

January 21, 2016

## General Services Administration (GSA)

### Federal Supply Service (FSS) Authorized FSS 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 is [GSAAdvantage.gov](http://GSAAdvantage.gov)

### Professional Services Schedule (PSS) Federal Supply Schedule 00CORP

FSC Group 874

GSA Contract # GS-10F-0045U

Contract Period: 11/19/2012 – 11/18/2017

The company has the following Special Item No. (SINS):

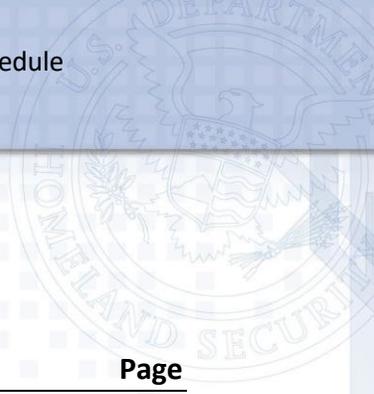
- 874-1/874-1RC: Integrated Consulting Services
- 874-7/874-1RC: Integrated Business Program Support Services

Contractor: Arc Aspicio LLC  
1725 I Street NW, Suite 300  
Washington DC 20006  
703.465.2060  
[www.arcaspicio.com](http://www.arcaspicio.com)

### Woman-Owned Small Business (WOSB)

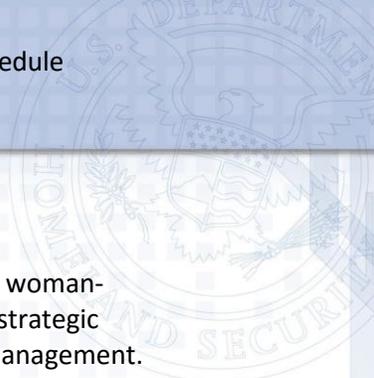
Prices Shown Herein are Net (discount deducted)





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## Introduction

Arc Aspicio is an information technology and management consulting company. We are a woman-owned small business. Our services include strategy and planning, business architecture, strategic communications, mission/technology alignment, information technology, and program management. Our focus is homeland security and intelligence.

Arc Aspicio offers services through GSA under SIN 874-1/SIN 874-1RC: Integrated Consulting Services and SIN 874-7/874-7RC: Integrated Business Program Support Services.

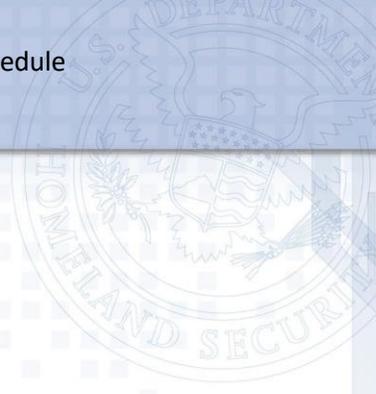
Our capabilities related to PSS offered include Strategy and Management, Strategic Communications and Outreach, Mission and Technology Solutions, and Technology Infrastructure. **Figure 1** shows our corporate capabilities.



Figure 1: We provide high value consulting services that drive mission innovation and higher levels of performance for our clients.

## 1.0 Customer Information

- 1a. Awarded Special Item Numbers (SINS):
  - 874-1/874-1RC: Integrated Consulting Services
  - 874-7/874-7RC: Integrated Business Program Support Services
- 1b. See paragraph 2.0 for our labor categories and hourly rates
- 1c. See paragraph 3.0 for labor category descriptions
2. Maximum Order Limitation: \$1,000,000.00
3. Minimum Order: \$100.00



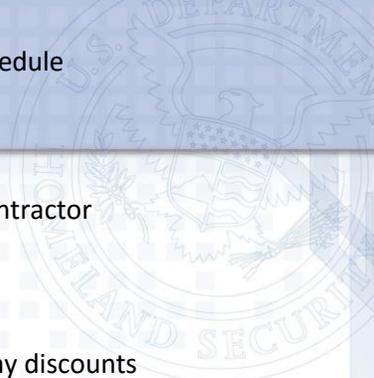
4. Geographic Coverage (delivery area): Worldwide
5. Point(s) of production: Same as Contractor
6. Prices Shown Herein are Net (discount deducted)
7. Quantity discounts may be imposed at the Task Order level
8. Prompt payment terms: Net 30 Days
- 9a. Government purchase cards are accepted below the micropurchase threshold
- 9b. Government purchase cards not accepted above the micropurchase threshold
10. Foreign items: None
- 11a. Time of delivery: As specified on individual Task Order
- 11b. Expedited Delivery: Items available for expedited delivery are negotiated by task order
- 11c. Overnight and 2-day Delivery: Contact Contractor for rates
- 11d. Urgent Requirements: Contact the Contractor's representative to effect a faster delivery
12. F.o.b. points: Destination
- 13a. Ordering Addresses:
  - For Mailed Orders:

Arc Aspicio LLC  
1725 I Street NW, Suite 300  
Washington DC 20006  
Attn: Robert O'Keefe, President
  - For Electronic Orders:

Email: [rfo@arcaspicio.com](mailto:rfo@arcaspicio.com)
  - For Facsimile Orders:

Robert O'Keefe, President  
Facsimile: 1.703.852.4491
- 13b. Ordering Procedures: For supplies and 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 Addresses:

Arc Aspicio LLC  
1725 I Street NW, Suite 300  
Washington DC 20006
15. Warranty Provisions: Contractor warrants its services will be provided in a good and workmanlike manner
16. Export packing Charges: Not applicable



17. Terms and Conditions of Government Purchase card acceptance: Contact contractor
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 prices lists: 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
23. Preventive maintenance: Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 24b. If applicable, we comply with Section 508 compliance information is available on Electronic and Information Technology (EIT) The EIT standards can be found at: [www.Section508.gov/.24a](http://www.Section508.gov/.24a)
25. Data Universal Number System (DUNS) number: 16-871-9552
26. Registered in the Central Contractor Registration

## 2.0 Price List (Schedule Rates)

The GSA Authorized Federal Supply Schedule Price List for SIN 874-1/874-1RC and SIN 874-7/874-7RC is shown in the table below:

Escalation rate of 2.0% is applied

Labor Category	11/19/2012 - 11/18/2013	11/19/2013 - 11/18/2014	11/19/2014 - 11/18/2015	11/19/2015- 11/18/2016	11/19/2016- 11/18/2017
Business Analyst II	\$70.15	\$71.55	\$72.98	\$74.44	\$75.93
Business Analyst IV	\$91.41	\$93.24	\$95.10	\$97.01	\$98.95
Business Analyst V	\$93.59	\$95.46	\$97.37	\$99.32	\$101.30
Communications Specialist I	\$77.66	\$79.21	\$80.80	\$82.41	\$84.06
Communications Specialist II	\$83.64	\$85.31	\$87.02	\$88.76	\$90.53
Consultant I	\$81.76	\$83.40	\$85.06	\$86.76	\$88.50
Consultant II	\$99.32	\$101.31	\$103.33	\$105.40	\$107.51
Consulting Analyst I	\$58.42	\$59.59	\$60.78	\$62.00	\$63.24
Consulting Analyst II	\$73.05	\$74.51	\$76.00	\$77.52	\$79.07
Consulting Analyst III	\$89.09	\$90.87	\$92.69	\$94.54	\$96.43
Consulting Analyst IV	\$103.45	\$105.52	\$107.63	\$109.78	\$111.98
Functional Analyst III	\$99.91	\$101.91	\$103.95	\$106.03	\$108.15

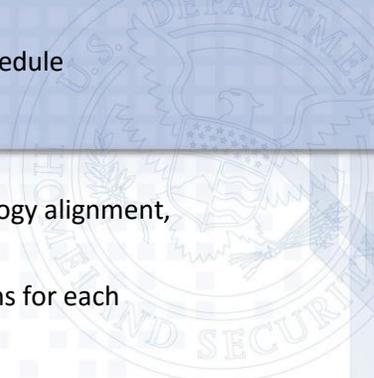
Functional Analyst IV	\$108.32	\$110.49	\$112.70	\$114.95	\$117.25
Manager I	\$144.55	\$147.44	\$150.39	\$153.40	\$156.47
Manager II	\$161.56	\$164.79	\$168.09	\$171.45	\$174.88
Manager III	\$179.63	\$183.22	\$186.89	\$190.62	\$194.44
Mission Analyst	\$80.81	\$82.43	\$84.07	\$85.76	\$87.47
Program Analyst I	\$80.81	\$82.43	\$84.07	\$85.76	\$87.47
Project Management Specialist I	\$124.77	\$127.27	\$129.81	\$132.41	\$135.06
Project Management Specialist II	\$151.52	\$154.55	\$157.64	\$160.79	\$164.01
Requirements Analyst	\$83.35	\$85.02	\$86.72	\$88.45	\$90.22
Senior Consultant IV	\$142.83	\$145.69	\$148.60	\$151.57	\$154.60
Senior Executive I	\$233.84	\$238.52	\$243.29	\$248.15	\$253.12
Senior Executive II	\$235.86	\$240.58	\$245.39	\$250.30	\$255.30
Senior Executive III	\$252.53	\$257.58	\$262.73	\$267.99	\$273.35
Senior Manager I	\$161.45	\$164.68	\$167.97	\$171.33	\$174.76
Senior Manager II	\$176.87	\$180.41	\$184.02	\$187.70	\$191.45
Subject Matter Expert I	\$176.77	\$180.31	\$183.91	\$187.59	\$191.34
Subject Matter Expert III	\$201.95	\$205.99	\$210.11	\$214.31	\$218.60
Subject Matter Expert IV	\$207.89	\$212.05	\$216.29	\$220.61	\$225.03
Subject Matter Expert V	\$330.22	\$336.82	\$343.56	\$350.43	\$357.44
Sr. Subject Matter Expert II	\$255.10	\$260.20	\$265.41	\$270.71	\$276.13
Sr. Technical Consultant I	\$132.13	\$134.77	\$137.47	\$140.22	\$143.02
Sr. Technical Consultant II	\$149.01	\$151.99	\$155.03	\$158.13	\$161.29
Technical Manager	\$162.63	\$165.88	\$169.20	\$172.58	\$176.04

