client and the firm. Ensures that goals and objectives are accomplished within prescribed timeframe and funding parameters.

Managing Director
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 15
Provides the highest level of experience or expertise among managers and is responsible for a larger overall client volume and some marketing duties. Experienced at developing and designing strategies and work plans. Oversees and directs the overall performance of the project and is responsible for decisions on any technical or administrative matters encountered. Has previous experience as a Partner/Principal, preferably with large financial or real estate entities.

Senior Manager
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 15
Responsible for the overall management of the Contractor’s staff. Areas of responsibility include providing supervision, management, and technical assistance to the Contractor’s staff. Interfaces with the Government Oversight Manager. Also ensures compliance with instructions from the Government Oversight Manager per terms of the Agreement and with Government Policies and Procedures. Requires previous experience as a Partner/Principal, preferably with large financial or real estate entities. Has previous real estate or financial experience with Government clients.

Project Manager
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 10
Responsible for the day-to-day direction and control of large or complex projects. The Project Manager develops the overall project work plan and monitors the execution of the project against the work plan. Provides technical and functional guidance to the project teams, monitors the progress of tasks and deliverables, tracks and reports project status to program management and ensures that all critical project issues are addressed. Has previous experience managing financial or real estate projects for Government clients.

Senior Professional
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 7
Responsible for the implementation of the Senior Manager or Project Manager Plans and directives to ensure compliance with the Agreement. Areas of responsibility include providing supervision, management and technical assistance to the Contractor’s staff and interfacing with the Government Oversight Manager to ensure compliance with terms of the Agreement and Government Policies and Procedures. Has previous government experience as an on-site manager or similar experience. Has experience working with various types of financial documents and experience in overall budgeting, staff scheduling and on-site supervision.
Senior Information Technology Specialist
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 10
Responsible for supervision of computer programmers and/or operations of systems. Plans, directs, or coordinates activities in such fields as electronic data processing, information systems, system analysis, and computer programming. May apply engineering theory and principles to technical problems. Responsible for overall technical infrastructure.

Director
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 7
Responsible for managing client relationships and administering services. Participates in firm, department and team management meetings and contributes in the areas of staff development, technical knowledge, engagement management, and marketing. Provides technical expertise and experience at an advanced level. Has previous experience as a manager, preferably in a large financial or real estate entity.

Financial Specialist
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 5
Responsible for executing specific elements of engagements under direct supervision. May supervise several associates and works to identify potential engagement issues and problems. Has previous experience in performing business and/or financial management tasks for commercial or Government organizations.

Junior Professional
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience:
Assists the management of the Contractor and implements the Contractor’s policies. Areas of responsibility include determining the value of financial or real estate assets and supplying technical expertise and assistance to the staff. Has previous government experience in the areas of financial management and real estate. Requires experience with financial documents including organization of documents, filing procedures and maintenance guidelines.

Database Programmer
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 3
Responsible for design, development, and implementation of database programs. Works with users to define requirements and ensure that business and other goals are realized. Applies specialized functional and technical expertise in systems development to deliver best client solution. Produces database extracts and project documentation. Ensures consistency of quality across multiple projects.

Assistant Project Manager
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 4
Responsible for assisting project manager in carrying out plans and objectives of the program. Provides guidance to team during manager’s absence. Capable of providing team leadership and managing detailed programs with accountability for results. Has experience working with Government organizations.

Analyst
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 2
Has at least a bachelor’s degree in economics, finance, business administration, law, or related discipline, with at least two (2) years involved in the areas of finance, economics, real estate, and related disciplines.
Para-Professional
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 1
Responsible for maintaining an updated, accurate list of assets. Responsible for performing a range of tasks requiring the application of experience and judgment in evaluating financial or real estate assets. Has experience with government policy and procedures or similar corporate experience. Requires ability to track documents such as investor reports and loan notes. Demonstrated ability to exercise independent judgment

Data Processing Personnel
Minimum Education Level: None
Minimum Years of Relevant Experience: 1
Responsibilities include executing data processing related tasks in an operational/project-oriented environment. Also includes performing, managing, and coordinating a variety of management information system tasks including hands-on problem resolution, data system testing and implementation and data integrity improvement programs. Should be experienced with interacting with other contractors and systems-related personnel. Should also be experienced in programming of software interfaces, data control and reconciliation, and ad hoc report preparation.

