



Advantage![®]

www.gsaadvantage.gov



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 on GSAAdvantage.gov.

Human Resources & EEO Services, Schedule 738X

Special Item Number (SIN): 595.27

Pre-Employment Background Investigations

Contract #: GS-02F-0017P (Modification 1)

For more information on ordering from GSA click on the
GSA **e-Buy** Button at GSAAdvantage.gov.

Contract Period of Performance:

10/29/03 – 10/29/08

JUPITER Corporation
Suite 900, Westfield North
2730 University Blvd. West
Wheaton, MD 20902

Clyde Jupiter
Chairman & Chief Operating Officer
PH: (301) 946-8088, ext. 208
clyde.jupiter@jupitercorp.com

Dexter Quismorio
Contracts Administration Director
PH: (301) 946-8088, ext. 213
dexter.quismorio@jupitercorp.com

Toll Free: 1-800-741-3885 / Ph: 301-946-8088 / Fax: 301-946-6539
http://web.jupitercorp.com/GSA-Schedules_.html

JUPITER Corporation is a Small Business

TABLE OF CONTENTS

SECTION I: CUSTOMER INFORMATION..... 1

1. **Table of Awarded Special Item Numbers (SINs) 1**

2. **Maximum Order 1**

3. **Minimum Order 1**

4. **Geographic Scope of Contract 1**

5. **Points of Production..... 1**

6. **Discounts From Price List 1**

7. **Quantity Discounts 1**

8. **Prompt Payment Terms..... 1**

9. **Government Purchase Cards 1**

10. **Foreign Items 1**

11. **Time of Delivery 1**

12. **FOB Destination..... 1**

13. **Contractor’s Ordering Address and Procedures 1**

14. **Payment Address..... 2**

15. **Warranty Provision 2**

16. **Export Packing Charges 2**

17. **Terms and Conditions of Government Purchase Card Acceptance 2**

18. **Terms and Conditions of Rental, Maintenance, and Repair 2**

19. **Terms and Conditions of Installation..... 2**

20. **Terms and Conditions of Repair Parts..... 2**

21. **List of Service and Distribution Points..... 2**

22. **List of Participating Dealers..... 2**

23. **Preventive Maintenance 2**

24. **Special Attributes 2**

25. **DUNS Number 2**

26. **CCR Database 2**

27. **Uncompensated Overtime 2**

SECTION II: DESCRIPTION OF SIN SERVICES OFFERED..... 3

APPENDIX A—PRICE LIST AND POSITION DESCRIPTIONS..... 7

SECTION I: CUSTOMER INFORMATION

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINS)

A. Awarded SIN 595-27:

- National Agency Check with Local Agency Checks and Credit Checks (NACLC)
- Local Agency Check (LAC)
- Single-Scope Background Investigation (SSBI)
- SSBI Periodic Reinvestigation (SSBI-PR)
- Misconduct Investigation (SSBI-MI)

Please refer to **SECTION II** below for a more detailed description of our pre-employment background investigations.

B. Lowest Price

Please refer to **Appendix A** for case pricing and a complete listing of JUPITER's hourly pricing for our pre-employment background investigations. Our hourly rates are negotiated for the lowest price on an order-by-order basis.

C. Hourly Rates and Labor Categories With Position Descriptions

See **Appendix A** for JUPITER's complete pricing and position descriptions for these services.

2. MAXIMUM ORDER

The maximum dollar value of orders to be issued is \$1,000,000.

3. MINIMUM ORDER

The minimum dollar value of orders is \$100.

4. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract includes all U.S. states, the District of Columbia, and all U.S. territories.

5. POINTS OF PRODUCTION

Wheaton, Maryland

6. DISCOUNTS FROM PRICE LIST

Prices shown are NET Prices; basic discounts will be considered on an order-by-order basis.

7. QUANTITY DISCOUNTS

Quantity Discounts will be considered on an order-by-order basis.

