

Management Organizational and Business Improvement Services (MOBIS) Schedule – Contract GS-10F-0129K.

Customer Information	
Contract Number:	GS-10F-0129K
Period Covered by Contract:	March 1, 2010 - February 28, 2015
Business Size:	Large Business
Description of Services that may be ordered:	874-1 Consulting Services; 874-2 Facilitation Services; 874-3 Survey Services
Maximum Order:	The maximum dollar value per order will be \$1,000,000.00.
Minimum Order:	The minimum dollar value per order will be \$300.00 per contract awarded.
Geographic Coverage (Delivery Area):	Domestic and Overseas.
Discount From List Prices or Statement of Net Price:	
Quantity Discounts:	None
Prompt Payment Terms:	Net 30 Days.
F.O.B. Points:	Destination.
Time of Delivery:	Period of performance and delivery dates are specific to each delivery order and agreed upon by both parties.
Ordering Address:	Advancia Corporation 655 Research Parkway, Suite 400 Oklahoma City, Oklahoma 73104 Phone: 405-996-3000 Fax: 405-996-3100
Payment Address:	Advancia Corporation 655 Research Parkway, Suite 400 Oklahoma City, Oklahoma 73104
Warranty Provision:	The Contractor warrants and implies that items delivered hereunder are merchantable and for the particular purpose described in the contract.
Data Universal Number System (DUNS) Number:	10 239 2362
Notification Regarding Registration in Central Contractor Registration (CCR) Database:	Advancia Corporation is registered in the CCR Database under CAGE Code 1NZD4.

Services Offered

Advancia offers the following services under this schedule:

SIN 874-1 Consultation Services

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organization and business improvement efforts. These consulting services are intended to offer technical expertise or method expertise, not completion of a project or program. The services may include studies, analyses, reports documenting any proposed developmental, consultative, or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; systems alignment; cycle time; high performance work; leadership systems; performance measures and indicators; process and productivity improvement; organizational assessments, program audits and evaluations.

GSA MOBIS RATES: SIN 874-1		(Prices include the 0.75% Industrial Funding Fee [IFF])				
GSA MOBIS LABOR CATEGORY - Special Item Number 874-1	11th yr 03/01/2010 thru 02/28/2011	12th yr 03/01/2011 thru 02/28/2012	13th yr 03/01/2012 thru 02/28/2013	14th yr 03/01/2013 thru 02/28/2014	15th yr 03/01/2014 thru 02/28/2015	
Administrative Specialist **	\$50.85	\$52.43	\$54.06	\$55.74	\$57.47	
Analyst	\$84.76	\$87.39	\$90.10	\$92.89	\$95.77	
Associate Analyst	\$70.63	\$72.82	\$75.08	\$77.41	\$79.81	
Associate Training Specialist **	\$70.63	\$72.82	\$75.08	\$77.41	\$79.81	
Data Entry Clerk **	\$38.05	\$39.23	\$40.45	\$41.70	\$42.99	
Database Administrator	\$61.59	\$63.50	\$65.47	\$67.50	\$69.59	
Editor **	\$66.19	\$68.24	\$70.36	\$72.54	\$74.79	
Graphics Design **	\$63.56	\$65.53	\$67.56	\$69.65	\$71.81	
Instructor **	\$84.76	\$87.39	\$90.10	\$92.89	\$95.77	
Logistics Support Specialist	\$83.15	\$85.73	\$88.39	\$91.13	\$93.96	
Multimedia Programmer **	\$82.20	\$84.75	\$87.38	\$90.09	\$92.88	
Operations Research Analyst - Entry	\$72.35	\$74.59	\$76.90	\$79.28	\$81.74	
Operations Research Analyst - Junior	\$79.80	\$82.27	\$84.82	\$87.45	\$90.16	
Operations Research Analyst - Mid	\$84.42	\$87.04	\$89.74	\$92.52	\$95.39	
Operations Research Analyst - Senior	\$94.63	\$97.56	\$100.58	\$103.70	\$106.91	
Program Manager - Junior	\$102.02	\$105.18	\$108.44	\$111.80	\$115.27	
Program Manager - Mid	\$103.88	\$107.10	\$110.42	\$113.84	\$117.37	
Program Manager - Senior	\$105.71	\$108.99	\$112.37	\$115.85	\$119.44	
Project Manager	\$102.75	\$105.94	\$109.22	\$112.61	\$116.10	
Senior Analyst	\$102.13	\$105.30	\$108.56	\$111.93	\$115.40	
Senior Instructor **	\$94.65	\$97.58	\$100.60	\$103.72	\$106.94	

