



Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Schedule Title: Mission Oriented Business Integrated Services (MOBIS)

Standard Industrial Group: 8744

Contract number: **GS-10F-0044N**

SIN 874-1 INTEGRATED CONSULTING SERVICES
SIN 874-7 INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. The following SINs include Recovery Purchasing:

874-1RC and 874-7RC

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

Contract period: October 22, 2002 to October 21, 2017

Pricelist current through Modification #PA -0009, dated Dec 02, 2013.

The Mitchell Group, Inc.

1816 11th Street, Northwest
Washington, D.C. 20001

Phone: (202) 745-1919; and Fax: (202) 234-1697

<http://www.the-mitchellgroup.com>

Business size. Small Minority Owned



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TMG AND MOBIS

Contract Number: GS-10F-0044N

Advantages of Federal Supply Schedules

- ◆ **Easy access to commercial services**
- ◆ **Volume discount pricing**
- ◆ **Multiple awards for varying requirements**
- ◆ **Blanket purchase agreements and fair pricing**
- ◆ **Direct contractor-customer relationship**
- ◆ **All relevant regulations already applied**
- ◆ **FBO synopses not required**
- ◆ **New services continually available**
- ◆ **No maximum order limitations**
- ◆ **Easy ordering**

Management, Organizational, and Business Improvement Services (MOBIS) is a Federal Supply Schedule offered by the General Services Administration to provide agencies with a streamlined device to procure services for quality management and other system changes. Contractors on this Schedule are experienced in quality management theory and practice and have demonstrated their ability to provide expert assistance to Federal agencies. There is no need for agencies placing orders through the MOBIS Federal Supply schedule to seek further competition beyond the list of schedule contractors, synopses requirements, or make determinations of fair and reasonable pricing. Agencies save money when they can be assured that their procurement will be the best value available and comply with all applicable regulations.

WHAT IS A FEDERAL SUPPLY OR MULTIPLE AWARD SCHEDULE?

A Multiple Award Schedule covers contracts that the GSA Federal Supply Service has negotiated with qualified companies for a group of related products or services to be delivered directly to the customer. The terms Federal Supply Schedule and Multiple Award Schedule are often interchangeable. Schedule contracts are awarded to companies supplying the same types of items - in this case,

consulting, facilitation, survey services, privatization support services and documentation, and program integration and project management services - at varying prices. All you have to do is review the features and prices of the service you need, determine the best value for your agency, and place your order.

WHO CAN USE SCHEDULES?

- All federal agencies and activities in the executive, legislative, and judicial branches
- Mixed-ownership government corporations as defined in the Government Corporation Control Act, such as the U.S. Postal Service
- The government of the District of Columbia
- Other authorized organizations and activities.

WHAT MOBIS SERVICES DOES THE MITCHELL GROUP, INC. OFFER?

Through MOBIS you can access The Mitchell Group, Inc. (TMG's) expertise in:

- Integrated Consulting Services (Special Item Number 874-1);
- Integrated Business Program Support Services (Special Item Number 874-7).

These services can be contracted through contract number: GS-10F-0044N. Details of this schedule are available at:



<http://www.the-mitchellgroup.com/MOBIS>

Contact:

Walter Pfanmuller or Jenkins Cooper

E-Mail: jenkinsc@the-mitchellgroup.com

The Mitchell Group, Inc.
1816 11th Street, Northwest
Washington, D.C. 20001

Phone: (202) 745-1919; and Fax: (202) 234-1697

<http://www.the-mitchellgroup.com>



1. CUSTOMER INFORMATION:

1a.	Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).	SIN 874-1 Integrated Consulting Services SIN 874-7 Integrated Business Program Support Services
1b.	Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.	See Price List
1c.	If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.	See Labor Category Descriptions
2.	Maximum order.	\$1,000,000.00
3.	Minimum order.	\$100.00
4.	Geographic coverage (delivery area).	Worldwide
5.	Point(s) of production (city, county, and State or foreign country).	N/A
6.	Discount from list prices or statement of net price.	N/A
7.	Quantity discounts.	N/A
8.	Prompt payment terms.	N/A
9a.	Notification that Government purchase cards are accepted at or below the micro-purchase threshold.	Yes
9b.	Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.	Yes
10.	Foreign items (list items by country of origin).	N/A
11a.	Time of delivery.	30 days ARO
11b.	Expedited Delivery.	Items available for expedited delivery.
11c.	Overnight and 2-day delivery.	N/A
11d.	Urgent Requirements.	Urgent Requirements are possible.
12.	F.O.B. point(s).	Destination
13a.	Ordering address.	The Mitchell Group, Inc. 1816 11th Street, Northwest Washington, D.C. 20001 Phone: (202) 745-1919; Fax: (202) 234-1697 http://www.the-mitchellgroup.com
13b.	Ordering procedures:	Contact The Mitchell Group
14.	Payment address.	The Mitchell Group, Inc. 1816 11th Street, Northwest Washington, D.C. 20001
15.	Warranty provision.	Standard Commercial
16.	Export packing charges, if applicable.	N/A
17.	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).	None
18.	Terms and conditions of rental, maintenance, and repair (if applicable).	N/A
19.	Terms and conditions of installation (if applicable).	N/A
20.	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).	N/A
20a.	Terms and conditions for any other services (if applicable).	N/A
21.	List of service and distribution points (if applicable).	N/A
22.	List of participating dealers (if applicable).	N/A
23.	Preventive maintenance (if applicable).	N/A
24a.	Special attributes such as environmental attributes (e.g.,	None



	recycled content, energy efficiency, and/or reduced pollutants).	
24b.	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/ .	http://www.the-mitchellgroup.com
25.	Data Universal Number System (DUNS) number.	175285121
26.	Notification regarding registration in Central Contractor Registration (CCR) database	Registered

2. GSA RATES

	Awarded Labor Category	Year 11	Year 12	Year 13	Year 14	Year 15
		October 22, 2012 to October 21, 2013	October 22, 2013 to October 21, 2014	October 22, 2014 to October 21, 2015	October 21, 2015 to October 20, 2016	October 21, 2016 to October 20, 2017
1	Economist 1	\$168.25	\$172.29	\$176.42	\$180.66	\$184.99
2	Economist 2	\$103.24	\$105.72	\$108.25	\$110.85	\$113.51
3	Economist 3	\$94.68	\$96.95	\$99.28	\$101.66	\$104.10
4	Health/Nutrition Analyst 1	\$133.06	\$136.25	\$139.52	\$142.87	\$146.30
5	Health/Nutrition Analyst 2	\$87.46	\$89.56	\$91.71	\$93.91	\$96.16
6	Health/Nutrition Analyst 3	\$45.90	\$47.00	\$48.13	\$49.28	\$50.47
7	Humanitarian Aid Analyst 1	\$114.71	\$117.46	\$120.28	\$123.17	\$126.12
8	Humanitarian Aid Analyst 2	\$88.90	\$91.03	\$93.22	\$95.46	\$97.75
9	Humanitarian Aid Analyst 3	\$54.50	\$55.81	\$57.15	\$58.52	\$59.92
10	Operations Research/Institutional Analyst 1	\$150.26	\$153.87	\$157.56	\$161.34	\$165.21
11	Operations Research/Institutional Analyst 2	\$108.06	\$110.65	\$113.31	\$116.03	\$118.81
12	Operations Research/Institutional Analyst 3	\$55.92	\$57.26	\$58.64	\$60.04	\$61.48
13	Program and Policy Analyst 1	\$135.51	\$138.76	\$142.09	\$145.50	\$148.99
14	Program and Policy Analyst 2	\$114.26	\$117.00	\$119.81	\$122.69	\$125.63
15	Program and Policy Analyst 3	\$71.14	\$72.85	\$74.60	\$76.39	\$78.22
16	Social Science Analyst 1	\$108.98	\$111.60	\$114.27	\$117.02	\$119.82
17	Social Science Analyst 2	\$87.07	\$89.16	\$91.30	\$93.49	\$95.73
18	Social Science Analyst 3	\$85.88	\$87.94	\$90.05	\$92.21	\$94.43
19	Statistical Analysis 1	\$133.96	\$137.18	\$140.47	\$143.84	\$147.29
20	Statistical Analysis 2	\$81.73	\$83.69	\$85.70	\$87.76	\$89.86
21	Statistical Analysis 3	\$44.46	\$45.53	\$46.62	\$47.74	\$48.88
22	Strategic Planner	\$121.44	\$124.35	\$127.34	\$130.40	\$133.52
23	Assessment, Test and Measurement Specialist 1	\$150.26	\$153.87	\$157.56	\$161.34	\$165.21
24	Assessment, Test and Measurement Specialist 2	\$106.03	\$108.57	\$111.18	\$113.85	\$116.58
25	Assessment, Test and Measurement Specialist 3	\$65.63	\$67.21	\$68.82	\$70.47	\$72.16
26	Community Development Specialist 1	\$150.26	\$153.87	\$157.56	\$161.34	\$165.21
27	Community Development Specialist 2	\$107.61	\$110.19	\$112.84	\$115.55	\$118.32
28	Community Development Specialist 3	\$83.05	\$85.04	\$87.08	\$89.17	\$91.31