8. PROMPT PAYMENT TERMS

Net 30 Days

9. GOVERNMENT PURCHASE CARDS

9A. Purchase Cards Below Micro-Purchase Threshold

Government purchase cards will be acceptable for payment at or below the micro-purchase threshold.

9B. Government Purchase Cards Above Micro-Purchase Threshold

Government purchase cards will be acceptable for payment at or above the micro-purchase threshold.

10. FOREIGN ITEMS

Not Applicable

11. TIME OF DELIVERY

11a. Time of Delivery: Negotiated with ordering agency per task order.

11b. Expedited Delivery: Negotiated with ordering agency per task order.

11c. Overnight and Two-Day Delivery: Negotiated with ordering agency per task order.

11d. Urgent Requirements: Negotiated with ordering agency per task order.

12. FOB DESTINATION

Delivery terms are negotiated with ordering agency per task order.

13. CONTRACTOR'S ORDERING ADDRESS AND PROCEDURES

13a. Ordering Address:
JUPITER Corporation
Suite 900, Westfield North
2730 University Boulevard West
Wheaton, MD 20902
Attn: Dexter Quismorio, Contracts
Administration Director
Dexter.quismorio@jupitercorp.com

13b. Ordering Procedures:

For services, the ordering procedures on Blanket Purchase Agreements (BPAs) are found in the Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS

Electronic Funds Transfer:

JUPITER Corporation
Chevy Chase Bank
7501 Wisconsin Avenue, 12th Floor
Bethesda, MD 20814

Remittance Address:

JUPITER Corporation
2730 University Boulevard West
Suite 900, Westfield North
Wheaton, MD 20902

15. WARRANTY PROVISION

The contractor warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose described in this contract.

16. EXPORT PACKING CHARGES

Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Credit cards must be MasterCard or Visa.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR

Not Applicable

19. TERMS AND CONDITIONS OF INSTALLATION

Not Applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS

Not Applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not Applicable

22. LIST OF PARTICIPATING DEALERS

Not Applicable

23. PREVENTIVE MAINTENANCE

Not Applicable

24. SPECIAL ATTRIBUTES

None. Section 508 compliance not applicable to services supplied.

25. DUNS NUMBER

Data Universal Numbering System (DUNS) Number:
18-737-8740

26. CCR DATABASE

JUPITER is registered with the Central Contractor Registration (CCR) Database.

27. UNCOMPENSATED OVERTIME

Not Applicable

SECTION II: DESCRIPTION OF SIN SERVICES OFFERED

JUPITER is pleased to offer its Pre-Employment Background Investigations to its federal customers under SIN 595-27:

- National Agency Check with Local Agency Checks and Credit Checks (NACLC)
- Local Agency Check (LAC)
- Single-Scope Background Investigation (SSBI)
- SSBI Periodic Reinvestigation (SSBI-PR)
- Misconduct Investigation (SSBI-MI)

JUPITER performs its pre-employment background investigations services as part of government agency procedures to secure top secret clearances and security clearances for department-wide personnel who are in sensitive or classified positions. See **Appendix A** for **JUPITER's** complete pricing and labor categories/descriptions for these services.

Why Choose **JUPITER**?

- > We have 10-years of direct experience providing review and adjudication support to federal agencies.
- > We provide high-quality reviews of all types of background investigations.
- > We have the expertise to deliver quality security products, within stringent timelines, and at reasonable prices.
- > Our response to complex, dynamic, and demanding security requirements is *Best In Class*.
- > Our corporate security project teams are led by former federal counterintelligence and security personnel.
- > We provide experienced staff with required training to support government personnel security programs.
- > We ensure complete adherence to government security policies by all personnel with access to sensitive and classified U.S. government information.
- > We maintain consistent compliance with National Industrial Security Program (NISIP) requirements.
- > We continually self-inspect adherence to corporate quality control requirements.
- > **JUPITER** annually undergoes required, extensive, and external audits to ensure we have established—

and are in compliance with—internal quality controls in corporate and employee conduct.

