FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

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.

Schedule: Multiple Award Schedule
Large Category: Human Capital, Professional Services
Subcategory: Business Administrative Services, Human Resources

Contract Number: GS-02F-0092T
Contract Period: April 26, 2007 through April 25, 2027
Price List Current through Mod 0057, November 18, 2021

Economic Systems Inc.
3120 Fairview Park Drive, Suite 500
Falls Church, VA 22042
703-642-5225
703-642-5595 Fax
http://www.econsys.com

Business Size: Small

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

CUSTOMER INFORMATION

1	Awarded Special Item Number (SIN)	SIN 524292	Separation and Retirement
		SIN 541612HC	Agency Human Capital Strategy, Policy and Operations
		SIN 56131	Talent Acquisition
		SIN 541214HR	Compensation and Benefits
		SIN 541612ER	Employee Relations
		SIN 541611W	Workforce Analytics and Employee Records
		SIN 54161	Agency Human Capital Evaluation
		SIN 541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
		OLM	Order Level Materials
2	Maximum Order	$1,000,000.00	
3	Minimum Order	$100.00	
4	Geographic coverage (delivery area)	Domestic delivery within 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.	
5	Point(s) of production	United States	
6	Discount from list prices or statement of net price	GSA Prices listed are net, discounts have been deducted and the industrial funding fee has been added. To view and order from the complete catalog of services available under this GSA Schedule, please search under our contract number at the GSA Advantage! website.	
7	Quantity Discounts	3% on orders of $100,000 to $250,000 or 5% on orders of $250,000 or more (***Excluding Bundled Solutions for Retirement Calculator***)	
8	Prompt payment terms	0%, 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	Not applicable	
10a	Time of delivery	Will adhere to delivery schedule as specified by the purchase order.	
10b	Expedited Delivery	Contact Contractor	
10c	Overnight and 2-day Delivery	Contact Contractor	
10d	Urgent Requirements.	Contact Contractor	
11	FOB point (s)	FOB Destination	
12a	Ordering Addresses	Economic Systems, Inc. 3120 Fairview Park Drive, STE 500 Falls Church, VA 22042	
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	Economic Systems, Inc. 3120 Fairview Park Drive, STE 500 Falls Church, VA 22042
14	Warranty provision	The contractor warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose of this contract Standard Commercial Warranty
15	Export packing charges	Not applicable
16	Terms and conditions of rental, maintenance, and repair (if applicable).	Not applicable
17	Terms and conditions of installation (if applicable)	Not applicable
18a	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).	Not applicable
18b	Terms and conditions for any other services (if applicable)	Not applicable
19	List of service and distribution points	Not applicable
20	List of participating dealers	Not applicable
21	Preventive maintenance	Not applicable
22a	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)	Not applicable
22b	If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.	Section 508 compliance information can be found here: www.econsys.com The EIT standards can be found at: www.Section508.gov
23	Unique Entity Identifier (UEI) number	RUG6TVTY19U9
24	Notification regarding registration in System for Award Management (SAM) database	Economic Systems is registered in SAM.gov. DUNS # 038798468

Prices: Federal Human Resource (FHR) Products

SIN 56131

Item Number and Product Description	GSA Discounted Price (includes IFF)	Minimum Price*
Classification, Recruiting, and Staffing Module		
1a Position Management/Classification (PD+)	$2.00 per employee	$1,250
1c Federal Hiring Management (FHM) (Includes 1d, 1e, and 3c)	$6.25 per employee	$5,750
1g On-boarding & Orientation Management (Includes items 2b & 3c)	$3.25 per employee	$1,500

SIN 541214HR

Retirement Calculation Systems / Toolkit Packages		
G2 Retirement Calculation System G2	$11.74 per employee	$10,566.54
GP Retirement Calculation System GP	$14.32 per employee	$12,888.86

SIN 524292

Item Number and Product Description	GSA Discounted Price (includes IFF)	Minimum Price*
Classification, Recruiting, and Staffing Module		
1a Position Management/Classification (PD+)	$2.00 per employee	$1,250
1b PD+ Help Desk Support	$2.00 per employee	$1,250
1c Federal Hiring Management (FHM) (Includes 1d, 1e, and 3c)	$6.25 per employee	$5,750
1d Recruitment Request Processor (Includes item 3c)	$2.00 per employee	$1,250
1f FHM Help Desk Support	$2.00 per employee	$1,000
1g On-boarding & Orientation Management (Includes items 2b & 3c)	$3.25 per employee	$1,500
Retirement and Benefits Module		
2d Financial Literacy and Retirement eSeminar	$0.25 per employee	$250
2e Military Retirement Calculator	$0.50 per employee	$500
Data Connectivity (Import/Export) Service		
4b Connection to Agency Personnel/Payroll System **	$0.50 per employee	$500
4c PD+ Data Import Service (Recommended with PD+ – Item 1b) **	$1.25 per employee	$1,250
4d PD+ Connection to Agency Personnel/Payroll System **	$0.50 per employee	$500
Other Tools		
5a EEO & Workforce Reporting	$0.50 per employee	$5,000
5b On-line Employee Survey	$1.30 per employee	$5,000

Retirement Calculation Systems / Toolkit Packages		
SE	Retirement Calculation System SE	$6.25 per employee	$5,627.15
G2	Retirement Calculation System G2	$11.74 per employee	$10,566.54
GP	Retirement Calculation System GP	$14.32 per employee	$12,888.86

SIN 541612ER

Item Number and Product Description	GSA Discounted Price (includes IFF)	Minimum Price*
Classification, Recruiting, and Staffing Module		
1a Position Management/Classification (PD+)	$2.00 per employee	$1,250
1c Federal Hiring Management (FHM) (Includes 1d, 1e, and 3c)	$6.25 per employee	$5,750

SIN 541611W

Item Number and Product Description	GSA Discounted Price (includes IFF)	Minimum Price*
Classification, Recruiting, and Staffing Module		
1a Position Management/Classification (PD+)	$2.00 per employee	$1,250
1c Federal Hiring Management (FHM) (Includes 1d, 1e, and 3c)	$6.25 per employee	$5,750

SIN 54161

Item Number and Product Description	GSA Discounted Price (includes IFF)	Minimum Price*
Classification, Recruiting, and Staffing Module		
1c Federal Hiring Management (FHM) (Includes 1d, 1e, and 3c)	$6.25 per employee	$5,750

SIN 541612HC

Item Number and Product Description	GSA Discounted Price (includes IFF)	Minimum Price*
Classification, Recruiting, and Staffing Module		
1a Position Management/Classification (PD+)	$2.00 per employee	$1,250

* For all SINs minimum pricing is also the per user license pricing

** For all SINs additional charges for non-recurring costs associated with these services may be applied.

Federal Human Resource (FHR) Product Descriptions

Item Number and Product Description
The Federal Human Resources (FHR) Navigator (Items 1 – 4)

The Federal Human Resources (FHR) Navigator is the enterprise HR system offered by EconSys.