Clerical
Minimum Education Level: None
Minimum Years of Relevant Experience: 1
Responsible for providing clerical support. Maintains a close relationship with the supervisor and staff. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization and procedures related to the work of the office. Capable of learning technical and financial terminology to properly classify and file materials.

* Education Substitutions:
1. A Bachelor's degree in an appropriate discipline will be considered equivalent to two (2) years of relevant experience.
2. A Master's degree in an appropriate discipline will be considered equivalent to three (3) years of relevant experience.
3. A Doctoral or Ph.D. in an appropriate discipline will be considered equivalent to five (5) years of relevant experience.

** Experience Substitutions:
1. Where a Bachelor's degree is required, the next lower degree (i.e., Associate's degree) is required and 4 years of additional experience beyond that of the minimum required experience listed will be considered equivalent.
2. Where a Master's degree is required, the next lower degree (i.e., Bachelor's degree) is required and 2 additional years beyond that of the minimum required experience listed will be considered equivalent.
3. Where a Doctoral or Ph.D. degree is required, the next lower degree (i.e., Master's degree) and 5 additional years beyond that of the minimum experience listed will be considered equivalent. Additionally, a Bachelor's degree and an additional 10 years beyond that of the minimum experience listed will be considered equivalent.
Executive Manager
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 12
Provides executive level management and direction of client engagements. Defines program strategy, objectives, and scope including defining deliverables. Possesses an extensive set of consulting skills to solve client problems. Provides executive leadership in strategic, business, and action planning and execution. Provides technical and management oversight, industry insight, issue resolution and overall quality assurance. Has in depth technical and management expertise and command of associated analytical disciplines. Delivers presentations and leads strategic client meetings. Works with Program and Project Managers to determine and assign resources and manage overall contract performance.

Program Manager
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 10
Serves as the primary point of contact for client leadership and senior client decision makers. Provides management and direction on client programs, defining program strategy, objectives, and scope, including defining project deliverables. Demonstrated understanding of the client's industry. Guides strategic client presentations and meetings and ensures that client priorities are achieved on time and within budget. May oversee multiple projects and project teams. Delivers presentations and leads strategic client meetings.

Project Manager
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 8
Provides day-to-day management of contract operations, which may include multiple tasks and project teams. Provides technical guidance to project team members in performance of the work and reviews the quality of all work products and deliverables. Develops and maintains all formal project management documentation. Develops reports and monitors performance relative to project plans. Direct the staff on a daily basis.

Subject Matter Expert II
Minimum Education Level: PhD
Minimum Years of Relevant Experience: 10
Provides specialized knowledge in a technical subject area such as program advisory services, technical reviews, strategy consulting, survey research, facilitation, business case development, program evaluation, statistical analysis, economic analysis, policy, and regulatory studies. Authors expert reports, and reviews reports and other deliverables for technical quality and accuracy. May provide expert witness services in support of litigation, claims, or other formal cases.

Subject Matter Expert I
Minimum Education Level: PhD
Minimum Years of Relevant Experience: 5
Provides expert level domain and functional consulting, analysis, and support to client and/or expert level consulting regarding highly specialized technologies or methods. Provides interface with client management personnel regarding strategic issues. Has extensive knowledge in an area of specialization. Demonstrated ability to plan and conduct extensive research and analysis resulting in client ready deliverables.