JUPITER's Personnel Security Services:

NACLCs are fixed-unit-price packages consisting of the following:

- Ordering agency provides the National Agency Check (NAC) for the subject when submitting the case for background investigation to **JUPITER** since only limited government entities have access to databases for NACs.
- Ordering agency provides completed Electronic Questionnaires for Investigations Processing (e-QIP) system, or customer specific security questionnaires, including applicable releases and supporting documentation.
- Upon receipt of the NAC, the LAC will include, but is not limited to, checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five years, and if applicable, of the appropriate agency for any identified arrests.
- Financial review: Verification of the subject's financial status, including credit bureau checks covering all locations where the subject has resided, been employed, or attended school for the past seven years.
- National credit history: Subject's credit history is provided.
- Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the base case price.
- Pricing assumes a volume of at least 1,000 cases with a completion requirement of 90 days from receipt of completed e-QIP with all applicable releases and any other supporting documentation, and the results of the NAC. Pricing also includes standard training, security, credentialing, quality control, management oversight, and investigative/case management requirements.

LACs are fixed-unit-price packages consisting of the following:

- Ordering agency provides completed e-QIP report, or customer-specific security questionnaires, including applicable releases and supporting documentation.

- LAC: Includes, but is not limited to, checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five years, and if applicable, of the appropriate agency for any identified arrests.
- Financial review: Verification of the subject's financial status, including credit bureau checks covering all locations where the subject has resided, been employed, or attended school for the past seven years.
- National credit history: The subject's credit history is provided.
- Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the base case price.
- Pricing assumes a volume of at least 1,000 cases with a completion requirement of 90 days from receipt of completed e-QIP with all applicable releases and any other supporting documentation, and the results of the NAC. Pricing also includes standard training, security, credentialing, quality control, management oversight, and investigative/case management requirements.

SSBIs are fixed-unit-price packages normally consisting of the following:

- Ordering agency provides the NAC for the subject when submitting the case for background investigation to **JUPITER** since only limited government entities have access to databases for NACs.
- Ordering agency provides completed e-QIP report, or customer specific security questionnaires, including applicable releases and supporting documentation.
- Ordering agency must provide NAC for the spouse or cohabitant (if applicable).
- Subject Interview: An in-person interview of the subject of the investigation to resolve any potentially derogatory information and elicit any additions, deletions, or corrections to forms submitted by the subject. During the investigation, additional subject interviews may be conducted to collect relevant information, to resolve significant inconsistencies, or both. Statements may be taken whenever appropriate. Subject interviews required to resolve issues discovered as a result of the NAC and beyond the 10-year scope of the investigation are not normally included in the base price.
- Date and Place of Birth: corroboration of date and place of birth through a check of appropriate documentation; or a check of the Bureau of Vital Statistics records when any discrepancy is found to exist.
- Citizenship: For individuals born outside the United States, verification of U.S. citizenship directly from the appropriate registration authority; verification of U.S. citizenship or legal status of foreign-born immediate family members (spouse, cohabitant, father, mother, sons, daughters, brothers, sisters).
- Education: All education during the most recent seven years of the scope of the investigation will be verified by reviewing transcripts. If education is the primary activity, reference interview(s) will be conducted as appropriate. A transcript of the highest degree earned will be obtained, regardless of when earned.
- Employment: Verification of all employment, including part-time, intermittent, self-employment, unemployment, and military service, for the most recent seven years of the scope of the investigation will be verified through employment records. Employment of six months or more (consecutive or cumulative) will include the personal interview of two sources (supervisor, co-worker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) will also include the interview of a personal source who can verify the subject's activity during that period. Any listed significant derogatory employment action during the 10-year scope of the investigation will also be investigated and included.
- References: Four references, at least two who are not listed on the subject's security questionnaire, and who have collective knowledge of the subject during the 10-year scope of the investigation, to the extent practicable, will be conducted and reported.
- Former spouse: An interview of any former spouse divorced within the last 10 years.
- Residences: Confirmation of all residences of over 60 days for the last three years through appropriate interviews with neighbors and through record reviews.
- Financial Review: Verification of the subject's financial status, including credit bureau checks covering all locations where the subject has resided, been employed, and/or attended school for six months or more for the last seven years.
- LAC: A check of appropriate criminal history records covering all locations where, for the last ten years, the subject has resided, been employed, and/or attended school for six months or more including

current residence regardless of duration. If no residence, employment, or education exceeds six months, LACs will normally be performed as deemed appropriate.

