General Services Administration
Authorized Federal Supply Schedule

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services

Contract Number: GS-00F-267CA
Contract Period: August 25, 2020 to August 24, 2025

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

For more information on ordering from Federal Supply Schedule, click on the FSS Schedules button at fss.gsa.gov.


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Email: dan@immersioninc.com
POC/Authorized Negotiator: Dan Smalley, CEO

Business Size:
Service Disable Veteran-Owned Small Business (SDVOSB)
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Company Overview

Immersion Consulting is a Service-Disabled Veteran-Owned Small Business (SDVOSB). For nearly a decade, Immersion’s mission has been providing our clients with actionable business solutions that yield sustainable results. Our tested, trusted and seasoned professionals bring decades of executive-level experience in government and private industry.

Immersion's core competencies are:

- Financial Management Services
- Program Management
- Technology Services
- Workforce Training

Experts who Listen

Immersion takes customer satisfaction to a new level by combining industry best practices with its subject matter expertise to develop the right solutions for Immersion's clients. We build cohesive teams of management consulting, IT and human capital management experts with the appropriate skill sets and real-world experience to effectively manage multifaceted, complex agencies, organizations and projects.

Your Partner in Success

We respond proactively to address your enterprise's priorities and operational realities. Immersion plans each project using a collaborative, systematic and problem-solving approach. Immersion works with you to select the appropriate technical or business management solution that delivers the best result for your mission or business challenge. Immersion's goal is to provide our clients with comprehensive, cost effective and sustainable solutions.

Our Commitment to Excellence

Immersion Consulting is committed to improving our processes and methodologies to deliver the best possible results for our clients. We are committed to delivering high quality services and products to our clients and partners.
## Customer Information

1a. Special Item Number (SIN) Item Descriptions

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
</tr>
<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>611512</td>
<td>Flight Training</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Material</td>
</tr>
</tbody>
</table>

1b. Lowest Prices Model Number and Price for Each SIN

See Schedule Labor Rates page 4-5 and Schedule Course Rates page 6

1c. Hourly Rates and Descriptions

See Labor Rates and Labor Categories, page 6-16

2. Maximum Order

$1,000,000.00

3. Minimum Order

$100.00

4. Geographic Location

Domestic and Overseas

5. Point(s) of Production

Same as company address

6. Discounts from List Prices

Government net prices (discounts already deducted). See attachment.

7. Quantity Discount(s)

None Offered

8. Prompt Payment Terms

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

9a. Government Purchase Cards at or below the micro-purchase threshold

Yes

9b. Government Purchase Cards Above the micro-purchase threshold

Will not accept

10. Foreign Items

None

11a. Time of Delivery

Specified on the Task Order

11b. Expedited Delivery

Contact contractor

11c. Overnight and 2-day Delivery

Contact contractor

11d. Urgent Requirements

Contact contractor

12. FOB Point

Destination

13a. Ordering Address

2200 Somerville Rd #100, Annapolis, MD 21401
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>13b. Ordering Procedures</strong></td>
<td>For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3</td>
</tr>
<tr>
<td><strong>14. Payment Address</strong></td>
<td>2200 Somerville Rd #100, Annapolis, MD 21401</td>
</tr>
<tr>
<td><strong>15. Warranty Provision</strong></td>
<td>Contractor’s Standard Commercial Warranty</td>
</tr>
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<td><strong>16. Exporting Packing Charges</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>17. Terms and conditions of Government Purchase Card Acceptance</strong></td>
<td>Contact Contractor</td>
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<tr>
<td><strong>18. Terms and Conditions of Rental, Maintenance and Repair</strong></td>
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<tr>
<td><strong>19. Terms and Conditions of Installation</strong></td>
<td>N/A</td>
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<tr>
<td><strong>20. Terms and Conditions of Repair Parts Price Lists and Discounts from List Prices</strong></td>
<td>N/A</td>
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<tr>
<td><strong>20a. Terms and Conditions for any other Services</strong></td>
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<tr>
<td><strong>21. List of Services and Distribution Points</strong></td>
<td>N/A</td>
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<td><strong>22. List of Participating Dealers</strong></td>
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<td><strong>23. Preventive Maintenance</strong></td>
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<td><strong>24b. Section 508 Compliance</strong></td>
<td><a href="http://www.Section508.gov/">www.Section508.gov/</a></td>
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<tr>
<td><strong>25. Duns Number</strong></td>
<td>145563586</td>
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<td><strong>26. Notification Regarding Registration in System for Award Management (SAM)</strong></td>
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## Schedule Labor Rates