Senior Associate
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 10
Responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. Provides technical guidance to the project team and contributes to the performance of deliverable tasks. Directly interfaces with client management personnel.
Associate II
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 5
Supports projects utilizing specialized skills and knowledge. Contributes to the execution of project or task plan, with limited supervision. Drafts studies and reports with limited guidance from senior team members and the Project Manager. Conducts a variety of activities in support of the project team's objectives, such as research, analysis, and report and presentation development.

Associate I
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 3
Possesses knowledge of applying analytical methodologies and principles to address client's needs. Team member that contributes to client assignments within specified guidelines. Supports drafting of studies and reports under the guidance of more senior team members and the Project Manager. Understands objectives of task assignments. Experience providing analytical, organizational, research, writing, and editing support. Interfaces with clients on a day-to-day basis. Able to perform routine duties in specific task areas.

Analyst II
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 1
Team member that contributes to client assignments within specified guidelines. Supports drafting of studies and reports under the guidance of more senior team members and the Project Manager. Understands objectives of task assignments. Experience providing organizational, research, writing, and editing support. Interfaces with clients on a day-to-day basis. Able to perform routine duties in specific task areas.

Analyst I
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 0
Supports analyst functions including conducting research, data collection, interviewing, and data modeling. Conducts activities in support of project team's objectives under the guidance of more senior team members and the Project Manager. Compiles and assembles documents for delivery to multiple clients on a specified schedule.

Administrative
Minimum Education Level: High School
Minimum Years of Relevant Experience: 2
Provides all aspects of support services including typing, word processing, reproduction, and distribution. Knowledgeable of most recent software and computer applications to produce timely and accurate standard and nonstandard documents. Performs clerical and secretarial tasks with minimal supervision. Efficiently and accurately reproduce final products by copying, collating, and binding. May also manage calendars, schedule meetings, book travel and provide administrative support to both client and project staff.

* Education Substitutions:
1. A Bachelor's degree in an appropriate discipline will be considered equivalent to two (2) years of relevant experience.
2. A Master's degree in an appropriate discipline will be considered equivalent to three (3) years of relevant experience.
3. A Doctoral or Ph.D. in an appropriate discipline will be considered equivalent to five (5) years of relevant experience.

** Experience Substitutions:
1. Where a Bachelor’s degree is required, the next lower degree (i.e., Associate’s degree) is required and 4 years of additional experience beyond that of the minimum required experience listed will be considered equivalent.
2. Where a Master’s degree is required, the next lower degree (i.e., Bachelor’s degree) is required and 2 additional years beyond that of the minimum required experience listed will be considered equivalent.
3. Where a Doctoral or Ph.D. degree is required, the next lower degree (i.e., Master’s degree) and 5 additional years beyond that of the minimum experience listed will be considered equivalent. Additionally, a Bachelor’s degree and an additional 10 years beyond that of the minimum experience listed will be considered equivalent.
LABOR CATEGORY DESCRIPTIONS FOR SINS
541611 – Financial Services

**Senior Executive**
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 15
Senior Principal or Partner of firm. Negotiates and makes decisions for the firm. Provides overall strategy direction for the firm including recruitment of senior managers and directors. Participates in Board decision-making process. Ultimately responsible for all written communication between the client and the firm. Ensures that goals and objectives are accomplished within prescribed timeframe and funding parameters.

**Managing Director**
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 15
Provides the highest level of experience or expertise among managers and is responsible for a larger overall client volume and some marketing duties. Experienced at developing and designing strategies and work plans. Oversees and directs the overall performance of the project and is responsible for decisions on any technical or administrative matters encountered. Has previous experience as a Partner/Principal, preferably with large financial or real estate entities.

**Senior Manager**
Minimum Education Level: Master’s
Minimum Years of Relevant Experience: 15
Responsible for the overall management of the Contractor’s staff. Areas of responsibility include providing supervision, management, and technical assistance to the Contractor’s staff. Interfaces with the Government Oversight Manager. Also ensures compliance with instructions from the Government Oversight Manager per terms of the Agreement and with Government Policies and Procedures. Requires previous experience as a Partner/Principal, preferably with large financial or real estate entities. Has previous real estate or financial experience with Government clients.