- Public Records: Verification of divorces, bankruptcies, and other court actions, whether civil or criminal, involving the subject.
- Delivery of leads per case: Dependant on the case; can range from one to 25 (not to exceed 25).
- All additional leads will be subject to the investigator Time and Material rates identified in this Schedule.
- Reports of investigations will be provided in abbreviated format.
- Capacity of daily case receipt by the ordering agency is based on availability of resources, the scope of work requested, of any combination of SINs 595-21-C-I through 595-21-C-IV from the ordering agency. CSC cannot receive cases by the ordering agency on weekends or federal holidays without prior authorization.
- Pricing assumes a volume of at least 500 cases with a completion requirement of 90 days from receipt of completed e-QIP with all applicable releases and any other supporting documentation, and the results of the NAC. Pricing also includes standard training, security, credentialing, quality control, management oversight, and investigative/case management requirements. **JUPITER** will follow the scoping requirements of the ordering agency. The average number of leads expected on this case type is 25. If the average number of leads exceeds 25 for more than a 30 day period, **JUPITER** assumes the right to adjust case prices accordingly.

SSBI-PRs are fixed-unit-price packages normally consisting of the following:

- Ordering agency provides the National Agency Check (NAC) for the subject when submitting the case for background investigation to **JUPITER** since only limited government entities have access to databases for NACs.
- Ordering agency provides a completed e-QIP report, or customer specific security questionnaire, including applicable releases and supporting documentation.
- Ordering agency must provide NAC for the spouse or cohabitant (if applicable). The NAC for the spouse or cohabitant is not required if already completed in conjunction with a previous investigation or reinvestigation.
- Subject Interview: An in-person interview of the subject of the investigation to resolve any potentially derogatory information and elicit any additions, deletions, or corrections to forms submitted by the subject. During the investigation, additional subject interviews may be conducted to collect relevant information, to resolve significant inconsistencies, or both. Statements may be taken whenever appropriate. Subject interviews required to resolve issues discovered as a result of the NAC and beyond the five-year scope of the investigation are not normally included in the base price.
- Employment: Verification of all employment, including part-time, intermittent, self-employment, unemployment, and military service, for the five years of the scope of the investigation will be verified through employment records. Verification of employment of six months or more (consecutive or cumulative) will include the personal interview of two sources (supervisor, co-worker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) will also include the interview of a personal source who can verify the subject's activity during that period. Any listed significant derogatory employment action during the 10-year scope of the investigation will also be investigated and included. For military members, all service within one branch of the armed forces will be considered as one employment, regardless of assignments.
- References: Interviews with two character references who are knowledgeable of the subject; at least one will be a developed reference. To the extent practical, both should have social knowledge of the subject and collectively span the entire period of the investigation. As appropriate, additional interviews may be conducted, including interviews of cohabitants and relatives.
- Residences: Interviews of two neighbors in the vicinity of the subject's most recent residence of six months or more. Confirmation of current residence regardless of length of stay.
- Financial Status: Verification of the subject's financial status, including credit bureau checks covering all locations where subject has resided, been employed, and/or attended school for six months or more for the period covered by the reinvestigation.
- LAC: A check of appropriate criminal history records covering all locations where, during the period covered by the reinvestigation, the subject has resided, been employed, and/or attended school for six months or more, including current residence

regardless of duration of stay. If no residence, employment, or education exceeds six months, LACs should be performed as deemed appropriate.

