



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MULTIPLE AWARD SCHEDULE
FEDERAL SUPPLY GROUP: PROFESSIONAL SERVICES**



**G2 GLOBAL SOLUTIONS, LLC
7915 Lake Manassas Dr Ste 218
Gainesville, VA 20155-3260
Phone: 703-727-6850
FAX: 877-934-8713
E-mail: lgalati@g2gs.net
Website: www.g2gs.net**

Contract Number: GS-00F-397GA

Period Covered by Contract: September 13, 2017 - September 12, 2022

Pricelist current through Modification PS-0022 effective February 25, 2021

**8(a) Certified Service-Disabled Veteran-Owned, and
Economically Disadvantaged Woman-Owned Small Business**

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



TABLE OF CONTENTS

About G2 Global Solutions.....3

Customer Information.....4

Labor Category Descriptions.....7

GSA Pricing.....21



ABOUT G2 GLOBAL SOLUTIONS

G2 Global Solutions, LLC is an 8(a) Certified Service-Disabled Veteran-Owned, And Economically Disadvantaged Woman-Owned, Small Business located in Gainesville, Virginia. Founded in 2012, G2 has become a preferred multi-certified small business service provider offering comprehensive solutions and subject matter expert support to the Federal Government and the Intelligence Community (IC) nationwide.

Clients and partners love working with us because we are a highly reliable and collaborative organization with the following characteristics:

- **Multi-Certified** – G2 Global Solutions is a certified economically-disadvantaged- woman-owned, service-disabled-veteran-owned small business. This greatly simplifies the bidding process for government agencies and opens up new opportunities for the larger firms that contract with us.
- **Offers a Wide Range of Services** – So you can make G2 Global Solutions your “one stop shop” for all of your business, administrative personnel support, military family assistance, IT, cyber exploitation and counterintelligence service needs.
- **Reduces Your Costs** – Our low overhead as a small business gives us the ability to cost-effectively provide very high-quality services for you.
- **Understands Government Agencies** – G2 Global Solutions’ experience-based knowledge about government agencies’ unique needs, cultures, processes and procedures helps your projects run smoothly and achieve the desired results.
- **Brings the Right People** – Whether you want to get involved with the hiring process or leave it all to us, our extensive portfolio of already-vetted experts is a huge advantage for you. You get people whose qualifications go above and beyond your job specs – who will show up as scheduled, fit in with your culture and do an excellent job for you.
- **Supports its Employees** – G2 Global Solutions is known for treating its employees like family. Once these people are out in the field, G2 Global Solutions provides the support they need to ensure they can successfully complete the mission. It’s a team approach that works well for everyone involved.
- **Is Extremely Accessible** – Effective communication makes a world of difference. You can relax knowing that questions and issues will be addressed immediately, and you’ll be contacted weekly just to ensure that things are going well.



CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers:

SIN	Recovery	SIN Description
541611	541611RC	Management & Financial Consulting, Acquisition & Grants Management Support, & Business Program & Project Management Services
611430	611430RC	Professional & Management Development Training
334512	334512RC	Total Solution Support Products for Facilities Management Systems
541690	541690RC	Technical Consulting Services
OLM	OLMRC	Order-Level Materials (OLMs)

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 below.

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 below.

2. Maximum Order:

SIN	Maximum Order Threshold
541611	\$1,000,000
611430	\$1,000,000
334512	\$250,000
541690	\$1,000,000
OLM	\$250,000

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic

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

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

7. Quantity discounts: Additional 1% discount on single task orders over \$250,000

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 is 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:** 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. Special attributes such as 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/: N/A

- 23. Data Universal Numbering System (DUNS) number: 057402809

- 24. Notification regarding registration in the System for Award Management (SAM) database: Registered

SERVICE CONTRACT LABOR STANDARDS MATRIX

SCLS Labor Category	SCLS Equivalent Code Title	Wage Determination No
Technical Writer	30461 - Technical Writer I	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), applies to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).



LABOR CATEGORY DESCRIPTIONS

Analyst I

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 1 Year of Related Experience

Functional Responsibilities: 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. Generally works under the supervision of more senior personnel.