FHR Navigator is a suite of web-based tools that automate the full range of Federal human resources functions.

FHR Navigator combines the latest computer technology with knowledge and expertise in Federal HR management to meet the requirements of the Human Resources Line of Business Shared Service Center.

Supported by a central database, FHR Navigator provides simultaneous access to agency managers, employees, and HR staff for actions that include recruitment requests, position management, retirement calculation and processing, benefits and personnel action processing, and the review and staging of documents for filing in the eOPF.

FHR Navigator uses information provided in any of these functions as input to the other areas. Data entered in one area is used in all other areas, cutting down on data entry, increasing data consistency, and saving time and resources.

Through FHR Navigator, Federal agencies can truly implement a paperless HR office.

1	**Classification, Recruiting, and Staffing Module**

1a Position Management/Classification (PD+)

PD+ provides agencies with an automated tool to manage and document actions associated with their positions, streamline the position classification and job analysis processes, and assist with organizational planning efforts. It allows managers to create position documents in several ways: from scratch, from existing text files or from the PD+ libraries. The PD+ module provides the HR office with a way to authenticate and store position documents electronically. PD+ position documents include the Job Analysis to determine appropriate KSAs, as well as the Applicant Questionnaire, Vacancy Announcement Duty Statement, and Interview Questions derived from the Job Analysis.

1b PD+ Help Desk Support

Available Monday through Friday from 9:00 AM to 6:00 PM Eastern time, except for Federal holidays. EconSys provides customer support by both phone and email to assist users with implementing and using the features and functionalities of the PD+ module. Additional support to cover issues relating to Federal position classification policy may be negotiated for an additional charge.

1c Federal Hiring Management (FHM)

Provides agencies with an automated tool to quickly process, manage, and document all steps associated with their hiring actions. FHM is a robust, flexible hiring module that integrates with the position classification and job analysis processes within the PD+ module, the case tracking and approval processes in the SF-52 Personnel Action Request module, and the new hire processes in the On-Boarding module. FHM supports merit promotion, delegated examining, category rating, and other special hiring programs. Furthermore, it integrates with USAJOBS to post the job announcement, import applicant resume data/attachments, and export applicant status data from/to the Office of Personnel Management (OPM) site.

1d   Recruitment Request Processor

Designed for Federal hiring managers, HR specialists, and others involved with initial recruitment actions, the Recruitment Request Processor quickly creates a request for recruitment (SF 52) and electronically sends it to the HR and/or Budget Office for approval by using the Case Tracking tool. HR specialists can then complete the SF 52 and create a new employee record when the position is filled. This SF 52 can be linked to the position documents in the PD + module so that all documents needed for the recruitment process can be submitted at once.

1f   FHM Help Desk Support

Available Monday through Friday from 9:00 AM to 6:00 PM Eastern time, except for Federal holidays. EconSys provides customer support by both phone and email to assist users with implementing and using the features and functionalities of the FHM module. Additional support to cover issues relating to Federal hiring policy may be negotiated for an additional charge.

1g   On-boarding & Orientation Management

This tool manages the on-boarding process, entrance-on-duty activities, and automatically informs the appropriate departments such as IT and logistics for access to a computer, work space, and employment badge. An unlimited number of HR department users can serve employees using the system that includes access to the following:

Batch Processor: Allows the HR office to on-board employees en masse instead of one-at-a time.

Forms Manager for On-boarding: Automates the management and filling out of electronic forms.

New Hire Orientation: Interactive online presentation that assimilates new hires into their organizations through a comprehensive set of lessons that assist them in making decisions about their benefits and ensure their understanding of their performance expectations.

2   Retirement and Benefits Module

2d   eSeminar - Financial Literacy and Retirement Planning Seminar

Interactive online presentation promoting financial literacy and retirement planning. Designed according to adult learning principles, eSeminar provides more than 20 hours of easily navigated lessons that help employees understand Federal retirement and financial planning concepts.

2e   Military Retirement Calculator

Provides Active, Guard, and Reserve retirement benefit estimates. National Guard Technicians and other military reservists can increase their financial awareness through tutorials on the civilian retirement benefits as well as financial planning subjects. It also provides the means to make accurate estimates of future retirement benefits for military service.

4   Data Connectivity (Import/Export) Service

4b   Connection to Agency Personnel/Payroll System

The Data Export Service facilitates the electronic exchange of data between FHR Navigator and the agency personnel/payroll system to support the execution of HR transactions and enable the generation of electronic SF 50s.

4c   PD+ Data Import Service

Bi-weekly data import service whereby position/organization data from a personnel/payroll system are fed into FHR Navigator to supply the latest information regarding positions and organizations.

Data in the central database is updated bi-weekly from the agency payroll/personnel system to populate data fields in the PD+ Module and/or other applications.

4d	**PD+ Connection to Agency Personnel/Payroll System**
	The PD+ Data Export Service facilitates the electronic exchange of data between FHR Navigator and the agency personnel/payroll system to add or update position records.

5	**Other Tools**

5a	**EEO & Workforce Reporting**
	This module provides interactive web-based reporting for HR managers, EEO specialists, and workforce planners. The application stores tables, charts, and reports (e.g., retirement eligibles, EEO data) that can be accessed at any time by users. Different views of the information can be obtained interactively.

5b	**On-Line Employee Survey**
	Web-based employee surveys on employee satisfaction customized to agency requirements. Surveys include questions on Leadership, corporate culture, communications, career development, training, benefits, recognition and rewards, teamwork, working conditions as well as agency-specific items.

Retirement Calculation Systems / Toolkit Packages

SE	**Retirement Calculation System SE (Standard Edition)**

The Retirement Calculation System SE is the minimum set of tools that enable counseling of employees in their future retirement benefits. This system comprises of a civilian retirement calculator for Federal employees and a question-and-answer interface to prepare a retirement application with customer care for system navigation.

Subscription to this system provides agency retirement specialists with an enhanced retirement calculator that determines the retirement benefits for virtually every type of Federal employee. It handles voluntary, early, and disability retirement; part-time and intermittent services; deposits and redeposits owed; Social Security/Federal Employees Retirement System (FERS) supplement; Thrift Savings Plan (TSP); survivor and retiree supplemental annuity benefits; and severance pay. Furthermore, the calculator determines the retirement eligibility, early and disability annuities, and survivor benefits for special groups. The application contains Civil Service Retirement System (CSRS), FERS, and other Office of Personnel Management (OPM) forms for electronic form filling, data storage, and case management.

