GENERAL SERVICES ADMINISTRATION

FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

Schedule: Multiple Award Schedule
FSC Group: Professional Services
Contract Number: GS-00F-239DA
Period Covered by Contract: August 1, 2016 through July 31, 2026

Contractor: Intellect Solutions LLC
85 S Bragg St, STE 204
Alexandria, VA 22312

Business Size: Small, Woman Owned, HUBZone, 8(a) Certified small business

Telephone: 877-691-7477
Web Site: www.intellectsolutions.com
E-mail: msarkaria@intellectsolutions.com
Contract Administration: Mandeep Sarkaria

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

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</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.

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


7. Quantity discounts: None

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 effect 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), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

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. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/

23. **Unique Entity Identifier (UEI) number:** YY5AEJLL8335

24. **Notification regarding registration in System for Award database:** Registered
<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
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<tbody>
<tr>
<td>1</td>
<td>541611</td>
<td>Strategy Officer Senior</td>
<td>Both</td>
<td>$175.58</td>
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<tr>
<td>2</td>
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<td>Strategy Officer Mid</td>
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<td>$151.54</td>
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<td>Strategy Officer Junior</td>
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<td>$131.94</td>
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<tr>
<td>4</td>
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<td>Research Analyst Senior</td>
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<td>5</td>
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<td>Research Analyst Mid</td>
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<td>$103.11</td>
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<tr>
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<td>Research Analyst Junior</td>
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<td>$70.84</td>
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<td>Senior Program Manager</td>
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<td>9</td>
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<td>Program Manager</td>
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<td>611430</td>
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<td>Instruction System Designer Junior</td>
<td>Both</td>
<td>$73.74</td>
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<td>611430</td>
<td>Training Quality Assurance Specialist Senior</td>
<td>Both</td>
<td>$100.59</td>
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</table>
Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant – Senior**</td>
<td>01020- Administrative Assistant</td>
<td>Wage Determination No.: 2015-4281, Revision No.: 14, Date Of Last Revision: 07/16/2019</td>
</tr>
<tr>
<td>Administrative Assistant – Mid**</td>
<td>01020- Administrative Assistant</td>
<td>Wage Determination No.: 2015-4281, Revision No.: 14, Date Of Last Revision: 07/16/2019</td>
</tr>
<tr>
<td>Administrative Assistant – Junior**</td>
<td>01020- Administrative Assistant</td>
<td>Wage Determination No.: 2015-4281, Revision No.: 14, Date Of Last Revision: 07/16/2019</td>
</tr>
</tbody>
</table>

Labor Category Descriptions:

1) Strategy Officer Senior

Functional Responsibility: Duties may include working directly with senior level clients to set the project strategic agenda. Having leadership skills to drive the project team toward desired outcomes to achieve results for clients and ensures project objectives are delivered in the context of industry best practices. Develop new knowledge and capabilities derived from a broad range of cross industry/functional experiences within commercial clients

Minimum Education/Experience: MBA or M.S. degree with minimum of ten years’ experience in multiple domains across a broad range of clients; Held consulting or leadership positions in major
private or public organizations in areas such as Business Strategy, Manufacturing and Supply Chain Strategy, IT Architecture Strategy, Platform Strategy, Go-to Market Effectiveness, Global Sourcing Strategy, and Innovation Strategy. Please see Attachment A for examples of specific system and work experience which may be substituted.

2) Strategy Officer Mid

Functional Responsibility: Drives content and provides thought leadership. Manages execution of multiple, rapid hypothesis-based fact finding efforts; Balances potentially conflicting themes and objectives. Generates innovative approaches to address business problems and ensures that appropriate structure is in place to support real and lasting change

Minimum Education/Experience: MBA or M.S. degree with minimum of 7 years of extensive client/industry experience; Specialist in multiple functional/industry domains; Demonstrated leadership of consulting engagements in areas such as Business Strategy, Manufacturing and Supply Chain Strategy, IT Architecture Strategy, Platform Strategy, Go-to Market Effectiveness, Global Sourcing Strategy, and Innovation Strategy. Please see Attachment A for examples of specific system and work experience which may be substituted.