- Former Spouse: An interview with any former spouse, unless the divorce took place before the date of the last investigation or reinvestigation.
- Public Records: Verification of divorces, bankruptcies, and other court actions, whether civil or criminal, involving the subject since the date of the last investigation.
- Pricing assumes a volume of at least 500 cases with a completion requirement of 90 days from receipt of completed e-QIP with all applicable releases and any other supporting documentation, and the results of the NAC. Also, standard training, security, credentialing, quality control, management oversight, and investigative/case management requirements. **JUPITER** will follow the scoping requirements of the ordering agency. The average number of leads expected on this case type is 16. If the average number of leads exceeds 16 for more than a 30 day period, **JUPITER** assumes the right to adjust case prices accordingly.

SSBI-MIs are fixed-unit-price packages normally consisting of the following:

- Ordering agency generates a complaint and provides the basis of the allegation (who, what, when, where, why, how).
- Ordering agency provides basic references concerning the policy, rules, regulations, or law that the subject is alleged to have violated and any documentary evidence already collected.
- Ordering agency provides appropriate authorization document for the contract investigator to gain the required level of cooperation from agency personnel so the investigation can be conducted in a timely and thorough manner without hindrance.
- Contract investigator reviews material, accomplishes coordination with agency human resources and/or legal department to establish evidentiary standard and rules of evidence applicable to the specific situation.
- Contract investigator establishes investigative plan.
- Contract investigator evaluates potential documentary evidence and collects those items that establish or refute the allegation, maintaining a chain of custody if required for the disciplinary or administrative action contemplated.

- Contract investigator canvasses potential witnesses and conducts detailed interviews of any witness identified who provides testimony that establishes or refutes the allegation. Unsworn written statements will be taken if required for the disciplinary or administrative action contemplated.
- Contract investigator conducts a subject interview which includes explaining any rights the subject has under agency policy, regulation or law and affording the subject the opportunity to explain the facts and circumstances surrounding the matter under investigation. Rights waiver certificates will be prepared if applicable, and unsworn written statements will be taken if required for the disciplinary or administrative action contemplated.
- Contract investigator prepares a comprehensive report of investigation with attachments, if applicable, and provides the report and any evidence collected to the ordering agency.
- Pricing is based on a case completion requirement of 30 days from receipt of the initial complaint, basis of allegation, any required references, and investigative authority document and standard training, security, credentialing, quality or integrity oversight, reporting, and investigative technique requirements. Pricing assumes an estimate of 12 investigative hours per case. If the average number of hours exceeds 12 for more than a 30-day period, **JUPITER** assumes the right to adjust case prices accordingly.

APPENDIX A

CASE PRICING (Added 8-15-08 pricing for year five GFY 2008 only.)

Prices are fixed-unit-price packages as follows:

SSBI:	\$2,837.66	NACLC/LAC:	\$506.33
SSBI-PR:	\$1,943.19	SSBI-MI:	\$788.51

LABOR CATEGORY PRICING

Labor Category	Year Two GFY 2005	Year Three GFY 2006	Year Four GFY 2007	Year Five GFY 2008
Principal Mgmt Consultant III	\$185.88	\$192.38	\$199.11	\$206.08
Principal Mgmt Consultant II	\$172.86	\$178.91	\$185.18	\$191.66
Principal Mgmt Consultant I	\$158.00	\$163.52	\$169.25	\$175.17
Sr Tech. Mgmt Consultant III	\$156.11	\$161.57	\$167.23	\$173.08
Sr Tech. Mgmt Consultant II	\$145.18	\$150.26	\$155.52	\$160.97
Sr Tech. Mgmt Consultant I	\$132.69	\$137.34	\$142.14	\$147.12
Sr Executive Consultant III	\$150.06	\$155.32	\$160.75	\$166.38
Sr Executive Consultant II	\$139.56	\$144.44	\$149.50	\$154.73
Sr Executive Consultant I	\$127.55	\$132.02	\$136.64	\$141.42
Sr Org. & Mgmt Consultant III	\$133.28	\$137.94	\$142.77	\$147.77
Sr Org. & Mgmt Consultant II	\$123.95	\$128.29	\$132.78	\$137.42
Sr Org. & Mgmt Consultant I	\$113.29	\$117.25	\$121.35	\$125.60
Management Consultant III	\$100.28	\$103.79	\$107.42	\$111.18
Management Consultant II	\$93.26	\$96.53	\$99.90	\$103.40
Management Consultant I	\$85.24	\$88.22	\$91.31	\$94.51
Research Analyst III	\$66.88	\$69.22	\$71.65	\$74.15
Research Analyst II	\$62.20	\$64.38	\$66.63	\$68.96
Research Analyst I	\$56.85	\$58.84	\$60.90	\$63.03
Field Investigator	--	--	--	\$38.50

