



General Services Administration  
Federal Supply Services  
Authorized Federal Supply Schedule Price List

**Facilities Management Services**  
**Federal Supply Group: MAS – Multiple Award Schedule Professional Services –  
Total Solution Support Products for Facilities Management Systems**

**Contract Number: GS-07F-067GA**  
**Contract Period: February 9, 2017 – February 08, 2022 (with two 5-Year Option Periods)**  
Modification: PS-A812, PS-A821 & PS-A824  
Date: 2/11/2020, 6/16/2020 & 8/20/2020  
DUNS: 034585284  
CAGE: 6RH24



**Risk Mitigation Consulting, Inc.**

*Protecting your assets now and in the future*

<http://riskmitigationconsulting.com>

For more information on ordering from Federal Supply Schedules  
go to the GSA Schedules page at [GSA.gov](http://GSA.gov)

**Risk Mitigation Consulting, Inc.**  
864 Hwy 98 E  
Destin, FL 32541

**For Information, please contact:**  
D'Etta Rassier, Business Director  
Phone: 501-766-1719  
Fax: 850-424-6858  
E-Mail: [contracts@rmcinc.us](mailto:contracts@rmcinc.us)

**Business Size:** Service-Disabled Veteran-Owned Small Business

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



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## INFORMATION FOR ORDERING ACTIVITIES

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ On-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

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#### **1a. Awarded Special Item Numbers (SINS)**

SIN 334512 – Total Solution Support Products for Facilities Management Systems  
SIN OLM – Order Level Materials

**1b. HOURLY LABOR RATES:** Please see Price List below. Prices shown are net and inclusive any discount.

**1c. LABOR CATEGORY DESCRIPTIONS:** Please see Labor Category Descriptions below.

**2. MAXIMUM ORDER THRESHOLD (MOT):** \$250,000  
(All dollar amounts are exclusive of any discount for prompt payment.)

**3. MINIMUM ORDER:** \$100.

**4. GEOGRAPHIC COVERAGE (Delivery Area):** Worldwide

**5. POINT OF PRODUCTION:** Destin, FL and Risk Mitigation Consulting Offices nationwide.

**6. DISCOUNT FROM LIST PRICES:** All prices listed are net prices.

**7. QUANTITY DISCOUNT:** The discount is based upon annual sales of an individual task order and is based upon the order's funded value at time of award.

- Orders over \$500,000 receive a 1% discount.

**8. PROMPT PAYMENT TERMS:** 1% Net 10; or Net 30 days from receipt of invoice or date of acceptance, whichever is later.



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- 9a. **ACCEPTANCE OF GOVERNMENT CREDIT CARDS:** Government credit cards will be accepted for orders at or below the micro-purchase threshold.
- 9b. **ACCEPTANCE OF GOVERNMENT CREDIT CARDS:** Government credit cards will be accepted for orders above the micro-purchase threshold.
- 10. **FOREIGN ITEMS:** Not Applicable
- 11a. **TIME OF DELIVERY:** Specified in each task order.
- 11b. **EXPEDITED DELIVERY:** Not applicable
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Specified in each task order.
- 11d. **URGENT REQUIREMENTS:** Not Applicable
- 12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:**  
**Risk Mitigation Consulting, Inc.**  
**Attention:** Contracts Office  
864 Hwy 98 E Destin, FL 32541  
Phone: 501-766-1719  
Fax: 850-424-6858  
E-Mail: [contracts@rmcinc.us](mailto:contracts@rmcinc.us)
- 13b. **ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. **PAYMENT ADDRESS:**

<u>Payment via Check/U.S. Mail</u> Risk Mitigation Consulting, Inc. Attention: Accounting 864 Hwy 98 E Destin, FL 32541	<u>ACH Payments:</u> Risk Mitigation Consulting, Inc. Navy Federal Credit Union 9-Digit ABA routing number: see invoice Account number: see invoice
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- 15. **WARRANTY PROVISION:** Not Applicable
- 16. **EXPORT PACKING CHARGES:** Not Applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Government Commercial Credit Cards will be acceptable for payments on a case by case basis.
- 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 INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Not Applicable
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** Not Applicable
- 22. **LIST OF PARTICIPATING DEALERS:** Not Applicable



