On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: [http://www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

**Multiple Award Schedule**

**Federal Supply Group: Professional Services**
**Contract Number: GS-10F-0182N**

Contract Period: January 06, 2003 through January 05, 2023

Valador, Inc.
11247 Carpers Pike
Yellow Spring, VA 26865
Telephone: (571)926-0295
FAX Number: None

Contractor’s internet address/web site where schedule information can be found:
Web Site: [www.valador.com](http://www.valador.com)
E-mail: gsa@valador.com

Contract administration source: Philip P. Hamilton

Business Size: Large

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract’s awarded size status for the preponderance NAICS designated in the RFQ is “other than small”.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [http://www.fss.gsa.gov](http://www.fss.gsa.gov)

Price list current as of Modification #PA-0045 effective 11/16/2021

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION:

la. Table of Awarded Special Item Number(s) with appropriate cross-reference to item description and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

lb. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4.

lc. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Page 4.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $300.00

4. Geographic Coverage (delivery Area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: 1.5% discount over $1.5M in a single fiscal year

8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
11. F.O.B Points(s): Destination
12a. Ordering Address(es): Same as company address
12b. 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.
13. Payment address(es): Same as company address
14. Warranty provision: Contractor’s standard commercial warranty
15. Export Packing Charges (if applicable): Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable
17. Terms and conditions of installation (if applicable): Not Applicable
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable
18b. Terms and conditions for any other services (if applicable): Not Applicable
19. List of service and distribution points (if applicable): Not Applicable
20. List of participating dealers (if applicable): Not Applicable
21. Preventive maintenance (if applicable): Not Applicable
22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable
22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable
23. Unique Entity Identifier (UEI) Number: 032042827
24. Notification regarding registration in System for Award Management (SAM) database: Registered

Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
### Labor Categories Pricing

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</tbody>
</table>

**Service Contract Labor Standards (SCLS) Matrix**

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code – Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Assistant I</td>
<td>01311 Secretary I</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administration Assistant II</td>
<td>01312 Secretary II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>30461 Technical Writer I</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Valador offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Valador allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. Valador criteria for substitution are as follows:
Education: An associate degree will equal 2 years of experience. A relevant bachelor’s degree will equal 4 years of experience. A relevant Master’s Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

Experience: For every year of full-time specific field experience, the person shall be credited with one year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee’s labor category.

**Labor Category Descriptions:**

**ADMINISTRATIVE ASSISTANT I**
Experience – At least one (1) year administrative experience within related industry.
Functional Responsibility – The Administrative Assistant I works under close supervision in performing various administrative duties/tasks of a moderately complex nature and assists in selected tasks of a more complex nature. He or she performs administrative functions related to management policies and general project operations.
Education – High School.

**ADMINISTRATIVE ASSISTANT II**
Experience – Two (2) years administrative experience within the industry.
Functional Responsibility – The Administrative Assistant II works under general supervision in performing moderately complex administrative duties and assists in specific tasks of a more complex nature. He or she performs administrative functions related to management policies and general project operations.
Education – High School.

**MANAGEMENT CONSULTANT I**
Experience – Four to seven (4-7) years of experience within the related fields with at least three (3) years in the specified functional area.
Functional Responsibility – Subject matter specialist who analyzes user needs to determine functional requirements as they apply to functional/business systems or solutions. He or she works as a member of a team and demonstrates superior oral and written communications skills.
Education – Bachelor’s degree in related field.

**MANAGEMENT CONSULTANT II**
Experience – Eight to ten (8-10) years of experience within the related fields of operations or business with at least three (3) years in the specified functional area.
Functional Responsibility – Subject matter specialist who analyzes user needs to determine functional requirements as they apply to functional/business systems or solutions. He or she works as a member of a team and demonstrates superior oral and written communications skills.
Education – Bachelor’s Degree in related field.

**SENIOR MANAGEMENT CONSULTANT**
Experience – Fifteen (15) or more years of experience within the related fields of engineering, sciences, operations, or business.
Functional Responsibility – The Consultant serves as the senior business solution architect or advisor for strategies for designing and implementing large-scale, highly complex systems involving information processing, business processes, and operations. He or she is knowledgeable of state-of-the-art or emerging business technologies and methodologies.
Education – M.S. degree in related field

**EXECUTIVE MANAGEMENT CONSULTANT I**
Experience – Ten (10) or more years’ experience in business management consulting, of which eight (8) or more include business process reengineering; a minimum of six (6) years of demonstrated specialized experience in
consulting with executive management and in managing projects for organizational transformation that require the application of reengineering, organizational, and operational change management approaches and business solution infrastructure redesign.