Prices Shown Herein are Net (discount deducted)

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

### 3.0 Labor Category Descriptions

We are pleased to offer you the services of our professionals using the following labor categories. Arc Aspicio employees deliver high quality business solutions through strategy and planning, business



architecture, business process reengineering, strategic communications, mission/technology alignment, information technology, and program and project management.

The general experience and functional responsibility represent the minimum qualifications for each category.

The following labor categories and rates apply to all awarded SINS:

<b>Business Analyst II</b>	
Position duties/responsibilities	<p>Business Analyst IIs apply their strong analytical and technical skills to assist in implementing business solutions. A Business Analyst II is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> <li>▪ Document an organization’s current business process flows</li> <li>▪ Identify, analyze and document functional requirements</li> <li>▪ Develop project documentation and user training materials according to program specifications</li> <li>▪ Perform program management support tasks, such as status reporting and workplan maintenance.</li> </ul>
Minimum Education	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in a related technical or business discipline</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>▪ Entry Level Position</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ No formal training required</li> </ul>
Required Certifications/Clearances	<ul style="list-style-type: none"> <li>▪ No certifications or clearances required</li> </ul>

<b>Business Analyst IV</b>	
Position duties/responsibilities	<p>Business Analyst IVs apply their strong analytical and technical skills to assist in implementing business solutions and may direct small teams. A Business Analyst IV is qualified to perform tasks such as:</p> <ul style="list-style-type: none"> <li>▪ Analyze and document an organization’s current business process flows</li> <li>▪ Identify, analyze and document functional requirements</li> <li>▪ Develop project documentation and user training materials according to program specifications</li> <li>▪ Perform program management support tasks, such as status reporting and workplan maintenance.</li> </ul>
Minimum Education	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in a related technical or business discipline</li> </ul>

Minimum Experience	<ul style="list-style-type: none"> <li>▪ At least 2 years of relevant experience</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ No formal training required</li> </ul>
Required Certifications/Clearances	<ul style="list-style-type: none"> <li>▪ No certifications or clearances required</li> </ul>

### Business Analyst V

Position Duties/Responsibilities	<p>Business Analyst Vs provide management and policy analysis support, and assist in or independently perform analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Provide options for developing organizational and procedural strategies for implementing new programs/business functions</li> <li>• Develop strategic and implementation plans and other mission-critical agency documents using knowledge of specific agency mission and goals</li> <li>• Evaluate Federal government plans, policies, organization, and implementation</li> </ul>
Minimum Education/Experience	Bachelor’s Degree and at least 4 years experience with a fully functional knowledge of applicable industry standards and specific agency requirements
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Communications Specialist I

Position Duties/Responsibilities	<p>Communications Specialist Is provide support for developing and providing agency website and related content that will motivate and satisfy user needs so that they will regularly access the site and use it as a major source for information and decision-making. Communications Analysts possess a working knowledge of graphic design or a related field, website management, web servers, intranet site structures, and Web-related software. Communications Analysts perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Provide support for maintaining policies/procedures for government websites</li> <li>• Assist in developing agency newsletters and other website or applying social media tools</li> <li>• Recommend new and innovative web uses and train and educate employees on the use and benefits of using the</li> </ul>
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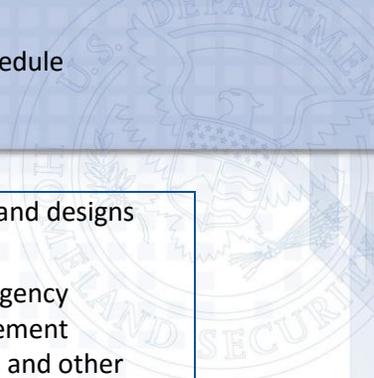
	<p>Web</p> <ul style="list-style-type: none"> <li>• Provide support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements</li> <li>• Support public education and awareness campaigns</li> </ul>
Minimum Education/Experience	High School diploma or GED certification with 1 year of relevant website or social networking or communications experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Communications Specialist II