POSITION DESCRIPTIONS

EDUCATION, YEARS EXPERIENCE, AND JOB DESCRIPTIONS

Labor Category	Education	Years Exp.	Description
Principal Management Consultant III	MS, MA, or MBA degree in related field.	15	Provides responsible, dynamic, entrepreneurial leadership, management, supervision, coordination, delegation, and development of Business Unit and staff; contributes to developing and executing the company's business growth, marketing and sales, strategic and operational plans, and effective internal and external customer interactions.
Principal Management Consultant II	Advanced degree in related field - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	10	Responsible for and leads team on large projects or significant segment of large complex projects. Translates customer requirements into formal agreements and plans to meet business objectives. Leads team in initiating, planning, controlling, executing, and closing project tasks or a segment of a project to deliver solutions that meet project objectives. Executes a wide range of process activities beginning with the RFP through development and final delivery. Utilizes techniques for identifying, eliminating, or mitigating solution, project, and business risk. Analyzes new and complex project-related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.
Principal Management Consultant I	Advanced degree in related field - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	8	Plans, directs, organizes, controls, and manages the project/program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Manages multiple concurrent analysis and development tasks, serves as point of contact with the Contracting Officer's Representative or Task Monitor, formulates and enforces work standards, develops schedules, reviews work discrepancies, and communicates policies, purposes and goals of the company, and manages and controls funds and resources.
Senior Technical Management Consultant III	Bachelor's Degree in Finance, Economics, Management Information Systems, Engineering or related field. Advanced degree or MBA preferred.	12	Plans and directs all aspects of technological improvements and project management implementation to ensure all projects, initiatives, and processes conform to established policies and objectives. Assesses technical risk and evaluates development plans, budgets, and assignments. Leads in successful management of professionals assigned to projects.
Senior Technical Management Consultant II	Bachelor's Degree in Finance, Economics, Management Information Systems, Engineering or related field. Advanced degree or MBA preferred.	10	Plans and directs technological improvements and project management implementation. Manages the activities of all technical and administrative personnel to ensure project outcomes conform to the company's objectives and budget. Ensures a cohesive relationship is maintained among the team of consultants, developers, engineers, analysts, and other professionals. Applies business process re-engineering techniques to determine the most efficient provider of services. Performs activity and data modeling, develops modern business methods, identifies best practices, and creates and assesses performance measurements.
Senior Technical Management Consultant I	Bachelor's Degree in Finance, Economics, Management Information Systems, Engineering or related field.	8	Specializes in facilitation, training, methodology development and evaluation, process re-engineering across all phases, best practice identification, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

JUPITER's Authorized GSA/FSS Price List for HR Services / Contract #: GS-02F-0017P