Functional Responsibility – This Executive Consultant I defines, plans, and leads complex, enterprise-wide Business Reengineering engagements. He or she oversees Business Reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. He or she manages teams of client and business reengineering specialists on projects and applies Business Reengineering approaches and techniques including strategic planning, business information planning, enterprise information requirements analysis, activity-based costing, economic analysis, information technology architecture design, and change management to effect organizational change and improve organizational performance. The Expert provides solution options and creates and manages plans for reengineering implementation as required.

Education – M.S./M.A. in related field

EXECUTIVE MANAGEMENT CONSULTANT II
Experience – Fifteen (15) or more years’ experience in business management consulting, of which ten (10) or more include business process reengineering; a minimum of six (6) years of demonstrated specialized experience in consulting with executive management and in managing projects for organizational transformation that require the application of reengineering, organizational, and operational change management approaches and business process infrastructure redesign.

Functional Responsibility – This Executive Consultant II defines, plans, and leads complex, enterprise-wide Business Reengineering engagements. He or she oversees Business Reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. He or she manages teams of client and business reengineering specialists on projects and applies Business Reengineering approaches and techniques including strategic planning, business information planning, enterprise information requirements analysis, activity-based costing, economic analysis, information architecture design, and change management to effect organizational change and improve organizational performance. The Expert provides solution options and creates and manages plans for reengineering implementation as required.

Education – M.S./M.A. in related field

SENIOR EXECUTIVE MANAGEMENT CONSULTANT I
Experience – Twenty (20) or more years of functional experience within the related fields of operations or business.

Functional Responsibility – The Senior Executive Consultant I is a subject matter specialist who analyzes user needs to determine functional requirements as they apply to business and functional systems or solutions. He or she works with analysts and specialist to incorporate the functional requirements into new or existing systems and may remain involved through the design and final implementation of the resulting systems. The Functional Expert demonstrates exceptional oral and written communications skills.

Education – Master’s Degree in related field.

TECHNICAL MATTER SPECIALIST I
Experience - Two years (4) of experience in a area of business technology. Exposure to, or familiarity with, Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibility - Provides supervised assistance for assignments in specialized operational and business solution areas. Interfaces with users during the support process. May assist with strategic or tactical planning to justify, market, or manage the solution needed for successful business operations. May support user training. Contributes to technical documentation. Assists with technical presentations. Uses basic elements of applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases to perform assigned tasks. Complies with the standards and organization requirements relative to specific assignments.

Education - Bachelor’s degree in related field.

TECHNICAL MATTER SPECIALIST II
Experience - Ten years (10) of experience in a specialized area of business. Experience with Government or industry processes, procedures, standards, methodologies, or tools relative to the assignment.

Functional Responsibility - Provides expert-level support in specialized related fields of engineering, sciences, operations or business. Supports strategic or tactical planning to justify, market, or manage the solution needed for successful business operations. Provides user or subordinate training, as required. Author’s technical documentation. Provides technical presentations. Works with other disciplines as required to achieve the best solution. Uses
applicable methodologies, modeling/estimating techniques, tools, applications, systems, or databases at advanced levels to perform assigned tasks. Ensures compliance with the standards and organization requirements relative to specific assignments. May lead or manage a project or program.

Education – Bachelor’s Degree in related field.

SUBJECT MATTER EXPERT I
Experience – Eight years (8) experience with intensive and progressive experience that includes six years (6) in a specialized area. Specialized experience includes: knowledge in support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods.

Functional Responsibility - Provides high level functional and systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Applies higher level principles and methods to arrive at automated solutions.

Education – Bachelor’s Degree in related field.

SUBJECT MATTER EXPERT II
Experience - Ten years (10) of experience with intensive and progressive experience that includes eight years (8) in a specialized area. Specialized experience includes: support analysis, systems analysis, design, data, rule and business process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods.

Functional Responsibility - Provides high level functional and systems analysis, design, integration, documentation, and implementation advice on exceptionally complex studies which require expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Oversees the design and preparation of reports and related documentation.

Education – Bachelor’s Degree in related field.

FUNCTIONAL ANALYST I
Experience – Four years (4) experience that includes two years (2) in a specialized area. Specialized experience includes: performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering solution capacity and limitations, operating time and form of desired results. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

Functional Responsibility - Responsible for identifying and documenting all specific functional requirements associated with implementing the application. Develops a comprehensive functional description of current and future system and process requirements through structured interviews, focus groups, documentation review and other data gathering techniques. Interfaces with analyst and staff to identify specific system requirements and risks. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final solution incorporates required functionality.

Education – Bachelor’s degree in related field.