**Project Manager**
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 10
Responsible for the day-to-day direction and control of large or complex projects. The Project Manager develops the overall project work plan and monitors the execution of the project against the work plan. Provides technical and functional guidance to the project teams, monitors the progress of tasks and deliverables, tracks and reports project status to program management and ensures that all critical project issues are addressed. Has previous experience managing financial or real estate projects for Government clients.

**Senior Professional**
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 7
Responsible for the implementation of the Senior Manager or Project Manager Plans and directives to ensure compliance with the Agreement. Areas of responsibility include providing supervision, management and technical assistance to the Contractor’s staff and interfacing with the Government Oversight Manager to ensure compliance with terms of the Agreement and Government Policies and Procedures. Has previous government experience as on-site manager or similar experience. Has experience working with various types of financial documents and experience in overall budgeting, staff scheduling and on-site supervision.
Senior Information Technology Specialist
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 10
Responsible for supervision of computer programmers and/or operations of systems. Plans, directs, or coordinates activities in such fields as electronic data processing, information systems, system analysis, and computer programming. May apply engineering theory and principles to technical problems. Responsible for overall technical infrastructure.

Director
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 7
Responsible for managing client relationships and administering services. Participates in firm, department and team management meetings and contributes in the areas of staff development, technical knowledge, engagement management, and marketing. Provides technical expertise and experience at an advanced level. Has previous experience as a manager, preferably in a large financial or real estate entity.

Financial Specialist
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 5
Responsible for executing specific elements of engagements under direct supervision. May supervise several associates and works to identify potential engagement issues and problems. Has previous experience in performing business and/or financial management tasks for commercial or Government organizations.

Junior Professional
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience:
Assists the management of the Contractor and implements the Contractor’s policies. Areas of responsibility include determining the value of financial or real estate assets and supplying technical expertise and assistance to the staff. Has previous government experience in the areas of financial management and real estate. Requires experience with financial documents including organization of documents, filing procedures and maintenance guidelines.

Database Programmer
Minimum Education Level: Bachelor's
Minimum Years of Relevant Experience: 3
Responsible for design, development, and implementation of database programs. Works with users to define requirements and ensure that business and other goals are realized. Applies specialized functional and technical expertise in systems development to deliver best client solution. Produces database extracts and project documentation. Ensures consistency of quality across multiple projects.

Assistant Project Manager
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 4
Responsible for assisting project manager in carrying out plans and objectives of the program. Provides guidance to team during manager’s absence. Capable of providing team leadership and managing detailed programs with accountability for results. Has experience working with Government organizations.

Analyst
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 2
Has at least a bachelor’s degree in economics, finance, business administration, law, or related discipline, with at least two (2) years involved in the areas of finance, economics, real estate, and related disciplines.
Para-Professional
Minimum Education Level: Bachelor’s
Minimum Years of Relevant Experience: 1
Responsible for maintaining an updated, accurate list of assets. Responsible for performing a range of tasks requiring the application of experience and judgment in evaluating financial or real estate assets. Has experience with government policy and procedures or similar corporate experience. Requires ability to track documents such as investor reports and loan notes. Demonstrated ability to exercise independent judgment.

Data Processing Personnel
Minimum Education Level: None
Minimum Years of Relevant Experience: 1
Responsibilities include executing data processing related tasks in an operational/project-oriented environment. Also includes performing, managing, and coordinating a variety of management information system tasks including hands-on problem resolution, data system testing and implementation and data integrity improvement programs. Should be experienced with interacting with other contractors and systems-related personnel. Should also be experienced in programming of software interfaces, data control and reconciliation, and ad hoc report preparation.

Clerical
Minimum Education Level: None
Minimum Years of Relevant Experience: 1
Responsible for providing clerical support. Maintains a close relationship with the supervisor and staff. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization and procedures related to the work of the office. Capable of learning technical and financial terminology to properly classify and file materials.

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