Senior Executive Consultant III	Bachelor Degree in a related field - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	12	Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations. Identifies barriers to improving performance and recommends alternatives for measuring performance. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity.
Senior Executive Consultant II	Bachelor Degree in a related field - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	10	Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site selection, and consolidation of operations. Identifies barriers to improving performance and recommends alternatives for measuring performance.
Executive Consultant I	Bachelor Degree in related field as in Sr. Exec. Cons. II above.	8	Serves as advisor/analyst in the areas of competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site selection, and consolidation of operations.
Outside Consultant (not an employee)	Bachelor's Degree - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	10	Participates in all phases of development by providing high-level functional analysis, design, integration, documentation, and implementation advice on complex problems which require extensive knowledge of the related technical subject matter for effective implementation. May conduct reviews and analysis of methodologies used in computational analysis. Conducts cost comparison studies; provides services in all aspects of data collection to measure, analyze, and compile information to produce performance standards.
Senior Organization & Management Consultant III	Bachelor's Degree - Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	12	Manages tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Performs work in a variety of operational areas or in a single consulting area. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and management, site selection, and consolidation of operations. Develops training curriculum tailored to meet the unique needs of a particular customer's requirement.
Senior Organization & Management Consultant II	Bachelor's Degree - Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	10	Serves as task lead for a single customer and is responsible for technical, management, and cost performance. Performs work in a variety of operational areas or in a single consulting area. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and management, site selection, and consolidation of operations.
Organization & Management Consultant I	Bachelor's Degree - Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	8	Performs work in a variety of operational areas or in a single consulting area. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and management, site selection, and consolidation of operations.

Management Consultant III	Bachelor's Degree – Business Management, Finance, Management Information Systems, Engineering, or related field.	8	Leads team on large projects or significant segments of a large complex project. Translates customer requirements into formal agreements culminating in customer acceptance of results, or acceptance in the targeted market. Works with client to identify business requirements and develops proposal. Leads team in initiating, planning, controlling, executing, and closing project tasks to produce solution deliverables. Executes a wide range of process activities from proposal stage to final delivery. Formulates partnerships between customer and staff. Utilizes refined techniques for identifying, eliminating, or mitigating solution, project, and business risk. Analyzes information and situations and implements actions to meet project objectives. Analyzes new and complex project-related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.
Management Consultant II	Bachelor's Degree – Business Management, Finance, Management Information Systems, Engineering, or related field.	6	Specializes in management analysis in areas such as business process reengineering, configuration management, quality control / assurance, organizational performance assessments, mission analysis, and strategic planning. Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates multiple project teams to ensure enterprise-wide integration of management efforts. Provides daily supervision and direction to personnel performing management analysis tasking.
Management Consultant I	Bachelor's Degree – Business Management, Finance, Management Information Systems, Engineering, or related field.	4	Provides support in the areas of business process reengineering, configuration management, quality control / assurance, organizational performance assessments, mission analysis, and strategic planning. Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.
Research Analyst III	Bachelor's Degree - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Mathematics.	5	Supports tasks as required to meet specific customer requirements. Collects and compiles information or data; prepares abstracts, constructs bibliographies, and analyzes results. May conduct statistical testing and manipulation of data. May provide supervision and direction to junior research analysts.
Research Analyst II	Bachelor's Degree - Accounting, Finance, Management, or related field.	3	Supports tasks as required to meet specific customer requirements. Collects and compiles information or data; prepares abstracts, constructs bibliographies, and analyzes results. May conduct statistical testing and manipulation of data.
Research Analyst I	Bachelor's Degree - Accounting, Finance, Management, or related field.	1	Supports tasks as required to meet specific customer requirements. Collects and compiles information or data; prepares abstracts, constructs bibliographies, and analyzes results.

Field Investigator	Bachelor's Degree - Criminal Justice, Psychology, or related field.	3	Supports investigative tasks as required to meet specific customer requirements. Works independently without supervision. Collects and compiles information or data; conducts interviews; prepares investigative reports; analyzes potentially disqualifying information; identifies means/methods to establish or mitigate that the information is disqualifying. Submits investigative results and invoices for time and expenses. Complies with customer standards of performance and conduct, to include protecting sensitive information and properly safeguarding and using credentials.
--------------------	---	---	--

Bachelor's degree and equivalent experience may be substituted for advanced degrees.