Embedded in the system is a Federal Erroneous Retirement Coverage Corrections Act (FERCCA) calculator that deals with complex retirement coverage error cases where an employee has an election option. This capability is particularly important to employees who must make critical decisions. The calculator utilizes TSP account balances, Social Security and retirement benefits under the options available to compute a side-by-side comparison of the options.

The system includes a step-by-step retirement application wizard that prevents errors from occurring when preparing a retirement application. This capability supports the submission of "healthy" retirement packages to OPM. Included as well is a secure, self-service site for employees to obtain retirement and benefits information.

G2	Retirement Calculation System G2 (Second Generation)

The Retirement Calculation System G2 is a seamlessly integrated system comprised of a civilian retirement calculator for Federal employees, a question-and-answer interface (to prepare a retirement application with customer care for system navigation), a dedicated site for Federal employees, and a contacts records management system. The application contains Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and other Office of Personnel Management (OPM) forms for electronic form filling, data storage, and case management.

Subscription to this integrated system provides Federal employees and agency retirement specialists with an enhanced retirement calculator that determines the retirement benefits for virtually every type of Federal employee. It handles voluntary, early, and disability retirement; part-time and intermittent services; deposits and redeposits owed; Social Security/FERS supplement; Thrift Savings Plan (TSP); survivor and retiree supplemental annuity benefits; and severance pay. In addition, the calculator determines the retirement eligibility, early and disability annuities, and survivor benefits for special groups. Also available are retirement and financial planning tools to self-serve much of the traditional administrative and human resources (HR) work that would have been done by HR staff.

Embedded in the system is a Federal Erroneous Retirement Coverage Corrections Act (FERCCA) calculator that deals with complex retirement coverage error cases where an employee has an election option. This capability is particularly important to employees who must make critical decisions. The calculator utilizes TSP account balances, Social Security and retirement benefits under the options available to compute a side-by-side comparison of the options.

The system includes a step-by-step retirement application wizard that prevents errors from occurring when preparing a retirement application. This capability supports the submission of "healthy" retirement packages to OPM. Included as well is a secure, self-service site for employees to obtain retirement and benefits information.

The case management system allows the HR office to store and track cases for agency employees. The capability provides employees with case updates and enables dialogue with the HR office. Workflow can be customized to meet the agencies' tracking needs and provide transparency and accountability. Continuously enhanced reports, both standard and ad hoc, are readily available in the integrated system.

GP	Retirement Calculation System GP (Gold Package)

The Retirement Calculation System GP is a seamlessly integrated system comprising a civilian retirement calculator for Federal employees, a question-and-answer interface (to prepare a retirement application with

customer care for system navigation), a dedicated site for Federal employees, a contacts records management system, and functionality to import data from a personnel/payroll provider. The application contains Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and other Office of Personnel Management (OPM) forms for electronic form filling, data storage, and case management.

Subscription to this integrated system provides Federal employees and agency retirement specialists with an enhanced retirement calculator that determines the retirement benefits for virtually every type of Federal employee. It handles voluntary, early, and disability retirement benefits; part-time and intermittent services; deposits and redeposits owed; Social Security/FERS supplement; Thrift Savings Plan (TSP); survivor and retiree supplemental annuity benefits; and severance pay. Furthermore, the calculator determines the retirement eligibility, early and disability annuities, and survivor benefits for special groups.

Embedded in the system is a Federal Erroneous Retirement Coverage Corrections Act (FERCCA) calculator that deals with complex retirement coverage error cases where an employee has an election option. This capability is particularly important to employees who must make critical decisions. The calculator utilizes TSP account balances, Social Security and retirement benefits under the options available to compute a side-by-side comparison of the options.

With the functionality to import data from a personnel/payroll provider, the computation of the High-3 average salary, sick leave balance, and life and health insurance premiums (including FEDVIP, the Federal Employees Dental and Vision Insurance Program) is done automatically and eliminates manual entry errors. This part of the system processes data on an every-other-week schedule with the imported data used to support retirement calculations, the Benefits Statement in the employee portal, and personnel data for SF-52. This import process automatically enters about two-thirds of the information typically entered by HR benefits staff for an employee record.

The system includes a step-by-step retirement application wizard that prevents errors from occurring when preparing a retirement application. This capability supports the submission of "healthy" retirement packages to OPM. Included as well is a secure, self-service site for employees to obtain retirement and benefits information.

The case management system allows the HR office to store and track cases for agency employees. The capability provides employees with case updates and enables dialogue with the HR office. Workflow can be customized to meet the agencies' tracking needs and provide transparency and accountability. Continuously enhanced reports, both standard and ad hoc, are readily available in the integrated system.

Labor Category Rates

SIN 541612HC

GSA Labor Category	GSA Rate/Per Hour, including IFF
Project Director	$181.41
Senior Project Manager	$159.35
Senior Analyst	$134.70
Project Manager	$117.68
Analyst	$109.09
Organizational Development Specialist	$83.35
Business Process Re-engineering Specialist	$94.38
Subject Matter Expert	$147.10
Senior Human Resource Specialist	$107.87
Human Resources Specialist	$69.87
Human Resources Assistant	$52.89
Administrative Support	$44.13
Development Team Leader	$110.02
Senior Client/ Server Developer	$97.07
Senior Systems Programmer/ Developer	$90.61
Systems Programmer/ Developer	$77.66
Analyst/Programmer	$71.17
Human Resource Assistant II	$69.51
Human Resource Specialist III	$143.11
Analyst III	$158.44
Subject Matter Expert II	$199.33
Program Director	$199.33

GSA Labor Category	GSA Rate/Per Hour, including IFF
System/Technical Writer	$97.11
Training Specialist	$122.67
Support Specialist I	$107.33
Support Specialist II	$122.67
Quality Assurance Specialist I	$107.33
Quality Assurance Specialist II	$138.00
Web Developer I	$122.67
Web Developer II	$158.44
Application/Technical Developer Head I	$148.22
Application/Technical Developer Head II	$168.67
System/Technical Architect	$219.78
Information Systems Security Specialist I	$122.67
Information Systems Security Specialist II	$158.44
Information Systems Security Specialist III	$178.89
HR Retirement Seminars Instructor	$129.99
HR Retirement Counselor	$122.67
Project Team Lead	$112.44
Subject Matter Expert III	$254.97