Position Duties/Responsibilities	<p>Communications Specialist IIs support the analysis, design, development, and evaluation activities for the operations, communications, and implementation aspects of the program work streams and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Ensure the integration of the activities across the work streams and effective operation and communication to and between all stakeholder groups and government or contractor parties</li> <li>• Formulate operational concept and performs mission and functional analyses</li> <li>• Conduct requirements and information analysis, cost-benefit analysis, system trade studies, and risk analysis</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) and at least 4 years of experience with a fully functional knowledge of applicable industry standards and specific agency requirements
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Consultant I

Position Duties/Responsibilities	<p>Consultant I provide management and policy analysis support, and assist in or independently perform analysis of alternative course of action for planning, organizing, staffing, directing and controlling program functions. They provide options for developing organizational and procedural strategies for implementing new programs/business functions. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Develop new or improved mechanisms to support interaction with external organizations</li> </ul>
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	<ul style="list-style-type: none"> <li>Identify needs for inter-office coordination and designs ways to meet these needs</li> <li>Perform independent research on specific agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communications skills</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S) and at least 3 years of work experience with a fully functional knowledge of applicable industry standards and specific agency requirements
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

<b>Consultant II</b>	
Position Duties/Responsibilities	<p>Consultant IIs provide management and policy analysis support, and assist in or independently perform analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>Provide options for developing organizational and procedural strategies for implementing new programs/business functions</li> <li>Develop strategic and implementation plans and other mission-critical agency documents using knowledge of specific agency mission and goals</li> <li>Evaluate Federal government plans, policies, organization, and implementation</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S) and at least 4 years of experience with a fully functional knowledge of applicable industry standards and specific agency requirements
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

<b>Consulting Analyst I</b>	
Position Duties/Responsibilities	<p>Consulting Analyst Is provide management and policy analysis support, and assist in or independently perform analysis of alternative course of action for planning, organizing, staffing, directing and controlling program functions. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>Provide options for developing organizational and</li> </ul>

	<p>procedural strategies for implementing new programs/business functions</p> <ul style="list-style-type: none"> <li>• Develop new or improved mechanisms to support interaction with external organizations</li> <li>• Identify needs for inter-office coordination and designs ways to meet these needs</li> <li>• Perform independent research on specific agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communications skills</li> </ul>
Minimum Education/Experience	Minimum Bachelor’s Degree (B.A. or B.S.) and no work experience required
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

<b>Consulting Analyst II</b>	
Position Duties/Responsibilities	<p>Consulting Analyst IIs apply their strong analytical and technical skills to assist in implementing business solutions. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Document an organization’s current business process flows</li> <li>• Conduct research, analyze results, and summarize and present findings</li> <li>• Identify, analyze and document business and functional requirements</li> <li>• Identify and implement process improvements</li> <li>• Develop project documentation according to program specifications</li> <li>• Report accurately on task and project status</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) and at least 3 years of work experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

<b>Consulting Analyst III</b>	
Position duties/responsibilities	<p>Consulting Analyst IIIs apply their analytical skills to assist in implementing business solutions. They perform tasks such as:</p>

	<ul style="list-style-type: none"> <li>▪ Document an organization’s current business process flows</li> <li>▪ Identify, analyze and document functional requirements</li> <li>▪ Develop project documentation and user training materials according to program specification</li> <li>▪ Perform program management support tasks such as status reporting and work plan maintenance</li> <li>▪ Conduct complex research tasks and analyses to solve program challenges and meet objectives</li> </ul>
Minimum Education/Experience	Master’s Degree and entry level position
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Consulting Analyst IV

Position Duties/Responsibilities	<p>Consulting Analyst IVs provide consulting to managers, supervisors, and the workforce on implementation of an organization’s strategy development, implementation and process improvement initiatives. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Present quality workshops, seminars and training sessions</li> <li>• Conduct and assist with benchmarking and surveys for an organization</li> <li>• Facilitate process improvement efforts requiring a sufficient level of technical expertise needed to support the process</li> <li>• Manage a team of junior consultants and analysts supporting an agency’s process improvement and quality training efforts</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) required and at least 4 years of work experience including experience in providing consulting to managers and supervisors at commercial or government organizations; provide training seminars and workshops; supervise work of support staff; analytical experience in one or more project elements
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Functional Analyst III

Position Duties/Responsibilities	<p>Functional Analyst IIIs analyze customer/mission needs to determine functional requirements. They possess requisite knowledge and expertise in the requirements field and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Perform functional analysis to identify required tasks and their interrelationships</li> <li>• Identify resources required and manage tasks or tasks independently</li> <li>• Work with engineers on systems integration</li> <li>• Conduct business or process analysis</li> </ul>
Minimum Education/Experience	Bachelor’s Degree and at least 4 years experience with a fully functional knowledge of applicable industry standards and specific agency requirements
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Functional Analyst IV