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- 23. **PREVENTIVE MAINTENANCE:** Not Applicable
- 24a. **SPECIAL ATTRIBUTES:** Not Applicable
- 24b. **Section 508 Compliance for Electronic and Information Technology (EIT):** Not Applicable
- 25. **DUNS NUMBER:** 03-458-5284
- 26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Risk Mitigation Consulting, Inc is registered in System for Award Management (SAM)
- 27. **TRAVEL:** Travel in the performance of this contract shall be priced in accordance with the Federal Travel Regulations and FAR 31. RMC may include DCAA-approved indirect burdens in accordance with our standard accounting practices.

## Terms and Conditions

GSA multiple award schedule contracts are awarded in accordance with the provisions of Federal Acquisition Regulation Part 12—Acquisition of Commercial Items. To the maximum extent practicable, GSA multiple award schedule contracts include only those clauses and terms and conditions, either required to implement provisions of law or executive orders applicable to the acquisition of commercial items, or determined to be consistent with customary commercial practice. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (i.e., security, hazardous material handling, key personnel, etc.), provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law. The terms and conditions of Risk Mitigation Consulting’s MAS – Multiple Award Schedule Professional Services – Technical and Engineering Services (non-IT) & Facilities – Facilities Services contract are maintained current as required by our GSA Schedule contract.

### RMC Corporate Experience – Delivering Value-added Services

RMC was founded to improve the security of military personnel, assets, and ensuring successful completion of the missions by the U.S. military organizations. RMC’s leadership and employees have many years of experience supporting complex missions and designing innovative solutions to the contemporary threats and challenges in protecting our military assets. Since 2011, RMC has supported the Department of the Navy (DON) and US Marine Corps (USMC) in their efforts to synchronize mission assurance protection-related programs, including Anti-terrorism; Critical Infrastructure Protection; Continuity of Operations; Emergency Management; Information Assurance; Physical Security; Law Enforcement, Cybersecurity and Energy and Infrastructure security.

A key objective of our efforts is the development of an effective and efficient framework that accomplishes the integration of the activities, functions, and operational capabilities of protection related programs and development of appropriate risk assessment and risk management processes. RMC has provided its services at DON and USMC Installations worldwide.

The Mission Assurance program support requires RMC’s personnel to possess broad functional and technical expertise across multiple skills and disciplines. We have been instrumental in assessing military installations worldwide to identify vulnerabilities in the protection and systems at those installations. Our cybersecurity, information technology, and telecommunications personnel have assessed and implemented security for industrial control systems, networks, and communications at military installations worldwide. RMC has recommended actions to mitigate identified vulnerabilities resulting in the increased ability for DON and USMC installations and units to accomplish their missions.

**RMC has past performance and demonstrated expertise in the following areas:**

#### **Risk Management Services**

- Interdependency Analysis
- Mission Analysis
- Risk Assessments
- Continuity of Operations Planning
- Emergency Management

#### **Law Enforcement and Physical Security Program Support**

- Capability Based Risk Assessments
- Mission Readiness Analysis
- Capability Program Development

#### **Facility Security Assessment and Planning**

- Nodal Analysis
- Energy Security and Resiliency Analysis
- Water System Vulnerability analysis
- Facility Condition Assessments
- Utility Security and Resiliency Analysis
- Utility System Condition and Capacity

#### **Critical Infrastructure Protection Analysis**

- Critical Asset Risk Assessments
- CIP Strategies Development
- Vulnerability Analysis and Mitigation



## Description of Services Offered

### Special Item Number (SIN) Descriptions

#### **SIN 334512 Total Solution Support Products for Facilities Management Systems**

Services include products to support facilities management systems, such as repair parts, surveillance systems, security functions, energy functions, building comfort systems, etc.