3) Strategy Officer Junior

Functional Responsibility: Generates key hypotheses and identifies data requirements. Gathers and leverages required facts and information. Develops integrated conclusions and insights; Implements actions in support of defined agenda and project objectives. Document sources and assumptions while communicating linkages of work modules to the larger assignment objectives

Minimum Education/Experience: Bachelor’s Degree with minimum 3 years’ of experience in performing sophisticated hypothesis-driven analysis; possess significant knowledge of an industry such as automotive, health and pharmaceuticals, transportation, energy/utilities, communications, financial services, or consumer/media. Please see Attachment A for examples of specific system and work experience which may be substituted.

4) Research Analyst Senior

Functional Responsibility: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills. Oversee client design and changes to survey instrument with internal scripting department and ensure that survey standards are met, review data weighting, quality control procedures on data output and identify and troubleshoot illogical results.

Minimum Education/Experience: Bachelor’s Degree with minimum 7 years’ of relevant work experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

5) Research Analyst Mid

Functional Responsibility: Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Work with internal team on developing survey instrument including survey logic, sample variables, quota instructions, write banner specs, work with data processing and Statistics to
create weighting file. Perform quality control checks on tabulations, weighting and statistics, and banner points.

Minimum Education and Minimum/General Experience: Bachelor’s Degree with minimum 5 years’ of relevant work experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

6) Research Analyst Junior

Functional Responsibility: Possess knowledge of applying analytic methodologies and principles to address client’s needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Assist internal team on developing survey instrument including survey logic, sample variables, quota instructions, write banner specs, work with data processing and Statistics to create weighting file. Perform quality control checks on tabulations, weighting and statistics, and banner points.

Minimum Education and Minimum/General Experience: Bachelor’s Degree with minimum 3 years’ of relevant work experience Please see Attachment A for examples of specific system and work experience which may be substituted.
7) Survey Analyst/Programmer

Functional Responsibility: Provide all programming and technical services needed in support of client studies primarily handling the most advanced coding requirements for surveys using a proprietary scripting language as well as processing and checking data on the back end.

Minimum Education and Minimum/General Experience: Bachelor’s Degree with minimum 3 years’ of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

8) Senior Program Manager

Functional Responsibility: Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization’s processes, systems, personnel and organizational sub-units, so that they align with the organization’s core goals and strategic direction. The Senior Program Manager is typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field.

Minimum Education/Experience: MBA or M.S. degree with minimum ten years of relevant experience in in multiple domains across a broad range of clients. Please see Attachment A for examples of specific system and experience which may be substituted.

9) Program Manager

Functional Responsibility: Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization.

Minimum Education/Experience: Minimum Education/Experience: MBA or M.S. degree with minimum 7 years of relevant experience in in multiple domains across a broad range of clients. Please see Attachment A for examples of specific system and work experience which may be substituted.

10) Instruction System Designer Senior

Functional Responsibility: Conducts end-user needs assessment and performance assessment, analyzes results to determine learning needs and performance gaps. Consults with clients to identify new learning requirements and strategies. Works with the instructional design team (instructional designers, graphic artists, programmers) and project manages to design responsive training and/or performance support solutions and schedules. Demonstrates advanced knowledge of the instructional design process (ISD/ADDIE/SAT) and fosters design innovation. Reviews products throughout analysis, design, and development for style guidelines, writing standards, and sound instructional design. Possesses excellent writing skills and demonstrates the ability to coordinate and work effectively with subject matter experts. Technical and Core Competencies include: demonstrated ability with word-processing, spreadsheet and presentation tools (e.g. Microsoft Word, Excel, and PowerPoint); fundamental understanding of development tool (e.g. Dreamweaver, Director, Authorware); broad knowledge of the field of human-computer interaction and performance centered design; demonstrated ability to present complex information clearly; strong oral and written communication skills; strong skills presentation, facilitation, interpersonal and client interaction skills; attention to detail; demonstrated ability to act a technical editor; proven experience as a team player
Minimum Education/Experience: Bachelor’s degree with minimum 7 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