Labor Category Descriptions

Position	Duties/Qualifications	Education
Project Director	At least 6 years of professional experience planning, conducting, and participating in short-term studies, the design, review, and evaluation of equivalent management and administrative systems, and the provisions of management support. At least some of the experience must include scheduling work to meet completion dates, estimating manpower needs, reviewing project progress, and making changes in methodology where necessary. Capabilities of supplying technical advice and counsel to other professionals and generally operates with wide latitude for un-reviewed action.	At least a master's degree or experience.
Senior Project Manager	At least 4 years of professional experience participating in short-term studies, the design, review, and evaluation of management and administrative systems, and the provision of management support. Receive assignments associated with projects from the senior professional/project director, translating technical guidance received into usable data applicable to the particular assignment.	At least a bachelor's degree or equivalent experience.
Project Manager	At least 3 years experience in supervising or directly managing and coordinating projects through all phases. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues.	At least a bachelor's degree or equivalent experience.
Analyst	At least 2 years of professional experience participating in short-term studies, the design, review, and evaluation of management and administrative systems, and the provision of management support. Able to gather and correlate basic data, as well as, perform routine analyses. Work on less complicated assignments where little evaluation is required	At least a bachelor's degree or equivalent experience.
Senior Analyst	At least 3 years professional experience. Provides business and analytical expertise in support of the project. Has an understanding of the client's objectives and has extensive knowledge of typical core processes. Prepare the overall designs and detailed specifications for system components. Offer knowledge, experience, and insight in a particular area, such as facilitation.	At least a bachelor's degree or equivalent experience.
Organizational Development Specialist	At least 3 years professional experience. Provides services in instruction, design, development, deployment, and facilitation of a variety of organizational development (OD) programs and services within the following disciplines or functions: management development; leadership development-coaching; mentoring; performance management; talent	At least a bachelor's degree or equivalent experience; Master's degree preferred.

	management-succession planning; executive onboarding; technical training or computer based learning.	
	Functions as an expert facilitator and/or subject matter expert/mentor within their OD discipline or function. Partners with other OD members to implement programs and services for business and resource unit employees and leaders; up to and including directors and vice presidents.	
Business Process Reengineering Specialist	At least 3 years professional experience, applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.	At least a bachelor's degree or equivalent experience.
Subject Matter Expert	Provides high-level expertise and consultation on specialized strategic HR and general management issues. Leads and/or works on highly complex, difficult and sensitive projects; conceptualizes project goals and management plans; produces or reviews substantive and complex documents reflecting detailed knowledge of topic area. Relevant experience includes, but is not limited to, experience in supporting and/or leading large projects related to the individual's subject matter expertise. These senior personnel are renowned experts in their area of expertise.	At least a bachelor's degree or equivalent experience; preferably a Master's degree and a Professional in Human Resources (PHR) or a Senior Professional in Human Resources (SPHR) certification.
Senior Human Resource Specialist	At least 5 years of professional experience. Possesses a comprehensive range of knowledge and experience in the oversight of human resources support functions, including in-depth knowledge of human resource organization management. Leads or manages highly complex, difficult, or sensitive consulting projects; provides expert advice, assistance, and mentoring to clients and staff on specialized management topics; reviews and approves deliverables; ensures overall customer satisfaction; nurtures long-term client relationship; and identifies and plans for future projects.	At least a bachelor's degree or equivalent experience; preferably a Master's degree and PHR or SPHR certification.
Human Resources Specialist	At least 3 years professional experience. Provides management support, advice, counseling, and program development for human resources activities, and possesses significant knowledge and experience in one or more areas of human resources support functions. Works on, leads, or manages moderately to highly complex, difficult, or sensitive consulting projects; provides expert advice, assistance, and mentoring to clients and staff; directs/coordinates staff involved with project; coordinates project activities; reviews and approves deliverables; ensures project meets contract requirements; communicates with client on project status and results; and identifies and resolves project issues. Nurtures long-term client relationship.	May require an associate's degree in a related area with at least 2 years of experience in the field.

Role	Description	Requirements
Human Resources Assistant	At least 2 years of professional experience. Provides support for human resource programs. Provides project support services to more senior staff, including research, analysis, facilitation assistance, and document preparation.	May require an associate's degree in a related area with at least 2 years of experience in the field.
Administrative Support	Performs administrative services, which may include office, clerical, and support services, printing, mail distribution and messenger services, telecommunications, maintenance, purchasing, security, and cafeteria services. Typically reports to a senior manager.	May require an associate's degree in a related area with at least 2 years of experience in the field.
Application Development Team Leader	Provide technical direction to personnel performing systems and analyses and system development tasks. Coordinate and perform logical and physical systems designs. Review and prepare system documents or specifications. Prepare reports, studies and documentation, deliver presentations, and participate in meetings.	At least a bachelor's degree or equivalent experience
Senior Client/Server Developer	Create fully tested and operational software components. Responsible for ensuring that each part of the system is constructed to specifications and that quality is built throughout. Assemble software components into a working system.	At least a bachelor's degree or equivalent experience
Senior Systems Programmer/ Developer	Analyze programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, and format of final results. Confer with technical and analytical personnel, and design detailed programs, flow charts, and diagrams. Translate design into coded instructions, verify accuracy and validity of programs by preparing sample data and testing, correct program errors and modify the program as required by revising instructions. Review and/or prepare system documents and specifications.	At least a bachelor's degree or equivalent experience
Systems Programmer/ Developer	Analyze requirements and design specifications. Develop block diagrams, logic flow charts, and coding structures. Translate detailed design into computer program coded instructions. Test, debug, and refine the computer program to produce the product required by the written specifications. Document procedures used throughout the program to allow the program to be run as a part of a system and make changes as may be required.	At least a bachelor's degree or equivalent experience
Analyst/ Programmer	Design, code, and test software. Perform software troubleshooting and correct errors in software and operating procedures. Conduct system analysis and programming tasks. Test data, and test and debug programs, prepare documentation of programs and user procedures and assist in installing and operating system.	At least a bachelor's degree or equivalent experience
Human Resource Assistant II	Provides support for human resource programs. Provides project support services to more senior staff, including research, analysis, facilitation assistance, and document preparation.	Minimum 3 years of experience and minimum of an