GSA MOBIS Schedule GS-10F-0044N

	Awarded Labor Category	Year 11	Year 12	Year 13	Year 14	Year 15
		October 22, 2012 to October 21, 2013	October 22, 2013 to October 21, 2014	October 22, 2014 to October 21, 2015	October 21, 2015 to October 20, 2016	October 21, 2016 to October 20, 2017
29	Curriculum Design/Development Specialist 1	\$121.17	\$124.08	\$127.06	\$130.11	\$133.23
30	Curriculum Design/Development Specialist 2	\$108.32	\$110.92	\$113.58	\$116.31	\$119.10
31	Curriculum Design/Development Specialist 3	\$39.14	\$40.08	\$41.04	\$42.03	\$43.03
32	Distance/CAL Education Planner/Specialist 1	\$173.85	\$178.02	\$182.29	\$186.67	\$191.15
33	Distance/CAL Education Planner/Specialist 2	\$103.53	\$106.01	\$108.56	\$111.16	\$113.83
34	Distance/CAL Education Planner/Specialist 3	\$68.76	\$70.41	\$72.10	\$73.83	\$75.60
35	Early Childhood Development Specialist 1	\$137.84	\$141.15	\$144.54	\$148.00	\$151.56
36	Early Childhood Development Specialist 2	\$87.07	\$89.16	\$91.30	\$93.49	\$95.73
37	Early Childhood Development Specialist 3	\$85.88	\$87.94	\$90.05	\$92.21	\$94.43
38	Education Specialist 1	\$173.85	\$178.02	\$182.29	\$186.67	\$191.15
39	Education Specialist 2	\$94.68	\$96.95	\$99.28	\$101.66	\$104.10
40	Education Specialist 3	\$86.70	\$88.78	\$90.91	\$93.09	\$95.33
41	Business Process Re-engineering 1	\$150.26	\$153.87	\$157.56	\$161.34	\$165.21
42	Business Process Re-engineering 2	\$117.90	\$120.73	\$123.63	\$126.59	\$129.63
43	Business Process Re-engineering 3	\$98.47	\$100.83	\$103.25	\$105.73	\$108.27
44	Consultant 1	\$178.81	\$183.10	\$187.50	\$192.00	\$196.60
45	Consultant 2	\$154.70	\$158.41	\$162.21	\$166.11	\$170.09
46	Consultant 3	\$89.12	\$91.26	\$93.45	\$95.69	\$97.99
47	Administration Specialist 1	\$51.27	\$52.50	\$53.76	\$55.05	\$56.37
48	Administration Specialist 2	\$45.45	\$46.54	\$47.66	\$48.80	\$49.97
49	Administration Specialist 3	\$44.23	\$45.29	\$46.38	\$47.49	\$48.63
50	Human Resources Analysis 1	\$133.82	\$137.03	\$140.32	\$143.69	\$147.14
51	Human Resources Analysis 2	\$117.37	\$120.19	\$123.07	\$126.03	\$129.05
52	Human Resources Analysis 3	\$71.14	\$72.85	\$74.60	\$76.39	\$78.22
53	Management Analyst 1	\$137.84	\$141.15	\$144.54	\$148.00	\$151.56
54	Management Analyst 2	\$121.17	\$124.08	\$127.06	\$130.11	\$133.23
55	Management Analyst 3	\$91.57	\$93.77	\$96.02	\$98.32	\$100.68