NOTE: Subject to Cooperative Purchasing

#### **SIN OLM Order Level Materials**

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

#### OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.



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### RMC PRICE LIST SIN 334512, OLM

Labor Category	GSA PRICE WITH IFF
Risk Analyst I	\$81.36
Risk Analyst II	\$90.93
Risk Analyst III	\$100.50
Risk Analyst IV	\$110.08
Risk Analyst V	\$119.65
Physical Security Specialist I	\$71.79
Physical Security Specialist II	\$81.36
Physical Security Specialist III	\$90.93
Physical Security Specialist IV	\$100.50
Physical Security Specialist V	\$110.08
Critical Infrastructure Analyst I	\$90.93
Critical Infrastructure Analyst II	\$100.50
Critical Infrastructure Analyst III	\$110.08
Critical Infrastructure Analyst IV	\$119.65
Critical Infrastructure Analyst V	\$129.22
Program Analyst I	\$71.79
Program Analyst II	\$81.36
Program Analyst III	\$90.93
Program Analyst IV	\$100.50
Functional Documentation Specialist	\$90.93
Functional Expert I	\$110.08
Functional Expert II	\$119.65
Functional Expert III	\$129.22
Functional Expert IV	\$138.79
Functional Expert V	\$148.36
Project Manager I	\$90.93
Project Manager II	\$100.50
Project Manager III	\$110.08
Project Manager IV	\$119.65
Program Manager	\$138.79
Senior Program Manager	\$148.36

#### Labor Categories

<b>Commercial Job Title:</b>	<b>Risk Analyst I</b>
<b>Minimum/General Experience:</b>	2 Year of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs risk identification, qualitative, and/or quantitative risk analyses and response planning services for security projects and programs. Applies analytical skills to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes. Can perform simple tasks under supervision.

<b>Commercial Job Title:</b>	<b>Risk Analyst II</b>
<b>Minimum/General Experience:</b>	5 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs risk identification, qualitative, and/or quantitative risk analyses and response planning services for security projects and programs. Applies analytical skills to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes. Can perform more complex tasks under supervision.
<b>Commercial Job Title:</b>	<b>Risk Analyst III</b>
<b>Minimum/General Experience:</b>	8 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs risk identification, qualitative, and/or quantitative risk analyses and response planning services for security projects and programs. Applies analytical skills to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes. Can perform more complex tasks with minimal supervision.
<b>Commercial Job Title:</b>	<b>Risk Analyst IV</b>
<b>Minimum/General Experience:</b>	10 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs risk identification, qualitative, and/or quantitative risk analyses and response planning services for security projects and programs. Applies analytical skills to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes. Can perform more complex tasks with minimal supervision. Performs supervisory duties.
<b>Commercial Job Title:</b>	<b>Risk Analyst V</b>
<b>Minimum/General Experience:</b>	15 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs risk identification, qualitative, and/or quantitative risk analyses and response planning services for security projects and programs. Applies analytical skills to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes. Can perform more complex tasks with minimal supervision. Shall supervise junior personnel.
<b>Commercial Job Title:</b>	<b>Physical Security Specialist I</b>
<b>Minimum/General Experience:</b>	2 Year of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Provides physical security project planning, design, development, implementation, and monitoring services. Reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy, standards, and program execution. Responsible for developing, coordinating and conducting physical security and crime prevention programs; which may include operations security and industrial security programs, security surveys/inspections, and emergency planning in support of the installation. Can perform simple tasks under supervision.