Analyst II

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 3 Years of Related Experience

Functional Responsibilities: 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. Can perform more complex tasks under minimal supervision.

Analyst III

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 5 Years of Related Experience

Functional Responsibilities: 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. Can perform all tasks without supervision. Supervises junior personnel.

Management/Organizational Consultant I

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 1 Year of related experience

Functional Responsibilities: Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Plans and implements process improvements, including: future state design, change management, and transition planning. Conduct client interviews. May deliver presentations and training courses including measurement, analysis, improvement, and control. May perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services, and client services. Works on moderately complex tasks where analysis of client's data requires an evaluation of various factors. Exercises independent judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results. Generally works under the supervision of more senior consultants.



Management/Organizational Consultant II

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 3 Years of related experience

Functional Responsibilities: Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Plans and implements process improvements, including: future state design, change management, and transition planning. Conduct client interviews. May deliver presentations and training courses including measurement, analysis, improvement, and control. May perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services, and client services. Works on moderately complex tasks where analysis of client's data requires an evaluation of various factors. Exercises independent judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results. Can perform most tasks with minimal supervision.

Management/Organizational Consultant III

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Responsible for defining and developing business processes, policies, roles and responsibilities, and performance metrics. Conducts analysis of business processes: current state analysis, gap analysis, benchmarking, best practices identification, organizational assessment, and other related tasks. Takes project from original concept through final implementation. May coordinate with business and technology teams, ascertaining system requirements, such as program functions, output requirements, input data acquisition, and system techniques and controls. Plans and implements process improvements, including: future state design, change management, and transition planning. Conduct client interviews. May deliver presentations and training courses including measurement, analysis, improvement, and control. May perform cost and benefit analysis. Interfaces with all areas of project including customer, computer services, and client services. Works on moderately complex tasks where analysis of client's data requires an evaluation of various factors. Exercises independent judgment within broadly defined practices and policies in selecting methods, techniques and evaluation criteria for obtaining results.

Project Manager

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 3 Years of related experience

Functional Responsibilities: Performs day-to-day management of assigned delivery order projects that involve various teams of management professionals. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.



Program Manager

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Performs day-to-day management of a program consisting of multiple projects that involve teams of management professionals. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.

Subject Matter Expert I

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 3 Years of related experience

Functional Responsibilities: Provides support on multiple strategic consulting projects or a single, large, complex project. Researches and evaluates emerging business process re-engineering methods and briefs client management. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Can perform minor tasks with minimal supervision.

Subject Matter Expert II

Minimum Education: Bachelor's Degree in related field

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Provides support on multiple strategic consulting projects or a single, large, complex project. Researches and evaluates emerging business process re-engineering methods and briefs client management. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Can resolve more complex issues with minimal supervision.

Subject Matter Expert III

Minimum Education: Bachelor's Degree in computer science or related field

Minimum Experience: 7 Years of related experience

Functional Responsibilities: Provides support on multiple strategic consulting projects or a single, large, complex project. Researches and evaluates emerging business process re-engineering methods and briefs client management. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Can perform supervisory duties of junior personnel.



Technical Writer

Minimum Education: Bachelor's Degree in Related Field

Minimum Experience: 3 Years of related experience

Functional Responsibilities: Prepares various types of publications by integrating original writing with inputs from technical and non-technical professionals. Analyzes industry standards and interprets client requirements for documentation. Researches and translates complex technical information and rewrites it for clarity and readability. Proofreads and performs editorial reviews on all forms of technical documentation. Maintains version control over documents and supporting graphics. Designs and updates communications programs/plans in support of clients.

Training SME I

Minimum Education: Bachelor's Degree

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Qualified expert in field operations with extensive experience relevant to identifying, planning and implementing operational and training programs. Develops courseware lesson plans, schedules training, provides academic instruction and refresher training, and evaluates student and instructor performance. Responsible for training program safety and protection of corporate/government resources. Assists in evaluating course training and progress. Develops and administers basic and advanced courses of instruction.