	Awarded Labor Category	Year 11	Year 12	Year 13	Year 14	Year 15
		October 22, 2012 to October 21, 2013	October 22, 2013 to October 21, 2014	October 22, 2014 to October 21, 2015	October 21, 2015 to October 20, 2016	October 21, 2016 to October 20, 2017
56	Management Theorist Senior	\$150.26	\$153.87	\$157.56	\$161.34	\$165.21
57	Program Director	\$178.81	\$183.10	\$187.50	\$192.00	\$196.60
58	Program Manager	\$137.84	\$141.15	\$144.54	\$148.00	\$151.56

Service Contract Act

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administration Specialist 1	01110 - General Clerk I	05-2059
Administration Specialist 2	01112 - General Clerk II	05-2059
Administration Specialist 3	01113 - General Clerk III	05-2059

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

3. LABOR CATEGORY DESCRIPTIONS

CLIN	Labor Category	Description	Education	Years Experience
1	Economist 1	With minimal guidance, acts an advisor to the agency, analyzing system-level issues of costs and outcomes in education and the labor force. Experience and training in economics or business including specific emphasis on development economics, institutional economics, cost-benefit analysis and extensive experience applying economic analysis in program and project design or evaluations in developing countries. May act as the senior person or task leader on a task order.	Masters	8
2	Economist 2	With minimal supervision and guidance, acts an advisor to the agency, analyzing system-level issues of costs and outcomes in education and the labor force. Experience and training in economics or business including specific emphasis on development economics, institutional economics, cost-benefit analysis and extensive experience applying economic analysis in program and project design or evaluations in developing countries.	Bachelors	5
3	Economist 3	Acts an advisor to the agency, analyzing system-level issues of costs and outcomes in education and the labor force. Experience and training in economics or business including specific emphasis on development economics, institutional economics, cost-benefit analysis and extensive experience applying economic analysis in program and project design or evaluations in developing countries. Works under general guidance of senior task personnel.	Bachelors	2
4	Health/Nutrition Analyst 1	With minimal guidance, acts an advisor to the agency, with experience and training in medicine, public health or a social sciences field related to health, nutrition, dietetics, medicine, public health or a health social science field such as social marketing, or health education. Extensive experience applying health analyses in program and project design or evaluations in developing countries. Extensive experience applying nutrition analyses in program and project design or evaluations in developing countries. May act as the senior person or task leader on a task order.	Masters	8
5	Health/Nutrition Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, with experience and training in medicine, public health or a social sciences field related to health, nutrition, dietetics, medicine, public health or a health social science field such as social marketing, or health education. Extensive experience applying health analyses in program and project design or evaluations in developing countries. Extensive experience applying nutrition analyses in program and project design or evaluations in developing countries. Works under general guidance of senior task personnel.	Bachelors	5

CLIN	Labor Category	Description	Education	Years Experience
6	Health/Nutrition Analyst 3	Acts an advisor to the agency, with experience and training in medicine, public health or a social sciences field related to health, nutrition, dietetics, medicine, public health or a health social science field such as social marketing, or health education. Extensive experience applying health analyses in program and project design or evaluations in developing countries. Extensive experience applying nutrition analyses in program and project design or evaluations in developing countries. Works under general guidance of senior task personnel.	Bachelors	2
7	Humanitarian Aid Analyst 1	Acts an advisor to the agency, with experience and training in education, management, personnel, health, economics or a related social science field. Extensive experience in developing, designing, and evaluating developing country programs in personnel, education, health or social welfare. May act as the senior person or task leader on a task order.	Masters	8
8	Humanitarian Aid Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, with experience and training in education, management, personnel, health, economics or a related social science field. Extensive experience in developing, designing, and evaluating developing country programs in personnel, education, health or social welfare.	Bachelors	5
9	Humanitarian Aid Analyst 3	Acts an advisor to the agency, with experience and training in education, management, personnel, health, economics or a related social science field. Extensive experience in developing, designing, and evaluating developing country programs in personnel, education, health or social welfare.	Bachelors	2
10	Operations Research/Institutional Analyst 1	Acts an advisor to the agency, with experience and training in operations research, management, economics or social sciences with specific training in analyzing service organization and delivery, program and project management; and extensive experience conducting operations research and management analysis in developing country settings. May act as the senior person or task leader on a task order.	Masters	8
11	Operations Research/Institutional Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, with experience and training in operations research, management, economics or social sciences with specific training in analyzing service organization and delivery, program and project management; and extensive experience conducting operations research and management analysis in developing country settings.	Bachelors	5