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>8/25/2020 to 8/24/2021 Year 6</th>
<th>8/25/2021 to 8/24/2022 Year 7</th>
<th>8/25/2022 to 8/24/2023 Year 8</th>
<th>8/25/2023 to 8/24/2024 Year 9</th>
<th>8/25/2024 to 8/24/2025 Year 10</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>541611</td>
<td>Senior Management Consultant</td>
<td>Customer Facility</td>
<td>$149.90</td>
<td>$152.89</td>
<td>$155.95</td>
<td>$159.07</td>
<td>$162.25</td>
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<td>2</td>
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<td>Management Consultant</td>
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<td>$116.96</td>
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<td>Associate Management Consultant</td>
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<td>6</td>
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<td>Senior Manager 2</td>
<td>Customer Facility</td>
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<td>10</td>
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<td>18</td>
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<td>Financial Manager 3</td>
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<td>$174.50</td>
<td>$177.99</td>
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<td>19</td>
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<td>Financial Manager 2</td>
<td>Customer Facility</td>
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<td>$149.01</td>
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<tr>
<td>21</td>
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<td>Financial Consultant 4</td>
<td>Customer Facility</td>
<td>$132.15</td>
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<td>$137.49</td>
<td>$140.24</td>
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<tr>
<td>22</td>
<td>541219, 541611</td>
<td>Financial Consultant 3</td>
<td>Customer Facility</td>
<td>$122.94</td>
<td>$125.39</td>
<td>$127.90</td>
<td>$130.46</td>
<td>$133.07</td>
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<tr>
<td>23</td>
<td>541219, 541611</td>
<td>Financial Consultant 2</td>
<td>Customer Facility</td>
<td>$115.64</td>
<td>$117.95</td>
<td>$120.31</td>
<td>$122.72</td>
<td>$125.17</td>
</tr>
</tbody>
</table>
### Service Contract Labor Standards

The Service Contract Labor Standards (SCLS) is applicable to this contract applies to the entire Multiple Award 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 CRF 541.300), this contract still maintains the provisions and protections for SCA 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 Categories

A key component of our ability to assist our clients is maintaining highly-skilled professional personnel. We are pleased to offer associates that bring expertise and experience to the functional responsibility for each category.

SENIOR MANAGEMENT CONSULTANT

Education/Experience:
- Master’s Degree; 10 years of Professional Experience

Functional Responsibility:
- Developing program management plans. Manage costs and trends. Business Process management. Prepare papers, minutes or briefings. Experience in DOD and Program Management. Provide technical, cost and functional requirements sufficient for system and workflow Enhancement. Develop and evaluate system change proposals for impact on transportation and finance business process-related policies and procedures. Participate as members of various integrated project management teams. Provide input and analysis for enhancements to future enhancement and workflow changes. Prioritize workflow and system.

MANAGEMENT CONSULTANT

Education/Experience:
- Bachelor’s Degree; 5 years of Professional Experience

Functional Responsibility:
- Fielding Coordination Lead - Identifying needs, preparation of site-specific schedules. Business Process Design. Preparation and delivery of briefing charts. Facilitate meetings leading and supporting meetings on business and administrative processes, help desk procedures, requirements and other such planning activities. Write status and situation reports, lessons learned, site-specific Concept of Operations, documentation of fielding procedures, and other required documentation. Develop and maintain site Fielding Guide customized into a site fielding plan for each site. Conduct Advanced User and Advanced Application Information sessions. Coordinate finance and HR information with assimilation into Defense Travel System. Participate as members of various Project management teams. Provide Support to a Service/Agency/Command site in preliminary implementation, organization phasing, and schedule integration with mission activities. Support the Commander and key staff by explaining implementation actions, timing, sequencing, and workloads to facilitate creation of an implementation concept compatible with site mission requirements. Prepare implementation plans and procedures, to include coordination and actions needed to integrate Certifying Officer requirements, CTO support, at sites using Large Command Wide Systems. Assist with plan execution, finalizing routing lists, budgets, dry run execution, using training. Establish a Tier II Help Desk Capability for the site. Develop procedures for call recording and problem solving, resources and references, frequently asked questions, (FAQs) for problem solving, staffing, and staff qualification.