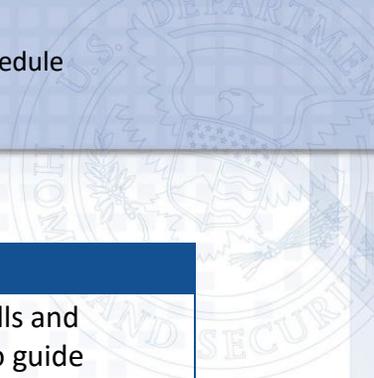
Position Duties/Responsibilities	<p>Functional Analyst IVs analyze customer/mission needs to determine functional requirements. They possess requisite knowledge and expertise in the requirements field and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Perform functional analysis to identify required tasks and their interrelationships</li> <li>• Identify resources required</li> <li>• Work with engineers on systems integration</li> <li>• Manage and/or participate in integrated product teams and facilitate working groups</li> </ul>
Minimum Education/Experience	Bachelor’s Degree plus 4 years of experience plus experience in agency’s mission or business processes
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Manager I

Position duties/responsibilities	Manager Is apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the
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	<p>day-to-day operations of projects. Manager I provide subject matter expertise in industry, process or business process redesign and is qualified to perform such tasks as:</p> <ul style="list-style-type: none"> <li>▪ Plan and manage the work of business architecture design project teams</li> <li>▪ Design and implement new organization structures</li> <li>▪ Conceptual design and development of training curricula</li> <li>▪ Assist an organization translate its vision and strategy into core human resource and business processes</li> <li>▪ Lead clients through streamlining, reengineering and transforming business processes</li> <li>▪ Develop and execute project budgets.</li> </ul>
Minimum Education	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in a related technical or business discipline</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>▪ At least 5 years of relevant experience</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ Project Management</li> </ul>
Required Certifications/Clearances	<ul style="list-style-type: none"> <li>▪ No certifications or clearances required</li> </ul>

Manager II	
Position duties/responsibilities	<p>Manager IIs apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Manager II provide subject matter expertise in industry, process or business process redesign and is qualified to perform such tasks as:</p> <ul style="list-style-type: none"> <li>▪ Plan and manage the work of business architecture design project teams</li> <li>▪ Design and implement new organization structures</li> <li>▪ Conceptual design and development of training curricula</li> <li>▪ Assist an organization translate its vision and strategy into core human resource and business processes</li> <li>▪ Lead clients through streamlining, reengineering and transforming business processes</li> <li>▪ Develop and execute project budgets.</li> </ul>
Minimum Education	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in a related technical or business discipline</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>▪ At least 7 years of relevant experience</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ Project Management</li> </ul>
Required Certifications/Clearances	<ul style="list-style-type: none"> <li>▪ No certifications or clearances required</li> </ul>



<b>Manager III</b>	
Position duties/responsibilities	<p>Manager IIIs apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Manager III provide subject matter expertise in industry, process or business process redesign and is qualified to perform such tasks as:</p> <ul style="list-style-type: none"> <li>▪ Plan and manage the work of business architecture design project teams</li> <li>▪ Design and implement new organization structures</li> <li>▪ Conceptual design and development of training curricula</li> <li>▪ Assist an organization translate its vision and strategy into core human resource and business processes</li> <li>▪ Lead clients through streamlining, reengineering and transforming business processes</li> <li>▪ Develop and execute project budgets.</li> </ul>
Minimum Education	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in a related technical or business discipline</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>▪ At least 9 years of relevant experience</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ Project Management</li> </ul>
Required Certifications/Clearances	<ul style="list-style-type: none"> <li>▪ No certifications or clearances required</li> </ul>

<b>Mission Analyst</b>	
Position Duties/Responsibilities	<p>Mission Analysts apply their strong analytical and technical skills to assist in implementing business solutions that achieve mission results. They directly support Government clients in:</p> <ul style="list-style-type: none"> <li>• Conducting complex business analyses and research projects, designing new business processes, and making recommendations</li> <li>• Supporting program management tasks in managing programs and collaborating with internal and external project stakeholders</li> <li>• Providing mission understanding and analysis consulting and program services</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) and at least 5 years of work experience
Minimum Training	No formal training required
Required	No certifications or clearances required

Certifications/Clearances	
<b>Program Analyst I</b>	
Position Duties/Responsibilities	<p>Program Analyst Is apply their analytical skills to assist in implementing business solutions. They performs tasks such as:</p> <ul style="list-style-type: none"> <li>▪ Document an organization’s current business process flows</li> <li>▪ Identify, analyze and document functional requirements</li> <li>▪ Develop project documentation and user training materials according to program specifications</li> <li>▪ Perform program management support tasks such as status reporting and work plan maintenance</li> </ul>
Minimum Education/Experience	Bachelor’s Degree and entry level position
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

