

Professional Services Schedule (00Corp)

Contract Number: GS-10F-0069X

Modification No.: PS-0017

Effective Date: October 22, 2015



A. Reddix & Associates
Inc. (ARDX)

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Contract Period: January 12, 2011 – January 11, 2021

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: will accept over \$3,000
10.	Foreign items (list items by country of origin): None
11a.	Time of Delivery (Contractor insert number of days): Specified on the Task Order
11b.	Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: 3/22/11: Contact Contractor
11c.	Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
11d.	Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
12.	F.O.B Point(s): Destination
13a.	Ordering Address(es): Same as company address
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).
14.	Payment address(es): Same as company address
15.	Warranty provision.: Contractor's standard commercial warranty
16.	Export Packing Charges (if applicable): N/A
17.	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
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., recycled content, energy efficiency, and/or reduced pollutants): N/A
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
25.	Data Universal Numbering System (DUNS) number: 80-1065306
26.	Notification regarding registration in Central Contractor Registration (CCR) database: Registered

	Contractor will accept LH and FFP
	Government awarded Prices (Net Prices)

LABOR CATEGORY NAME	Unit:	HOURLY
SIN NUMBER 874-1		
Business Systems Analyst I	N/A	\$ 66.71
Communication Manager	N/A	\$ 104.71
Curriculum Developer I	N/A	\$ 66.40
Curriculum Developer II	N/A	\$ 95.90
Curriculum Developer III	N/A	\$ 104.51
Curriculum Developer IV	N/A	\$ 164.75
Database Administrator I	N/A	\$ 100.07
Evaluation Manager	N/A	\$ 116.80
Evaluation Specialist	N/A	\$ 56.80
Financial Analyst I	N/A	\$ 55.58
Financial Analyst II	N/A	\$ 100.43
Graphic Designer	N/A	\$ 62.16
Manager I	N/A	\$ 86.06
Manager II	N/A	\$ 102.29
Meeting Facilitator I	N/A	\$ 77.83
Meeting Manager	N/A	\$ 99.73
Program Director	N/A	\$ 229.54
Programmer I	N/A	\$ 94.57
Project Administrator	N/A	\$ 69.65
Project Assistant I	N/A	\$ 44.47
Project Director	N/A	\$ 166.78
Project Director II	N/A	\$ 197.93
Project Manager I	N/A	\$ 97.20
Project Manager II	N/A	\$ 129.41

LABOR CATEGORY NAME	Unit:	HOURLY
SIN NUMBER 874-1		
Quality Assurance Manager	N/A	\$ 113.40
Senior Management Analyst	N/A	\$ 51.20
Senior Management Analyst II	N/A	\$ 76.89
Senior Manager	N/A	\$ 139.97
Subject Matter Expert	N/A	\$ 102.10
Technical Writer III	N/A	\$ 77.83
Trainer I	N/A	\$ 60.25
Trainer II	N/A	\$ 73.77

- Note:
1. Direct Costs other than ARDX or Subcontractor labor costs (e.g., travel, Other Direct costs) will be quoted and billed at actual allowable cost plus applicable indirect expenses pursuant to the Federal Acquisition Regulation.

DESCRIPTION OF LABOR CATEGORIES

LABOR CATEGORIES

MOBIS Labor Categories: Titles, Qualifications and Responsibilities

ARDX has provided detailed position descriptions for each labor category. Recognizing qualified candidates may not have the minimum education requirements, it is our accepted practice to substitute four (4) years of related experience for each level of education. Also, experience may be substituted for the minimal degree depending on the number of years and nature of experience. Two (2) years of general and specialized experience may be substituted for the next degree.

Business Systems Analyst I

Minimum Education and Experience: Bachelor's degree in Computer Science, Business or related discipline. Three years of experience as Business Systems Analyst working directly with system users and customers. Experience with requirements gathering, system documentation, creating specification for programmers, and system testing. Two years of experience with relational databases, including writing moderately complex relational database SQL queries. Superior interpersonal skills and the ability to work well in a team environment consisting of differing skills and interests. Superior customer service skills; especially follow-up, tracking, and logging status and meeting due dates. Experience with a project management tool, MS Project preferred. Excellent written and verbal communication skills, as well as analytical, problem-solving, and customer interaction skills. Familiarity with software CMM Level 2 practices or ISO is preferred.

