

**Federal Supply Service
Authorized Federal Supply Schedule Price List
Professional Services Schedule (PSS)**

Contract Number GS-10F-0119P

**Professional Solutions, LLC
5500 Cherokee Avenue
Suite 400
Alexandria, VA 22312
703-823-2696**

www.prosol1.com

Business Size:

Service-Disabled Veteran Owned Large Business

Contract Administration: *Candice C DeGrauwe*

Email: CWilliamson@prosol1.com

GSA Federal Supply Group: 874

Class: R499

Contract Period: December 12, 2003 through December 11, 2018
Revised January 16, 2014 to reflect address change
Revised March 12, 2015 to reflect Geographic Coverage
Revised March 20, 2015 to correct Business Size
Revised September 13, 2016 to update Contract Administration POC
Prices Shown Herein are Net (discount deducted)

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: <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.



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CUSTOMER INFORMATION:

1. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). Offered SINs are shown below. Please refer to Page 5 for the price table. Labor category titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services are provided beginning on Page 6.

Special Item Number(s) (SINs) Offered:

874-1 ***Integrated Consulting Services***

874-1RC

874-4 ***Training Services: Instructor Led Training, Web Based Training and Educational Courses, Course Development and Test Administration, Learning Management, Internships***

874-4RC

874-7 ***Integrated Business Program Support Services***

874-7RC

2. Maximum order. \$1,000,000.00

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). Worldwide, which will cover delivery domestically and overseas.

5. Point(s) of production (city, county, and State or foreign country). Not applicable for services

6. Discount from list prices or statement of net price. The prices in this catalog contain an eight percent (8%) discount from contractor's commercial prices.

7. Quantity discounts. Per task order, as mutually agreed between the contractor and the Government

8. Prompt payment terms. 1% for payments made 29 days or less from invoice receipt date or from the date of acceptance, whichever is later

9a. Government purchase cards will be accepted for orders at or below the micro-purchase threshold

9b. Government purchase cards will be accepted for orders above the micro-purchase threshold

10. Foreign items (list items by country of origin). Not applicable for services

- 11a. Time of delivery. Not applicable for services
- 11b. Expedited Delivery. Not applicable for services
- 11c. Overnight and 2-day delivery. Not applicable for services
- 11d. Urgent Requirements. Not applicable for services
- 12. F.O.B. point(s). Not applicable for services
- 13a. Ordering address(es). Professional Solutions1, 5500 Cherokee Avenue, Suite 400, Alexandria, VA 22312
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es). Professional Solutions1, 5500 Cherokee Avenue, Suite 400, Alexandria, VA 22312
- 15. Warranty provision. Not applicable for services
- 16. Export packing charges are not applicable to services
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Government commercial credit cards will be acceptable for payments. Contact contractor for assistance with transactions.
- 18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable
- 19. Terms and conditions of installation (if applicable). Not applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable
- 20a. Terms and conditions for any other services (if applicable). Not applicable
- 21. List of service and distribution points (if applicable). Not applicable
- 22. List of participating dealers (if applicable). Not applicable
- 23. Preventive maintenance (if applicable). Not applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable for services

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) services and the EIT standards can be found at: www.Section508.gov/. If applicable to an order, please refer to www.prosol1.com for full details.

25.

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Junior Administrative Support	01311 – Secretary I	05-2103
Mid Level Admin Support	01312 – Secretary II	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) 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.

26. Data Universal Number System (DUNS) number. 10-352-4463

27. Contractor is registered in the System for Award Management (SAM) that replaced CCR.

Authorized Negotiators’ Name, Title and Phone Number:

Michael Dean, CEO, (703) 823-2696

Candice C DeGrauwe, Contract Specialist, (703) 823-2696

INTRODUCTION:

Professional Solutions1, LLC is a Service Disabled Veteran Owned Business (SDVOB), founded in February 2002. Our office is located at 5500 Cherokee Avenue, Suite 400, Alexandria, Virginia 22312, and we maintain a Top Secret Facilities Clearance. The firm is built around its ability to provide professional services to a number of key areas. The consultants and engineers that work for Professional Solutions are well known in their separate areas of expertise and have received several awards and commendations for work in those fields. Professional Solutions looks forward to expanding our mutually rewarding relationships with our Government clients through the GSA PROFESSIONAL SERVICES SCHEDULE (PSS) schedule.

SERVICES:

We offer a broad range of technology solutions and consulting services across all our divisions to enhance your organization's ability to bring new ideas to the market, and support these ideas through deploying a strategic solution:

- Strategic Planning
- Technology Selection
- Project Management
- Learning Management Systems
- Instructional Design
- Synchronous "Live" Learning
- Standards Compliance Remediation
- Knowledge Management Systems
- Custom Content Services
- Network of Subject Matter Experts
- Custom Application Development
- Academic & Thought Leader Partners

Systems Engineering, Information Technology & Information Management:

Our IT professionals have the skills and experience in planning, developing, managing and executing short and long-range technology plans, and transitioning and transforming the delivery of information based services through the use of innovative strategies. We support the entire engineering process from operational concept definition through design implementation and testing. PS assists at every level from the enterprise architecture concerns of the CIO to routine end-user support. Our solutions range from Web and CD based training to infrastructure build-out and design. Our expertise includes:

- Internet and wireless networking technology
- Next-generation graphical user interface and advanced interactive design
- Technology application and strategy
- Web application and database design and development.

Commodity Sales and Service:

We have strategic partnerships and agreements with worldwide distributors of hardware, software and electrical data communications products.

Advanced Operations and Training:

We provide specialists with extensive experience in the commercial and government business sector. Government expertise includes Amphibious Warfare, Special Operations, Intelligence and Training. We feel that many of the skills these professionals have are also translatable into services involving protection and Homeland Security. Additionally, our consultants have developed over 200 courses for the military and industry to include such highly complex topics as infrared lasers, electro optical sensors and global positioning systems.



client focused, employee driven.

Healthcare Solutions:

We specialize in providing business solutions to healthcare practices and organizations to include consulting services, staffing assistance, training, systems and infrastructure design, organizational development, contracting and billing. We integrate practical healthcare expertise, unique methodologies and years of healthcare experience. We also provide HIPAA awareness and gap analysis.

RATES:

Pricing effective 12 December 2013 through 11 December 2018											
No.	Skill Category SINS 874-1, 874-4, 874-7	12/12/13 - 12/11/14		12/12/14 - 12/11/15		12/12/15 - 12/11/16		12/12/16 - 12/11/17		12/12/17 - 12/11/18	
		Year 11		Year 12		Year 13		Year 14		Year 15	
		Labor Rate Client Site	Labor Rate PS Site								
1	Program Director/Principle II	\$247.96	\$272.75	\$252.92	\$278.21	\$257.98	\$283.77	\$263.14	\$289.45	\$268.40	\$295.24
2	Program Director/Principle I	\$220.50	\$242.55	\$224.91	\$247.40	\$229.41	\$252.35	\$234.00	\$257.40	\$238.68	\$262.55
3	Principle Program Manager	\$196.84	\$216.52	\$200.78	\$220.85	\$204.80	\$225.27	\$208.90	\$229.78	\$213.08	\$234.38
4	Senior Program Manager	\$179.47	\$197.42	\$183.06	\$201.37	\$186.72	\$205.40	\$190.45	\$209.51	\$194.26	\$213.70
5	Project Director II	\$163.23	\$179.55	\$166.49	\$183.14	\$169.82	\$186.80	\$173.22	\$190.54	\$176.68	\$194.35
6	Project Director I	\$147.70	\$162.47	\$150.65	\$165.72	\$153.66	\$169.03	\$156.73	\$172.41	\$159.86	\$175.86
7	Project Director	\$140.75	\$154.83	\$143.57	\$157.93	\$146.44	\$161.09	\$149.37	\$164.31	\$152.36	\$167.60
8	Program Manager	\$128.35	\$141.19	\$130.92	\$144.01	\$133.54	\$146.89	\$136.21	\$149.83	\$138.93	\$152.83
9	Senior Subject Matter Expert	\$166.34	\$182.97	\$169.67	\$186.63	\$173.06	\$190.36	\$176.52	\$194.17	\$180.05	\$198.05
10	Subject Matter Expert	\$143.03	\$157.33	\$145.89	\$160.48	\$148.81	\$163.69	\$151.79	\$166.96	\$154.83	\$170.30
11	Consultant III	\$116.66	\$128.32	\$118.99	\$130.89	\$121.37	\$133.51	\$123.80	\$136.18	\$126.28	\$138.90
12	Consultant II	\$105.96	\$116.55	\$108.08	\$118.88	\$110.24	\$121.26	\$112.44	\$123.69	\$114.69	\$126.16
13	Consultant I	\$95.90	\$105.49	\$97.82	\$107.60	\$99.78	\$109.75	\$101.78	\$111.95	\$103.82	\$114.19
14	Consultant	\$85.59	\$94.14	\$87.30	\$96.02	\$89.05	\$97.94	\$90.83	\$99.90	\$92.65	\$101.90
15	Mid Level Expert	\$76.71	\$84.39	\$78.24	\$86.08	\$79.80	\$87.80	\$81.40	\$89.56	\$83.03	\$91.35
16	Principle Analyst III	\$133.35	\$146.69	\$136.02	\$149.62	\$138.74	\$152.61	\$141.51	\$155.66	\$144.34	\$158.77
17	Principle Analyst II	\$118.93	\$130.83	\$121.31	\$133.45	\$123.74	\$136.12	\$126.21	\$138.84	\$128.73	\$141.62
18	Principle Analyst I	\$88.85	\$97.73	\$90.63	\$99.68	\$92.44	\$101.67	\$94.29	\$103.70	\$96.18	\$105.77
19	Senior Analyst	\$84.36	\$92.80	\$86.05	\$94.66	\$87.77	\$96.55	\$89.53	\$98.48	\$91.32	\$100.45
20	Mid Level Analyst	\$65.27	\$71.80	\$66.58	\$73.24	\$67.91	\$74.70	\$69.27	\$76.19	\$70.66	\$77.71
21	Analyst	\$53.32	\$58.65	\$54.39	\$59.82	\$55.48	\$61.02	\$56.59	\$62.24	\$57.72	\$63.48
22	Junior Analyst	\$48.29	\$53.12	\$49.26	\$54.18	\$50.25	\$55.26	\$51.26	\$56.37	\$52.29	\$57.50
23	Programmer Analyst IV	\$106.88	\$117.56	\$109.02	\$119.91	\$111.20	\$122.31	\$113.42	\$124.76	\$115.69	\$127.26
24	Programmer Analyst III	\$94.30	\$103.74	\$96.19	\$105.81	\$98.11	\$107.93	\$100.07	\$110.09	\$102.07	\$112.29
25	Programmer Analyst II	\$81.72	\$89.88	\$83.35	\$91.68	\$85.02	\$93.51	\$86.72	\$95.38	\$88.45	\$97.29
26	Programmer Analyst I	\$69.13	\$76.04	\$70.51	\$77.56	\$71.92	\$79.11	\$73.36	\$80.69	\$74.83	\$82.30
27	Senior Administrative Support	\$59.11	\$65.01	\$60.29	\$66.31	\$61.50	\$67.64	\$62.73	\$68.99	\$63.98	\$70.37
28	Mid Level Admin Support	\$42.18	\$46.40	\$43.02	\$47.33	\$43.88	\$48.28	\$44.76	\$49.25	\$45.66	\$50.24
29	Junior Administrative Support	\$23.39	\$25.73	\$23.86	\$26.24	\$24.34	\$26.76	\$24.83	\$27.30	\$25.33	\$27.85
30	e-Learning Producer/Director	\$153.31	\$168.64	\$156.38	\$172.01	\$159.51	\$175.45	\$162.70	\$178.96	\$165.95	\$182.54
31	Management Analyst III	\$146.69	\$161.36	\$149.62	\$164.59	\$152.61	\$167.88	\$155.66	\$171.24	\$158.77	\$174.66
32	Project Manager	\$119.53	\$131.48	\$121.92	\$134.11	\$124.36	\$136.79	\$126.85	\$139.53	\$129.39	\$142.32
33	Sr Manager Logistics Engineer	\$117.59	\$129.35	\$119.94	\$131.94	\$122.34	\$134.58	\$124.79	\$137.27	\$127.29	\$140.02
34	Training Specialist II	\$110.38	\$121.42	\$112.59	\$123.85	\$114.84	\$126.33	\$117.14	\$128.86	\$119.48	\$131.44
35	Senior Instructional Designer	\$99.99	\$109.99	\$101.99	\$112.19	\$104.03	\$114.43	\$106.11	\$116.72	\$108.23	\$119.05
36	Site Manager	\$98.15	\$107.97	\$100.11	\$110.13	\$102.11	\$112.33	\$104.15	\$114.58	\$106.23	\$116.87
37	Training Coordinator/Admin Support	\$74.91	\$82.40	\$76.41	\$84.05	\$77.94	\$85.73	\$79.50	\$87.44	\$81.09	\$89.19
38	Training Specialist I	\$55.01	\$60.51	\$56.11	\$61.72	\$57.23	\$62.95	\$58.37	\$64.21	\$59.54	\$65.49

LABOR CATEGORY DESCRIPTIONS:

POSITION DESCRIPTIONS: GSA Labor Category Descriptions for SINs 874-1, 874-4 and 874-7.

Notes Applicable to All Labor Categories:

1. A Master's degree may be substituted for TWO years of experience.
2. A doctoral degree may be substituted for an additional TWO years of experience.
3. Experience in general must be professional and job related, though it need not be in the specific area of the employee's responsibility. Additional experience substituted for education must be in the area of the employee's responsibility.
4. FOUR years' experience is equivalent to a Bachelor's Degree.
5. ONE year of college is equivalent to ONE year of experience, except where more stringent requirements are identified at the labor category level.

1. Commercial Job Title: Program Director/Principal II

Functional Responsibility: Highest company line management level. Plans, supervises, manages, and may participate technically in all projects and programs within the operating unit. Typically supervises multiple program managers. Has authority for unsupervised technical and financial decision and action. Responsible for management of very large or extremely complex programs or research efforts. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all program/effort activities. Must possess excellent oral and written communication skills, with demonstrated capability of dealing with all levels of management personnel, task/project managers and client representatives. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, provides oversight, subcontracts, and deliverable items. Responsible for the coordination of all functions of program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort.

Minimum Education and Experience Requirements: Masters Degree PLUS a minimum of 14 years intensive and progressive experience in managing large projects or programs of at least 20 personnel.

2. Commercial Job Title: Program Director/Principal I

Functional Responsibility: Responsible for overall management of very large or extremely complex programs or research efforts. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all program/effort activities. Must possess excellent oral and written communication skills, with demonstrated capability of dealing with all levels of management personnel, task/project managers and client representatives. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, subcontracting, and deliverable items. Responsible for the coordination of all functions of

program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort.

Minimum Education and Experience Requirements: Masters Degree PLUS a minimum of 11 years intensive and progressive experience in management of large projects or programs of at least 15 personnel.

3. Commercial Job Title: Principal Program Manager

Functional Responsibility: Responsible for overall management of large or extremely complex programs or research efforts. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all program/effort activities. Must possess excellent oral and written communication skills, with demonstrated capability of dealing with all levels of management personnel, task/project managers and client representatives. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, subcontracting, and deliverable items. Responsible for the coordination of all functions of program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort.

Minimum Education and Experience Requirements: Masters Degree PLUS a minimum of 8 years intensive and progressive experience in management of large projects or programs of at least 15 personnel.

4. Commercial Job Title: Senior Program Manager

Functional Responsibility: This person serves as the counterpart to the client program/technical manager for a complex program. Manages program/technical support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Establishes and alters (as necessary) management structure within the program to effectively direct program/technical support activities. Meets and confers with client management officials regarding the status of specific Contractor program/technical activities and progress. Resolves problems, issues or conflicts as required. . Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 8 years intensive and progressive experience in management of projects or programs of up to 15 personnel.

5. Commercial Job Title: Project Director II

Functional Responsibility: Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management

officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 7 years intensive and progressive experience in management of programs of up to 10 personnel.

6. Commercial Job Title: Project Director I

Functional Responsibility: Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks/projects and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all program/technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 6 years intensive and progressive experience in management of projects or programs of at least 8 personnel.

7. Commercial Job Title: Project Director

Functional Responsibility: Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 5 years intensive and progressive experience in management of projects or programs of up to 5 personnel.

8. Commercial Job Title: Program Manager

Functional Responsibility: Serves as the counterpart to the client program/technical manager for intermediate to complex projects or programs. Manages program support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all program support activities. Shall have demonstrated expertise and communication skills to be able to interface with all levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor program activities and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 4 years intensive and progressive experience in management of projects or programs up to 5 personnel.

9. Commercial Job Title: Senior Subject Matter Expert

Functional Responsibility: The Senior Subject Matter Expert is a senior professional who possesses in-depth, demonstrated, and recognized expertise in a highly specialized, esoteric field. The individual possesses unique credentials that are not readily available nationally, and supports complex and critical efforts by providing unique subject matter expertise in specific business, functional, technical, and professional or policy areas. The position requires the ability to identify underlying business, management, scientific, technical, programmatic, operational, and policy issues, and to provide expert analysis and recommended courses of action for major programs/projects. Responsibilities relate to business, management, research, technology assessment, concept formulation, development or production, and include advising senior level/executive level personnel on high level, highly complex topics, within a specific sphere of expertise; conducting expert analysis and providing assessment and recommended courses of action to major program/project activities. May be called upon to prepare and or present high-level briefings of innovative technological or strategic goals. Generally the Senior Subject Matter Expert has attained high levels of authority and recognition as a source of specialized expertise within the business or scientific community.

Minimum Education and Experience Requirements: Masters Degree PLUS 10 years related experience.

10. Commercial Job Title: Subject Matter Expert

Functional Responsibility: The Subject Matter Expert is a senior professional with unique credentials and provides expert advisor/contributions in complex and critical efforts. The individual must be skilled in providing unique, subject matter expertise in specific functional, technical, professional or policy areas of the project. Responsibilities include: investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting expert analysis of these issues; and providing expert advice in support of major programs/projects. Assignments may require independent action, leading and/or guiding the efforts of peers, leading or collaborating with top level working groups and personnel involved in high level, highly complex efforts. The individual may be called upon to provide inputs, prepare and/or present high-level briefings of an innovative business, management, technological or strategic nature. Generally the Subject Matter Expert is broadly recognized as an authoritative, trusted source of expertise within the business or scientific community.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS 8 years related experience.

11. Commercial Job Title: Consultant III

Functional Responsibility: The Consultant III is a professional with unique credentials who acts as an advisor in complex and critical efforts. The individual provides subject matter expertise in specific business, management, functional, technical, and professional or policy areas of the project. Responsibilities include: identifying issues; conducting expert analysis and assessment of these issues; and providing expert advice to major program/project leaders. May act independently, support, lead, or guide high level complex efforts or preparation of complex products. May be called upon to provide inputs, prepare and/or present high-level briefings of

innovative technological or strategic goals. Generally the Consultant III has attained significant recognition as an authoritative source of expertise within a specific business or scientific area.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 6 years related experience.

12. Commercial Job Title: Consultant II

Functional Responsibility: The Consultant II is a professional with unique expertise who acts as an advisor on complex and critical efforts in specific business, management, functional, technical, and professional or policy areas. Responsibilities include: identifying and/or responding to business, management, scientific, engineering, operational, professional and policy issues; conducting expert analysis and assessment of these issues; and providing expert advice regarding major program/project activities. Activities include acting independently or leading and guiding the efforts of business, scientific, engineering, operational, technical, policy and professional level personnel in high level, highly complex efforts. May be called upon to provide inputs, prepare and/or present high-level briefings of innovative business management, technical or strategic goals.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 4 years related experience.

13. Commercial Job Title: Consultant I

Functional Responsibility: The Consultant I is a professional with unique credentials who acts as an advisor on complex and critical efforts in specific business, management, functional, technical, and professional or policy areas. Responsibilities include: identifying or responding to business, management, scientific, engineering, operational, professional and policy issues; conducting expert analysis and assessment of these issues; and providing expert advice regarding major program/project activities. Activities include acting independently or leading and guiding the efforts of business, scientific, engineering, operational, technical, policy and professional level personnel in high level, highly complex efforts. May be called upon to provide inputs, prepare and or present high-level briefings on innovative business, management, technical or strategic topics.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 3 years related experience.

14. Commercial Job Title: Consultant

Functional Responsibility: The Consultant is responsible for implementing, establishing, supporting and/or providing specialized guidance on business, management, scientific, operational, engineering, technical, policy, and professional issues. Responsibilities include participating, advising, leading or guiding the efforts of personnel in high-level, highly complex efforts. Makes recommendations, contributes to, prepares and/or presents briefings of innovative business, management, technology, operational initiatives, and policy formulation, professional or strategic goals. Acts independently or leads teams to support the definition and execution of projects. Uses broad-based knowledge and experience to assure consistency of overall team efforts. Uses highly specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products. Provides highly specific studies on a wide range of topics.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS 2 years related experience.

15. Commercial Job Title: Mid-Level Expert

Functional Responsibility: The Mid-Level Expert serves as a client advisor for agency programs and projects. Responsibilities include participating, advising, leading or guiding the efforts of personnel in high level, highly complex efforts. Makes recommendations, contributes to, prepares and/or presents briefings of innovative business, management, technology, operational initiatives, and policy formulation, professional or strategic goals. Elicits requirements for strategic programs from the user community and may define business, management, or technical projects. Will use broad-based knowledge and experience to advise personnel in the design, acquisition, installation, operation and maintenance of equipment and systems. Provides advice on overall team efforts. Performs highly specific studies within a focused range of topics.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 2 years related experience.

16. Commercial Job Title: Principal Analyst III

Functional Responsibility: This Analyst provides high-level expert analytic leadership and consultation in business planning and improvement. Responsibilities include supervising and guiding efforts of less experienced personnel. Extracts operational requirements from user community and establishes system requirements using analysis of user needs to determine functional and cross-functional requirements and related costs. Performs function allocation to identify required tasks and their interrelationships. Has extensive knowledge and experience with typical business, management or technical disciplines to effectively lead or perform systems analysis effort. Provides supervision or guidance to analysts and technicians as they work on detailed designs, development, building and testing. Ensures consistency of overall effort. Has specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 6 years related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

17. Commercial Job Title: Principal Analyst II

Functional Responsibility: This Analyst provides expert analytic leadership and consultation in business planning and improvement efforts. Duties require use of structured analysis, design methodologies and tools. Responsibilities include supervising and guiding efforts of less experienced personnel. Responds to business and technical operational requirements of user community and establishes system requirements by analyzing user needs to determine functional and cross-functional requirements. Performs function allocation to identify required tasks, interrelationships, and related cost. Applies in-depth knowledge and experience with typical business, management and technical systems to effectively lead systems analysis effort. Provides guidance to analysts and technicians as they work on detailed designs, development, building and testing. Ensures consistency of overall effort. Has specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 5 years related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

18. Commercial Job Title: Principal Analyst I

Functional Responsibility: This Analyst provides analytic leadership and expertise in evaluating operational requirements of the user community and establishing system requirements. Analyzes user needs and performs functional analysis. Provides guidance to system analysts and technicians. Ensures consistency of overall efforts in terms of meeting technical, schedule and cost targets. Applies specialized knowledge of reliability and maintainability to minimize life cycle costs of finished products. Duties require use of structured analysis, design methodologies and tools, and may include supervision of personnel.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 4 years related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

19. Commercial Job Title: Senior Analyst

Functional Responsibility: This Analyst performs complex business analysis and process improvement duties. Performs functional and operational analysis for a broad range of business management or technical disciplines. Maintains liaison with senior staff. Responsible for maintaining work standards, reviewing work, supporting resolution of discrepancies, and ensuring the adherence to policies, purposes, and goals of the organization. Uses specialized knowledge in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control cost, design and production, and minimize life cycle cost. Duties require use of structured analysis, design methodologies and tools, and may include supervision of personnel.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 3 years related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

20. Commercial Job Title: Mid-Level Analyst

Functional Responsibility: This Analyst assists systems analysts in eliciting operational requirements from user community and supports the achievement of business, management and technical system requirements by performing analytic efforts as assigned. Carries out basic work to support the transformation of overall requirements and architecture to a complete design. Assists in ensuring consistency of overall effort.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 2 years related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

21. Commercial Job Title: Analyst

Functional Responsibility: This Analyst performs a specific range of business, management and technical systems analysis support functions and reporting. Follows reliability and maintainability guidance and policy to minimize life cycle costs of finished products.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 1 year related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

22. Commercial Job Title: Junior Analyst

Functional Responsibility: This Analyst performs basic analytical work in support of higher level analysts, engineers and technical specialists. Contributes to ensuring consistency of overall analytical effort. Maintains records and drafts preliminary reports.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 0 years related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

23. Commercial Job Title: Programmer-Analyst IV

Functional Responsibility: Works independently, with management review of end results or acts as lead analyst for process and productivity improvement applications, organizational assessment applications and systems or applications to support program audits and evaluations. Maintains active liaison with user personnel to ensure continuing responsiveness of applicable system software user requirements; analyzes performance indicators such as system's response time and number of programs being processed to ensure operational efficiency. Trains users in applications programming and other user personnel in the use of systems software and related hardware.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 5 years of related work experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

24. Commercial Job Title: Programmer-Analyst III

Functional Responsibility: Interprets, implements, and maintains complex operating systems and subsystems for process and productivity improvement applications, organizational assessment applications and systems or applications to support program audits and evaluations. Directs or fine-tunes applications to maximize throughput on various computing platforms and equipment configurations. Responsible for analyzing the integration of equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 3 years of related work experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

25. Commercial Job Title: Programmer-Analyst II

Functional Responsibility: Interprets, implements, and maintains operating systems and subsystems for process and productivity improvement applications, organizational assessment applications and systems or applications to support program audits and evaluations. May analyze applications use to maximize throughput on various computing platforms and equipment configurations. Supports efforts for integrating equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing.

Minimum Education and Experience Requirements: A Bachelor's Degree PLUS 1 year related work experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

26. Commercial Job Title: Programmer-Analyst I

Functional Responsibility: Interprets, implements, and maintains simple operating systems and subsystems for process and productivity improvement applications, organizational assessment applications and systems or applications to support program audits and evaluations. May support the analysis of simple applications to maximize throughput on various computing platforms and equipment configurations. Supports efforts for the analysis of the integration of equipment and systems from multiple vendors into the overall organizational configuration to maximize data communications and resource sharing.

Minimum Education and Experience Requirements: Associate's Degree PLUS 1 year related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

27. Commercial Job Title: Senior Administrative Support

Functional Responsibility: Provides technical support in general administration using various software packages. Applies general knowledge of standards, concepts, practices, and techniques related to administrative support. May perform or supervise junior personnel in duties related to word processing, data management, project library, document control, document production, technical aide, data entry and computer support. Requires minimal supervision.

Minimum Education and Experience Requirements: Associate's Degree PLUS a 1 year related experience. TWO ADDITIONAL years of directly related job experience may be substituted for each year of college not attended.

28. Commercial Job Title: Mid-Level Administrative Support

Functional Responsibility: Performs a variety of technical support duties for management and customer support. Duties may include preparing end of month contract status/performance reports, maintaining computer-based and paper files as required, answering office inquiries by customers for helpdesk or service center requests, and performing administrative tasks as established by management. Must be proficient in the use of a personal computer and have good typing skills.

Minimum Education and Experience Requirements: High School Diploma or GED, PLUS 6 months related experience.

29. Commercial Job Title: Junior Administrative Support

Functional Responsibility: Performs assigned administrative technical support tasks under immediate supervision. Work is routine and instructions are detailed.

Minimum Education and Experience Requirements: High School Diploma or GED, PLUS 0 years related experience.

30. Commercial Job Title: e-Learning Producer/Director

Functional Responsibility: This individual plans and coordinates all types of web projects, authored CD-ROM projects, authored DVD projects, broadcast events and video production projects. Works with Program Managers to assess infrastructure and learner needs and makes

recommendations as to the most effective way to achieve the learner's objectives. May lead or assist in the directing of video production, audio production and animation production projects. Supervises and directs multimedia staff, electronic programming staff and professionals during electronic multimedia development. Communicates and coordinating with Project Managers, while involved with analysis, design, development, implementation and evaluation activities. Produces live or pre-recorded distance learning activities and information broadcasts, video tapes, web courses, authored CD-ROMs and authored DVDs.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 7 years of related experience.

31. Commercial Job Title: Management Analyst III

Functional Responsibility: This individual is involved with all project specific labor efforts identified as programmatic and analytical in nature. Such efforts include, but are not limited to program analysis and documentation, project control, finance and accounting, project planning and scheduling, risk analysis, technology planning, process improvement, workload analysis, or cost estimating.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 7 years of related experience.

32. Commercial Job Title: Project Manager

Functional Responsibility: This individual is a facilitator and coordinator of small to complex projects or programs. Manages project support operations involving multiple tasks and personnel. This role includes the set up and facilitation of virtual or face-to-face conferences, coordination and tracking of subject matter expert and agency deliverables and implementation concerns as well as tracking documentation and accounting for schedule and deliverables. The Project Manager facilitates contractual interactions and the acceptance of deliverables. Resolves problems, issues or conflicts while ensuring that program schedule, performance and deliverables are met.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS 3 years intensive and progressive experience in management of projects or programs up to 5 personnel.

33. Commercial Job Title: Sr. Manager Logistics Engineer

Functional Responsibility: This individual must be familiar with logistics in support of mission-oriented business functions and will be responsible for identification and documentation of all logistics support resources including all types of supportability related tasks. Must have the ability to perform complex logistical duties and coordinate projects and special assignments as required while balancing mission objectives.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS 3 years of related experience.

34. Commercial Job Title: Training Specialist II

Functional Responsibility: This individual has experience in the delivery and development of technical instruction, which includes establishing training needs, developing goals and objectives, developing training programs, and applying the instructional system development

(ISD) process. May develop course materials and may train personnel by conducting formal classroom courses, workshops, seminars and computer-based training.

Minimum Education and Experience Requirements: Bachelor's Degree in a related field PLUS 3 year related experience.

35. Commercial Job Title: Senior Instructional Designer

Functional Responsibility: This individual possesses extensive experience and understanding in both sound objective-driven instructional design theory and the operational practice of both instructional design theory and learning theory. The Senior Instructional Designer acts as a project consultant and advisor insuring that appropriate, efficient and effective instructional strategies are identified and suitably applied to facilitate the achievement of performance-based learning objectives and that the instructional design is coherent, well-organized and effectual.

Minimum Education and Experience Requirements: Bachelor's degree PLUS a minimum of 3 years intensive and progressive experience in management of very large or extremely complex instructional design efforts.

36. Commercial Job Title: Site Manager

Functional Responsibility: This individual plays a lead in assisting project teams to develop and implement specific project plans. Ensures effective client communication, to include regular status reporting, completion of deliverables, invoicing and overall project. Oversees all phases of development for a project, including but not limited to analysis, design, development, quality, assurances and implementation.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS a minimum of 3 years of related experience.

37. Commercial Job Title: Training Coordinator/Admin Support

Functional Responsibility: This individual conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs. Develops all instructor materials including course outline, background material and training aids. Develops all student materials such as course manuals, workbooks, handouts, completion certificates and course critique forms. Trains personnel by conducting formal classroom courses, workshops, seminars and computer-based training. Provides administrative support in all aspects of training based on supervisor's specific needs.

Minimum Education and Experience Requirements: Bachelor's Degree PLUS 2 years related experience.

38. Commercial Job Title: Training Specialist I

Functional Responsibility: This individual has experience in the delivery and development of technical instruction, which includes establishing training needs, developing goals and objectives, developing training programs, and applying the instructional system development (ISD) process. May develop course materials and may train personnel by conducting formal classroom courses, workshops, seminars and computer-based training.

Minimum Education and Experience Requirements: Bachelor's Degree in a related field PLUS 1 year related experience.