		Associate's degree
Human Resource Specialist III	Possesses a comprehensive range of knowledge and experience in the oversight of human resources support functions, including in-depth knowledge of human resource organization management. Leads or manages highly complex, difficult, or sensitive consulting projects; provides expert advice, assistance, and mentoring to clients and staff on specialized management topics; reviews and approves deliverables; ensures overall customer satisfaction; nurtures long-term client relationship; and identifies and plans for future projects.	Minimum of 7 years of experience and minimum of a Bachelor's degree
Analyst III	Facilitates business requirements gathering sessions, develops gap analysis documents, recommends software solutions, and provides informal training. Experience in business and systems analyses. Demonstrated ability to lead and advise other analysts. Operates with substantial independence and initiative. Undertakes analyses and user consultation tasks in all phases of design and implementation of an application.	Minimum of 5 years of experience and minimum of a Bachelor's degree
Subject Matter Expert II	Provides expertise and consultation on specialized strategic issues. Leads and/or works on highly complex, difficult and sensitive projects; conceptualizes project goals and management plans; produces or reviews substantive and complex documents reflecting knowledge of topic area. Relevant experience includes, but is not limited to, experience in supporting and/or leading large projects related to the individual's functional expertise. Mentors less senior staff.	Minimum of 7 years of experience and minimum of a Master's degree
Program Director	Manages large implementation accounts and multiple software implementation projects. Experience must include scheduling work to meet completion dates, estimating manpower needs, reviewing project progress, and making changes in methodology where necessary. Capable of supplying technical advice and counsel to other professionals; generally operates with wide latitude for un-reviewed action.	Minimum of 7 years of experience and minimum of a Master's degree
System/Technical Writer	Works with an implementation team to create customized technical and user documentation. Demonstrated ability for efficient writing and for organizing clear documentation. Prepares and edits system documentation that incorporates information provided by users, specialists, analysts, and programmers. Writes, edits and prepares reports, studies, technical manuals and guides for both technical and non-technical audiences. Interprets technical documentation standards and prepares documentation according to the standards. May provide graphic support.	Minimum of 2 years of experience and minimum of a Bachelor's degree
Training Specialist	Delivers specialized software user training for specific enterprise modules in support of the rollout of new software. Develops learning objectives and writes lesson	Minimum of 2 years of

	plans to accomplish the desired levels of learning. Evaluates learning accomplishments of students.	experience and minimum of a Bachelor's degree
Support Specialist I	Supports and manages reported issues and issue resolution plans for customers. Understands customer needs, explains customer concerns to the technical staff, and explains technical issues to customers. Responds to customer inquiries. Performs basic/preliminary software troubleshooting. Provides navigation guidance and documentation as needed.	Minimum of 1 year of experience and minimum of an Associate's degree
Support Specialist II	Supports and manages reported issues and issue resolution plans for customers. Understands customer needs, explains customer concerns to the technical staff, and explains technical issues to customers. Provides leadership and direction to other client support specialists.	Minimum of 3 years of experience and minimum of an Associate's degree
Quality Assurance Specialist I	Reviews and reports on software correctness and adherence to design and published standards. Understands control techniques and adherence to standards. Performs software tests with guidance from the senior QA specialist. Identifies any errors based on specifications. Prepares associated documentation and assists programmers in eliminating software bugs.	Minimum of 1 year of experience and minimum of an Associate's degree
Quality Assurance Specialist II	Reviews and reports on software correctness and adherence to design and published standards. Provides regular feedback throughout the development and implementation cycle. Understands control techniques and adherence to standards. Demonstrated success in quality assurance performance. Creates fully tested, integrated, and operational software components. Responsible for ensuring that each part of the system is constructed to specifications, that high quality is achieved throughout, and that components function as a system.	Minimum of 3 years of experience and minimum of a Bachelor's degree
Web Developer I	Designs, codes, and tests software for use in the web. Performs software troubleshooting and corrects errors in software and operating procedures. Conducts system analysis and programming tasks. Analyzes requirements and design specifications. Develops block diagrams, logic flow charts, and coding structures. Translates detailed designs into computer program coded instructions. Tests, debugs and refines the computer program to produce the product required by the written specifications. Documents procedures used throughout the program to allow the program to be run as a part of a system and makes changes as indicated.	Minimum of 2 year of experience and minimum of an Associate's degree

Web Developer II	Demonstrated system development expertise, ability to comprehend needs and goals of system designers, and ability to collaborate with other programmer/developers. Interviews technical and analytical personnel and designs detailed programs, flow charts, and diagrams. Translates designs into coded instructions, verifies accuracy and validity of programs by preparing sample data and testing, corrects program errors and modifies programs as required by revising instructions. Prepares system documents and specifications. Reviews work or code of less senior developers.	Minimum of 4 years of experience and minimum of a Bachelor's degree
Application/Technical Developer Head I	Works with customers to provide software and technical solutions to support business requirements. Utilizes technology to configure and enhance software to meet customer needs, particularly in the web or cloud environment.	Minimum of 2 years of experience and minimum of a Bachelor's degree
Application/Technical Developer Head II	Works with customers to provide software and technical solutions to support business requirements. Utilizes technology to configure and enhance software to meet customer needs, particularly in the web or cloud environment. Command of project design, goals, and processes necessary to complete a project. Demonstrated ability to accomplish complex projects.	Minimum of 4 years of experience and minimum of a Bachelor's degree
System/Technical Architect	Provides technical direction to personnel performing systems analyses and system development tasks. Vital link between management and IT development teams. Coordinates and performs logical and physical systems designs. Reviews and prepares system documents or specifications. Prepares reports, studies and documentation, deliver presentations, and participate in meetings.	Minimum of 8 years of experience and minimum of a Bachelor's degree
Information Systems Security Specialist I	Works with customers' security staff to execute security requirements for information systems. Develops and updates security authorization packages in accordance with the client's requirement and compliant with FISMA.	Minimum of 2 years of experience and minimum of an Associate's degree
Information Systems Security Specialist II	Works with customers' security staff to execute security requirements for information systems. Develops and updates security authorization packages in accordance with the client's requirement and in compliance with FISMA. Stays abreast of latest security threats and protection techniques. Mentors less senior specialists.	Minimum of 4 years of experience and minimum of a Bachelor's degree
Information Systems Security Specialist III	Works with customers' security staff to execute security requirements for information systems. Develops and updates security authorization packages in accordance with the client's requirement and in compliance with FISMA. Stays abreast of latest security threats and protection techniques. Supervises staff and assigns work responsibilities.	Minimum of 6 years of experience and minimum of a Bachelor's degree