Functional Responsibility: Under general direction, analyzes and defines business processes, systems scope, and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Also responsible for analyzing, designing, and improving business processes, collaborating successfully with Subject Matter Experts in the design, development, testing, and deployment phases of projects.

Communication Manager

Minimum Education and Experience: Bachelor's degree in Marketing, Communications, Business or related discipline. Five years of experience in creating, implementing and overseeing communication programs.

Functional Responsibility: Coordinate and manage the development and production of communications materials for the project. Manage and coordinate the work tasks and deliverables of the communications team. Write and edit project communication materials, such as brochures, job aids and meeting materials. Oversee the production from draft to final distribution. Implements best practices for the communications team, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks.

Curriculum Developer I

Minimum Education and Experience: Bachelor's degree in a relevant discipline and two (2) years of experience in field or related area.

Functional Responsibility: Develops training curriculum according to project specifications under the direction of a senior person. Develops content materials and ensures information accuracy, and adapting content into job aides, training materials, or reference documentation. Maintains a working knowledge of all areas of content expertise and capable of connecting content knowledge, linking training needs and styles to product delivery.

Curriculum Developer II

Minimum Education and Experience: Bachelor's degree in a relevant discipline and five (5) years of experience in field or related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Responsibility: Develops training curriculum according to project specifications. Develops content materials and ensures information accuracy, and adapting content into job aides, training materials, or reference documentation. Applies facilitation techniques, training, methodology development and evaluation across all phases of project. Maintains a working knowledge of all areas of content expertise and capable of connecting content knowledge, linking training needs and styles to product delivery. Performs other duties and tasks as assigned.

Curriculum Developer III

Minimum Education and Experience: Bachelor's degree in a relevant discipline and seven (7) years of experience in field or related area. Has experience in developing content curriculum and materials, developing job aides, training materials, or reference documentation. Has knowledge of commonly-used concepts, practices, and procedures within the adult learning field.

Functional Responsibility: Researches and interpret complex policies, procedures and legislation to develop curriculum, training materials and job aids for the client's operations and the end user. Reviews materials from junior curriculum developers to ensure information accuracy and provides content expertise, recommendations, and guidance on materials. Applies facilitation techniques, training, methodology development and evaluation across all phases of analysis, modernization, and improvement projects. Maintains a working knowledge of all areas of content expertise and capability to connect content knowledge, linking training needs and styles to product delivery.

Curriculum Developer IV

Minimum Education and Experience: Master's degree in a relevant discipline and five (5) years of experience in field or related area. Has background and experience in curriculum design, training and development, and education.

Functional Responsibility: Researches and interprets complex policies, procedures and legislation to develop curriculum, training materials, reference documentation and job aids for the client's operations and the end user. Reviews materials from junior curriculum developers to ensure information accuracy and provides content expertise, recommendations, and guidance on materials. Manages cost, schedule, and quality of multiple projects. Meets with management personnel and federal client agency representatives. Formulates, recommends, and reviews strategic plans and deliverable items and ensures conformance with standards. Maintains knowledge of all areas of content expertise and capability to connect content knowledge, linking training needs and styles to product delivery. May act as senior person or task lead.

Database Administrator I

Minimum Education and Experience: B.S. in Computer Science or Mathematics or equivalent. Four years in setting and conducting detail and general data analyses in support of major database implementations. Has experience in data design and management procedures, including database conversion support and data modeling.

Functional Responsibility: Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Defines files organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database backup recovery procedures and ensures that data integrity, security, and recoverability are built into the database management system applications. Relies on limited experience and judgment to plan and accomplish goals.

Evaluation Manager

Minimum Education and Experience: Bachelor's degree in a related discipline. Master's degree in a technical discipline preferred. 10 years of progressive experience in managing and overseeing evaluation and analysis projects and processes for medium to large scale projects. Has knowledge of qualitative and quantitative research techniques and data analysis procedures. Has command of Evaluation tools, e.g. SAS programs, etc.

Functional Responsibility: Designs large scale evaluation and analysis projects. Designs research methodology including but not limited to determining quantitative or qualitative approach to the study, sampling parameters, designs data collection techniques, designs data coding schemes, and determines appropriate data analysis procedures. Designs and test surveys and other methods of data collection. Assesses reliability and validity of data analysis results. Monitors data collection and makes judgments about the quality of data through observation, interview, and review of documents. Monitors development and use of database. Writes reports containing descriptive and predictive statistics, qualitative content analysis, and evaluative content. Supervises evaluation specialists. Writes reports that interpret methods employed and findings to agency client. Performs other duties and tasks as assigned.

Evaluation Specialist

Minimum Education and Experience: Bachelor's degree in a related discipline. Master's degree in a technical discipline preferred. Five (5) years of experience in conducting evaluation and analysis. Maintains a working knowledge of qualitative and quantitative research techniques and data analysis procedures. Has knowledge of commonly-used concepts, practices, and procedures within field.

Functional Responsibility: Conducts quantitative and qualitative research tasks. Plans, organizes, and conducts evaluation and analysis in support of projects. Creates data analysis plans and data cleaning procedures. Works with other Evaluation Specialists to implement data collection and analysis plans. Collects, records, analyzes and evaluates data. Designs survey/data collection instruments. Develops SAS programs. Ensures high quality of data by creating and utilizing a system to check and validate data. Conducts usability testing. Prepares reports and presents findings to Evaluation Manager and to Project Managers as necessary. Performs other duties and tasks as assigned.

Financial Analyst I

Minimum Education and Experience: Requires a bachelor's degree and two years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Responsibility: Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Reports to a supervisor or manager.

Financial Analyst II

Minimum Education and Experience: Bachelor's degree and five years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Functional Responsibility: Compiles and analyzes financial information for the organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts. Relies on instructions and pre-established guidelines to perform the functions of the job. Works with limited supervision. Reports to a supervisor or manager.

Graphic Designer

Minimum Education and Experience: Bachelor's degree in relevant discipline and 2 years of experience in the field or in a related area.

Functional Responsibility: Prepare visual presentations by designing art and copy layouts by hand or using computer software. Prepare work to be accomplished by gathering information and materials. Plan and illustrate concepts by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts. Prepare finished copy and art. Familiar with standard concepts, practices, and procedures within the field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. A certain degree of creativity and latitude is required.

Manager I

Minimum Education and Experience: Bachelor's degree in a relevant field. Demonstrated exceptional written and oral communications skills, including White Papers and formal presentation. Must have 4 years of demonstrated experience in managing all key project areas. Demonstrated ability to work independently or under only general direction. Has experience managing at least one major program or multiple concurrent medium to large complex projects, from inception to deployment, in one or both of the following areas: Business Process Reengineering (including overseeing the facilitation, training, methodology development and evaluation process reengineering across all phases, identifying best practices, change management, activity and data modeling or information system development methods or practices) or Information Engineering (including demonstrated experience managing a technical team responsible for the implementation of information engineering projects).

Functional Responsibility: Serves as Technical Manager of a multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops

analytical and computational techniques and methodology for problem solutions. Directs enterprise wide systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Identifies all task responsibilities and reports any changes to suggestions accordingly to Project Director.

Manager II

Minimum Education and Experience: Bachelor's degree in a relevant field. Demonstrated exceptional written and oral communications skills, including White Papers and formal presentation. Must have 7 years of demonstrated experience in execution of key project areas. Demonstrated ability to work independently or under only general direction. Has both technical and management experience, from inception to deployment, of two or more large-scale complex projects in one or both of the following areas: Business Process Reengineering (including overseeing the facilitation, training, methodology development and process reengineering across all phases, identifying best practices, change management, activity and data modeling, or information system development methods and practices) or Information Engineering (including demonstrated experience managing a program or project team responsible for the implementation of information engineering projects).

Functional Responsibility: Serves as a Technical Project Lead or Manager across major technical areas of the project, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, applies reengineering disciplines to develop migration strategic and planning documents. Identifies all task responsibilities and reports any changes or suggestions accordingly to Project Director.

Meeting Facilitator I

Minimum Education and Experience: Bachelor's degree in relevant discipline. May require a bachelor's degree in area of specialty and 2 years of experience in the field or in a related area.

Functional Responsibility: Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Meeting Manager

Minimum Education and Experience: Bachelor's degree in relevant discipline and 10 years of progressive experience in event planning and vendor management.

Functional Responsibility: Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. Negotiates commitments of significant financial impact to the organization. Creates budgets and manage contracts with vendors. Directs, oversees, and implements logistics including registration, on-site management of conference, and marketing of events. Responsible for collaborating with staff to establish conference/meeting requirements and also serves as final reviewer prior to submission of plans to Project managers. Reviews work of Meeting Facilitator and Meeting Specialist. Performs other duties and tasks as assigned.

Program Director

Minimum Education and Experience: Master's degree in a technical discipline. Fifteen (15) years of progressive experience in supervision and day-to-day management of multiple projects of varying degrees of complexity. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors. Has proven managerial and leadership experience.

Functional Responsibility: Develops strategy for project scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis. Ensures adherence to quality standards, reviews and approves deliverables. Provides professional and analytical guidance to work team. Recommends and takes action to direct the analysis and solutions of problems. Guides the contract to ensure adherence to budget and time schedules. Assists the client in assessing solution alternatives and providing quality oversight for all project deliverables. Provides periodic status reports to the client and manages the workload of the contractor staff.

Programmer I

Minimum Education and Experience: Bachelor's degree in Computer Science, Information Systems, Engineering, Business or other related technical discipline. Two (2) years of experience as a programmer on a database management systems, knowledge of computer equipment and ability to develop software code to satisfy design objectives.

Functional Responsibility: Analyzes functional business applications and design specifications for functional activities. Develop block diagrams and logic flow charts. Translates detailed design into computer software.

Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation. Enhances software to reduce operating time or improve efficiency.

Project Administrator

Minimum Education and Experience: Master's degree in Business or related discipline and five (5) years of experience working with financial information. Has progressive experience in using Financial Management tools (e.g., MS Excel) and Project Management tools (e.g., MS Project, etc.).

Minimum Education and Experience: Develops strategies, performance indicators and metrics for operational soundness and efficiency and makes evaluations and recommendations regarding project status and needs for improvement. Develops strategies, processes and protocols and analytics for consistency of project operations. Analyzes information and makes findings regarding past project consistency and make recommendations for future project operations. Analyzes project needs and makes decisions regarding appropriate operational tools by developing templates for use by project management and other resources for operations. Analyzes and develops analytics relative to budgeting, financial management, and cost analytics. Develops and maintains project schedule. Prepares data for client.

Project Assistant I

Minimum Education and Experience: High school diploma and two years of experience in the field or in a related area. Requires knowledge of applicable policies, procedures, operations, and organization. Also requires experience using automation tools including word processing and graphics, such as Word, WordPerfect, and PowerPoint. Ability to work independently or under general direction.

Functional Responsibility: Under general direction, performs diversified clerical, administrative, and general office duties. Communicates and/or coordinates instructions with Use or disclosure of data contained on this sheet is subject various individuals and/or departments. Organizes and maintains files of correspondence and records. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences, transcribes dictation, often of a confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention.

Project Director

Minimum Education and Experience: Bachelor's degree in a related discipline. Master's degree in a technical discipline preferred. Ten years of progressive experience in supervision and day-to-day management of significant projects and processes. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors.

Functional Responsibility: Defines scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis. Ensures adherence to quality standards, reviews and approves deliverables. Provides professional and analytical guidance to work team. Recommends and takes action to direct the analysis and solutions of problems. Guides the contract to ensure adherence to budget and time schedules. Assists the client in assessing solution alternatives and providing quality oversight for all project deliverables. Provides periodic status reports to the client and manages the workload of the contractor staff.

Project Director II

Minimum Education and Experience: Bachelor's degree in a related discipline. Master's degree in a technical discipline preferred. Fifteen (15) years of progressive experience in supervision and day-to-day management of significant projects and processes. Has experience in the application of automated and manual project management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to project sponsors.

Functional Responsibility: Defines scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis. Ensures adherence to quality standards, reviews and approves deliverables. Provides professional and analytical guidance to work team. Recommends and takes action to direct the analysis and solutions of problems. Guides the contract to ensure adherence to budget and time schedules. Assists the client in assessing solution alternatives and providing quality oversight for all project deliverables. Provides periodic status reports to the client and manages the workload of the contractor staff.

Project Manager I

Minimum Education and Experience: Bachelor's degree in a relevant field. Four (4) years of experience in managing and overseeing projects and processes. Has experience in planning, directing, organizing, controlling, and managing at least one major program to ensure all contractual objectives are fulfilled in an efficient and timely manner. Has command of Program/project Management tools, e.g., MS Project, etc.

Functional Responsibility: Defines scope and objectives of work to be accomplished by the team. Develops Program Management Plan (PMP), including detailed work plans, schedules, program estimates, resource plans, and status reports. Responsible for performance tracking and analysis. Ensure adherence to quality standards, configuration control reviews, and approves deliverables. Provides professional and analytical guidance to team. Recommends and takes action to direct the analysis and solutions of problems. Guides the contract to ensure adherence to budget and time schedules. Assists the client in assessing solution

alternatives and providing quality oversight for all project deliverables. Provides periodic status reports to the client and manages the workload of the staff.

Project Manager II

Minimum Education and Experience: Bachelor's degree in a relevant field and Project Management Professional (PMP) certification. Seven (7) years of experience in managing and overseeing projects and processes. Has experience in planning, directing, organizing, controlling, and managing at least two major program to ensure all contractual objectives are fulfilled in an efficient and timely manner. Has command of Program/project Management tools, e.g., MS Project, etc.

Functional Responsibility: Defines scope and objectives of work to be accomplished by the team. Develops Program Management Plan (PMP), including detailed work plans, schedules, program estimates, resource plans, and status reports. Responsible for performance tracking and analysis. Ensure adherence to quality standards, configuration control reviews, and approves deliverables. Provides professional and analytical guidance to team. Recommends and takes action to direct the analysis and solutions of problems. Guides the contract to ensure adherence to budget and time schedules. Assists the client in assessing solution alternatives and providing quality oversight for all project deliverables. Provides periodic status reports to the client and manages the workload of the staff.

Quality Assurance Manager

Minimum Education and Experience: Bachelor's degree or equivalent education. Five (5) years of experience developing and implementing quality programs. In-depth experience in quality control and quality assurance. Establishes and maintains a process for evaluating documentation. Determines the resources required for quality control. Maintains the level of quality throughout the project life cycle. Conducts formal and informal quality reviews at pre-determined points throughout the project life cycle.

Functional Responsibility: Responsible for the effective development and implementation of programs to ensure that all information systems products and services meet minimum organization standards and end-user requirements. Administers change control process. Administers problem management process including monitoring and reporting on problem resolution. Makes recommendations regarding the acquisition and/or implementation to improve systems efficiency. Assigns work to subordinates and monitors staff performance. Performs other duties and tasks as assigned.

Senior Management Analyst

Minimum Education and Experience: Bachelor's degree in relevant discipline. Utilize a high degree of qualitative and quantitative analytical skills in analyzing, evaluating, and improving the efficiency of internal administrative operations, organizations, or management. Three years of experience as Management Analyst working directly with responsible functional area.

Functional Responsibility: Under general direction, participates in surveys, studies, and other investigations of areas of management operations to determine adequacy of present systems. Responsible for presenting findings and recommendations to managers affected by the focus of their review, as well as negotiates acceptance of recommendations, and negotiates guidance for implementation of recommendations. Analyze inconsistencies or problems in applications of basic policies and implementation of major programs for management appraisal, review, and improvement within units while developing major organizational proposals that involve extensive analysis prior to recommending significant changes in workforce distribution, positions, and/or functional responsibility.