11) Instruction Designer Mid

Functional Responsibility: Works with a design team to perform analysis, design and development for instructional and/or performance support solutions. Conducts task, needs, and audience analyses, and work flow observations. Working knowledge of the instructional design process (ISD/ADDIE/SAT). Works under the supervision of the Project Manager or Senior Instructional Designer to develop and document instructor led, paper-based, and technology delivered curriculum and/or performance support solutions. Possesses excellent writing skills and demonstrates the ability to work effectively with subject matter experts to conduct research and resolve issues. Technical and Core Competencies include: demonstrated ability in word-processing, spreadsheet and presentation tools (e.g. Microsoft Word, Excel, and PowerPoint); familiarity with development tools (e.g. Dreamweaver, Director); strong oral and written communication skills; demonstrated ability to present complex information clearly; attention to detail; some knowledge of the field of human-computer interaction; some knowledge of the principles of performance-centered design; working knowledge of principles of information design.

Minimum Education/Experience: Bachelor’s degree with minimum 5 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

12) Instruction Designer Junior

Functional Responsibility: Assist senior and mid-level Instruction designers in conducting end-user needs assessment and performance assessment, analyzes results to determine learning needs and performance gaps. Consults with clients to identify new learning requirements and strategies. Works with the instructional design team (instructional designers, graphic artists, programmers) and project manages to design responsive training and/or performance support solutions and schedules. Demonstrates advanced knowledge of the instructional design process (ISD/ADDIE/SAT) and fosters design innovation. Reviews products throughout analysis, design, and development for style guidelines, writing standards, and sound instructional design. Possesses excellent writing skills and demonstrates the ability to coordinate and work effectively with subject matter experts. Technical and Core Competencies include: demonstrated ability with word-processing, spreadsheet and presentation tools (e.g. Microsoft Word, Excel, and PowerPoint); fundamental understanding of development tool (e.g. Dreamweaver, Director, Authorware); broad knowledge of the field of human-computer interaction and performance centered design; demonstrated ability to present complex information clearly; strong oral and written communication skills; strong skills presentation, facilitation, interpersonal and client interaction skills; attention to detail; demonstrated ability to act a technical editor; proven experience as a team player

Minimum Education/Experience: Bachelor’s degree with minimum 3 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substitute.

13) Training Quality Assurance Specialist Senior

Functional Responsibility: Ensures that quality processes are developed in conjunction with the user requirements. Develops and implements quality plans and checklist to support project goals. Performs quality checks and reviews of all training materials as required. Reviews requirements, specifications, and documentation to gain a thorough understanding of the programs and processes to be certified. Raises issues, questions and concerns. Performs the assessment, development, implementation, and evaluation of program and process components. Validates results, reports discrepancies, and follows through to ensure that all issues are resolved. Provides or validates estimates for assigned tasks.
Creates and modifies programs to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Communicates assigned certification task status to supervisor. Prepares and maintains system request task status. Maintains and controls the flow of department copies of system requests or problem logs. May perform minor program changes or develop programs as required. Technical and Core Competencies include: Must have strong statistical, computer, analytical and research skills. Must be versed in quality methods and procedures.

Minimum Education/Experience: Bachelor’s degree with minimum 7 years of instructional design experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

14) Training Quality Assurance Specialist Mid

Functional Responsibility: Ensures that quality processes are developed in conjunction with the user requirements. Develops and implements quality plans and checklist to support project goals. Performs quality checks and reviews of all training materials as required. Reviews requirements, specifications, and documentation to gain a thorough understanding of the programs and processes to be certified. Raises issues, questions and concerns. Performs the assessment, development, implementation, and evaluation of program and process components. Validates results, reports discrepancies, and follows through to ensure that all issues are resolved. Provides or validates estimates for assigned tasks. Creates and modifies programs to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Communicates assigned certification task status to supervisor. Prepares and maintains system request task status. Maintains and controls the flow of department copies of system requests or problem logs. May perform minor program changes or develop programs as required. Technical and Core Competencies include: Must have strong statistical, computer, analytical and research skills. Must be versed in quality methods and procedures.