<b>Commercial Job Title:</b>	<b>Physical Security Specialist II</b>
<b>Minimum/General Experience:</b>	5 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Provides physical security project planning, design, development, implementation, and monitoring services. Reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy, standards, and program execution. Responsible for developing, coordinating and conducting physical security and crime prevention programs; which may include operations security and industrial security programs, security surveys/inspections, and emergency planning in support of the installation. Can perform more complex tasks under supervision.
<b>Commercial Job Title:</b>	<b>Physical Security Specialist III</b>
<b>Minimum/General Experience:</b>	8 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Provides physical security project planning, design, development, implementation, and monitoring services. Reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy, standards, and program execution. Responsible for developing, coordinating and conducting physical security and crime prevention programs; which may include operations security and industrial security programs, security surveys/inspections, and emergency planning in support of the installation. Can perform more complex tasks with minimal supervision.
<b>Commercial Job Title:</b>	<b>Physical Security Specialist IV</b>
<b>Minimum/General Experience:</b>	10 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Provides physical security project planning, design, development, implementation, and monitoring services. Reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy, standards, and program execution. Responsible for developing, coordinating and conducting physical security and crime prevention programs; which may include operations security and industrial security programs, security surveys/inspections, and emergency planning in support of the installation. Can perform more complex tasks with minimal supervision. Performs supervisory duties.
<b>Commercial Job Title:</b>	<b>Physical Security Specialist V</b>
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Minimum/General Experience:</b>	15 Years of related Technical Experience
<b>Functional Responsibility:</b>	Provides physical security project planning, design, development, implementation, and monitoring services. Reviews the application of physical security standards to functional control designs and security programs and makes recommendations as necessary. Coordinates and cooperates with other agencies, private firms, and individuals on physical security policy, standards, and program execution. Responsible for developing, coordinating and conducting physical security and crime prevention programs; which may include operations security and industrial security programs, security

surveys/inspections, and emergency planning in support of the installation. Can perform more complex tasks with minimal supervision. Shall supervise junior personnel.

<b>Commercial Job Title:</b>	<b>Critical Infrastructure Protection Analyst I</b>
<b>Minimum/General Experience:</b>	2 Year of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs all aspects of critical infrastructure protection programs or projects in the areas of homeland security, domestic preparedness, emergency operations, emergency and crisis management, counter terrorism, physical security and vulnerability assessments. Ensures compliance with government and company security policies and procedures. Reviews and investigates non-compliance issues. Directs trains and/or supervises facilities, systems, law enforcement, or security personnel in support of critical infrastructure protection activities. Can perform simple tasks under supervision.
<b>Commercial Job Title:</b>	<b>Critical Infrastructure Protection Analyst II</b>
<b>Minimum/General Experience:</b>	5 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs all aspects of critical infrastructure protection programs or projects in the areas of homeland security, domestic preparedness, emergency operations, emergency and crisis management, counter terrorism, physical security and vulnerability assessments. Ensures compliance with government and company security policies and procedures. Reviews and investigates non-compliance issues. Directs trains and/or supervises facilities, systems, law enforcement, or security personnel in support of critical infrastructure protection activities. Can perform more complex tasks under supervision.
<b>Commercial Job Title:</b>	<b>Critical Infrastructure Protection Analyst III</b>
<b>Minimum/General Experience:</b>	8 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs all aspects of critical infrastructure protection programs or projects in the areas of homeland security, domestic preparedness, emergency operations, emergency and crisis management, counter terrorism, physical security and vulnerability assessments. Ensures compliance with government and company security policies and procedures. Reviews and investigates non-compliance issues. Directs trains and/or supervises facilities, systems, law enforcement, or security personnel in support of critical infrastructure protection activities. Can perform more complex tasks with minimal supervision.
<b>Commercial Job Title:</b>	<b>Critical Infrastructure Protection Analyst IV</b>
<b>Minimum/General Experience:</b>	10 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	Performs all aspects of critical infrastructure protection programs or projects in the areas of homeland security, domestic preparedness, emergency operations, emergency and crisis management, counter terrorism, physical security and vulnerability assessments. Ensures compliance with government and company security policies and procedures. Reviews and investigates non-compliance issues. Directs trains and/or supervises facilities, systems, law enforcement, or security personnel in support of critical infrastructure protection activities. Can perform more complex tasks with minimal supervision. Performs supervisory duties.