HR Retirement Seminars Instructor	Experience in Federal HR business processes with knowledge and skill in federal retirement programs. Applies advanced skills and experience to conduct retirement seminars. Seminar experience includes in-depth knowledge of, and experience in conducting seminars in the areas of: new employee retirement planning, pre-retirement, mid-career planning and financial planning to the Federal Government, throughout the country. Experience in presenting training materials to a wide variety of audiences. Uses course materials including script, exercises, and classroom or self-study manuals and other teaching aids) to educate audience on a range of retirement options and topics.	Minimum of 4 years of experience and minimum of a Bachelor's degree
HR Retirement Counselor	Experience in Federal HR business processes with knowledge and skill in retirement. Applies advanced skills and experience in processing personnel transactions, detailed knowledge of Federal HR business processes, and supervisory skills to administer HR processes in retirement. Provides HR processing services and interacts with clients at the supervisory level and/or provides HR advisory services to Federal HR policy and operations specialists. Answers questions involving complex benefits questions on the Civil Service Retirement System (CSRS), CSRS Offset and Federal Employees' Retirement System (FERS), Thrift Savings Plan (TSP), Federal Employees Health Benefits Program (FEHB), and Federal Employees Group Life Insurance (FEGLI). Skill in performing retirement counseling, calculating retirement benefits, developing or interpreting HR policy or guidance, and responding to retirement related questions.	Minimum of 2 years of experience and minimum of a Bachelor's degree
Project Team Lead	Comprehensive experience and expertise of human resources support or human capital strategic functions. Experience supervising or directly managing and coordinating projects through all phases while performing day-to-day operational or strategic activities. Responsible for supervising and guiding personnel in all aspects of project activities, ensuring the deliverables on the project are completed in a timely manner and the quality of work products. Acts as the liaison between staff and the customer, and reports on progress and issues.	Minimum of 3 years of experience and minimum of a Bachelor's degree
Subject Matter Expert III	Provides high-level expertise and consultation on specialized strategic HR and general management issues. Leads and/or works on highly complex, difficult and sensitive projects; conceptualizes project goals and plans; reviews or creates substantive documentation reflecting detailed knowledge of the HC topic area. Experience in supporting and/or leading large projects related to the individual's subject matter expertise. Demonstrated ability to analyze the most difficult, complex, sensitive, technically challenging, and controversial issues and situations and respond accordingly. Ability to work with complex and dynamic organizations on reorganizations, realignments. Ability to assess, develop and implement organizational structures, and mandates that are aligned with agency business strategies; evaluates, develops and implements dynamic and interactive learning programs; and may evaluate and develop succession planning and talent management programs. Experience creating and developing agency specific HR models to ensure the effective deployment of personnel to achieve stated goals, while also ensuring the workforce is operating at a high level of productivity and efficiency. Provides advice on a wide range of human capital issues. May recommend changes to policy and procedures and ensure compliance with federal and agency laws, regulations and	Minimum of 10 years of experience and minimum of a Master's degree

guidance. May make recommendations for reorganizing an office
or department's leadership structure.

Substitution Language

Economic Systems, Inc.'s practice is to allow a substitution between experience and education. Below describes the substitution guidelines:

One year of experience is equal to one year of education.
Two years of experience is equal to an Associate's degree
Four years of experience is equal to a Bachelor's degree
Six years of experience is equal to a Master's degree
Ten years of experience is equal to a Doctorate degree
Certifications and training may also be used as substitutes for experience and education.

Prices: Training

SIN 541612HC

Off-the-Shelf Training

Course Title	# of Days	Min. # of Participants	Max # of Participants	GSA Rate/ per Course including IFF
Basic Skills Training				
Communication	1	No Min	25	$900
Customer Service	1	No Min	25	$900
Diversity	1	No Min	25	$900
Effective Presentations	2	No Min	25	$1,800
Managing Change	1	No Min	25	$1,200
Managing Conflict	1	No Min	25	$1,200
Sexual Harassment/EEO	1	No Min	25	$1,200
Stress Management	1	No Min	25	$900
Strategies for Self-Development	1	No Min	25	$1,200
Team Building	1	No Min	25	$1,200
Time Management	1	No Min	25	$900
Workplace Safety	1	No Min	25	$900
Workplace Violence	1	No Min	25	$900
First Line Supervisor Training				
Organizational Skills (Planning, Structure, Processes, Execution)	1	No Min	25	$1,200
Communication Skills (Verbal, Written, Listening, Presenting)	1	No Min	25	$1,200
Interpersonal Skills (Building Relationships, Organizational Savvy, Networking)	1	No Min	25	$1,200
Diversity, Managing Conflict/Conflict Resolution	1	No Min	25	$1,200
Managing Others (Providing Direction, Providing Feedback, Coaching and Mentoring	2	No Min	25	$2,400
Motivating and Influencing Others, Managing Change, Evaluating and Rewarding Performance)	2	No Min	25	$2,400
Self-Management Skills (Ethics, Integrity, Accountability, Developing Self)	1	No Min	25	$1,200
Critical Thinking Skills (Analysis and Problem Solving)	2	No Min	25	$2,400
Seminars and Workshops				
Federal Employees Retirement Coverage Correction Act (FERCCA) Training (Basic)	1	3	25	$650; Min $1,950
Federal Employees Retirement Coverage Correction Act (FERCCA) Training (Advanced)	2	3	25	$975; Min $2,925
Federal Retirement and Benefits Training (Basic)	3	3	25	$1,300; Min $3,900
Federal Retirement and Benefits Training (Advanced)	2	3	25	$975; Min $2,925
Seminars and Workshops				**Per attendee**
Retirement Readiness for Employees Nearing Retirement	1	No Min	No Max	$125
Getting Fiscally Fit…..Financial Literacy	1	No Min	No Max	$125

Employee "Tune Up" for Mid-Career Employees	1	No Min	No Max	$125
Orientation for Newly Hired and Returning Employees	1	No Min	No Max	$125
			Page	
CSRS/FERS Retirement Handbook	N/A	N/A	N/A	$9.97

Training Course Descriptions

Basic Skills Training

Communication: Participants will learn to communicate more effectively by understanding the process of delivering a message and checking for understanding of the message by focusing on verbal and nonverbal communications and identifying barriers related to their personal skill development.

Customer Service: This is an interactive workshop designed to provide participants with the skills necessary to provide the high-quality customer service critical to the success of every organization. Delivery will focus on organizational expectations and personal skill development.

Diversity: This workshop challenges participants to change their perceptions of diversity and to view diversity as an organizational strength as opposed to an obstacle. Throughout the course of this workshop, participants will examine the definition and dimensions of diversity, analyze traditional approaches to managing diversity in the workplace, examine perceptions and beliefs and how they are formed, develop an understanding of how diversity can be used as a tool in the workplace, and create an action plan to set forth their commitment to valuing diversity.

Effective Presentations: The workshop will allow participants to learn strategies for developing and organizing a presentation through effective verbal and visual tools and techniques. Participants will be videotaped to assess skill development.

Managing Change: Gain the knowledge and skills needed to shape the future of your organization. Explore various tools for understanding and facilitating change and strategies for recognizing the barriers and challenges change presents.

Managing Conflict: Participants will discover constructive approaches to positive resolution and will develop the tools for quickly analyzing and responding to difficult situations to create practical, positive outcomes.

Sexual Harassment/EEO: Workshop designed to provide participants with an understanding of the laws, regulations, and policies addressing EEO and sexual harassment. Participants will also be instructed regarding their roles and responsibilities in creating and maintaining a harassment and discrimination free workplace. They will also develop an understanding of the appropriate steps to take in the event they believe they have been the victim of harassment or discrimination.