Senior Operations Research Analyst - Junior	\$116.89	\$120.51	\$124.25	\$128.10	\$132.07
Senior Operations Research Analyst - Mid	\$126.14	\$130.05	\$134.08	\$138.24	\$142.53
Senior Operations Research Analyst - Senior	\$130.00	\$134.03	\$138.18	\$142.46	\$146.88
Senior Training Specialist **	\$91.82	\$94.67	\$97.60	\$100.63	\$103.75
Supply Specialist **	\$53.67	\$55.33	\$57.05	\$58.82	\$60.64
Task Manager	\$94.99	\$97.93	\$100.97	\$104.10	\$107.33
Technical Writer - Entry **	\$44.52	\$45.90	\$47.32	\$48.79	\$50.30
Technical Writer - Junior **	\$59.32	\$61.16	\$63.06	\$65.01	\$67.03
Technical Writer - Mid **	\$51.90	\$53.51	\$55.17	\$56.88	\$58.64
Technical Writer - Senior **	\$66.76	\$68.83	\$70.96	\$73.16	\$75.43
Training Specialist **	\$77.70	\$80.11	\$82.59	\$85.15	\$87.79
Videographer/Photographer **	\$70.63	\$72.82	\$75.08	\$77.41	\$79.81
** Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.					

SIN 874-2 Facilitation Services

Contractors shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. These services are intended to add assistance and simplification to a work process not lead or complete the project or program. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in such areas as: the use of problem solving techniques, defining and refining the agenda; convening and leading large and small group briefings and discussions; resolving disputes, disagreements and divergent views, recording discussion content and focusing decision making; providing a draft for the permanent record; debriefing and in overall planning.

GSA MOBIS RATES: SIN 874-2					
(Prices include the 0.75% Industrial Funding Fee [IFF])					
GSA MOBIS LABOR CATEGORY - Special Item Number 874-2	11th yr 03/01/2010 thru 02/28/2011	12th yr 03/01/2011 thru 02/28/2012	13th yr 03/01/2012 thru 02/28/2013	14th yr 03/01/2013 thru 02/28/2014	15th yr 03/01/2014 thru 02/28/2015
Database Administrator	\$61.59	\$63.50	\$65.47	\$67.50	\$69.59
Program Manager - Junior	\$102.02	\$105.18	\$108.44	\$111.80	\$115.27
Program Manager - Mid	\$103.88	\$107.10	\$110.42	\$113.84	\$117.37
Program Manager - Senior	\$105.71	\$108.99	\$112.37	\$115.85	\$119.44
Technical Writer - Entry **	\$44.52	\$45.90	\$47.32	\$48.79	\$50.30
Technical Writer - Junior **	\$59.32	\$61.16	\$63.06	\$65.01	\$67.03
Technical Writer - Mid **	\$51.90	\$53.51	\$55.17	\$56.88	\$58.64
Technical Writer - Senior **	\$66.76	\$68.83	\$70.96	\$73.16	\$75.43



** Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

SIN 874-3 Survey Services

Contractors shall provide expert consultation, assistance and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with and or perform all phases of the survey process to include, but are not limited to: planning survey design, sampling; survey development; pretest/pilot surveying; assessing reliability and validity; administering surveys using the various types of data collection methods as appropriate (e.g. computer-assisted surveying focus groups, written questionnaires, in-person and telephone interviewing); database administration; and analysis or quantitative and qualitative survey data.