Training SME II

Minimum Education: Bachelor's Degree

Minimum Experience: 9 Years of related experience

Functional Responsibilities: Qualified expert in field operations with extensive experience relevant to identifying, planning and implementing operational and training programs. Develops courseware lesson plans, schedules training, provides academic instruction and refresher training, and evaluates student and instructor performance. Responsible for training program safety and protection of corporate/government resources. Assists in evaluating course training and progress. Develops and administers basic and advanced courses of instruction. Can supervise junior personnel.

Junior Level Contracts Support Specialist

Minimum Education: Bachelor's Degree

Minimum Experience: 1 Year of related experience

Functional Responsibilities: Develops, negotiates, awards and administers all contract types; Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Reviews procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Develops solicitation documents and other contractual documentation (i.e., D&F's; justifications, solicitation amendments, supporting memoranda). Review bids or proposals for compliance to solicitation and determine contractor responsibility. Responsibility includes making competitive range determinations. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors.



Journeyman Level Contracts Support Specialist

Minimum Education: Bachelor's Degree

Minimum Experience: 3 Years of related experience

Functional Responsibilities: Develops, negotiates, awards and administers all contract types; Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Reviews procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Develops solicitation documents and other contractual documentation (i.e., D&F's; justifications, solicitation amendments, supporting memoranda). Review bids or proposals for compliance to solicitation and determine contractor responsibility. Responsibility includes making competitive range determinations. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Can supervise junior personnel.

Counterintelligence Analyst I

Functional Responsibilities: Review and analyze data collected by internal sources, including data generated by user-activity audit tools deployed on computer networks. Proactively identify and assess potential threat information, recommend mitigation efforts, and incorporate findings into formal reports. Conduct analysis in support of operational activities to assemble, correlate, evaluate and assess information concerning CI related insider threats against personnel, programs, information systems and/or facilities. Identify and evaluate intelligence gaps and specify collection requirements to fill gaps in insider threat information, resulting in intelligence requirements. Support CI related insider threat inquiries and prepare intelligence information reports; knowledge of proper security and information security measures to preserve the chain of custody of audit data and findings.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 year of experience

Security Clearance: TS SCI required

Counterintelligence Analyst II

Functional Responsibilities: Review and analyze data collected by internal sources, including data generated by user-activity audit tools deployed on computer networks. Proactively identify and assess potential threat information, recommend mitigation efforts, and incorporate findings into formal reports. Conduct analysis in support of operational activities to assemble, correlate, evaluate and assess information concerning CI related insider threats against personnel, programs, information systems and/or facilities. Identify and evaluate intelligence gaps and specify collection requirements to fill gaps in insider threat information, resulting in intelligence requirements. Support CI related insider threat inquiries and prepare intelligence information reports; knowledge of proper security and information security measures to preserve the chain of custody of audit data and findings.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years of experience

Security Clearance: TS SCI required



Counterintelligence Analyst III

Functional Responsibilities: Review and analyze data collected by internal sources, including data generated by user-activity audit tools deployed on computer networks. Proactively identify and assess potential threat information, recommend mitigation efforts, and incorporate findings into formal reports. Conduct analysis in support of operational activities to assemble, correlate, evaluate and assess information concerning CI related insider threats against personnel, programs, information systems and/or facilities. Identify and evaluate intelligence gaps and specify collection requirements to fill gaps in insider threat information, resulting in intelligence requirements. Support CI related insider threat inquiries and prepare intelligence information reports; knowledge of proper security and information security measures to preserve the chain of custody of audit data and findings.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years of experience

Security Clearance: TS SCI required

Counterintelligence Analyst IV

Functional Responsibilities: Review and analyze data collected by internal sources, including data generated by user-activity audit tools deployed on computer networks. Proactively identify and assess potential threat information, recommend mitigation efforts, and incorporate findings into formal reports. Conduct analysis in support of operational activities to assemble, correlate, evaluate and assess information concerning CI related insider threats against personnel, programs, information systems and/or facilities. Identify and evaluate intelligence gaps and specify collection requirements to fill gaps in insider threat information, resulting in intelligence requirements. Support CI related insider threat inquiries and prepare intelligence information reports; knowledge of proper security and information security measures to preserve the chain of custody of audit data and findings.