Stress Management: This workshop provides participants with an opportunity to examine the stress in their professional and personal lives and through a series of interactive activities develop and implement a personal stress management action plan. Throughout the course of this workshop participants will examine the impact of stress on their overall well-being, its subjective nature, identify their personal stressors, examine multiple strategies for eliminating and alleviating stress, and create a personal stress management action plan.

Strategies for Self-Development: Participants will learn to take personal responsibility for one's own learning and development through a process of assessment, reflection, and taking action. Throughout this workshop, participants will examine their individual development goals and work to create an Individual Development Plan of Action.

Team Building: Participants will learn practical methods for establishing and maintaining teams that maximize the collective strengths of their team members. Focus is on establishing direction and goals, setting clear roles and ground rules, establishing formal and informal accountability, and reinforcing positive team behaviors.

Time Management: This workshop provides participants with an opportunity to examine their habits and decisions around the use of time and develop and implement a personal time management action plan through a series of interactive activities. Throughout the course of this workshop participants will examine the impact of poor time management, examine their personal decisions with regard to the use of time, identify their personal "time traps," develop planning and scheduling skills, and create a personal time management action plan.

Workplace Safety: Participants will learn workplace safety rules, workers' compensation policies and regulations, and their duties and responsibilities in ensuring a safe workplace. General topics will include why workplace safety is essential and will provide statistics on accidents and on-the-job deaths; description of the most common types of workplace injuries and how these injuries might have been prevented and will provide an overview of OWCP regulations.

Workplace Violence: Participants will learn to recognize warning signs for workplace violence and will develop strategies to respond to actual or potentially violent workplace situations.

First Line Supervisor Training

Organizational Skills (Planning, Structure, Processes, Execution): Learn to meet organizational goals and customer expectations.

Communication Skills: (Verbal, Written, Listening, Presenting): Learn to overcome barriers to effective office communications. Participants will develop strategies to increase their ability to be understood by identifying their individual communication style and that of others. They will also practice methods of interpreting verbal and nonverbal feedback and the use of appropriate repetition to clarify communications.

Interpersonal Skills (Building Relationships, Organizational Savvy, Networking): Learn to build coalitions internally and externally, using networks and building alliances; collaborating across boundaries to build strategic relationships and achieve common goals.

Diversity, Managing Conflict/Conflict Resolution: Learn about the real issues regarding workforce diversity, including how behaviors impact people differently as a result of gender and cultural or ethnic background and the benefits gained by managing workplace diversity. Participants will discover constructive approaches to positive resolution and will develop the tools for quickly analyzing and responding to difficult situations to create practical, positive outcomes.

Managing Others (Providing Direction, Providing Feedback, Coaching and Mentoring): Learning to get work done through others by developing the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

Motivating and Influencing Others (Managing Change, Evaluating and Rewarding Performance): Learn strategies for persuading and building consensus through give and take; gaining cooperation from others to obtain information and accomplish goals.

Self-Management Skills (Ethics, Integrity, Accountability, Developing Self): Taking personal responsibility for one's own learning and development through a process of assessment, reflection and taking action.

Critical Thinking Skills (Analysis and Problem Solving): Identifying problems and determining solutions using an analytical method and easy-to-use tools. Business problems are broken down in a logical manner in order to develop simple and elegant solutions.

Seminars and Workshops

Retirement Readiness for Employees Nearing Retirement: Being fully prepared for retirement takes wise planning, proactive measures, and concise information. This course imparts a working knowledge which empowers an employee to take control of their retirement preparation. It is a comprehensive workshop that not only involves classroom instruction but also gives each employee software tools to develop their own annuity estimates, Social Security benefit estimates, TSP projections, annuity adjustments, budgets, financial pictures, and planning strategies. Separate courses are available for employees covered by the FERS and CSRS retirement programs.

Getting Fiscally Fit … Financial Literacy: Designed to support OPM's Federal Financial Literacy initiative, this course presents the basics of personal financial planning to participants. Participants not only receive the classroom instruction but also are given access to web-based financial planning software. With this tool they can develop budgets, financial forecasts, and financial planning strategies. Participants also will have access to ongoing education after the fact by having access to a library of publications, investor alerts, and financial tools provided by the National Association of Securities Dealers. This ensures that all the information your employees receive is unbiased, current and relevant.

Employee "Tune Up" for Mid-Career Employees: Reaching the midway point of one's Federal career can motivate employees to re-evaluate their benefits elections, retirement savings contribution levels, and other decisions. Life may have drastically changed for them since they entered the Federal Civil Service. This is a critical time to understand how the choices they have made and will be making regarding their Federal retirement and other employee benefits affect their retirement planning. This course will awaken employees to adjustments they might need to make to ensure that they are the right path.

Orientation for Newly Hired and Returning Employees: Entering or re-entering Federal service is a critical time for Federal employees. This workshop assists them in understanding and controlling their benefits and retirement program. Separate courses are available for employees covered by the FERS and CSRS retirement programs.

Federal Employees Retirement Coverage Correction Act (FERCCA) 1-Day Training: EconSys offers a one-day training session for HR specialists focusing on the FERCCA statute and regulations as well as operation of the FERCCA calculator. (Our FRB Web©-Integrated Solution product includes the FERCCA Calculation Module.)

Federal Employees Retirement Coverage Correction Act (FERCCA) 2-Day Training: The two-day session is a more extensive training program for HR staff that requires basic strengthening of their skills in federal retirement programs before adding the FERCCA information needed to process FERCCA decision packages. For agency officials who express a preference to "set the agenda," we may be able to customize the FERCCA training session to meet your specific needs.

Federal Retirement and Benefits Training (Basic) 3-Day Training: EconSys offers a three-day training session for HR specialists who are newly assigned to deliver operational administrative services for Federal retirement and benefits programs. The course includes the complexities involved in determining potentially creditable civilian service for retirement eligibility; annuity calculations and retirement coverage determinations; Social Security entitlements; Thrift Savings Plan; FEGLI and FEHB.

Federal Retirement and Benefits Training (Advanced) 2-Day Training: EconSys offers a two-day training session for HR specialists who have already attended the EconSys *Federal Retirement and Benefits Training (Basic)* training. This course focuses on the more comprehensive issues such as the impact of Federal retirement on OWCP cases and Special Retirement (Law Enforcement Offices/ Fire Fighters/Air Traffic Controllers).