<b>Project Management Specialist I</b>	
Position Duties/Responsibilities	<p>Project Management Specialist Is manage large projects (or group of tasks affecting the same common/standard/migration system). They work closely with the government or other project team members to:</p> <ul style="list-style-type: none"> <li>• Develop and manage work plans and coordinate and integrate project work plans</li> <li>• Align technical and business solutions</li> <li>• Manage program tasks on time and within budget</li> <li>• Perform enterprise-wide integration planning</li> <li>• Identify and implement interfaces to other functional systems</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) and at least 5 years of work experience. Equivalents: High School/GED with 9 years experience, Associate’s Degree with 7 years experience, Master’s Degree with 3 years experience, or Doctorate Degree with 1 year experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

<b>Project Management Specialist II</b>	
Position Duties/Responsibilities	Project Management Specialist IIs manage large, complex projects

	<p>(or group of tasks affecting the same common/standard/migration system). They work closely with the government or other project team members to:</p> <ul style="list-style-type: none"> <li>• Develop and manage work plans and coordinate and integrate project work plans</li> <li>• Align technical and business solutions</li> <li>• Manage program tasks on time and within budget</li> <li>• Identify and implement interfaces to other functional systems</li> </ul>
Minimum Education/Experience	Bachelor’s Degree plus 8 years of experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

**Requirements Analyst**

Position Duties/Responsibilities	<p>Requirements Analysts analyze user needs to determine functional and cross-functional requirements. They perform functional allocation to identify required tasks and their interrelationships. They possess knowledge and experience in the requirements and integration and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Identify resources required for each task and plan and manage teams</li> <li>• Perform functional analysis to identify required tasks and interrelationships</li> <li>• Work with technical experts</li> </ul> <p>Senior Functional Analysts work directly with Government program and technical personnel and provide daily supervision and direction to support staff as needed.</p>
Minimum Education / Experience	Bachelor’s Degree (B.A. or B.S.) with 5 years of experience. Equivalents: High School/GED with 9 years experience, Associate’s Degree with 7 years experience, Master’s Degree with 3 years experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

**Senior Consultant IV**

Position Duties/Responsibilities	Senior Consultant IVs provide options for developing organizational and procedural strategies for implementing new
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	<p>programs/business functions and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Develop new or improved mechanisms to support interaction with external organizations</li> <li>• Identify needs for inter-office coordination and designs ways to meet these needs</li> <li>• Develop strategic and implementation plans and other mission-critical agency documents using knowledge of specific agency mission and goals</li> <li>• Supply knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) and at least 6 years of experience with a functional knowledge of industry standards
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

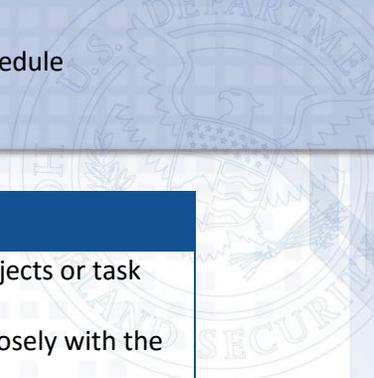
Senior Executive I	
Position duties/responsibilities	A Senior Executive I has overall accountability for programs and is responsible for product delivery and financial management of client engagements. A Senior Executive I performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. Senior Executive I are recognized experts in the areas of strategy development, business performance analysis, process architecture, market analysis, business process redesign, business architectures, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.
Minimum Education	<ul style="list-style-type: none"> <li>▪ Bachelor Degree in a related technical or business discipline</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>▪ At least 17 years of relevant experience</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ Earned Value Management, Project Management</li> </ul>
Required Certifications/Clearances	<ul style="list-style-type: none"> <li>▪ No certifications or clearances required</li> </ul>

## Senior Executive II

Position Duties/Responsibilities	<p>Senior Executive IIs serve as the project manager for large, complex task order (or a group of task orders affecting the same common/standard/migration system) and assist the Program Manager in working closely with the Government’s authorized representative, the task order-level COTR(s), government management personnel and customer agency representatives to:</p> <ul style="list-style-type: none"> <li>• Plan and manage specific task order(s) and technical solutions and schedules</li> <li>• Perform enterprise wide horizontal integration planning and interfaces to other functional systems</li> <li>• Plan and supervise multiple projects and/or task orders involving complex information systems software development</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S) and at least 12 years of progressive experience in the development of systems in broad-based information technology (IT) settings involving the use of contemporary tools and techniques for information systems development
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Senior Executive III