Minimum Education: Bachelor's Degree

Minimum Experience: 7 years of experience

Security Clearance: TS SCI required

Intelligence Analyst I

Functional Responsibilities: Identify and prioritize research and analysis topics. Ensure appropriate expertise is included in highly tailored written reports, oral briefings, and other intelligence products for a diverse range of global customers. Identify critical intelligence gaps, specify collection requirements to fill gaps, and suggest new methodologies and collection techniques to eliminate gaps; interact with priority customers on a regular basis and ensure customer requirements are routinely updated and prioritized. Coordinate analytic production; establish priorities, and guide team members to ensure accuracy and completeness of projects.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 year of experience

Security Clearance: TS SCI required



Intelligence Analyst II

Functional Responsibilities: Identify and prioritize research and analysis topics. Ensure appropriate expertise is included in highly tailored written reports, oral briefings, and other intelligence products for a diverse range of global customers. Identify critical intelligence gaps, specify collection requirements to fill gaps, and suggest new methodologies and collection techniques to eliminate gaps; interact with priority customers on a regular basis and ensure customer requirements are routinely updated and prioritized. Coordinate analytic production; establish priorities, and guide team members to ensure accuracy and completeness of projects.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years of experience

Security Clearance: TS SCI required

Intelligence Analyst III

Functional Responsibilities: Identify and prioritize research and analysis topics. Ensure appropriate expertise is included in highly tailored written reports, oral briefings, and other intelligence products for a diverse range of global customers. Identify critical intelligence gaps, specify collection requirements to fill gaps, and suggest new methodologies and collection techniques to eliminate gaps; interact with priority customers on a regular basis and ensure customer requirements are routinely updated and prioritized. Coordinate analytic production; establish priorities, and guide team members to ensure accuracy and completeness of projects.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years of experience

Security Clearance: TS SCI required

Intelligence Analyst IV

Functional Responsibilities: Identify and prioritize research and analysis topics. Ensure appropriate expertise is included in highly tailored written reports, oral briefings, and other intelligence products for a diverse range of global customers. Identify critical intelligence gaps, specify collection requirements to fill gaps, and suggest new methodologies and collection techniques to eliminate gaps; interact with priority customers on a regular basis and ensure customer requirements are routinely updated and prioritized. Coordinate analytic production; establish priorities, and guide team members to ensure accuracy and completeness of projects.

Minimum Education: Bachelor's Degree

Minimum Experience: 7 years of experience

Security Clearance: TS SCI required

Executive Consultant I

Functional Responsibilities: Serve as advisor to customer and assists in formulating action or policy relating to agency's function. Provides assistance with decisions and items that affect the customer. Serves as senior resource for subordinate organizations in the implementation and continued administration of assigned programs, operations, and management initiatives. Assist in the advisement of staff members and stakeholders in agency operational goals and mission.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 year of experience



Executive Consultant II

Functional Responsibilities: Serve as advisor to customer and assists in formulating action or policy relating to agency's function. Provides assistance with decisions and items that affect the customer. Serves as senior resource for subordinate organizations in the implementation and continued administration of assigned programs, operations, and management initiatives. Assist in the advisement of staff members and stakeholders in agency operational goals and mission.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years of experience

Executive Consultant III

Functional Responsibilities: Serve as advisor to customer and assists in formulating action or policy relating to agency's function. Provides assistance with decisions and items that affect the customer. Serves as senior resource for subordinate organizations in the implementation and continued administration of assigned programs, operations, and management initiatives. Assist in the advisement of staff members and stakeholders in agency operational goals and mission.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years of experience

Executive Consultant IV

Functional Responsibilities: Serve as advisor to customer and assists in formulating action or policy relating to agency's function. Provides assistance with decisions and items that affect the customer. Serves as senior resource for subordinate organizations in the implementation and continued administration of assigned programs, operations, and management initiatives. Assist in the advisement of staff members and stakeholders in agency operational goals and mission.

Minimum Education: Bachelor's Degree

Minimum Experience: 7 years of experience

Strategic Executive Consultant I

Functional Responsibilities: Plan, develop, and execute complex, controversial and/or sensitive policy. Assist in the development of strategic plans and planning activities. Provides feedback and recommendations to current plans. Support effective communication between leadership and multiple stakeholders. Use analytical techniques to assess effectiveness of strategic imperatives.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years of experience

Strategic Executive Consultant II

Functional Responsibilities: Plan, develop, and execute complex, controversial and/or sensitive policy. Assist in the development of strategic plans and planning activities. Provides feedback and recommendations to current plans. Support effective communication between leadership and multiple stakeholders. Use analytical techniques to assess effectiveness of strategic imperatives.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years of experience



Strategic Executive Consultant III

Functional Responsibilities: Plan, develop, and execute complex, controversial and/or sensitive policy. Assist in the development of strategic plans and planning activities. Provides feedback and recommendations to current plans. Support effective communication between leadership and multiple stakeholders. Use analytical techniques to assess effectiveness of strategic imperatives.

Minimum Education: Bachelor's Degree

Minimum Experience: 7 years of experience

Strategic Executive Consultant IV

Functional Responsibilities: Plan, develop, and execute complex, controversial and/or sensitive policy. Assist in the development of strategic plans and planning activities. Provides feedback and recommendations to current plans. Support effective communication between leadership and multiple stakeholders. Use analytical techniques to assess effectiveness of strategic imperatives.

Minimum Education: Bachelor's Degree

Minimum Experience: 9 years of experience

Management Analyst I

Functional Responsibilities: Participates actively in evaluating management efficiency and effectiveness in the direction of significant operating programs and in planning and implementing new and or improved methods of operation and management control. Researches and investigates new or improved business and management practices for application to agency programs or operations. Provide situational awareness during regional contingencies, exercises, and special events to regional leadership in accordance with predetermined standard operating procedures. Gather information; identify and analyze relatively straightforward issues and develops recommendations for critical programs. Negotiates, coordinates, and integrates assigned mission and programs.

Minimum Education: Bachelor's Degree

Minimum Experience: 0 years of experience

Management Analyst II

Functional Responsibilities: Participates actively in evaluating management efficiency and effectiveness in the direction of significant operating programs and in planning and implementing new and or improved methods of operation and management control. Researches and investigates new or improved business and management practices for application to agency programs or operations. Provide situational awareness during regional contingencies, exercises, and special events to regional leadership in accordance with predetermined standard operating procedures. Gather information; identify and analyze relatively straightforward issues and develops recommendations for critical programs. Negotiates, coordinates, and integrates assigned mission and programs

Minimum Education: Bachelor's Degree

Minimum Experience: 1 year of experience



Management Analyst III

Functional Responsibilities: Participates actively in evaluating management efficiency and effectiveness in the direction of significant operating programs and in planning and implementing new and or improved methods of operation and management control. Researches and investigates new or improved business and management practices for application to agency programs or operations. Provide situational awareness during regional contingencies, exercises, and special events to regional leadership in accordance with predetermined standard operating procedures. Gather information; identify and analyze relatively straightforward issues and develops recommendations for critical programs. Negotiates, coordinates, and integrates assigned mission and programs

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years of experience

Management Analyst IV

Functional Responsibilities: Participates actively in evaluating management efficiency and effectiveness in the direction of significant operating programs and in planning and implementing new and or improved methods of operation and management control. Researches and investigates new or improved business and management practices for application to agency programs or operations. Provide situational awareness during regional contingencies, exercises, and special events to regional leadership in accordance with predetermined standard operating procedures. Gather information; identify and analyze relatively straightforward issues and develops recommendations for critical programs. Negotiates, coordinates, and integrates assigned mission and programs

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years of experience

Administrative Assistant I

Functional Responsibilities: Searches for, locates, assembles, and summarizes material from the files or other sources for use of the management team in solving problems, for use in meetings and conferences, in replying to requests for information, in preparation of reports, and the development, coordination and general administration of functions performed by the customer. Communicates with various administrative management divisions in the preparation of personnel requests, training forms, time and attendance reports. Makes arrangements for meetings and conferences; including gathering background materials, notifying participants. Establishes and maintains office records, procedures, reference materials, and technical subject matter files.