CLIN	Labor Category	Description	Education	Years Experience
12	Operations Research/Institutional Analyst 3	Acts an advisor to the agency, with experience and training in operations research, management, economics or social sciences with specific training in analyzing service organization and delivery, program and project management; and extensive experience conducting operations research and management analysis in developing country settings. Works under general guidance of senior task personnel.	Bachelors	2
13	Program and Policy Analyst 1	Acts an advisor to the agency, with experience and training in economics, policy analysis, public administration, management, or social sciences including specific emphasis on quantitative and qualitative analysis of economic adjustment programs and extensive experience with methodological approaches to assessing economic policy reforms in developing country settings. May act as the senior person or task leader on a task order.	Masters	8
14	Program and Policy Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, with experience and training in economics, policy analysis, public administration, management, or social sciences including specific emphasis on quantitative and qualitative analysis of economic adjustment programs and extensive experience with methodological approaches to assessing economic policy reforms in developing country settings.	Bachelors	5
15	Program and Policy Analyst 3	Acts an advisor to the agency, with experience and training in economics, policy analysis, public administration, management, or social sciences including specific emphasis on quantitative and qualitative analysis of economic adjustment programs and extensive experience with methodological approaches to assessing economic policy reforms in developing country settings. Works under general guidance of senior task personnel.	Bachelors	2
16	Social Science Analyst 1	Acts an advisor to the agency, with experience and training in social analysis, economics, policy analysis, public administration, management, or social sciences. Has knowledge and experience with quantitative and qualitative analyses and extensive experience with methodological approaches.	Masters	8
17	Social Science Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, with experience and training in social analysis, economics, policy analysis, public administration, management, or social sciences. Has knowledge and experience with quantitative and qualitative analyses and extensive experience with methodological approaches.	Bachelors	5

CLIN	Labor Category	Description	Education	Years Experience
18	Social Science Analyst 3	Acts an advisor to the agency, with experience and training in social analysis, economics, policy analysis, public administration, management, or social sciences. Has knowledge and experience with quantitative and qualitative analyses and extensive experience with methodological approaches. Works under general guidance of senior task personnel.	Bachelors	2
19	Statistical Analyst 1	Acts an advisor to the agency, with experience in the evaluation of social science, statistical and operations research with an emphasis on statistical analysis methods, including non-parametric techniques associated with relatively small samples, and applying statistical analysis techniques to evaluate programs and projects. Experience in business management, statistics or area related to program analysis and data assessment, development of program evaluation, monitoring, feasibility assessment and data collection technique; experience in assessment management in the private and public sectors. May act as the senior person or task leader on a task order.	Masters	8
20	Statistical Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, with experience in the evaluation of social science, statistical and operations research with an emphasis on statistical analysis methods, including non-parametric techniques associated with relatively small samples, and applying statistical analysis techniques to evaluate programs and projects. Experience in business management, statistics or area related to program analysis and data assessment, development of program evaluation, monitoring, feasibility assessment and data collection technique; experience in assessment management in the private and public sectors.	Bachelors	5
21	Statistical Analyst 3	Acts an advisor to the agency, with experience in the evaluation of social science, statistical and operations research with an emphasis on statistical analysis methods, including non-parametric techniques associated with relatively small samples, and applying statistical analysis techniques to evaluate programs and projects. Experience in business management, statistics or area related to program analysis and data assessment, development of program evaluation, monitoring, feasibility assessment and data collection technique; experience in assessment management in the private and public sectors. Works under general guidance of senior task personnel.	Bachelors	2
22	Strategic Planner	Acts as a consultant to the agency, to assist in the development of plans for the implementation of economic, health/population, political science/government and ecology/environmental programs. Assists ministry, districts and non-government organizations (NGO) programs with projections of activities and levels of effort. May act as the senior person or task leader on a task order.	Bachelors	5