<b>Commercial Job Title:</b>	<b>Critical Infrastructure Protection Analyst V</b>
<b>Minimum/General Experience:</b>	15 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	
<p>Performs all aspects of critical infrastructure protection programs or projects in the areas of homeland security, domestic preparedness, emergency operations, emergency and crisis management, counter terrorism, physical security and vulnerability assessments. Ensures compliance with government and company security policies and procedures. Reviews and investigates non-compliance issues. Directs trains and/or supervises facilities, systems, law enforcement, or security personnel in support of critical infrastructure protection activities. Can perform more complex tasks with minimal supervision. Shall supervise junior personnel.</p>	

<b>Commercial Job Title:</b>	<b>Program Analyst I</b>
<b>Minimum/General Experience:</b>	2 Year of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	
<p>The Program Analyst provides knowledge and experience relevant in management consulting, facilitation, survey, analysis, and related activities. The Program Analyst applies intermediate knowledge of the subject matter to analyze and solve problems in areas including but not limited to finance, accounting, information technology, human resources, contracting and procurement, research and analysis, or other program support fields. The Program Analyst assists in leading and participates in teams that process business requirements including but not limited to, analysis, evaluation, and implementation of systems or processes. The Program Analyst plans, designs, and conducts studies including risk analyses, contingency planning, and feasibility studies. The Program Analyst creates program work products such as presentations, plans, and spreadsheets. Can perform simple tasks under supervision.</p>	

<b>Commercial Job Title:</b>	<b>Program Analyst II</b>
<b>Minimum/General Experience:</b>	4 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	
<p>The Program Analyst provides knowledge and experience relevant in management consulting, facilitation, survey, analysis, and related activities. The Program Analyst applies intermediate knowledge of the subject matter to analyze and solve problems in areas including but not limited to finance, accounting, information technology, human resources, contracting and procurement, research and analysis, or other program support fields. The Program Analyst assists in leading and participates in teams that process business requirements including but not limited to, analysis, evaluation, and implementation of systems or processes. The Program Analyst plans, designs, and conducts studies including risk analyses, contingency planning, and feasibility studies. The Program Analyst creates program work products such as presentations, plans, and spreadsheets. Can perform more complex tasks under supervision.</p>	

<b>Commercial Job Title:</b>	<b>Program Analyst III</b>
<b>Minimum/General Experience:</b>	6 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b>	
<p><b>Functional Responsibility:</b> The Program Analyst provides knowledge and experience relevant in management consulting, facilitation, survey, analysis, and related activities. The Program Analyst applies intermediate knowledge of the subject matter to analyze and solve problems in areas including but not limited to finance, accounting, information technology, human resources, contracting and procurement, research and analysis, or other program support fields. The</p>	

<p>Program Analyst assists in leading and participates in teams that process business requirements including but not limited to, analysis, evaluation, and implementation of systems or processes. The Program Analyst plans, designs, and conducts studies including risk analyses, contingency planning, and feasibility studies. The Program Analyst creates program work products such as presentations, plans, and spreadsheets. Can perform more complex tasks with minimal supervision.</p>	
<b>Commercial Job Title:</b>	<b>Program Analyst IV</b>
<b>Minimum/General Experience:</b>	8 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<p><b>Functional Responsibility:</b> The Program Analyst provides knowledge and experience relevant in management consulting, facilitation, survey, analysis, and related activities. The Program Analyst applies intermediate knowledge of the subject matter to analyze and solve problems in areas including but not limited to finance, accounting, information technology, human resources, contracting and procurement, research and analysis, or other program support fields. The Program Analyst assists in leading and participates in teams that process business requirements including but not limited to, analysis, evaluation, and implementation of systems or processes. The Program Analyst plans, designs, and conducts studies including risk analyses, contingency planning, and feasibility studies. The Program Analyst creates program work products such as presentations, plans, and spreadsheets. Can perform more complex tasks with minimal supervision. Performs supervisory duties.</p>	

<b>Commercial Job Title:</b>	<b>Functional Document Specialist</b>
<b>Minimum/General Experience:</b>	4 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<p><b>Functional Responsibility:</b> Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.</p>	