Minimum Education: Bachelor's Degree

Minimum Experience: 0 year of experience



Administrative Assistant II

Functional Responsibilities: Searches for, locates, assembles, and summarizes material from the files or other sources for use of the management team in solving problems, for use in meetings and conferences, in replying to requests for information, in preparation of reports, and the development, coordination and general administration of functions performed by the customer. Communicates with various administrative management divisions in the preparation of personnel requests, training forms, time and attendance reports. Makes arrangements for meetings and conferences; including gathering background materials, notifying participants. Establishes and maintains office records, procedures, reference materials, and technical subject matter files.

Minimum Education: Bachelor's Degree

Minimum Experience: 1 year of experience

Administrative Assistant III

Functional Responsibilities: Searches for, locates, assembles, and summarizes material from the files or other sources for use of the management team in solving problems, for use in meetings and conferences, in replying to requests for information, in preparation of reports, and the development, coordination and general administration of functions performed by the customer. Communicates with various administrative management divisions in the preparation of personnel requests, training forms, time and attendance reports. Makes arrangements for meetings and conferences; including gathering background materials, notifying participants. Establishes and maintains office records, procedures, reference materials, and technical subject matter files.

Minimum Education: Bachelor's Degree

Minimum Experience: 3 years of experience

Administrative Assistant IV

Functional Responsibilities: Searches for, locates, assembles, and summarizes material from the files or other sources for use of the management team in solving problems, for use in meetings and conferences, in replying to requests for information, in preparation of reports, and the development, coordination and general administration of functions performed by the customer. Communicates with various administrative management divisions in the preparation of personnel requests, training forms, time and attendance reports. Makes arrangements for meetings and conferences; including gathering background materials, notifying participants. Establishes and maintains office records, procedures, reference materials, and technical subject matter files.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years of experience



Senior Research Operations Policy Analyst

Minimum Education: Bachelor's degree in a Relevant Field

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Gather and analyze information to assist in the planning, development, interpretation, and review of government policies. Examine the efficacy of existing policies and make recommendations to meet objectives and goals. Exerts in Microsoft office products and internet tools. Experts in writing clearly and concisely, including proper use of grammar and logically correct content. Understands knowledge management techniques and best practices. Uses strong analytic skills to incorporate survey data into findings. Successfully prepares reports, briefings, memoranda, white papers, meeting notes, and presentations.

Senior Technical Writer

Minimum Education: Bachelor's Degree in Related Field

Minimum Experience: 9 Years of related experience

Functional Responsibilities: Prepares various types of publications by integrating original writing with inputs from technical and non-technical professionals. Analyzes industry standards and interprets client requirements for documentation. Researches and translates complex technical information and rewrites it for clarity and readability. Proofreads and performs editorial reviews on all forms of technical documentation. Maintains version control over documents and supporting graphics. Designs and updates communications programs/plans in support of clients.

Instructor

Minimum Education: Bachelor's Degree

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Develop, deliver, and document training by identifying, planning, and implementing operational and training programs. Identify and define course material, develop curriculum, and organize content. Create and update training material through analysis of educational, instructions, and real-world issues. Develop and use new approaches, methods, or techniques for instructing learners. Develops courseware lesson plans, schedules training, provides academic instruction and refresher training, and evaluates student and instructor performance. Responsible for training program safety and protection of corporate/government resources. Assists in evaluating course training and progress. Develops and administers basic and advanced courses of instruction.