ASSOCIATE MANAGEMENT CONSULTANT

Education/Experience:
- Bachelor’s Degree; 3 years Professional Experience

Functional Responsibility:
ANALYST

Education/Experience:
▪ Associates Degree or 7 years of professional or active military experience

Functional Responsibility:
▪ Assist in planning and coordination of training site requirements. Assist in writing status and situation reports, lessons learned, site-specific Concept of Operations, documentation of fielding procedures, and other required documentation. Assist in site fielding plan development. Assist in defining organizational and routing list naming sequences, defining groups, and completing person sheets. Assist information organization and template development support and data entry support. DTA Augmentation. Help Desk Augmentation. Provide input for future DTS changes to enhance workflow and change proposals.

ASSISTANT ANALYST

Education/Experience:
▪ Associates Degree or 5 years of professional or active military experience

Functional Responsibility:
▪ Assist in writing status and situation reports, lessons, learned, documentation of fielding plan development. Assist in defining organizational and routing list naming sequences, defining groups, and completing personnel files. Assist in information organization and data entry support. Application Administration Augmentation. Help Desk Augmentation

SENIOR MANAGER 2

Education/Experience:
▪ Master’s Degree; minimum of 15 years program management

Functional Responsibility:
▪ Oversees daily operation of program schedule and team. Has experience as a senior manager. Recognized as an authority on one or more business improvement areas to include business process engineering, change management, financial management, and program management. Provides strategic program level skills and perspective to integrate business enterprise systems and related processes.
▪ Responsible for overall performance of the task order such as formulating work breakdown schedule, assigning contract resources, and reviewing costs, budget and performance. Communicates directly with senior client personnel.

PROGRAM MANAGER 2

Education/Experience:
▪ Master’s Degree; minimum of 10 years program management

Functional Responsibility:
▪ Oversees daily operation of project schedules and team. Has experience as a senior manager. Recognized as an authority on one or more business improvement areas to include business process engineering, manpower optimization, change management, financial management, and program management. Possesses skills that align strategic policy to everyday practice and operations to translate into specific projects and tasks.
▪ Responsible for key component or overall performance of the task order such as formulating work breakdown schedule, assigning contract resources, and reviewing costs, budget and performance. Develops and maintains key client relationships to deliver integrated solutions leveraging collective working group knowledge, experience and best practices. Provides strategic perspective of business systems functional analysis, current operating environment and translates to actionable items to execute project objectives.
PROGRAM MANAGER 1

Education/Experience:
▪ Master’s Degree; minimum of 8 years program management

Functional Responsibility:
▪ Oversees daily operation of program schedule and team. Recognized as an authority on one or more business improvement areas to include business process engineering, change management, financial management, program management. Possesses skills that align strategic policy to everyday practice and operations to translate into specific projects and tasks.
▪ Responsible for key component or overall performance of the task order such as formulating work breakdown schedule, assigning contract resources, and reviewing costs, budget and performance. Develops and maintains key client relationships to develop integrated solutions leveraging collective working group knowledge, experience and best practices. Provides strategic perspective of business systems functional analysis, current operating environment and translates to actionable items to execute project objectives.

SENIOR PROGRAM CONSULTANT 2

Education/Experience:
▪ Bachelor’s Degree; minimum of 10 years management experience across a wide variety of business functional areas.