<b>Commercial Job Title:</b>	<b>Functional Expert I</b>
<b>Minimum/General Experience:</b>	2 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<p><b>Functional Responsibility:</b> Provides task unique, functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Possesses and demonstrates unique technical knowledge. Areas of expertise may include the following: Infrastructure, utilities, electrical systems, mission assurance/analysis. Performs analysis, evaluation, and implementation tasking.</p>	

<b>Commercial Job Title:</b>	<b>Functional Expert II</b>
<b>Minimum/General Experience:</b>	4 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<p><b>Functional Responsibility:</b> Provides task unique, functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Possesses and demonstrates unique technical knowledge. Areas of expertise may include the following: Infrastructure, utilities, electrical systems, mission assurance/analysis. Leads analysis, evaluation, and implementation tasking.</p>	

<b>Commercial Job Title:</b>	<b>Functional Expert III</b>
<b>Minimum/General Experience:</b>	6 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field

<b>Functional Responsibility:</b> Provides task unique, functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Possesses and demonstrates unique technical knowledge. Areas of expertise may include the following: Infrastructure, utilities, electrical systems, mission assurance/analysis. Leads analysis, evaluation, and implementation of tasks. May guide junior project personnel.	
<b>Commercial Job Title:</b>	<b>Functional Expert IV</b>
<b>Minimum/General Experience:</b>	8 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b> Provides task unique, functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Possesses and demonstrates unique technical knowledge. Areas of expertise may include the following: Infrastructure, utilities, electrical systems, mission assurance/analysis. Performs analysis, evaluation, and implementation tasking.	
<b>Commercial Job Title:</b>	<b>Functional Expert V</b>
<b>Minimum/General Experience:</b>	10 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b> Provides task unique, functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Possesses and demonstrates unique technical knowledge. Leads and may manage project teams for analysis, evaluation, and implementation of tasks.	

<b>Commercial Job Title:</b>	<b>Project Manager I</b>
<b>Minimum/General Experience:</b>	2 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b> Responsible for assisting the management of small to med-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Able to manage simple projects under general supervision.	
<b>Commercial Job Title:</b>	<b>Project Manager II</b>
<b>Minimum/General Experience:</b>	4 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b> Responsible for assisting the management of small to med-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management	

professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Able to manage simple projects under general supervision.	
<b>Commercial Job Title:</b>	<b>Project Manager III</b>
<b>Minimum/General Experience:</b>	6 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b> Responsible for assisting the management of small to med-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Able to manage more complex projects under minimal supervision.	
<b>Commercial Job Title:</b>	<b>Project Manager IV</b>
<b>Minimum/General Experience:</b>	8 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b> Responsible for assisting the management of small to med-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles. Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Able to manage more complex projects with no supervision required.	
<b>Commercial Job Title:</b>	<b>Program Manager</b>
<b>Minimum/General Experience:</b>	6 Years of related Technical Experience
<b>Minimum Education:</b>	Bachelors Degree in related field
<b>Functional Responsibility:</b> Provides program management for 2-3 projects. Prepares project implementation plan, coordinates project activities, monitors project milestones, and provides progress reports. Responsible for all aspects of performance (i.e., technical, contractual,	

administrative, financial). Consults with the customer to ensure adherence to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the completion of all assigned tasks Performs overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Able to manage all programs with no supervision required.

**Commercial Job Title:** Senior Program Manager

**Minimum/General Experience:** 10 Years of related Technical Experience

**Minimum Education:** Bachelors Degree in related field

**Functional Responsibility:** Provides program management for multiple, complex projects. Prepares project implementation plan, coordinates project activities, monitors project milestones, and provides progress reports. Responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure adherence to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the completion of all assigned tasks Performs overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Able to manage all programs with no supervision required.

### DEGREE / EXPERIENCE EQUIVALENCY

Degree Requirement	Substitution of Relevant Experience
Associate's Degree	2 Additional Years
Bachelor's Degree	4 Additional Years
Master's Degree	6 Additional Years
PHD	8 Additional Years