Minimum Education/Experience: Bachelor’s degree with minimum 5 years of instructional design experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

15) Training Quality Assurance Specialist Junior

Ensures that quality processes are developed in conjunction with the user requirements. Develops and implements quality plans and checklist to support project goals. Performs quality checks and reviews of all training materials as required. Reviews requirements, specifications, and documentation to gain a thorough understanding of the programs and processes to be certified. Raises issues, questions and concerns. Performs the assessment, development, implementation, and evaluation of program and process components. Validates results, reports discrepancies, and follows through to ensure that all issues are resolved. Provides or validates estimates for assigned tasks. Creates and modifies programs to certify system changes. Develops test control databases. Maintains test databases and ensures their integrity and currency. Distributes test data from control database to development staff to satisfy adequate unit testing. Communicates assigned certification task status to supervisor. Prepares and maintains system request task status. Maintains and controls the flow of department copies of system requests or problem logs. May perform minor program changes or develop programs as required. Technical and Core Competencies include: Must have strong statistical, computer, analytical and research skills. Must be versed in quality methods and procedures.

Minimum Education/Experience: Bachelor’s degree with minimum 3 years of instructional design experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

16) Training Specialist Senior
Functional Responsibility: Defines learning objectives and training requirements. Develops computer based training objectives and methodologies. Coordinates with subject matter experts to design a training strategy. Designs courseware including structuring training classes. Provides documentation for software training. Tests training programs and edits for effectiveness. May serve as a team or task lead. Maintains current knowledge or relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design, development, and implementation of computer based training programs, as well as relevant hardware/software and computer equipment required.

Minimum Education/Experience: Bachelor’s degree with minimum 5 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

17) Training Specialist Mid

Functional Responsibility: Defines learning and training requirements. Develops interactive courseware. Creates lesson text. Provides documentation for related training. May serve as a team or task lead. Maintains current knowledge of relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design and development of computer-based training programs, as well as knowledge of relevant hardware/software and computer equipment as required.

Minimum Education/Experience: Bachelor’s degree with minimum 3 years of relevant experience in the same field. Please see Attachment A for examples of specific system and work experience which may be substituted.

18) Training Specialist Junior

Functional Responsibility: Defines learning and training requirements. Develops interactive courseware. Creates lesson text. Provides documentation for related training. May serve as a team or task lead. Maintains current knowledge of relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design and development of computer-based training programs, as well as knowledge of relevant hardware/software and computer equipment as required.

Minimum Education/Experience: Bachelor’s degree with minimum 2 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

19) Senior Program Principal

Functional Responsibility: Responsible for the direction of a large, complex program(s) or a particular function(s) which may involve a single or several customer locations. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet the customer's requirements. Must have demonstrated capabilities for oral and written communications with all levels of staff and management. Must have in-depth knowledge of the areas for which responsibility is given. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.

Minimum Education/Experience: MBA or M.S. degree with minimum of 10 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

20) Project Manager Senior
Functional Responsibility: Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

Minimum Education/Experience: MBA or M.S. degree with minimum 7 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

21) Project Manager Mid

Functional Responsibility: Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

Minimum Education/Experience: MBA or M.S. degree with minimum of 7 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

22) Project Manager Junior

Functional Responsibility: Organizes, directs, and manages the operation and maintenance functions at a specific site where a substantial number of contractor support personnel are assigned. Manages substantial computer support operations including, but not limited to, systems acquisition, computer operations, system software maintenance, production control, data entry, remote job entry, tape library, etc. Must have demonstrated capability for oral and written communications with all levels of management. Must have a thorough knowledge of the capabilities of applicable computer and communications configurations. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

Minimum Education/Experience: Bachelor’s degree with minimum of 3 years of relevant experience. Please see Attachment A for examples of specific system and work experience which may be substituted.

23) Task Lead

Functional Responsibility: Experienced in task management, 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.