CLIN	Labor Category	Description	Education	Years Experience
23	Assessment and Measurement Specialist 1	Acts an advisor to the agency, with experience in business management, statistics or area related to program analysis and data assessment, development of program evaluation, monitoring, feasibility assessment and data collection technique, practical office management experience in assessment management in the private and public sectors. Assists with development and use of new techniques of systemic and individual evaluation. May act as the senior person or task leader on a task order.	Masters	8
24	Assessment and Measurement Specialist 2	With minimal supervision and guidance, acts an advisor to the agency, with experience in business management, statistics or area related to program analysis and data assessment, development of program evaluation, monitoring, feasibility assessment and data collection technique, practical office management experience in assessment management in the private and public sectors. Assists with development and use of new techniques of systemic and individual evaluation.	Bachelors	5
25	Assessment and Measurement Specialist 3	Acts an advisor to the agency, with experience in business management, statistics or area related to program analysis and data assessment, development of program evaluation, monitoring, feasibility assessment and data collection technique, practical office management experience in assessment management in the private and public sectors. Assists with development and use of new techniques of systemic and individual evaluation. Works under general guidance of senior task personnel.	Bachelors	2
26	Community Development Specialist 1	Acts an advisor to the agency, with experience and training in education, management, economics, or a social science field. Understands the interplay between the community and the education system. Can Introduce techniques to enhance or improve the role of the community in supporting schools and the educational system. May act as the senior person or task leader on a task order.	Masters	8
27	Community Development Specialist 2	Acts an advisor to the agency, with experience and training in education, management, economics, or a social science field. Understands the interplay between the community and the education system. Can Introduce techniques to enhance or improve the role of the community in supporting schools and the educational system.	Bachelors	5
28	Community Development Specialist 3	Acts an advisor to the agency, with experience and training in education, management, economics, or a social science field. Understands the interplay between the community and the education system. Can Introduce techniques to enhance or improve the role of the community in supporting schools and the educational system.	Bachelors	2

CLIN	Labor Category	Description	Education	Years Experience
29	Curriculum Design/Development Specialist 1	Acts as an advisor to the agency, with experience in education or social sciences with educational techniques. Understanding the developmental needs of children and adults for learning. Can design programs, activities, and curriculum appropriate for different learning styles and stages. Can introduce techniques that make learning more efficient and effective. May act as the senior person or task leader on a task order.	Masters	8
30	Curriculum Design/Development Specialist 2	With minimal supervision and guidance, acts an advisor to the agency, with experience in education or social sciences with educational techniques. Understanding the developmental needs of children and adults for learning. Can design programs, activities, and curriculum appropriate for different learning styles and stages. Can introduce techniques that make learning more efficient and effective.	Bachelors	5
31	Curriculum Design/Development Specialist 3	Acts as an advisor to the agency, with experience in education or social sciences with educational techniques. Understanding the developmental needs of children and adults for learning. Can design programs, activities, and curriculum appropriate for different learning styles and stages. Can introduce techniques that make learning more efficient and effective. Works under general guidance of senior task personnel.	Bachelors	2
32	Distance/CAL Education Planner/Specialist 1	Acts as an advisor to the agency, with experience in education or social sciences with educational techniques with an emphasis on the human/technology interface. Understanding the developmental needs of children and adults for learning. Can design programs, activities, and curriculum that use technology to enhance learning. Works at the classroom level to demonstrate and evaluate the use of computers to improve learning.	Masters	8
33	Distance/CAL Education Planner/Specialist 2	With minimal supervision and guidance, acts an advisor to the agency, with experience in education or social sciences with educational techniques with an emphasis on the human/technology interface. Understanding the developmental needs of children and adults for learning. Can design programs, activities, and curriculum that use technology to enhance learning. Works at the classroom level to demonstrate and evaluate the use of computers to improve learning.	Bachelors	5
34	Distance/CAL Education Planner/Specialist 3	Acts as an advisor to the agency, with experience in education or social sciences with educational techniques with an emphasis on the human/technology interface. Understanding the developmental needs of children and adults for learning. Can design programs, activities, and curriculum that use technology to enhance learning. Works at the classroom level to demonstrate and evaluate the use of computers to improve learning.	Bachelors	2