Position Duties/Responsibilities	<p>A Senior Executive IIIs has overall accountability for programs and is responsible for product delivery and financial management of client engagements. A Senior Executive II performs quality assurance reviews of program performance and deliverables to meet contractual obligations and project objectives. Senior Executive IIs perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Provide expertise in the areas of strategy development, business performance analysis, process architecture, market analysis, business process redesign, business architectures, organizational change or specific industries</li> <li>• Lend thought leadership to engagement teams in developing creative solutions to client business problems</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) and at least 18 years of work experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required



### Senior Manager I

Position Duties/Responsibilities	<p>Senior Manager Is serve manage large, complex projects or task orders (or a group of task orders affecting the same common/standard/migration system). They work closely with the Government to:</p> <ul style="list-style-type: none"> <li>• Plan and manage projects or consulting engagements (cost, schedule, quality, deliverables, risk etc.)</li> <li>• Integrate project efforts with internal and external project stakeholders</li> <li>• Apply advanced functional or technical knowledge or apply standard management and technical methodologies to complete projects</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) and at least 10 years of work experience including at least 2 years of management experience
Minimum Training	Project management or equivalent training
Required Certifications/Clearances	No certifications or clearances required

### Senior Manager II

Position Duties/Responsibilities	<p>Senior Manager IIs serve as the project manager for large, complex projects or task orders (or a group of task orders affecting the same common/standard/migration system). They work closely with the Government to:</p> <ul style="list-style-type: none"> <li>• Plan and manage projects or consulting engagements (cost, schedule, quality, deliverables, risk etc.)</li> <li>• Integrate project efforts with internal and external project stakeholders</li> <li>• Apply advanced functional or technical knowledge or apply standard management and technical methodologies to complete projects</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) with at least 11 years of work experience and at least 3 years of management experience
Minimum Training	Project management or equivalent training
Required Certifications/Clearances	No certifications or clearances required

### Senior Technical Consultant I

Position Duties/Responsibilities	Senior Technical Consultant Is perform as a consultant leading edge information technologies and methodologies; Provides technical and specialized guidance concerning automated
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	<p>solutions to complex information processing problems; Performs elaborate analyses and studies; Prepares reports and gives presentations; They manage project work to meet objectives and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Lead medium to large complex projects and major phases of very large projects</li> <li>• Provide technical and specialized guidance and solutions to complex technical problems</li> <li>• Perform complex analyses and studies</li> <li>• Manage the fact-finding, analysis, and development of hypothesis/conclusions, production of final reports and delivery of presentations</li> <li>• Responsible for delivering projects to the government expectations on time and to budget</li> </ul>
Minimum Education/Experience	Master’s Degree with six years of experience. Equivalents: High School/GED with 12 years experience, Associate’s Degree with 10 years of experience, Bachelor’s Degree with 8 years experience, or Doctorate Degree with 4 years experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

<b>Senior Technical Consultant II</b>	
Position Duties/Responsibilities	<p>Senior Technical Consultant IIs perform as a consultant leading edge information technologies and methodologies; Provides technical and specialized guidance concerning automated solutions to complex information processing problems; Performs elaborate analyses and studies; Prepares reports and gives presentations; They manage project work to meet objectives and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Lead medium to large complex projects and major phases of very large projects</li> <li>• Provide highly technical and specialized guidance and solutions to complex technical problems</li> <li>• Perform elaborate analyses and studies</li> <li>• Manage the fact-finding, analysis, and development of hypothesis/conclusions, production of final reports and delivery of presentations</li> <li>• Responsible for delivering projects to the government expectations on time and to budget</li> <li>• Provide senior-level technical support and advice to</li> </ul>

	program executives
Minimum Education/Experience	Master’s Degree with seven years of experience. Equivalent: High School/GED with 13 years experience, Associate’s Degree with 11 years of experience, Bachelor’s Degree with 9 years experience, or Doctorate Degree with 4 years experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Subject Matter Expert I

Position Duties/Responsibilities	<p>Subject Matter Expert Is are experts in their industry, management, or business area. They advise projects on how to address complex problems and design practical solutions. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Assist other project members with analysis and evaluation and with the preparation of recommendations for process or system improvements, optimization, development, and/or maintenance efforts</li> <li>• Provide strategic and operational advice to Government personnel</li> <li>• Bring mission and industry specialty knowledge to solve problems on complex projects</li> </ul>
Minimum Education/Experience	Bachelor’s degree plus 8 years of experience. Equivalent: high school diploma plus 15 years of experience and relevant industry or Government expertise
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Subject Matter Expert III