Functional Responsibility:
▪ Responsible for applying business improvement and change management principles to transformation and process improvement projects. Possesses management and communication skills that align client and team components. Leads the design, development and execution of client solutions and deliverables. Has the ability to conduct economic and business case analysis, risk studies, and feasibility studies.
▪ Assists in developing and executing the project activities and objectives. Develops creative solutions that maximizes client resources and integrated with evolving business processes. Manage team, tasks, requirements and junior staff to ensure on time completion of deliverables. Develops and delivers training and implementation.

SENIOR PROGRAM CONSULTANT 1

Education/Experience:
▪ Bachelor’s Degree; minimum of 8 years management experience across a wide variety of business functional areas.

Functional Responsibility:
▪ Responsible for applying business improvement and change management principles to transformation and process improvement projects. Possesses management and communication skills that align client and team components. Leads the design, development and execution of client solutions and deliverables. Has the ability to conduct economic and business case analysis, risk studies, and feasibility studies.
▪ Assists in developing and executing the project activities and objectives. Develops creative solutions that maximizes client resources and integrated with evolving business processes. Manage team, tasks, requirements and junior staff to ensure on time completion of deliverables. Develops and delivers training and implementation.
PROGRAM CONSULTANT 2

Education/Experience:
- Bachelor’s Degree; minimum of 6 years management experience across a wide variety of business functional areas.

Functional Responsibility:
- Responsible for applying business improvement and change management principles to transformation and process improvement projects. Leads team components and provides direction to the design, development and execution of client solutions and deliverables. Possesses well developed communication and analytical skills/methods.
- Conduct research/analysis and interface with the client to understand key business drivers. Present and develop data to identify challenges, issues, momentum and motivators that will shape client solutions. Supervise team, tasks, requirements and junior staff to ensure on time completion of deliverables. Serves as a functional specialist within the areas of program reporting, process analysis, benchmarking, and organizational and operational issues.

PROGRAM CONSULTANT 1

Education/Experience:
- Bachelor’s Degree; minimum of 4 years management experience across a wide variety of business functional areas.

Functional Responsibility:
- Responsible for applying business improvement and change management principles to transformation and process improvement projects. Align client and team components and lead the design, development and execution of client solutions and deliverables. Possesses well developed communication and analytical skills/methods.
- Assists in developing and executing the project activities and objectives. Develops creative solutions that maximizes client resources and integrated with evolving business processes. Manage team, tasks, requirements and junior staff to ensure on time completion of deliverables. Develops and delivers training and implementation.

SENIOR PROGRAM ANALYST 2

Education/Experience:
- Bachelor’s Degree; minimum of 6 years experience in various functional areas.

Functional Responsibility:
- Has skills and expertise to provide advanced level analysis, reporting and recommendations that contribute to the development of client deliverables.
- Performs tasks that support completion of project deliverables. Conduct analysis to gather information on performance, methods, operating procedures and schedules. Tasks may also include training and supporting daily operational activities. Presents findings and status to team members and client. Leverages advanced operational/system knowledge to deliver relevant deliverables.

SENIOR PROGRAM ANALYST 1

Education/Experience:
- Bachelor’s Degree; minimum of 5 years experience in various functional areas.

Functional Responsibility:
- Has skills and expertise to provide advanced level analysis, reporting and recommendations that contribute to the development of client deliverables.
- Performs tasks that support completion of project deliverables. Conduct analysis to gather information on performance, methods, operating procedures and schedules. Tasks may also include training and supporting daily operational activities. Presents findings and status to team members and client. Leverages advanced operational/system knowledge to deliver relevant deliverables.
PROJECT ANALYST 2
Education/Experience:
▪ Bachelor’s Degree; minimum of 4 years experience in various functional areas.

Functional Responsibility:
▪ Has skills and expertise to provide advanced level analysis, reporting and recommendations that contribute to the development of client deliverables. Familiarity with client reporting systems and processes.
▪ Performs tasks that support completion of project deliverables. Conduct analysis to gather information on performance, methods, operating procedures and schedules. Tasks may also include training and supporting daily operational activities. Presents findings and status to team members and client. Ensures adequacy, accuracy and quality of relevant deliverables.

PROJECT ANALYST 1
Education/Experience:
▪ Bachelor’s Degree; minimum of 3 years experience in various functional areas.