CLIN	Labor Category	Description	Education	Years Experience
35	Early Childhood Development Specialist 1	Acts as an advisor to the agency, with experience in elementary education or social sciences with an emphasis on early childhood. Understands the developmental stages of children, ages infant to kindergarten. Can design programs, activities, and curriculum for these ages. May act as the senior person or task leader on a task order.	Masters	8
36	Early Childhood Development Specialist 2	With minimal supervision and guidance, acts an advisor to the agency, with experience in elementary education or social sciences with an emphasis on early childhood. Understands the developmental stages of children, ages infant to kindergarten. Can design programs, activities, and curriculum for these ages.	Bachelors	5
37	Early Childhood Development Specialist 3	Acts an advisor to the agency, with experience in elementary education or social sciences with an emphasis on early childhood. Understands the developmental stages of children, ages infant to kindergarten. Can design programs, activities, and curriculum for these ages. Works under general guidance of senior task personnel.	Bachelors	2
38	Education Specialist 1	Acts an advisor to the agency, with experience in education or social sciences with an educational emphasis. Understands the educational needs of elementary, secondary, and adult learners. Introduces techniques which make learning more efficient and effective. Assesses and suggests applications of appropriate technology-based innovations. Focuses of populations "left behind" by the formal system. Analyzes issues adversely affection opportunities and outcomes of learning and work for disadvantaged groups, such as minorities and females. Disseminates and applies proven educational techniques to other situations. Works on supervision and management issues at the level of principals and below. May act as the senior person or task leader on a task order.	Masters	8
39	Education Specialist 2	With minimal supervision and guidance, acts an advisor to the agency, with experience in education or social sciences with an educational emphasis. Understands the educational needs of elementary, secondary, and adult learners. Introduces techniques which make learning more efficient and effective. Assesses and suggests applications of appropriate technology-based innovations. Focuses of populations "left behind" by the formal system. Analyzes issues adversely affection opportunities and outcomes of learning and work for disadvantaged groups, such as minorities and females. Disseminates and applies proven educational techniques to other situations. Works on supervision and management issues at the level of principals and below.	Bachelors	5

CLIN	Labor Category	Description	Education	Years Experience
40	Education Specialist 3	Acts as an advisor to the agency, with experience in education or social sciences with an educational emphasis. Understands the educational needs of elementary, secondary, and adult learners. Introduces techniques which make learning more efficient and effective. Assesses and suggests applications of appropriate technology-based innovations. Focuses on populations "left behind" by the formal system. Analyzes issues adversely affecting opportunities and outcomes of learning and work for disadvantaged groups, such as minorities and females. Disseminates and applies proven educational techniques to other situations. Works on supervision and management issues at the level of principals and below. Works under general guidance of senior task personnel.	Bachelors	2
41	Business Process Re-engineering 1	Acts as a consultant to the agency, to aid them to apply process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. May act as the senior person or task leader on a task order.	Masters	8
42	Business Process Re-engineering 2	Acts as a consultant to the agency, to aid them to apply process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.	Bachelors	5
43	Business Process Re-engineering 3	Acts as a consultant to the agency, to aid them to apply process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.	Bachelors	2

CLIN	Labor Category	Description	Education	Years Experience
44	Consultant 1	<p>Technical and project leadership is expected from this individual. Familiarity and fluency with advanced scientific concepts within the particular discipline is also expected. Independently performs a project assignment that involves complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks scope or solves problems which require investigation of a number of variables. Data analysis, interpretation and presentation as well as technical writing skills are expected to be developed to an advanced level in this position. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Manage and advise staff members on research endeavors. • Direct involvement in research projects. • Report writing and statistical analysis of data. • Actively participate with field work as required. • Manage projects based on approval by management. <p>May serve as Study Director or Principal Field Investigator for projects. As Principal Field Investigator, she/he will be involved in field trials and will serve as project manager as necessary to ensure proper development and conduct with, but not limited to: protocol development, site selection, instrumentation, application, sampling, documentation and report preparation.</p>	Masters	10
45	Consultant 2	<p>This position will provide project leadership in addition to bringing technical/scientific experience and research capabilities to this post. Independently performs a project assignment that involves complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables. Duties include:</p> <ul style="list-style-type: none"> • Leadership of staff and team members. • Manage projects based on approval by a Group Officer and the client. • Project management including scheduling, budgeting, invoicing, and other project details. • Lead report writing for projects as needed. • Assure project details (research, etc.) are conducted per scope. • Active participation in field work. • Provide support for field and office staff performing work on managed projects. <p>Work with other team leaders or project staff to ensure adequate training is provided for team members and staff concerns are communicated to management.</p>	Bachelors	8