Minimum Education and Minimum/General Experience: Bachelor’s degree with minimum of five years of relevant experience in the same field. Please see Attachment A for examples of specific system and work experience which may be substituted.

24) Administrative Assistant – Senior

Functional Responsibility: Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing. Extensive software skills are required, as well as Internet research abilities and strong communication skills. Staff in this category also may have the title of department assistant, coordinator, or associate.
Minimum Education/Experience: Bachelor’s degree and up to 5 years’ experience performing administrative and office support activities for multiple supervisors. See Attachment A for examples of specific system experience which may be substituted.

25) Administrative Assistant – Mid

Functional Responsibility: Under general supervision, performs administrative duties and assists in specific tasks of a more technical nature. Requires proficiency in COTS software including advanced techniques for document production, spreadsheet, electronic graphics, and database programs. Excellent knowledge of computer applications such as spread sheets, word processing, presentation, internet, and operating system. Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of contract deliverables, task order review, briefings/presentations, and In Process Review preparation. Performs analysis, development, and review of program administrative operating procedures.

Minimum Education/Experience: High School or GED certificate and up to three years of experience in performing administrative and office support activities for multiple supervisors. See Attachment A for examples of specific system experience which may be substituted.

26) Administrative Assistant – Junior

Functional Responsibility: Provides administrative support to technical and management-level personnel. This includes, but is not limited to, documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc.

Minimum Education and Minimum/General Experience: This professional level includes clerical personnel and administrative services personnel who have a minimum of 2 years’ experience in administrative/technical typing, word processing, and the use of office automation tools such as MS Office. Has a High School diploma or GED certificate. See Attachment A for examples of specific system experience which may be substituted.

27) Consulting Director III

Functional Responsibility: Serves as a Program Manager or Subject Matter Specialist on projects related to an area of relevant management consulting such as enterprise risk management, (including competitive sourcing support), program/portfolio management, financial strategy and operations including public/private partnerships, assurance services, financial management, tax matters, or a related field. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients.

Minimum Education and Minimum General Experience- Bachelor’s Degree with minimum of 18 years of experience

28) Consulting Director II

Functional Responsibility: Serves as a Program Manager or Subject Matter Specialist on projects related to an area of relevant management consulting such as enterprise risk management, (including competitive sourcing support), program/portfolio management, financial strategy and operations including public/private partnerships, assurance services, financial management, tax matters, or a related field. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients.

Minimum Education and Minimum General Experience: Bachelor’s Degree with minimum of 14 years of experience

29) Consulting Director I
Functional Responsibility: Serves as a Program Manager or Subject Matter Specialist on projects an area of relevant management consulting such as enterprise risk management, (including competitive sourcing support), program/portfolio management, financial strategy and operations including public/private partnerships, assurance services, financial management, tax matters, or a related field. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients.

Minimum Education and Minimum General Experience: Bachelor's Degree with minimum of 10 years of experience

30) Consulting Manager

Functional Responsibility: Serves as Project Manager or Functional Specialist on projects related to an area of relevant management. Provides executive coaching to agency heads, directors or other senior management on the development and implementation of improvement, solution or support engagements. Depending upon the scope and complexity of the program or project may provide guidance and assistance in coordinating output and ensuring the technical adequacy of the end product or assist manage multitask projects of high complexity. Provides primary interface with client management personnel regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements.Delivers presentations and leads strategic level client meetings.

Minimum Education and Minimum General Experience: MBA or M.S. degree with minimum of 12 years of experience.
Attachment A

Minimum Education and Minimum/General Experience: This professional level includes clerical personnel and administrative services personnel who have a minimum of 2 years’ experience in administrative/technical typing, word processing, and the use of office automation tools such as MS Office, High Scholl diploma or GED certificate. See Attachment A for examples of specific system experience which may be substituted.

Per the labor category descriptions, listed below are examples of acceptable substitutions for minimum education requirements:

Minimum Qualifications: Bachelor's degree.
Substitution: High School and five extra years of experience in a relevant field.

Minimum Qualifications: Master's or MBA degree
Substitution: Bachelor’s degree with six extra years of work experience in a relevant field.