Functional Responsibility:
▪ Has skills and expertise to provide advanced level analysis, reporting and recommendations that contribute to the development of client deliverables. Familiarity with client reporting systems and processes.
▪ Performs tasks that support completion of project deliverables. Conduct analysis to gather information on performance, methods, operating procedures and schedules. Tasks may also include training and supporting daily operational activities. Presents findings and status to team members and client. Ensures adequacy, accuracy and quality of relevant deliverables.

SUBJECT MATTER EXPERT
Education/Experience:
▪ Bachelor’s Degree; minimum of 10 years subject matter expert (SME) experience in supported area.

Functional Responsibility:
▪ Possess deep knowledge of enterprise system processes, related policy and federal regulations and client strategic objectives to develop, improve and sustain integrated business solutions. Experience communicating and collaborating with multi-service and multi-agency stakeholders across broad functional areas and capabilities.
▪ Provides in-depth subject matter expertise that contributes to the development of client deliverables. Performs tasks that require the use of specialists and/or Program Consultants who will provide expert support in the area(s) specified by the customer. Applicable functional areas may include business process engineering, financial management integration and enterprise resource planning.

FINANCIAL MANAGER 3
Education/Experience:
▪ B.A. or B.S. in business, accounting, finance or related experience. Master’s Degree, or specialized certification to include CPA, CGFM, CDFM, or other equivalent.
▪ 15 years financial management or related area of experience, including 7 years of increasing responsibility in assignment supervision and management.

Functional Responsibility:
▪ Performs tasks that support the client’s strategic operations, objectives, and priorities to perform enterprise wide financial management and accounting activities that may include the budget cycle. Acts as a liaison to the client and leads teams of Financial Analysts and Financial Consultants. Duties include; planning and managing the work of project teams; designing financial policies and processes, managing improper payments and recovery efforts; working with client executives to review financial strategies and business objectives. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems.
FINANCIAL MANAGER 2

Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience. Master’s Degree, or specialized certification to include CPA, CGFM, CDFM, or other equivalent.
- 10 years financial management or related area of experience, including 5 years of increasing responsibility in assignment supervision and management.

Functional Responsibility:
- Performs tasks that support the client’s strategic operations, objectives, and priorities to perform enterprise wide financial management and accounting activities that may include the budget cycle. Acts as a liaison to the client and leads teams of Financial Analysts and Financial Consultants. Duties include; planning and managing the work of project teams; designing financial policies and processes, managing improper payments and recovery efforts; working with client executives to review financial strategies and business objectives. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems.

FINANCIAL MANAGER 1

Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience. Master’s Degree, or specialized certification to include CPA, CGFM, CDFM, or other equivalent.
- 8 years financial management or related area of experience, including 4 years of increasing responsibility in assignment supervision and management.

Functional Responsibility:
- Performs tasks that support the client’s strategic operations, objectives, and priorities to perform enterprise wide financial management and accounting activities that may include the budget cycle. Acts as a liaison to the client and leads teams of Financial Analysts and Financial Consultants. Duties include; planning and managing the work of project teams; designing financial policies and processes, managing improper payments and recovery efforts; working with client executives to review financial strategies and business objectives. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems.

FINANCIAL CONSULTANT 4

Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience.
- 8 years financial management or related area of experience.

Functional Responsibility:
- Performs tasks and activities assigned by Financial Managers and may lead teams of Analysts. Directs the gathering of user requirements and translating them into workable automated solutions. Duties may include designing financial and business management processes and capabilities, performing budgeting and accounting activities; defining financial and business solution requirements; analyzing improper payments; conducting business solution testing and deployment, developing work plans; performing value analysis, and providing financial and business functional responsibilities to support projects.

FINANCIAL CONSULTANT 3

Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience.
- 7 years financial management or related area of experience.

Functional Responsibility:
- Performs tasks and activities assigned by Financial Managers and may lead teams of Analysts. Directs the gathering of user requirements and translating them into workable automated solutions. Duties may include designing financial and business management processes and capabilities, performing budgeting and accounting activities; defining financial and business solution requirements; analyzing improper payments; conducting business solution testing and deployment, developing work plans; performing value analysis, and providing financial and business functional responsibilities to support projects.
FINANCIAL CONSULTANT 2
Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience.
- 6 years financial management or related area of experience.

Functional Responsibility:
- Performs tasks and activities assigned by Financial Managers and may lead teams of Analysts. Directs the gathering of user requirements and translating them into workable automated solutions. Duties may include designing financial and business management processes and capabilities, performing budgeting and accounting activities; defining financial and business solution requirements; analyzing improper payments; conducting business solution testing and deployment, developing work plans; performing value analysis, and providing financial and business functional responsibilities to support projects.

FINANCIAL CONSULTANT 1
Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience.
- 5 years financial management or related area of experience.

Functional Responsibility:
- Performs tasks and activities assigned by Financial Managers and may lead teams of Analysts. Directs the gathering of user requirements and translating them into workable automated solutions. Duties may include designing financial and business management processes and capabilities, performing budgeting and accounting activities; defining financial and business solution requirements; analyzing improper payments; conducting business solution testing and deployment, developing work plans; performing value analysis, and providing financial and business functional responsibilities to support projects.

FINANCIAL ANALYST 3
Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience.
- 4 years financial management or related area of experience.

Functional Responsibility:
- Performs tasks and activities assigned by Financial Consultants and Financial Managers. Duties may include; documenting business process flows, testing internal controls, providing budgeting and accounting support; documenting requirements for business and financial management solutions; designing and testing functional components of business and financial management systems; developing project documentation according to program specifications; providing technical support to financial management improvement and efficiency, and completing tasks related to budgeting, accounting and financial management. Familiar with government financial management, activity-based costing, business case analysis and/or outsourcing requirements.

FINANCIAL ANALYST 2
Education/Experience:
- B.A. or B.S. in business, accounting, finance or related experience.
- 3 years financial management or related area of experience.

Functional Responsibility:
- Performs tasks and activities assigned by Financial Consultants and Financial Managers. Duties may include; documenting business process flows, testing internal controls, providing budgeting and accounting support; documenting requirements for business and financial management solutions; designing and testing functional components of business and financial management systems; developing project documentation according to program specifications; providing technical support to financial management improvement and efficiency, and completing tasks related to budgeting, accounting and financial management. Familiar with government financial management, activity-based costing, business case analysis and/or outsourcing requirements.
FINANCIAL ANALYST 1

Education/Experience:
▪ B.A. or B.S. in business, accounting, finance or related experience.
▪ 2 years financial management or related area of experience.

Functional Responsibility:
▪ Performs tasks and activities assigned by Financial Consultants and Financial Managers. Duties may include; documenting business process flows, testing internal controls, providing budgeting and accounting support; documenting requirements for business and financial management solutions; designing and testing functional components of business and financial management systems; developing project documentation according to program specifications; providing technical support to financial management improvement and efficiency, and completing tasks related to budgeting, accounting and financial management. Familiar with government financial management, activity-based costing, business case analysis and/or outsourcing requirements.

BUDGET ANALYST

Education/Experience:
▪ AA in business, accounting, finance or related experience.
▪ Up to 1 year in a business environment.

Functional Responsibility:
▪ Serve as a junior member of a group of analysts supporting integrated business, cost estimating and financial management processes of government financial activities. Possess a basic understanding of business operations. Under supervision, able to assess processes and procedures for compliance with government standards and financial management principles. May be familiar with government financial management, activity-based costing, business case analysis and/or outsourcing requirements.

EDUCATION EQUIVALENCIES & SUBSTITUTIONS

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<thead>
<tr>
<th>Degree Substitution</th>
<th>OR Degree &amp; Experience Substitution</th>
<th>OR Related Experience</th>
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<tbody>
<tr>
<td>Associates</td>
<td>2 years</td>
<td>2 years</td>
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<tr>
<td>Bachelors</td>
<td>Associates + 2 years</td>
<td>4 years</td>
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<tr>
<td>Masters</td>
<td>Bachelors + 2 years</td>
<td>6 years</td>
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