FUNCTIONAL ANALYST II
Experience – Ten years (10) experience that includes three years (3) in a specialized area. Specialized experience includes: performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering solution capacity and limitations, operating time and form of desired results. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

Functional Responsibility - Responsible for identifying and documenting all specific functional requirements associated with implementing the application. Develops a comprehensive functional description of current and future system and process requirements through structured interviews, focus groups, documentation review and other data gathering techniques. Interfaces with analyst and staff to identify specific system requirements and risks. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final solution incorporates required functionality.

Education – Bachelor’s degree in a related field.
FUNCTIONAL ANALYST III
Experience – Fifteen years (15) experience that includes Five years (5) in a specialized area. Specialized experience includes: systems requirements and/or developing functional requirements for complex integrated information systems business processes and/or programs. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new or revised applications systems and programs. Demonstrates the ability to work independently. Shows leadership skills and has led a team on three successful projects. Has current knowledge of functions being developed or automated.
Functional Responsibility - Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required to complete each task. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.
Education – Bachelor’s Degree in related field.

PRINCIPAL ANALYST
Experience – Eight to ten years (8-10) of experience within the related fields with at least three years (3) in the specified functional area.
Functional Responsibility - Through self-directed activities, influences the strategic direction of the customer. Applies knowledge of the entire customer organization to recommend and coordinate the development, enhancement, and maintenance of a customer's business systems, processes, and products. Develops innovative business solutions using information technology and knowledge of customer business and industry trends. Leads teams on large projects, studies, and implementations. Leverages industry knowledge and customer relationships to identify new business opportunities that make the customer successful. Presents the results of business studies to customer senior management. Promotes and directs process improvement activities and training of peers and customers.
Education – Bachelor’s Degree in related field.

SENIOR ANALYST
Experience – Ten years (10) of experience within the related fields with at least three years (3) in the specified functional area.
Functional Responsibility - Under general direction, supports the development, enhancement, and maintenance of business solutions using information technology based on customer needs. Acts as a liaison between customers and other support groups to identify business processes, systems, and product requirements. Documents customer specifications and interacts with other support groups to apply understanding of customer's business. Supports aspects of the business cycle including proposals, feasibility studies, implementations, and new business development. Plans and leads customer projects with some guidance. Anticipates, researches, identifies, and develops solutions to customer problems. Participates in training activities for peers and customers. Initiates measures to eliminate non-value-added activities through process improvement.
Education – Bachelor’s degree in related field.

SENIOR PROGRAM ANALYST
Experience - Twelve years (12) of experience in business solution development, three years (3) of which are in systems analysis and one year which is acting as lead to a team of analysts. Has a good understanding of the business or function for which the application is designed.
Functional Responsibility - Plans, directs and monitors the work of team members. Sets priorities to meet the needs of users. Formulates/describes system scope and objectives. Devises or modifies procedures to solve complex problems considering systems capacity and limitations. Prepares detailed specifications from which business solution will be written. Designs, codes, tests, and documents those solutions. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other analysts.
Education – Bachelor’s degree in related field.

TECHNICAL WRITER
Experience - Five years (5) experience in writing, designing, editing, and preparing business or technical documentation, to include independent and creative writing. Experience with and thorough knowledge of Department of Defense (DoD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment. Experience with processing new or special
project material. Experience in material verification through consultation with subject matter specialists/experts or independent research. Experience in managing copy preparation through production.

Functional Responsibility - Responsible for supervising and/or performing documentation design, development, and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Works with all levels of management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. May establish, staff, and supervise documentation project teams. Can estimate, negotiate, and acquire required inventory for production cycles. Prepares required documentation in an appropriate format. Supports configuration management or quality assurance standards and may determine compliance levels. Reviews and analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing that ensures document organization and quality. Confirms the adequacy of material submitted for publication or final product quality. Ensures that documents follow the appropriate style guide and may develop project-specific style guide supplements. Can manage or supervise production cycle activities, including resource coordination, through document delivery and maintenance.

Education – Bachelor’s degree in related field.

BUSINESS SPECIALIST

Experience - Four to seven years (4-7) of experience within the related fields of operations or business with at least three years (3) in the specified functional area.

Functional Responsibility - Includes all work efforts supporting programs/projects that is identified as business and financial management in nature, including but not limited to program/project control, finance and accounting, program/project planning and scheduling, cost estimating and budget development. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that generally require a written report including recommended solutions. Principal duties may include, but are not limited to: developing work breakdown structures; preparing program/project cost estimates and budgets; establishing program/project resource allocations and activity schedules; preparing charts, tables, graphs, and diagrams to assist in analyzing problems; collecting and analyzing program/project cost/schedule/technical performance metrics, etc. Provides daily supervision and direction to administrative/management support staff. May perform other business/financial management duties as assigned.

Education: Associates degree in related field