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

LABOR CATEGORIES:

Position	Duties/Qualifications	Education
Senior Professional/ Project Director	At least 6 years of professional experience planning, conducting and participating in short-term studies, the design, review and evaluation of management and administrative systems and the provisions of management support. At least some of the experience must include scheduling work to meet completion dates, estimating manpower needs, reviewing project progress and making changes in methodology where necessary. Capabilities of supplying technical advice and counsel to other professionals and generally operated with wide latitude for un-reviewed action.	At least a master's degree or 10 years of relevant experience
Mid Professional	At least 4 years of professional experience participating in short-term studies, the design, review and evaluation of management and administrative systems, and the provision management support. Receive assignments associated with projects from the professional/project director, translating technical guidance received into usable data applicable to the particular assignment.	At least a bachelor's degree or 7 of years of relevant senior experience
Junior Professional	At least 2 years of professional experience participating in short-term studies, the design, review and evaluation of management and administrative systems, and the provision of management support. Able to gather and correlate basic data, as well as, perform routine analyses. Work on less complicated assignments where little evaluation is required.	At least a bachelor's degree or 5 years of relevant experience

Subject Matter Expert	At least 10 years of professional experience in the identified field of study or specialization. Provides extremely high-level subject matter expertise in a particular area. Applies principles, methods, and knowledge of specific functional areas of expertise to specific requirements. Provides advice on esoteric problems which require extensive knowledge of the subject matter. Designs and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.	At least a master's degree or 13 years of relevant experience

Position	Duties/Qualifications	Education
Project Manager	At least 3 years of experience in supervising or directly managing and coordinating projects through all phases. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues.	At least a bachelor's degree or 6 years of relevant experience
Senior Functional Expert	At least 3 years of experience and expertise in system design, development, and analysis. Direct the analysis of the requirements for information systems, as well as, direct the design of adaptations to software. Additionally, direct analyses of training, conversion, and interface requirements. Knowledgeable in process analysis techniques such as flowcharting, process mapping, benchmarking, and activity-based costing. May have specific expertise in business or functional areas such as financial management, accounting, procurement, maintenance management system integration, maintenance engineering analysis, maintenance management consulting, and maintenance effectiveness review procedures.	At least a bachelor's degree or 6 years of relevant experience
Functional Expert	At least 2 years of experience, expertise, knowledge, and insight in a particular area. Provide business and analytical expertise in support of the project. Has an understanding of the client s objectives and has extensive knowledge of typical core processes. Prepare the overall designs and detailed specifications for system components. Offer knowledge, experience, and insight in a particular area, such as facilitation.	At least a bachelor's degree or 4 years of relevant experience

Application Development Team Leader	At least 2 years of experience. Provide technical direction to personnel performing systems and analyses and system development tasks. Coordinate and perform logical and systems designs. Review and prepare system documents or specifications. reports, studies and documentation, deliver presentations, and participate in meetings.	At least a bachelor's degree or 4 physical years of relevant experience Prepare
Senior Client/Server Developer	At least 3 years of experience. Create fully tested and operational software components. Responsible for ensuring that each part of the system is constructed to specifications and that quality is built throughout. Assemble software components into a working system.	At least a bachelor's degree or 5 years of relevant experience

Senior Systems Programmer/ Developer	At least 3 years of experience. Analyze programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, and format of final results. Confer with technical and analytical personnel, and design detailed programs, flow charts, and diagrams. Translate design into coded instructions, verify accuracy and validity of programs by preparing sample data and testing, correct program errors and modify the program as required by revising instructions. Review and/or prepare system documents and specifications.	At least a bachelor's degree or 5 years of relevant experience
Systems Programmer/ Developer	At least 2 years of experience. Analyze requirements and design specifications. Develop block diagrams, logic flow charts, and coding structures. Translate detailed design into computer program coded instructions. Test, debug and refine the computer program to produce the product required by the written specifications. Document procedures used throughout the program to allow the program to be run as a part of a system, and make changes as may be required.	At least a bachelor's degree or 4 years of relevant experience
Analyst/ Programmer	At least 1 year of experience. Design, code and test software. Perform software troubleshooting and correct errors in software and operating procedures. Conduct system analysis and programming tasks. Test data, and test and debug programs, prepare documentation of programs and user	At least a bachelor's degree or 3 years of relevant
Technical Expert	At least 3 years of experience. Provide expertise in application and systems software. Perform performance tuning; undertake analyses of complex hardware, software, and telecommunications issues. Possess a high degree of technical experience and performance. May have expertise in maintenance and engineering systems design, development, assessment, and analysis.	At least a bachelor's degree or 5 years of relevant experience

Technical Specialist	At least 2 years of experience. Provide expertise in application and systems software. Perform performance tuning; undertake analyses of complex hardware, software, telecommunications issues. Experience in development of software and technical operations analyses.	At least a bachelor's degree or 4 and years of relevant experience

Documentation Specialist	At least 1 year of experience. Prepare and edit system documentation that incorporated information provided by the user, specialist, analyst, and programmer personnel. Write, edit and prepare reports, studies, and preparation material of technical information for both technical and non-technical audiences. Interpret technical documentation standards and prepare documentation according to the standards. May provide graphic support.	At least a bachelor's degree or 3 years of relevant experience
Senior Business Systems Consultant	At least 3 years of experience. Experience in systems analyses. Provide leadership or analytical expertise to analysts. Operate with substantial independence and initiative. Undertake analyses and user consultation tasks at all phases	At least a bachelor's degree or 5 years of relevant
Business Systems Analyst	At least 2 years of experience. Perform functional and technical analysis, assessment, and development tasks. Participate in requirements analyses, data gathering, interviews, and facilitated sessions. Provide analytical skills in design, testing, training, and implementation activities.	At least a bachelor's degree or 4 years of relevant experience
Research Analyst	At least 1 year of experience. Assist with data collection, analysis and collation. Research technologies, access electronic media for literature searched, prepare summations of findings and assist with data analysis and deliverable preparation. Provide support for project financial administration.	At least a bachelor's degree or 3 years of relevant experience
Administrative Support	Entry Level	High school diploma

LABOR RATES:

Labor Category	Hourly Rate
Senior Professional/Project Director	$161.80
Mid Professional	$93.85
Junior Professional	$64.71
Subject Matter Expert	$310.22
Project Manager	$103.55
Senior Functional Expert	$129.46
Functional Expert	$97.07
Application Development Team Leader	$110.02
Senior Client/Server Developer	$97.07
Senior Systems Programmer/ Developer	$90.61
Systems Programmer/Developer	$77.66
Analyst/Programmer	$71.17
Technical Expert	$84.13
Technical Specialist	$67.31
Documentation Specialist	$80.90
Senior Business Systems Consultant	$97.35
Business Systems Analyst	$71.05
Research Analyst	$58.24
Administrative Support**	$45.29

Rates include .75% Industrial Funding Fee.

***Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.*

INFORMATION ON SERVICE CONTRACT ACT (SCA):

SCA MATRIX		
SCA Eligible Contract Labor Category	**SCA Equivalent Code - Title**	**WD Number**
Administrative Support	01020 - Administrative Assistant	2015-4282

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply 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(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract.