



FEDERAL GOVERNMENT BUSINESS SERVICES AND CONSULTING

Offered by

WILSON BUSINESS INTEGRATORS, INC., dba.,

THE WILSON GROUP

2443 Fair Oaks Blvd., Suite 366

Sacramento, CA 95825

(916) 973-9000

GS-10F-0125R

DUNS # 94-474-2824

TIN# 68-0433119

SBA 8(a)

SDVOSB

Bruce R. Wilson

President

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Name of Vendor

Wilson Business Integrators, Inc., dba.,
The Wilson Group

Contact Information (address, telephone, facsimile, e-mail)

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NAICS Codes

CODE	DESCRIPTION
541199	All Other Legal Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541612	Human Resources Consulting Services
541614	Process, Physical Distribution, and Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Technical Consulting Services
541990	All Other Professional, Scientific, and Technical Services
561110	Office Administrative Services
561421	Telephone Answering Services
611420	Computer Training
611699	All Other Miscellaneous Schools and Instruction
624230	Emergency and Other Relief Services
928110	National Security

Business Size And Classifications

- Small Disadvantaged Business
- SBA 8(a)
- Service Disabled Veteran Owned Small Business

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SBA 8(a) Certification

SBA 8(a) using our certification, you may set aside contracts directly with Wilson Business Integrators, Inc; dba: The Wilson Group, or hire us from a greatly abbreviated list of vendors. SBA 8(a) Business Opportunities Specialist:

Essie Gilchrist (essie.gilchrist@sba.gov)
Telephone: (916) 735-1712

GSA (MOBIS) GS-10F-0125R

Corporate Name: Wilson Business Integrators, Inc.

Doing business as: **The Wilson Group**

This contract permits you to order directly from a schedule of previously approved government pricing

Approved Services are:

SIN 874-1: Consulting Services

SIN 874-2: Facilitation Services

SIN 874-3: Survey Services

SIN 874-7: Program Integration and Project Management Services

Business Services Capabilities

Wilson Business Integrators, Inc. d.b.a. The Wilson Group is a twenty year old California corporation that holds two Multiple Awards Schedules (CMAS) and two Master Service Agreements (MSA) with the State of California, a Federal SBA 8(a) certification and a GSA/MOBIS schedule and the designation of Service Disabled Veteran-Owned Small Business.

The mission of The Wilson Group is to assist its business and government clients in mastering their changing environments, by providing the highest quality business services, consulting, and training and development, through the closely supervised artistry of an international pool of highly educated, reliable, experienced professionals, and business partners. The firm utilizes an interdisciplinary team approach to pinpoint its professional assets to the specific requirements of each of your business needs. This way, you get exactly the right combination of expertise to fit the requirements of the project

Headquartered in Sacramento, with offices in the Nation's Capitol, and Los Angeles. The Wilson Group has a national presence.

The Wilson Group was established in Oakland, California in 1989, and is wholly owned by Bruce R. Wilson and Yvonne V. Wilson.

Both the character and discipline of the firm received their grounding in (1st Lieutenant) Wilson's career as a Navigator Instructor in the United States Air Force, and were fostered through his civilian career as a licensed real estate agent.

The company has a long and distinguished track record providing business solutions to government. That tradition has been carried forward and passed through the firm's current staff and professional work force.

Since its beginnings, The Wilson Group has been successful in analyzing and reengineering the operations of even the largest organizations. Organization such as GTE (Now Verizon), CBSI, Computer Horizons, the states of Alaska

and California, and The United States Department of Homeland Security.

TWG is a government business services and consulting specialist. We have performed services for the Government continuously since 1989, and have successfully delivered quality work to almost every department within the Government. The Wilson Group is an SBA 8 (a) vendor possessing a GSA/MOBIS schedule (GS-10F-0125R), and is certified as a Service Disabled Veteran Owned Small Business. Our firm makes a practice of engaging in the solution of problems for our government clients.

We specialize in providing excellent Administrative, Business Program Management and Staffing Services. Please see our extensive client base among government organizations that have benefited from our work.

A national leader in emergency and disaster planning, The Wilson Group, along with our team of professionals has delivered emergency planning and management services for a great many Federal, Government and local government agencies.

These services have covered disciplines that range from disaster preparedness, to bioterrorism. Additionally, they range from hazard mitigation to clinic emergency response; from dam inundation to IT Security and from statewide Emergency stakeholder coordination to continuity of operations and business continuity.

The Wilson Group is thoroughly experienced in assisting organizations in developing and managing fully compliant, Federal Emergency Management Agency (FEMA), and Office of Emergency Services (OES)-Emergency Operations Plans.

The Wilson Group was contracted by the State of California Office of Emergency Services for the development of the State of California COOP/COG Plan.

The Wilson Group served as technical assistance provider to provide emergency services Technical Assistance to the United State Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP).

Additionally, we served as the emergency management subcontractor to the US Department of Transportation, VOLPE Transportation System Center.

Our comprehensive, dynamic emergency management solutions articulate with existing organizational systems while immersing the needs of government and community stakeholders into the processes of preparing for, mitigating, responding to, and recovering from any emergency that besets the covered area from any emergency that affects the specific area.

The Wilson Group uses a systematic approach to treat each action as one phase of a comprehensive process, with each phase building on the accomplishments of the preceding one. Our overall goal is to assist our clients in minimizing the impact caused by an emergency in their jurisdictions, to their customers and property.

Past Projects

United States Government	
US Navy; Naval Forces, Korea	Emergency Management Plan
US Federal Emergency Management Agency (FEMA); National Incident Management System (NIMS)	Administration of the National Advisory Council
US Federal Emergency Management Agency (FEMA); Facilities Management Office	Development of an Executive Dashboard
US Department of Homeland Security, Office of Domestic Preparedness	Technical Assistance in Implementing Continuity of Government and Continuity of Operations Nationally

State Of California	
Office of Emergency Services	Statewide Dam inundation Plan
Office of Emergency Services	Statewide Cog COOP Plan
Department of General Services	Statewide Emergency Operations Plan
Department of General Services	Workplace Safety Improvement Project
Emergency Medical Services Authority, Bioterrorism Division (EMSA)	Statewide Hospital Bioterrorism Preparedness Assessment
Emergency Medical Services Authority, Bioterrorism Division (EMSA)	Continuity of Government and Continuity of Operations Plan
Emergency Medical Services Authority, Bioterrorism Division (EMSA)	Pediatric Emergency Response Plan
Emergency Medical Services Authority, Bioterrorism Division (EMSA)	Statewide Clinic Emergency Response Capacity
Department of Mental Health	Continuity of Government and Continuity of Operations Plan
Department of Mental Health	State Emergency Response Capacity
Department of Alcohol Drug Programs (DMH/ADP)	State Emergency Response Capacity
Department of Corrections and Rehabilitation	Enterprise Risk Management Plan
Department of Social Services	Emergency Operations Plan
California Conservation Corps	Emergency Operations Plan
Department of Fish and Game	Conversion of the Enterprise Software Application for the California
Prison Industry Authority	Business Process Reengineering for the Marketing Division
Local Government	
County of Riverside, California	Bioterrorism Preparedness Exercise
City of Los Angeles, California	Hazard Mitigation Plan
City of Concord California	Emergency Response Plan
City of Sacramento, California	Production of the Video: "You Make it Happen"
City of Sacramento, California	Public Utilities Customer Service
Sacramento Area Council of Governments	Community Outreach Plan
Mora County, New Mexico	Emergency Operations Plan
Other Agencies	
Navajo Indian Nation, Window Rock, Arizona	Nationwide FEMA compliance training

Areas of Expertise

Emergency Management

Continuity of Government	Emergency Medical Services
Continuity of Operations	Bioterrorism Assessment
Hazard Mitigation	All Hazard Emergency Operation Plans

Business Services Outsource

Internal mailroom management	FAX
Internal supply management	Word processing and data entry
File management support	Contract Staffing:
Telephone and Video Conferencing	Professional
Copy center support	Administrative
Printing	Receptionist
Temporary and Virtual Office Services	Clerical

Consulting and Facilitation Services

Project Management	Problem Solving
Feasibility Studies	Conflict Resolution
Project Oversight.	Customer Service
Team Development	Process Improvement
Strategic Planning	Risk Management

Information Technology

Security	Databases
Feasibility Studies	Enterprise Software Systems
Training And Development	Video Surveillance Systems
Web-Based Applications	IP Networks.

GSA Classifications and Rates

GSA/MOBIS JOB DESCRIPTIONS BY CLASSIFICATION

1. PROJECT MANAGER

RESPONSIBILITIES: Serves as TWG's authorized point of contact for assigned contract(s). Responsible and accountable for the successful performance of assigned contract(s); plans and directs contract(s) to ensure that all contract deliverables are completed within the estimated timeframes and budget, assists clients with planning and

strategy development, interprets policies, purposes, goals, and procedures of the client organization for subordinates and subcontractors; interacts with client contracting officer/project manager to ensure that task performance and all deliverables are acceptable and produced as specified in the contract; plans, develops, and oversees project documentation, quality assurance, customer satisfaction surveys, staffing, budget and work scheduling.

EXPERIENCE REQUIREMENTS: Bachelor's degree in technical communication, English, or journalism; business administration; market research or public relations; records management; or quality assurance; or in a discipline related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contracts, medical, information systems, corrections, social services, or other disciplines. Experience includes at least seven years successful project management or equivalent in business management.

2. PROJECT MANAGER- JUNIOR

RESPONSIBILITIES: Serves as TWG's authorized point of contact for assigned contract(s) during the absence of a Project Manager. Responsible and accountable for the successful performance of assigned contract(s); plans and directs contract(s) to ensure that all contract deliverables are completed within the estimated timeframes and budget, assists clients with planning and strategy development, interprets policies, purposes, goals, and procedures of the client organization for subordinates and subcontractors; interacts with client contracting officer/project manager to ensure that task performance and all deliverables are acceptable and produced as specified in the contract; plans, develops, and oversees project documentation, quality assurance, customer satisfaction surveys, staffing, budget and work scheduling.

EXPERIENCE REQUIREMENTS: Bachelor's degree in technical communication, English, or journalism; business administration; market research or public relations; records management; or quality assurance; or in a discipline related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contracts, medical, information systems, corrections, social services, or other disciplines. Experience includes at least five years successful project management or equivalent in business management.

3. TECHNICAL SUBJECT MATTER EXPERT

RESPONSIBILITIES: Reviews existing documentation, such as laws and regulations, best practices industry standards, policies, procedures, reports, forms, books, articles, presentations, memoranda, organizational charts, interviews staff and observes processes, presents findings and recommendations, draft plans, develop formats, writes or edits documentation, maintain files, proofread and revise documents, coordinates document review and approval, arranges printing or coordinates publication (online or hard copy).

EXPERIENCE REQUIREMENTS: Bachelor's degree or certificate in technical communication, English or journalism or in a discipline related to the subject matter of the project, such as finance, safety, health, human resources, etc. Experience includes at least seven years successful technical writing and editing.

4. PRIVACY EXPERT

RESPONSIBILITIES: Assists in the development of privacy-risk assessments, leads the efforts to perform gap analysis between existing policies and the policies required under state and federal law, and provides expertise in the development of privacy policies and procedures and assists in the establishment of formal training programs on Privacy. May also facilitate workgroups to resolve issues with the Privacy policies and procedures.

EXPERIENCE REQUIREMENTS: Bachelor's degree and seven years hands-on experience resolving privacy issues of a large organization; managed the implementation/maintenance of privacy policies and procedures; outstanding writing, problem solving and research skills; performance as a project lead or supervisor for a team of at least 10 people.

5. SECURITY EXPERT

RESPONSIBILITIES: Assists in the development of security risk assessments which identify the areas in which protected health information exists. Leads the efforts to perform gap analysis between existing policies and the policies required under state and federal law and provides expertise in the development of Information Security policies and procedures based on the outcome of the HIPM assessments. Helps organizations to understand how to protect their information systems, identify and fix existing vulnerabilities and prepare for future security threats. Assists in the establishment of formal training programs on Security; may also facilitate workgroups to resolve issues with the Information Security policies and procedures.

EXPERIENCE REQUIREMENTS: Bachelor's degree and seven years of IT security issue experience. Hands-on experience involving security issues of networking systems and/or web applications; An in-depth understanding of industry best-practice security standards/policies; Demonstrated writing, problem solving and research skills; proven ability to perform as a project lead, Certified Information Systems Security Professional (CISSP) certification or other industry certifications.

6. EMERGENCY MANAGEMENT EXPERT

RESPONSIBILITIES: Assists clients in developing emergency management policies, programs, plans, procedures and relationships in the areas of disaster management (i.e., bioterrorism, emergency response efforts, Continuity of Government, and Continuity of Operations Plans), survey administration (developing survey tools, conducting surveys, analyzing results and conducting presentation of findings). Documents experience in the relevant laws, regulations, best practices and industry standards.

EXPERIENCE REQUIREMENTS: A Bachelor's degree in technical communication, English, or journalism; business administration; market research or public relations; and seven years experience in the category of service for which The Wilson Group has submitted a proposal and at least two years of experience in a supervisory capacity. Demonstrated ability in the areas of leadership, creative problem-solving techniques, effective communication, and coalition building in highly sensitive and visible positions have provided consultation and technical assistance to hospitals, county health departments, and other organizations and agencies in preparing for and responding to disasters.

7. TECHNICAL LEAD-SENIOR

RESPONSIBILITIES: The work for this occupation is more complex or requires a higher level of experience, skill, or knowledge, or the individual assumes greater responsibility for the end product or supervises other staff. Reviews existing documentation, such as policies, procedures, reports, forms, books, articles, presentations, memoranda, organizational charts, interviews staff and observe processes, presents findings and recommendations, draft plans, develop formats, write or edit documentation, maintain files, proofread and revise documents, coordinates document review and approval, arrange printing or coordinate publication (online or hard copy).

EXPERIENCE REQUIREMENTS: Bachelor's degree in technical communication, English, or journalism or coursework in technical communication combined with a degree in a discipline related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contract, medical, information system, corrections, social services, or other disciplines. Experience includes at least six years successful technical writing and editing.

8. BUSINESS ANALYST-LEAD

RESPONSIBILITIES: Performs as a team lead analyst and assists agencies/departments in the capture, tracking, and escalation of issues in meeting contract compliance. Analyze data gathered and develop solutions or alternative methods of proceeding. Participates in workgroup meetings to review issues and document resolution paths. Assists specific program areas within agencies/departments in their compliance efforts. Assists with assessment efforts, development of project plans and determination of resource needs. Assist with the resolution and documentation of issues. Participate in workgroup meetings. Confer with client concerns to ensure successful functioning of newly

implemented systems or procedures.

EXPERIENCE REQUIREMENTS: A Bachelor's degree and five years experience in the category of service for which The Wilson Group has submitted a proposal and at least one year of experience in a supervisory capacity. Additional experience may be in public administration and organization and the budget process. Also, must have demonstrated writing skills, problem solving and research skills, proven ability to perform as a project lead, understanding of workflow processes and has performed Business Process Re-engineering on previous projects.

9. BUSINESS ANALYST

RESPONSIBILITIES: Assists agencies/departments in the capture, tracking, and escalation of issues in meeting contract compliance. Analyze data gathered and develop solutions or alternative methods of proceeding. Participates in workgroup meetings to review issues and document resolution paths. Assists specific program areas within agencies/departments in their compliance efforts. Assists with assessment efforts, development of project plans and determination of resource needs. Assist with the resolution and documentation of issues. Participate in workgroup meetings. Confer with client concerns to ensure successful functioning of newly implemented systems or procedures.

EXPERIENCE REQUIREMENTS: A Bachelor's degree and five years experience in the category of service for which The Wilson Group has submitted a proposal. Additional experience may be in public administration and organization, the budget process, control and/or oversight and understanding of the workflow process.

10. INSTRUCTOR

RESPONSIBILITIES: Primarily responsible for the effective delivery of instruction by means of computer. During the design phase of Instructional Systems Development (ISD), contributes to the effective use of graphics, windowing, animation, feedback, and branching. Plans, designs, and coordinates the use of the Interactive Video Disc. Uses hardware and software to input data efficiently and to program and restructure both the Computer Aided Instruction and Computer Managed Instructional Programs. Verifies tests and validates computer based courseware. Assists agencies/departments in the development and/or updating and implementation of program-specific curriculum. Also assists in the writing of training manuals.

EXPERIENCE REQUIREMENTS: A Bachelor's degree and five years' demonstrated experience in the ability to communicate information and ideas in speaking so others will understand. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Communicating effectively in writing as appropriate for the needs of the audience. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

11. FUNCTIONAL CONSULTANT-SENIOR

RESPONSIBILITIES: May assume Project Manager's responsibilities but also performs research and analysis, recommend solutions and conduct gap analyses in large or challenging projects. Activities may include in-person or telephone interviews and discussions; review of documentation, including policies, procedures, reports, forms, organization charts, schedules, or marketing material; prepare and give presentations to staff or the client; conduct primary or secondary research, using the Internet, libraries, or archives; observe client processes; benchmark with other organizations for best practices; write reports; generate samples, such as document formats or templates; facilitate process improvement sessions; develop process maps and flow charts; design, develop, pilot, administer, and interpret surveys, including hard copy, email, Web, telephone, or fax questionnaires; customize, integrate, or install software; or train staff or customer personnel.

EXPERIENCE REQUIREMENTS: A bachelor's degree in technical communication, English, or journalism; business administration; market research or public relations; records management; or quality assurance; or in a discipline

related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contracts, medical, information systems, corrections, social services, or other disciplines. Master's degree or higher is preferred. Experience includes at least five years successful consulting.

12. FUNCTIONAL CONSULTANT–JUNIOR

RESPONSIBILITIES: Perform research and analysis, recommend solutions, and conduct gap analysis. Activities may be the same or similar to Consultant-Senior, except for moderately sized or straightforward projects. May work independently or under the supervision of more senior or more experienced staff, or directly with clients in performing analytical, advisory, technical, or managerial services.

EXPERIENCE REQUIREMENTS: A bachelor's degree or certificate in technical communication, English, or journalism; business administration; market research or public relations; records management; or quality assurance; or in a discipline related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contracts, medical, information systems, corrections, social services, or other disciplines. Experience includes at least three years successful consulting.

13. FUNCTIONAL CONSULTANT

RESPONSIBILITIES: Performs research and analysis, recommend solutions and conduct gap analyses in large or challenging projects. Activities may include in-person or telephone interviews and discussions; review of documentation, including policies, procedures, reports, forms, organization charts, schedules, or marketing material; prepare and give presentations to staff or the client; conduct primary or secondary research, using the Internet, libraries, or archives; observe client processes; benchmark with other organizations for best practices; write reports; generate samples, such as document formats or templates; facilitate process improvement sessions; develop process maps and flow charts; design, develop, pilot, administer, and interpret surveys, including hard copy, email, Web, telephone, or fax questionnaires; customize, integrate, or install software; or train staff or customer personnel.

EXPERIENCE REQUIREMENTS: A bachelor's degree in technical communication, English, or journalism; business administration; market research or public relations; records management; or quality assurance; or in a discipline related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contracts, medical, information systems, corrections, social services, or other disciplines.. Experience includes at least three years successful consulting.

14. FACILITATOR–SENIOR

RESPONSIBILITIES: Assist agencies/departments with the planning, facilitation and evaluation of meetings, conferences, retreats and public meetings. Develop format, materials, and activities and facilitate teams, focus groups, and other groups to strengthen teamwork, conduct research, or keep group activities or projects on track. May perform any or all of the following: Guide teams to determine or improve processes, identify value-added activities, benchmark for best practices, develop flowcharts, manage conflicts, achieve concurrence, establish priorities, communicate with other internal and external teams, elicit customer or potential customer feedback, train personnel, or evaluate and report on results or accomplishments.

EXPERIENCE REQUIREMENTS: A Bachelor's degree and a minimum of five years experience in the Category of Service for which TWG has submitted a proposal. At least two years of the experience must have been in a supervisory capacity. Additional experience may be in public administration and organization; California State or equivalent local government policies and procedures; budgetary processes including developing and reviewing of documentation; control and/or oversight; laws, regulations and practices applicable to contract activities; the state's documents related to Information Technology such as contracting knowledge and Feasibility Study Reports (FSR), Special Project Reports (SPR) and data processing systems, functions and current trends.

15. ADMINISTRATIVE ANALYST–SENIOR

RESPONSIBILITIES: Develops, maintains and monitors sub-task work plans using client proprietary estimating,

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work planning and tracking tools and methods. Assigns work tasks to team members. Performs first-line quality assurance over interim work-products and deliverables. Performs first-line issue resolution. Works with the project manager to resolve staffing and business issues. Applies knowledge of industry best practices, business process reengineering, or change management methods. Provides subject matter knowledge to project manager, users or package implementers.

EXPERIENCE REQUIREMENTS: A Bachelor's degree and five years experience in the Category of Service for which TWG has submitted a proposal. At least two years of the experience must have been in a supervisory capacity. Additional experience may be in public administration and organization; California State or equivalent local government policies and procedures; budgetary processes including developing and reviewing of documentation; control and/or oversight; laws, regulations and practices applicable to contract activities; the state's documents related to Information Technology such as contracting knowledge and Feasibility Study Reports (FSR), Special Project Reports (SPR) and data processing systems, functions and current trends.

16. TECHNICAL WRITER/EDITOR-SENIOR

RESPONSIBILITIES: Senior Technical Writers put technical information into easily understandable language. They generally prepare operating manuals, catalogs, project proposals, and other technical documents as required by clients. Technical writers work with clients on technical subject matters to prepare written interpretations of project specifications and other information for a general readership. They plan and edit technical materials and oversee the preparation of illustrations, photographs, diagrams, and charts. The Senior Technical Writer may supervise a staff of junior level technical writers.

EXPERIENCE REQUIREMENTS: A Bachelor's degree in technical communication, English, or journalism; or coursework in technical communication combined with a degree in a discipline related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contracts, medical, information is expected. Work experience includes at least three years successful technical writing and editing or a position as a writer or editor.

17. TECHNICAL WRITER/EDITOR-JUNIOR

RESPONSIBILITIES: Junior Technical Writers put technical information into easily understandable language under the direction of a supervisor. They generally write and assist clients in preparing operating manuals, catalogs, project proposals and other technical documents as required by clients. They plan and edit technical materials and oversee the preparation of illustrations, photographs, diagrams, and charts. The Junior Technical Writer may also perform as a team leader on projects.

EXPERIENCE REQUIREMENTS: A bachelor's degree or certificate in technical communication, English, or journalism; or coursework in technical communication combined with a degree in a discipline related to the subject matter of the project, such as safety, health, environment, finance, human resources, property, acquisitions and procurement, facilities, contracts, medical, information is expected. Work experience includes at least two years successful technical writing and editing.

18. RESEARCH ASSOCIATE

RESPONSIBILITIES: May assist Consultant-Senior, Consultant, or Consultant-Junior. Activities may include any or all of the following: Review prior surveys and questionnaires, research demographic and other data, format questionnaires, write survey questions, develop tables, post surveys on Web sites, arrange for and monitor data collection, apply survey statistics, index records, convert hard copy to electronic files, research background or historical data, prepare reports and other research documents, or coordinate and compile information.

EXPERIENCE REQUIREMENTS: A bachelor's degree or certificate in market research, public relations, library or archive services, information systems, or records management. Experience includes at least three years successful survey, research, or public relations work.

19. CLERICAL/WORD PROCESSOR

RESPONSIBILITIES: Word process reports, correspondence, forms, policies and procedures, or other documents; and proofread work. May perform any or all of the following activities: Enter data; address and stuff envelopes and packages; answer telephones; communicate messages; fax and scan documents; file documents; maintain inactive records; copy documents; order and maintain office supplies or arrange meetings and travel.

EXPERIENCE REQUIREMENTS: Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems. A high school diploma or GED and three years work experience in the work to be performed.

20. ADMINISTRATIVE-GENERAL

RESPONSIBILITIES: Provide administrative support, such as, assist as the scribe at meetings, consolidate the minutes and sign-in sheets and distribute as requested. Assist in the capture of department time spent on HIPM. Provide orientation to the new contractor staff. Schedule meetings, coordinate building security for visiting meeting attendees, and set-up conference call lines. Provide administrative support, such as, assist with the creation of Internal Feasibility Study Reports (IFSRs), Feasibility Study Reports (FSRs), Special Project reports, etc. Assist with the review and develop of budget documentation applicable to HIPM.

EXPERIENCE REQUIREMENTS: A high school diploma or GED and two years work experience in the work to be performed. Additional knowledge and experience in preparing various documents including but not limited to status reports, tracking documents, assisting in finalizing a variety of correspondence and reports and providing technical support to a variety of staff.

GSA/MOBIS JOB CLASSIFICATIONS AND HOURLY RATES

JOB CLASSIFICATION	HOURLY RATE
Project Manager.....	\$193.49
Project Manager–Junior.....	\$166.96
Functional Consultant–Senior.....	\$166.73
Functional Consultant.....	\$133.32
Functional Consultant–Junior.....	\$106.65
Emergency Management Expert.....	\$193.49
Technical Lead–Senior.....	\$173.65
Technical Subject Matter Expert.....	\$193.49
Administrative Analyst–Senior.....	\$168.69
Research Associate.....	\$ 66.72
Business Analyst–Lead.....	\$168.69
Business Analyst.....	\$165.99
Technical Writer/Editor– Senior.....	\$109.33
Technical Writer/Editor–Junior.....	\$ 63.23
Facilitator–Senior.....	\$166.73
Instructor.....	\$168.69
Privacy Expert.....	\$193.49
Security Expert.....	\$193.49
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