Position duties/responsibilities	<p>A Subject Matter Expert III is a recognized expert in a particular field and is generally brought onto the project team to supplement the team’s knowledge and experience with one of the proposed SINS.</p> <p>The Subject Matter Expert III typically does not have direct management responsibility over staff. He/she brings thought leadership to the project team in developing creative solutions to client business problems. He/she brings expertise in a particular subject matter (e.g., Government</p>
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	regulations and policy, homeland security, immigration policy) to help develop solutions that can work in a complex environment. They often derive their expertise from working with the Government for at least 15 years (and they apply this experience in lieu of a degree). They apply their expertise to lower project risk; they identify and develop mitigation plans for risks to help deliver a project on time and within budget.
Minimum Education/Experience	<ul style="list-style-type: none"> <li>▪ High School diploma; At least 18 years of relevant experience</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ No formal training required</li> </ul>
Required Certifications/Clearances	<ul style="list-style-type: none"> <li>▪ No certifications or clearances required</li> </ul>

### Subject Matter Expert IV

Position Duties/Responsibilities	<p>Subject Matter Expert IVs are experts in their industry, management, or business area. They develop requirements from a project’s inception to its conclusion for a particular subject matter area and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Assist other project members with analysis and evaluation and with the preparation of recommendations for process or system improvements, optimization, development, and/or maintenance efforts in the following areas: communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and/or modeling and simulation</li> <li>• Provide strategic and operational advice to senior level executives</li> <li>• Bring mission and industry specialty knowledge to solve problems on complex projects</li> </ul>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) with 10 years of experience. Equivalents: High School/GED with 14 years experience, Master’s Degree with 6 years experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

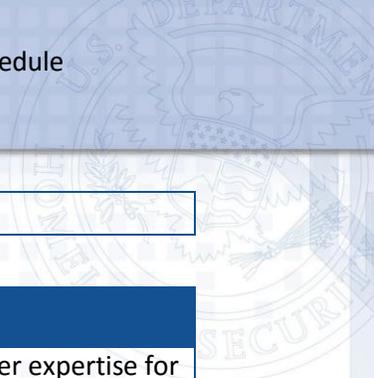
### Subject Matter Expert V

Position Duties/Responsibilities	Subject Matter Expert Vs are recognized experts in their industry,
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	<p>management, or business area. They develop requirements from a project’s inception to its conclusion for a particular subject matter area and perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Assist other project members with analysis and evaluation and with the preparation of recommendations for organizational, process, or system improvements, optimization, and deployment</li> <li>• Apply an extensive understanding and network within their subject matter to identify project risk and develop mitigation plans that deliver low risk solutions and high quality services</li> </ul> <p>Subject Matter Expert Vs bring unique specialty experience in a mission or subject area in the Government or specialized commercial area (e.g., airline industry systems or stakeholders, critical infrastructure, or other private sector niche industry) to solve problems on highly complex programs. Their expertise allows them to support strategic and program planning, providing high impact strategic and operational advice to project leaders and Government executives throughout execution.</p>
Minimum Education/Experience	Bachelor’s Degree (B.A. or B.S.) with 16 years of experience. Equivalents: High School/GED with 20 years experience, Master’s Degree with 14 years experience
Minimum Training	No formal training required
Required Certifications/Clearances	No certifications or clearances required

### Senior Subject Matter Expert II

Position duties/responsibilities	A Senior Subject Matter Expert II is a recognized expert in a particular field and is generally brought onto the project team to supplement the team’s knowledge and experience with one of the proposed SINS. The Senior Subject Matter Expert II generally has direct knowledge of the client’s needs and may have worked in a leadership position for the client in the past. The Senior Subject Matter Expert II has direct management responsibilities over project team staff. He/She brings thought leadership to the project team in developing creative solutions to client business problems.
Minimum Education	<ul style="list-style-type: none"> <li>▪ Masters Degree in a related technical or business discipline</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>▪ At least 25 years of relevant experience</li> </ul>
Minimum Training	<ul style="list-style-type: none"> <li>▪ No formal training required</li> </ul>
Required	<ul style="list-style-type: none"> <li>▪ Departmental-level security clearance</li> </ul>



Certifications/Clearances

**Technical Manager**

Position Duties/Responsibilities	<p>Technical Managers provide high-level subject matter expertise for work described in the task. They provide advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems, which require extensive knowledge of the subject matter for effective implementation. They perform tasks such as:</p> <ul style="list-style-type: none"> <li>• Participate as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, training, and presentation phases</li> <li>• Apply principles, methods, and knowledge of specific functional areas of expertise to specific task order requirements</li> </ul>
Minimum Education/Experience	<p>Master’s Degree or higher with over six years of related experience. Equivalents: Bachelor’s Degree from an accredited college or university with eight years of experience, or Doctorate Degree with four years experience</p>
Minimum Training	<p>No formal training required</p>
Required Certifications/Clearances	<p>No certifications or clearances required</p>