GSA MOBIS RATES: SIN 874-3		(Prices include the 0.75% Industrial Funding Fee [IFF])			
GSA MOBIS LABOR CATEGORY - Special Item Number 874-3	11th yr 03/01/2010 thru 02/28/2011	12th yr 03/01/2011 thru 02/28/2012	13th yr 03/01/2012 thru 02/28/2013	14th yr 03/01/2013 thru 02/28/2014	15th yr 03/01/2014 thru 02/28/2015
Data Entry Clerk **	\$38.05	\$39.23	\$40.45	\$41.70	\$42.99
Database Administrator	\$61.59	\$63.50	\$65.47	\$67.50	\$69.59
Operations Research Analyst - Entry	\$72.35	\$74.59	\$76.90	\$79.28	\$81.74
Operations Research Analyst - Junior	\$79.80	\$82.27	\$84.82	\$87.45	\$90.16
Operations Research Analyst - Mid	\$84.42	\$87.04	\$89.74	\$92.52	\$95.39
Operations Research Analyst - Senior	\$94.63	\$97.56	\$100.58	\$103.70	\$106.91
Program Manager - Junior	\$102.02	\$105.18	\$108.44	\$111.80	\$115.27
Program Manager - Mid	\$103.88	\$107.10	\$110.42	\$113.84	\$117.37
Program Manager - Senior	\$105.71	\$108.99	\$112.37	\$115.85	\$119.44
Technical Writer - Entry **	\$44.52	\$45.90	\$47.32	\$48.79	\$50.30
Technical Writer - Junior **	\$59.32	\$61.16	\$63.06	\$65.01	\$67.03
Technical Writer - Mid **	\$51.90	\$53.51	\$55.17	\$56.88	\$58.64
Technical Writer - Senior **	\$66.76	\$68.83	\$70.96	\$73.16	\$75.43

** Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

Service Contract Act (SCA) Matrix

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix below. The prices for the labor categories meet or exceed the requirement in the SCA Wage Determination identified below.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Administrative Specialist	01020 - Administrative Assistant	05-2431



Associate Training Specialist	15090 - Technical Instructor	05-2431
Data Entry Clerk	01052 - Data Entry Operator II	05-2431
Editor	30463 - Technical Writer III	05-2431
Graphics Design	15080 - Graphic Artist	05-2431
Instructor	15090 - Technical Instructor	05-2431
Multimedia Programmer	14073 - Computer Programmer III	05-2431
Senior Instructor	15095 - Technical Instructor/Course Developer	05-2431
Senior Training Specialist	15095 - Technical Instructor/Course Developer	05-2431
Supply Specialist	01410 - Supply Technician	05-2431
Technical Writer - Entry	30461 - Technical Writer I	05-2431
Technical Writer - Junior	30462 - Technical Writer II	05-2431
Technical Writer - Mid	30461 - Technical Writer I	05-2431
Technical Writer - Senior	30463 - Technical Writer III	05-2431
Training Specialist	15090 - Technical Instructor	05-2431
Videographer/Photographer	13074 - Photographer IV	05-2431

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

MOBIS Labor Category Descriptions

Administrative Specialist

Functional Responsibility	Minimum Education / Experience
The Administrative Specialist provides administrative support to the Program Manager, Project Manager, and team members for activities associated with contract and task order work performance. Assists in preparation of plans, reports, and contract deliverables and provides general administrative support.	Must have an Associate's degree (or its equivalent as evidenced by two years of applicable college courses) or higher. Shall possess at least two years experience in office or functional area management. Microsoft Office proficient. Alternate qualification is a High School Diploma and three years of applicable experience.

Analyst

Functional Responsibility	Minimum Education / Experience
The Analyst plans, organizes, staffs, directs, and manages performance of work associated with one or	Bachelor's degree and five years of relevant experience; Master's degree and three years of relevant experience

more task orders within relevant subject matter domain of the project.	or 14 years of relevant experience. Meets or exceeds education and experience standards for mid-level recognition as a Subject Matter Expert. Direct experience and demonstrated expertise in the subject matter domain of project required.
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Associate Analyst

Functional Responsibility	Minimum Education / Experience
The Associate Analyst plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within relevant subject matter domain of the project. Works independently or under the general guidance of the Senior Analyst or Task/Project/Program Manager.	Bachelor's degree and four years of relevant experience; Master's degree and two years of relevant experience or seven years of relevant experience. Meets or exceeds education and experience standards for junior level recognition as a Subject Matter Expert. Direct experience and demonstrated expertise in the subject matter domain of project required.

Associate Training Specialist

Functional Responsibility	Minimum Education / Experience
The Associate Training Specialist plans, organizes, staffs, directs, and manages performance of work associated with one or more training development task orders within relevant subject matter domain of the project. Works independently or under the general guidance of the Senior Training Specialist, or Task/Project/Program Manager.	Bachelor's degree in educational related disciplines and four years of relevant experience; Master's degree in educational related discipline and two years of relevant experience or 10 years of relevant experience. Meets or exceeds education and experience standards for entry-level recognition as a Subject Matter Expert.

Data Entry Clerk

Functional Responsibility	Minimum Education / Experience
The Data Entry Clerk performs a variety of professional support functions. He/She uses the organization's office automation systems to perform various general clerical and administrative duties. He/She may conduct research or plan events and schedules and support the project team as required. The Data Entry Clerk also may be required to assist with documentation and graphics as required. May be required to address facility, logistics, and property issues as required. Must be able to communicate with customer and	High School Diploma, or certification or military training. Zero to four years experience in applicable discipline.



understand customer requirements. Generally works under direct supervision.	
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Database Administrator

Functional Responsibility	Minimum Education / Experience
<p>The Database Administrator coordinates physical changes to computer data bases; and codes, tests, and implements the physical database, applying knowledge of database management system. He/She designs logical and physical data bases or reviews description of changes to database design to understand how changes to be made affect physical database (how data is stored in terms of physical characteristics, such as location, amount of space, and access method).</p> <p>Establishes physical database parameters. Codes database descriptions and specifies identifiers of database to database management system or directs others in coding database descriptions. Calculates optimum values for database parameters, such as amount of computer memory to be used by database, following manuals and using calculator.</p> <p>Specifies user access level for each segment of one or more data items, such as insert, replace, retrieve, or delete data. Specifies which users can access databases and what data can be accessed by users.</p> <p>Tests and corrects errors, and refines changes to database. Enters codes to create production database. Selects and enters codes of utility program to monitor database performance, such as distribution or records and amount of available memory. Directs programmers and analysts to make changes to database management system.</p> <p>Reviews and corrects programs. Answers user questions. Confers with coworkers to determine impact of database changes on other systems and staff cost for making changes to data base. Modifies database programs to increase processing performance, referred to as performance tuning. Workers typically specialize in one or more types of database management systems.</p>	<p>College degree. Minimum one year experience in database development and administration.</p>

Editor

Functional Responsibility	Minimum Education / Experience
<p>The Editor performs edits on draft manuscripts, training products, technical reports, and other documents supporting deliverables to the contract.</p> <p>Editing is accomplished in compliance with professional and Department of Defense (DoD) standards. The Editor is required to convert video footage to electronic distribution media.</p>	<p>Requires a Bachelor's degree in Education and three years experience in editing technical writing.</p>

Graphic Designer

Functional Responsibility	Minimum Education / Experience
<p>The Graphics Designer possesses familiarity with a variety of multi-media tools required for producing technical documentation. This includes, at a minimum, familiarity with Computer Aided Design/Computer Aided System Engineering (CAD/CASE) packages such as AutoCAD and the Adobe graphic product line. He/She designs graphic aids to support the creation of virtual, constructive, and live training products.</p>	<p>Requires an Associate's degree from an accredited college or university in graphic design and at least two years work experience.</p>

Instructor

Functional Responsibility	Minimum Education / Experience
<p>The Instructor plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within relevant subject matter domain of the project.</p>	<p>Bachelor's degree in Educational or related disciplines and two years of relevant experience; Master's degree in educational related discipline, or six years of relevant experience.</p> <p>Meets or exceeds education and experience standards for mid-level recognition as a Subject Matter Expert.</p>

Logistics Support Specialist

Functional Responsibility	Minimum Education / Experience
<p>The Logistics Support Specialist provides logistical support to the Program Manager, Project Manager, and team members for activities associated with contract and task order work performance. He/She assists in preparation of plans, reports, and contract deliverables.</p> <p>In addition, the Logistics Support Specialist provides</p>	<p>Must have a Bachelor's degree and two years experience in office or functional area management and be proficient with Microsoft Office products.</p> <p>Alternate qualification is a High School Diploma and six years of applicable experience.</p>

<p>general logistical, budgetary, property accountability, and supply support. Responsible for independently determining budgetary requirements to support anticipated schedule for contract services and for planning, including the timing and purchase methods, and providing such support in the most cost effective manner to meet contract service performance requirements.</p>	
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Multimedia Programmer

Functional Responsibility	Minimum Education / Experience
<p>The Multimedia Programmer performs programming of interactive multimedia instruction supporting deliverables to the contract. He/She programs using current industry authorware tools in compliance with professional and DoD standards.</p>	<p>Must have an Associate's degree (or its equivalent as evidenced by two years of applicable college courses) or higher.</p> <p>The candidate shall possess at least three years experience in functional area. Alternate qualification is a High School Diploma and six years of applicable experience.</p>

Operations Research Analyst - Entry

Functional Responsibility	Minimum Education / Experience
<p>The Operations Research Analyst –Entry conducts analyses on management and operational problems and formulates mathematical or simulation models of the problem for solution by computers or other methods.</p> <p>He/She analyzes the problem in terms of management information and conceptualizes and defines the problem. Studies information and selects the plan from competitive proposals that afford maximum probability or profit or effectiveness in relation to cost or risk. Prepares a model of the problem in the form of one or several equations that relate constants and variable, restrictions, alternatives, conflicting objectives and their numerical parameters.</p> <p>The Operations Research Analyst –Entry defines data requirements and gather and validates information, applying judgment, and statistical tests. Specifies manipulative or computational methods to be applied to the model. Performs validation and testing of the model to ensure adequacy, or determines need for reformulation. Evaluates implementation and effectiveness of research.</p>	<p>Bachelor's degree or minimum of three years related experience.</p> <p>Familiarity with Microsoft Word, PowerPoint, Excel. Must be able to obtain security clearance commensurate with client requirements.</p>

Operations Research Analyst - Junior

Functional Responsibility	Minimum Education / Experience
<p>The Operations Research Analyst – Junior conducts analyses on management and operational problems and formulates mathematical or simulation models of the problem for solution by computers or other methods.</p> <p>Analyzes the problem in terms of management information and conceptualizes and defines the problem. Studies information and selects the plan from competitive proposals that afford maximum probability or profit or effectiveness in relation to cost or risk.</p> <p>Prepares a model of the problem in the form of one or several equations that relate constants and variable, restrictions, alternatives, conflicting objectives, and their numerical parameters.</p> <p>Defines data requirements and gather and validates information, applying judgment and statistical tests. Specifies manipulative or computational methods to be applied to the model. Performs validation and testing of the model to ensure adequacy, or determines need for reformulation. Evaluates implementation and effectiveness of research.</p>	<p>Bachelor's degree and two years experience or minimum of five years related experience.</p> <p>Familiarity with Microsoft Word, PowerPoint, and Excel. Must be able to obtain security clearance commensurate with client requirements.</p>

Operations Research Analyst - Mid

Functional Responsibility	Minimum Education / Experience
<p>The Operations Research Analyst – Mid conducts analyses on management and operational problems and formulates mathematical or simulation models of the problem for solution by computers or other methods.</p> <p>Analyzes the problem in terms of management information and conceptualizes and defines the problem. Studies information and selects the plan from competitive proposals that afford maximum probability or profit or effectiveness in relation to cost or risk.</p> <p>Prepares a model of the problem in the form of one or several equations that relate constants and variable, restrictions, alternatives, conflicting objectives, and their numerical parameters. Defines data requirements and gather and validates information, applying judgment and statistical tests. Specifies manipulative or computational methods to be applied to the model.</p> <p>Performs validation and testing of the model to ensure</p>	<p>Bachelor's degree and four years experience or minimum of seven years related experience.</p> <p>Familiarity with Microsoft Word, PowerPoint, and Excel. Must be able to obtain security clearance commensurate with client requirements.</p>

<p>adequacy, or determines need for reformulation. Evaluates implementation and effectiveness of research. Serves as project leader and performs assigned duties.</p>	
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Operations Research Analyst - Senior

Functional Responsibility	Minimum Education / Experience
<p>The Operations Research Analyst –Senior conducts analyses on management and operational problems and formulates mathematical or simulation models of the problem for solution by computers or other methods.</p> <p>Analyzes the problem in terms of management information and conceptualizes and defines the problem. Studies information and selects the plan from competitive proposals that afford maximum probability or profit or effectiveness in relation to cost or risk.</p> <p>Prepares a model of the problem in the form of one or several equations that relate constants and variable, restrictions, alternatives, conflicting objectives, and their numerical parameters. Defines data requirements and gather and validates information, applying judgment, and statistical tests.</p> <p>Specifies manipulative or computational methods to be applied to the model. Performs validation and testing of the model to ensure adequacy, or determines need for reformulation. Evaluates implementation and effectiveness of research. Serves as project leader and performs assigned duties.</p>	<p>Bachelor's degree and Six years experience or minimum of nine years related experience.</p> <p>Familiarity with Microsoft Word, PowerPoint, and Excel. Must be able to obtain security clearance commensurate with client requirements.</p>

Program Manager - Junior

Functional Responsibility	Minimum Education / Experience
<p>The Program Manager – Junior manages the program to ensure implementation and prescribed activities are carried out in accordance with specified objectives.</p> <p>He/She plans and develops methods and procedures for implementing programs, directs and coordinates program activities, and exercises control over personnel responsible for specific functions or phases for program.</p> <p>Selects personnel according to knowledge and experience in area with which program is concerned, such as social or public welfare, education, economics, or public relations.</p>	<p>Must have a Bachelor's degree in Business Administration or related field.</p>

<p>Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out program objectives.</p> <p>Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required to redirect activities and attain objectives. Prepares program reports for superiors and controls expenditures in accordance with budget allocations.</p>	
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Program Manager - Mid

Functional Responsibility	Minimum Education / Experience
<p>The Program Manager – Mid manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.</p> <p>He/She plans and develops methods and procedures for implementing programs, directs and coordinates programs activities, and exercises control over personnel responsible for specific functions or phases for program.</p> <p>Selects personnel according to knowledge and experience in the area in which the program is concerned, such as social or public welfare, education, economics, or public relations.</p> <p>Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out program objectives.</p> <p>Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required redirecting activities and attaining objectives. Prepares program reports for superiors and controls expenditures in accordance with budget allocations.</p>	<p>Must have a Bachelor's Degree with three or more years of field experience in a scientific and or engineering field. Six years of experience in administration may be substituted for Bachelor's degree with at least two years supervisory experience.</p>

Program Manager - Senior

Functional Responsibility	Minimum Education / Experience
<p>The Program Manager – Senior manages program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.</p> <p>He/She plans and develops methods and procedures for implementing programs, directs and coordinates programs activities, and exercises control over personnel responsible for specific functions or phases for program.</p> <p>Selects personnel according to knowledge and experience in area with which program is concerned, such as social or public welfare, education, economics, or public relations.</p> <p>Confers with staff to explain program and individual responsibilities for functions and phases of program. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out objectives of programs.</p> <p>Reviews reports and records of activities to ensure progress is being accomplished toward specified program objective and modifies or changes methodology as required redirecting activities and attaining objectives.</p> <p>Prepares program reports for superiors. Tailors policies, procedures, and goals to control expenditures in accordance with budget allocations. Defines the organizational infrastructure needed to successfully execute the program objectives.</p>	<p>Must have a Bachelor's degree in Engineering, Business, Architecture, or Science. Ten+ years experience managing, integrating, and implementing complex systems and equipment. Experience managing at least 40 subordinate personnel.</p>

Project Manager

Functional Responsibility	Minimum Education / Experience
<p>The Project Manager is responsible for the overall management of specific or multiple task orders. In the case of particularly complex task orders, the Project Manager is responsible for the management of a specific task under the guidance of the Program Manager.</p>	<p>Must possess a Bachelor's degree and seven years of progressive experience in project management; Master's degree and five years experience or 15 years of relevant experience.</p>

Senior Analyst

Functional Responsibility	Minimum Education / Experience
<p>The Senior Analyst plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within relevant subject matter domain of the project while providing technical guidance and expertise to project staff.</p>	<p>Must possess a Bachelor's degree and 10 years of relevant experience; Master's degree and eight years of relevant experience or 17 years of relevant experience.</p> <p>Meets or exceeds education and experience standards for senior level recognition as a Subject Matter Expert. Relevant experience includes senior-level management of teams of professionals with generalized and specialized expertise in business process improvement efforts and direct experience and demonstrated expertise in the domain of the project.</p> <p>Business process improvement efforts include: conducting studies, analysis and documenting proposed improvement efforts; planning strategy, and developing and implementing performance measures systems; processing and improving productivity; conducting organizational assessments, program audits; and performing financial management activities.</p>

Senior Instructor

Functional Responsibility	Minimum Education / Experience
<p>The Senior Instructor plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within the instruction of relevant subject matter domain of the project.</p>	<p>Bachelor's degree in Educational or related disciplines and five years of relevant experience; Master's degree in educational related discipline and two years of relevant experience or 10 years of relevant experience.</p> <p>Meets or exceeds education and experience standards for senior-level recognition as a Subject Matter Expert.</p>

Senior Operations Research Analyst - Junior

Functional Responsibility	Minimum Education / Experience
<p>The Senior Operation Research Analyst –Junior analyzes management and operational problems and approves mathematical or simulation models of the problem for solution by computers or other methods. He/She analyzes the problem in terms of management information, and conceptualizes and defines the problem.</p> <p>This position studies information and selects the plan</p>	<p>Master's degree in operations research, systems engineering, math, management information systems, or related discipline and six years related experience.</p> <p>May substitute a Bachelor's degree and eight years of related experience for a Master's degree. Proficiency with Microsoft Word, PowerPoint, Excel, and mathematical applications software packages.</p>

<p>from competitive proposals that afford maximum probability of profit or effectiveness in relation to cost or risk. The Senior Operations Research Analyst – Junior develops a model of the problem in the form of one or several equations that relate constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters.</p> <p>Defines data requirements and determines manipulative or computational methods to apply to judgment and statistical tests. Evaluates implementation and effectiveness of research and directs validation and testing models. He/She acts as Proposal Manager for assigned projects, and recruits, hires, directs, supervises, appraises, and counsels assigned project personnel.</p>	<p>Must be able to obtain security clearance commensurate with client requirements.</p>
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Senior Operations Research Analyst - Mid

Functional Responsibility	Minimum Education / Experience
<p>The Senior Operation Research Analyst – Mid analyzes management and operational problems and approves mathematical or simulation models of the problem for solution by computers or other methods.</p> <p>Analyzes the problem in terms of management information, conceptualizes, and defines the problem and studies information to select the plan from competitive proposals that affords maximum probability of profit or effectiveness in relation to cost or risk.</p> <p>He/She develops a model of the problem in the form of one or several equations that relate constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters. Defines data requirements and determines manipulative or computational methods to apply to judgment and statistical tests.</p> <p>Evaluates implementation and effectiveness of research and directs validation and testing models. Acts as proposal manager for assigned projects, and recruits, hires, directs, supervises, appraises, and counsels assigned project personnel.</p>	<p>Master’s degree in operations research, systems engineering, math, management information systems, or related discipline and eight years related experience.</p> <p>May substitute a Bachelor’s degree and 10 years of related experience for a Master’s degree. Proficiency with Microsoft Word, PowerPoint, Excel, and mathematical applications software packages. Must be able to obtain security clearance commensurate with client requirements.</p>

Senior Operations Research Analyst - Senior

Functional Responsibility	Minimum Education / Experience
<p>The Senior Operation Research Analyst –Senior analyzes management and operational problems and approves mathematical or simulation models of the problem for solution by computers or other methods.</p> <p>Analyzes the problem in terms of management information, conceptualizes, and defines the problem. He/She studies information and selects the plan from competitive proposals that afford maximum probability of profit or effectiveness in relation to cost or risk.</p> <p>Develops a model of the problem in the form of one or several equations that relate constants and variables, restrictions, alternatives, conflicting objectives, and their numerical parameters. Defines data requirements and determines manipulative or computational methods to apply to judgment and statistical tests.</p> <p>Evaluates implementation and effectiveness of research and directs validation and testing models. Acts as proposal manager for assigned projects, and recruits, hires, directs, supervises, appraises, and counsels assigned project personnel.</p>	<p>Master's degree in operations research, systems engineering, math, management information systems, or related discipline and 10 years related experience.</p> <p>May substitute a Bachelor's degree and 12 years of related experience for a Master's degree.</p> <p>Proficiency with Microsoft Word, PowerPoint, Excel, and mathematical applications software packages. Must be able to obtain security clearance commensurate with client requirements.</p>

Senior Training Specialist

Functional Responsibility	Minimum Education / Experience
<p>The Senior Training Specialist plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within relevant subject matter domain of the project. He/She assesses the needs and designs effective training programs in the virtual, constructive, or real environments.</p>	<p>Bachelor's degree in educational related disciplines and eight years of relevant experience; Master's degree in educational related discipline and four years of relevant experience or 10 years of relevant experience. Meets or exceeds education and experience standards for senior level recognition as a Subject Matter Expert.</p>

Supply Specialist

Functional Responsibility	Minimum Education / Experience
<p>The Supply Specialist issues, receives, and stores supplies, documents transactions, and maintains supply inventory within established supply accountability parameters and procedures. He/She coordinates services, as required, and maintains property</p>	<p>Associate's degree or its equivalent as evidenced by two years of applicable college courses or higher is preferred.</p> <p>The candidate shall possess at least one year of experience in office or functional area management and</p>

accountability.	be proficient with Microsoft Office products. Alternate qualification is a High School Diploma and three years of applicable experience.
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Task Manager

Functional Responsibility	Minimum Education / Experience
Under the guidance of the Project Manager, the Task Manager is responsible for the day-to-day management and operations of one or more sub-tasks.	Must possess a Bachelor's degree and three years of progressive experience in project management; Master's degree and two years of relevant experience, or 10 years of relevant experience.

Technical Writer - Entry

Functional Responsibility	Minimum Education / Experience
<p>The Technical Writer – Entry develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance.</p> <p>He/She receives assignments from their supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.</p> <p>Reviews manufacturer and trade catalogs, drawings, and other data relative to operations, maintenance, and service. Studies blueprints, flow charts, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedures, and production sequence and detail.</p> <p>Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.</p>	<p>Must have a Bachelor's degree in English, Journalism, Communications, or related discipline or three years experience in editing technical papers and documents.</p> <p>Must demonstrate proficiency with the following software: Microsoft Word, Excel, Access, PowerPoint, JASC Paintshop Pro, Microsoft Windows, Adobe Acrobat, and other software as required.</p>

Technical Writer - Mid

Functional Responsibility	Minimum Education / Experience
<p>The Technical Writer – Mid develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance.</p> <p>He/She receives assignments from their supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.</p> <p>Reviews manufacturer and trade catalogs, drawings, and other data relative to operations, maintenance, and service. Studies blueprints, flow charts, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedures, and production sequence and detail.</p> <p>Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May supervise temporary employees during proposal writing or editing projects.</p>	<p>Must have a Bachelor’s degree in English, Journalism, Communications, or related discipline plus two years experience in writing and editing technical papers and documents, or five years experience in writing and editing technical papers and documents.</p> <p>Must demonstrate proficiency with the following software: Microsoft Word, Excel, Access, PowerPoint, JASC Paintshop Pro, Microsoft Windows, Adobe Acrobat, and other software as required.</p>

Technical Writer - Junior

Functional Responsibility	Minimum Education / Experience
<p>The Technical Writer – Junior develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance.</p> <p>He/She receives assignments from their supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become</p>	<p>Must have a Bachelor’s Degree in English, Journalism, Communications or related discipline plus four years experience in writing and editing technical papers and documents, or seven years experience in writing, and editing technical papers and documents.</p> <p>Must demonstrate proficiency with the following software: Microsoft Word, Excel, Access, PowerPoint, JASC Paintshop Pro, Microsoft Windows, Adobe Acrobat, and other software as required.</p>



<p>familiar with product technologies and production methods.</p> <p>Reviews manufacturer and trade catalogs, drawings, and other data relative to operations, maintenance, and service. Studies blueprints, flow charts, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedures, and production sequence and detail.</p> <p>Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction, and binding. May supervise Entry and Mid-level personnel.</p>	
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Technical Writer - Senior

Functional Responsibility	Minimum Education / Experience
<p>The Technical Writer – Senior develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance.</p> <p>He/She receives assignments from their supervisor. Observes production, developmental, and experimental activities to determine operating procedure and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods.</p> <p>Reviews manufacturer and trade catalogs, drawings, and other data relative to operations, maintenance, and service. Studies blueprints, flow charts, sketches, drawings, parts lists, specifications, mock ups, and product samples to integrate and delineate technology, operating procedures, and production sequence and detail.</p> <p>Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May supervise Entry and Mid-level personnel.</p>	<p>Must have a Bachelor's degree in English, Journalism, Communications or related discipline plus five years experience in writing and editing technical papers and documents, or nine years experience in writing and editing technical papers and documents.</p> <p>Must demonstrate proficiency with the following software: Microsoft Word, Excel, Access, PowerPoint, JASC Paintshop Pro, Microsoft Windows, Adobe Acrobat, and other software as required.</p>

Training Specialist

Functional Responsibility	Minimum Education / Experience
<p>The Training Specialist plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within relevant subject matter domain of the project.</p>	<p>Bachelor's degree in educational related disciplines and four years of relevant experience; Master's degree in educational related discipline and two years of relevant experience or six years of relevant experience. Meets or exceeds education and experience standards for mid-level recognition as a Subject Matter Expert.</p>

Videographer / Photographer

Functional Responsibility	Minimum Education / Experience
<p>The Videographer/Photographer provides video and still photography support of the performance of work associated with one or more task orders within relevant subject matter domain of the project. He/She also edits video footage and converts video footage to electronic distribution media.</p>	<p>Must have an Associate's degree (or its equivalent as evidenced by two years of applicable college courses) or higher.</p> <p>The candidate shall possess at least two years experience in office or functional area. Alternate qualification is a High School Diploma and three years of applicable experience.</p>

POINT OF CONTACT

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