SME Instructor

Minimum Education: Bachelor's Degree

Minimum Experience: 15 Years of related experience

Functional Responsibilities: Develop, deliver, and document training by identifying, planning, and implementing operational and training programs. Identify and define course material, develop curriculum, and organize content. Create and update training material through analysis of educational, instructions, and real-world issues. Develop and use new approaches, methods, or techniques for instructing learners. Develops courseware lesson plans, schedules training, provides academic instruction and refresher training, and evaluates student and instructor performance. Responsible for training program safety and protection of corporate/government resources. Assists in evaluating course training and progress. Develops and administers basic and advanced courses of instruction.



Health Education Specialist

Minimum Education: Bachelor's Degree

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Evaluate and provide recommendations to improve curriculum planning, individual lessons and teaching methods particularly as it relates to protecting public health and essential human services. Develop outreach programs and associated documents, aids, and other educational tools for sharing with customers and stakeholders. Exceptional written and verbal communication skills.

Entry Level Contracts Support Specialist

Minimum Education: Bachelor's Degree

Minimum Experience: 0 Years of related experience

Functional Responsibilities: Develops, negotiates, awards and administers all contract types; Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Reviews procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Develops solicitation documents and other contractual documentation (i.e., D&F's; justifications, solicitation amendments, supporting memoranda). Review bids or proposals for compliance to solicitation and determine contractor responsibility. Responsibility includes making competitive range determinations. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors.

Senior Level Contracts Support Specialist

Minimum Education: Bachelor's Degree

Minimum Experience: 5 Years of related experience

Functional Responsibilities: Develops, negotiates, awards and administers all contract types; Perform "cradle-to-grave" acquisition functions (i.e., from pre-award, to post-award, to the final contract termination/close-out). Reviews procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Develops solicitation documents and other contractual documentation (i.e., D&F's; justifications, solicitation amendments, supporting memoranda). Review bids or proposals for compliance to solicitation and determine contractor responsibility. Responsibility includes making competitive range determinations. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities. Maintain systems, databases, fosters productive relationships with industry partners, contractor and subcontractors. Can supervise junior personnel.



Special Security Officer

Minimum Education: High School Diploma

Minimum Experience: 10 Years of related experience

Functional Responsibilities: Administers all classified collateral and sensitive compartmented information (SCI) programs, including associated activities related to information security, SCI Facilities (SCIFs), collateral spaces, and personnel security (Access). Reports on the administration of the collateral and SCI associated security programs. Administers the SCI access security clearance program for all assigned personnel, ensuring all required clearances are up-to-date and completed. Track and administers SCI access across the agency and ensures training requirements are met for all in-processing personnel to ensure mission readiness. Terminates or transfers SCI clearances for out-processing personnel.

Security Specialist

Minimum Education: High School Diploma

Minimum Experience: 3 Years of related experience

Functional Responsibilities: Assists the Special Security Officer with the administration of all classified collateral and sensitive compartmented information (SCI) programs, including associated activities related to information security, SCI Facilities (SCIFs), collateral spaces, and personnel security (Access). Assists with the administration of the SCI access security clearance program. Track and administers SCI access across the agency and ensures training requirements are met for all in-processing personnel to ensure mission readiness.

Technical Program Manager

Minimum Education: Bachelor's Degree

Minimum Experience: 12 Years of related experience

Functional Responsibilities: Involved in daily operations and technical project execution. Responsibilities include strategic planning, management and evaluation, tracking productivity, timeliness and quality, as well as conducting assessments and evaluations.

Technical Subject Matter Expert

Minimum Education: Master's Degree

Minimum Experience: 20 Years of related experience

Functional Responsibilities: Responsible for providing technical expertise and strategic planning, research and program analysis. Evaluates technical project objectives and contributes strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of technical project objectives.

Technical Analyst

Minimum Education: Bachelor's Degree

Minimum Experience: 6 Years of related experience

Functional Responsibilities: Functions include data collection, interviewing, data modeling, project testing, and creation of performance measurements to support technical project objectives. Conducts activities in support of technical project team's objectives.



Technical Junior Analyst

Minimum Education: Bachelor’s Degree

Minimum Experience: 2 Years of related experience

Functional Responsibilities: Functions include data collection, interviewing, data modeling, project testing, and creation of performance measurements to support technical project objectives. Conducts activities in support of technical project team’s objectives.