Senior Management Analyst II

Minimum Education and Experience: Bachelor's degree in relevant discipline. Utilize a high degree of qualitative and quantitative analytical skills in analyzing, evaluating, and improving the efficiency of internal administrative operations, organizations, or management. Five years of experience as Management Analyst working directly with responsible functional area.

Functional Responsibility: Under limited direction, participates in surveys, studies, and other investigations of areas of management operations to determine adequacy of present systems. Responsible for presenting findings and recommendations to managers affected by the focus of their review, as well as negotiates acceptance of recommendations, and negotiates guidance for implementation of recommendations. Analyze inconsistencies or problems in applications of basic policies and implementation of major programs for management appraisal, review, and improvement within units while developing major organizational proposals that involve extensive analysis prior to recommending significant changes in workforce distribution, positions, and/or functional responsibility.

Senior Manager

Minimum Education and Experience: Bachelor's degree in a related discipline. Master's degree in a technical discipline preferred. Nine years of progressive experience in managing and overseeing significant programs/projects and processes. Has experience in the application of automated and manual program management techniques, progress tracing, work assignment and monitoring, and providing timely feedback to program sponsors. Has command of Program/Project Management tools, e.g., MS Project, etc.

Functional Responsibility: Defines scope and objectives of work to be accomplished by the work team. Develops Program Management Plan (PMP), including detailed work plans, schedules, program estimates, resource plans, and status reports, Work Breakdown Structures (WBS) and work packages. Conducts program meetings and is responsible for performance tracking and analysis. Ensure adherence to quality standards, configuration control reviews, and approves deliverables. Provides professional and analytical guidance to work team. Recommends and takes action to direct the analysis and solutions of problems. Guides the contract to ensure adherence to budget and time schedules. Assists the client in assessing solution

alternatives and providing quality oversight for all project deliverables. Provides periodic status reports to the client and manages the workload of the contractor staff.

Subject Matter Expert

Minimum Education and Experience: Master's degree from an accredited college or university in the field of expertise related to the actual Statement of Work or Statement of Need. Ten years of progressive experience in the field of expertise required by an actual Statement of Work or Statement of Need. Demonstrated expertise in addressing the types of issues or challenges experienced by the customer. At least four years of hands-on experience in the specific discipline of the field of expertise. Knowledge and skills recognized in the professional community that the customer is able to qualify the individual as an expert in the field (for example: publications, speeches at conferences, research, teaching, etc.). Demonstrates superior oral and written communications skills.

Functional Responsibility: Performs as a consultant in highly specialized, leading-edge technologies and/or methodologies. Provides highly technical and specialized guidance concerning solutions to complex problems. Performs elaborate analyses and studies. Prepares reports and gives presentations. Works independently or as a member of a team.

Technical Writer III

Minimum Education and Experience: Bachelor's degree in English, literature business engineering, journalism, or related analytical, scientific, or technical, disciplines, and three years experience.

Functional Responsibility: Assists in collecting and organizing information required for preparation of reports, studies and analysis for (a) documenting proposed managerial or organizational improvements including developmental, consultative, or implementation efforts; (b) for documenting workshop results; and (c) for description and summary of survey results with associated graphs, charts, tables, and briefings. Edits functional descriptions, system specifications, special reports, or any other customer deliverables and documents, and has a demonstrated ability to work independently or only under general direction.

Trainer I

Minimum Education and Experience: Bachelor's degree in Business, Engineering, Management, Social Sciences, Health Sciences, Human Resources, or other relevant analytical, technical or scientific disciplines. At least two (2) years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.

Functional Responsibility: Under supervision of Manager, develops instructor materials (course outline, background material, and training aids). Assists in the development of student materials (course manuals,

workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training. Performs other duties and tasks as assigned.

Trainer II

Minimum Education and Experience: Bachelor's degree in Business, Engineering, Management, Social Sciences, Health Sciences, Human Resources, or other relevant analytical, technical or scientific disciplines. At least five (5) years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.

Functional Responsibility: Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training. Provides daily supervision and direction to training staff.

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Mission Oriented Business Integrated Services (MOBIS) 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 29CFR 5413.300), 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 applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.