CLIN	Labor Category	Description	Education	Years Experience
46	Consultant 3	<p>Responsible for assisting with projects as needed. This includes, but is not limited to:</p> <ul style="list-style-type: none"> Assisting with report writing and generation. Literature, phone and internet research. In-house and field technical support. <p>Performs a project assignment that involves few complex features and can be guided by codes, standards, and other precedents of the discipline. Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors. Accomplishes complete tasks of limited scope or solves problems which require investigation of a limited number of variables. Tasks may be executed without the direct supervision of senior staff, but support and direction will be given. As needs arise, the Staff Consultant will be adequately trained through on-site instruction and/or course work to insure proficiency for completion of tasks, and, if applicable, to meet government compliance.</p>	Bachelors	6
47	Administration Specialist 1	<p>Acts a consultant to the agency, using some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May require supervisory responsibility. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.</p>	Bachelors	5
48	Administration Specialist 2	<p>With minimal supervision and guidance, acts as a consultant to the agency, using some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May require supervisory responsibility. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.</p>	High School	3

CLIN	Labor Category	Description	Education	Years Experience
49	Administration Specialist 3	Acts as a consultant to the agency, using some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May require supervisory responsibility. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.	High School	1
56	Human Resources Analyst 1	Acts an advisor to the agency, with experience in economics, demographics, education and/or social sciences with a specific emphasis on human resources development in developing countries and analysis of health and education programs and projects. Deals with issues from employers' viewpoint and need for appropriately trained personnel.	Masters	8
57	Human Resources Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, with experience in economics, demographics, education and/or social sciences with a specific emphasis on human resources development in developing countries and analysis of health and education programs and projects. Deals with issues from employers' viewpoint and need for appropriately trained personnel.	Bachelors	5
58	Human Resources Analyst 3	Acts an advisor to the agency, with experience in economics, demographics, education and/or social sciences with a specific emphasis on human resources development in developing countries and analysis of health and education programs and projects. Deals with issues from employers' viewpoint and need for appropriately trained personnel. Works under general guidance of senior task personnel.	Bachelors	2
59	Management Analyst 1	Acts an advisor to the agency, using some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May require supervisory responsibility. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. May act as the senior person or task leader on a task order.	Masters	8

CLIN	Labor Category	Description	Education	Years Experience
60	Management Analyst 2	With minimal supervision and guidance, acts an advisor to the agency, using some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May require supervisory responsibility. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.	Bachelors	5
61	Management Analyst 3	Acts an advisor to the agency, using some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May require supervisory responsibility. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Works under general guidance of senior task personnel.	Bachelors	2
62	Management Theorist	Acts an advisor to the agency, with extensive training and experience in economics, policy analysis, public administration, management and social science including specific emphasis on quantitative and qualitative analysis of management programs and policies. Uses subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures.	Bachelors	7
68	Program Director	Performs non-routine functional activities of a project by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill in solving non-routine technical, administrative and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project-level activities and personnel. May act as the senior person or task leader on a task order.	Masters	9

CLIN	Labor Category	Description	Education	Years Experience
69	Program Manager	Performs non-routine functional activities of a project by providing management and technical direction to project personnel. Exercises independent judgment, as well as a high level of analytical skill in solving non-routine technical, administrative and managerial problems. Responsible for all aspects of project performance and assists in the overall direction to all project-level activities and personnel. May act as the senior person or task leader on a task order.	Bachelors	5