SUBSTITUTION OF EDUCATION/EXPERIENCE

Degree Requirement	Substitution of Relevant Experience
Associates Degree	2 Additional Years
Bachelor’s Degree	4 Additional Years
Master’s Degree	6 Additional Years
PhD	8 Additional Years

GSA HOURLY RATES

SIN	Labor Category	Year 4	Year 5
		9/13/2020 - 9/12/2021	9/13/2021 - 9/12/2022
541611	Administrative Assistant I	\$79.08	\$80.66
541611	Administrative Assistant II	\$93.70	\$95.57
541611	Administrative Assistant III	\$108.37	\$110.54
541611	Administrative Assistant IV	\$126.61	\$129.14
541611	Analyst I	\$74.69	\$76.18
541611	Analyst II	\$89.63	\$91.42
541611	Analyst III	\$104.56	\$106.66
541611	Counterintelligence Analyst I	\$103.95	\$106.03
541611	Counterintelligence Analyst II	\$120.84	\$123.26
541611	Counterintelligence Analyst III	\$143.14	\$146.00
541611	Counterintelligence Analyst IV	\$169.05	\$172.43
541611	Executive Consultant I	\$111.17	\$113.40
541611	Executive Consultant II	\$139.12	\$141.90
541611	Executive Consultant III	\$162.17	\$165.41
541611	Executive Consultant IV	\$176.74	\$180.28
541611	Intelligence Analyst I	\$97.86	\$99.81
541611	Intelligence Analyst II	\$113.81	\$116.09
541611	Intelligence Analyst III	\$140.93	\$143.75
541611	Intelligence Analyst IV	\$159.78	\$162.97
541611	Journeyman Level Contracts Support Specialist	\$72.96	\$74.42
541611	Junior Level Contracts Support Specialist	\$66.00	\$67.32
541611	Management Analyst I	\$73.05	\$74.51
541611	Management Analyst II	\$86.87	\$88.61



SIN	Labor Category	Year 4	Year 5
		9/13/2020	9/13/2021
		-	-
		9/12/2021	9/12/2022
541611	Management Analyst III	\$111.48	\$113.71
541611	Management Analyst IV	\$124.71	\$127.20
541611	Management/Organizational Consultant I	\$94.61	\$96.50
541611	Management/Organizational Consultant II	\$109.54	\$111.73
541611	Management/Organizational Consultant III	\$124.48	\$126.97
541611	Program Manager	\$134.44	\$137.13
541611	Project Manager	\$104.56	\$106.66
541611	Strategic Executive Consultant I	\$166.48	\$169.81
541611	Strategic Executive Consultant II	\$182.28	\$185.92
541611	Strategic Executive Consultant III	\$208.64	\$212.81
541611	Strategic Executive Consultant IV	\$249.45	\$254.44
541611	Subject Matter Expert I	\$119.50	\$121.89
541611	Subject Matter Expert II	\$134.44	\$137.13
541611	Subject Matter Expert III	\$149.38	\$152.36
541611	Technical Writer	\$94.61	\$96.50
611430	Training SME I	\$73.22	\$74.69
611430	Training SME II	\$87.87	\$89.63
541611	Health Education Specialist	\$101.91	\$103.95
611430	Instructor	\$84.26	\$85.95
611430	SME Instructor	\$109.94	\$112.14
541611	Sr. Research Operations Policy Analyst	\$122.78	\$125.23
541611	Sr. Technical Writer	\$129.22	\$131.80
541611	Entry Level Contracts Support Specialist	\$56.62	\$57.75
541611	Senior Level Contracts Support Specialist	\$85.13	\$86.83
334512	Special Security Officer (SSO)	\$106.25	\$108.37
334512	Security Specialist	\$95.94	\$97.86
541690	Technical Program Manager	\$163.53	\$166.80
541690	Technical Subject Matter Expert	\$203.15	\$207.21
541690	Technical Analyst	\$126.46	\$128.99
541690	Technical Junior Analyst	\$80.25	\$81.85