



GenQuest, Inc.
1803 Rio Grande Blvd. NW, Suite B
Albuquerque, NM 87104
(505) 246-2829 Phone
(505) 246-0193 Fax
www.genquestinc.com

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

Prices Shown Herein Are Net (Discount Deducted)

Mission Oriented Business Integrated Services (MOBIS)
Schedule 874

Contract Number: GS-10F-0189W

Contract Period: 30 April 2015 – 29 April 2020

Business Size: Woman-owned, Minority-owned, Small Disadvantaged Business

SIN Codes: 874-1 Integrated Consulting Services; 874-1/RC Disaster & Recovery

NAICS Code: 541611 – Administrative Management and General Management Consulting Services

Point of Contact:

Terri Giron-Gordon
Phone: (505) 246-2829
tagiron@genquestinc.com

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.
The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

The following SINs are covered by this price list: 874-1 Integrated Consulting Services; 874-1/RC Disaster & Recovery. Labor rates for services provided are in Attachment 1. The rates in Attachment 1 are net rates (GSA discounts are applied). The rates are for work performed in GenQuest facilities as well as at Government customer facilities (domestic only), and they do not include New Mexico Gross Receipts Tax.

SIN 874-1: Integrated Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203. Financial audits are covered under GSA Schedule 520, Financial and Business Services, are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.

1b. Lowest priced model number and lowest unit price

Not applicable.

1c. Hourly Rates and Labor Categories

See Attachments 1 and 2.

2. Maximum order.

The maximum order limit for this contract is \$1,000,000.00.

3. Minimum order.

The minimum order limit for this contract is \$100.00.

4. Geographic coverage (delivery area).

Services under this contract can be provided at contractor or Government sites.

5. Point(s) of production (city, county, and State or foreign country).

Current GenQuest sites are listed below:

Location: Corporate Headquarters
Address: 1803 Rio Grande Blvd. NW, Suite B, Albuquerque, NM 87104

6. Discount from list prices or statement of net price.

The prices established for this contract reflect GenQuest's standard GSA hourly labor rates and do not include New Mexico Gross Receipts Tax.

GSA prices, excluding the required 0.75%, are discounted 1.00%-1.97% from the Contractor's commercial market rates. The MFC's prices are discounted 0.00% from the Contractor's commercial market rates. GSA prices, excluding the required 0.75% IFF, are 1.00%-1.97% less than the MFC's prices. The terms and conditions offered to GSA are better than the MFC's. GenQuest, Inc. confirms.

7. Quantity discounts.

Not applicable.

8. Prompt payment terms.

Payment terms are net 30 days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

GenQuest will accept Government purchase credit cards for purchases at or below \$2,500.00.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

GenQuest will accept Government purchase credit cards for purchases above \$2,500.00.

10. Foreign items (list items by country of origin).

Not applicable.

11a. Time of delivery. (Contractor insert number of days.)

GenQuest will provide services as negotiated per negotiated order.

11b. Expedited Delivery.

Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-day delivery.

GenQuest's services generally do not require overnight or 2-day delivery.

11d. Urgent Requirements.

Pursuant to Clause I-FSS-140-B, GenQuest, Inc., will accommodate urgent requirements.

12. F.O.B. point(s).

Destination.

13a. Ordering address(es).

GenQuest, Inc.

1803 Rio Grande Blvd. NW, Suite B

Albuquerque, NM 87104

Attn: Contracts Department

Phone (505) 246-2829

Fax (505) 246-0193

Orders also may be placed via e-mail at tagiron@genquestinc.com

13b. Ordering procedures.

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).

Remittance by check should be delivered to:

GenQuest, Inc.
1803 Rio Grande Blvd. NW, Suite B
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15. Warranty provision.

Not applicable unless negotiated.

16. Export packing charges, if applicable.

Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

The rates included in this contract do not include credit card processing fees for orders above the micro-purchase threshold. Processing fees may be waived on a case-by-case basis.

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not applicable.

19. Terms and conditions of installation (if applicable).

Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not applicable.

20a. Terms and conditions for any other services (if applicable).

Not applicable.

21. List of service and distribution points (if applicable).

Not applicable.

22. List of participating dealers (if applicable).

Not applicable.

23. Preventive maintenance (if applicable).

Not applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not applicable.

24b. Section 508 compliance information is available at: www.Section508.gov/.

Not applicable.

25. Data Universal Number System (DUNS) number.

GenQuest, Inc. - 032700770.

26. Notification regarding registration in Central Contractor Registration (CCR) database.

GenQuest, Inc., is registered in the CCR database.

27. Uncompensated Overtime. (Indicate if used).

GenQuest does not offer uncompensated overtime.

SCA Eligible Labor Category	SCA Equivalent Code Title	WD Number
Technical Writer IV	30463 Technical Writer III	05-2361
Technical Writer III	30463 Technical Writer III	05-2361
Technical Writer II	30462 Technical Writer II	05-2361
Technical Writer I	30461 Technical Writer I	05-2361
Technical Note Taker II	01040 Court Reporter	05-2361
Technical Note Taker I	01040 Court Reporter	05-2361
Graphic Artist	15080 Graphic Artist	05-2361
Statistical Analyst	30364 Paralegal/Legal Assistant IV	05-2361
Data Collections Specialist	01270 Production Control Clerk	05-2361
Data Entry Specialist	01051 Data Entry Operator	05-2361
Logistics Specialist	01020 Administrative Assistant	05-2361
Administrative Assistant II	01113 General Clerk III	05-2361
Administrative Assistant I	01112 General Clerk II	05-2361

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

ATTACHMENT 1 (Hourly Rates)

The labor rates for services provided (see below) are net rates (GSA discounts are applied). The rates are for work performed in GenQuest facilities as well as at Government customer facilities (domestic only), and they do not include New Mexico Gross Receipts Tax.

GSA Price List

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	Year Six 2015		Year Seven 2016		Year Eight 2017		Year Nine 2018		Year Ten 2019	
		PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (Including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)
874-1	Program/Project Manager II	\$ 83.07	\$ 83.70	\$ 84.73	\$ 85.37	\$ 86.43	\$ 87.08	\$ 88.16	\$ 88.82	\$ 89.92	\$ 90.60
874-1	Program/Project Manager I	\$ 64.98	\$ 65.47	\$ 66.28	\$ 66.78	\$ 67.61	\$ 68.12	\$ 68.96	\$ 69.48	\$ 70.34	\$ 70.87
874-1	Evaluator II	\$ 140.65	\$ 141.71	\$ 143.46	\$ 144.55	\$ 146.33	\$ 147.44	\$ 149.26	\$ 150.39	\$ 152.25	\$ 153.39
874-1	Evaluator I	\$ 112.52	\$ 113.37	\$ 114.77	\$ 115.64	\$ 117.07	\$ 117.95	\$ 119.41	\$ 120.31	\$ 121.80	\$ 122.72
874-1	Senior Level Business/Executive Coach	\$ 305.08	\$ 307.38	\$ 311.18	\$ 313.53	\$ 317.40	\$ 319.80	\$ 323.75	\$ 326.20	\$ 330.22	\$ 332.72
874-1	Business/Executive Coach	\$ 231.39	\$ 233.14	\$ 236.02	\$ 237.80	\$ 240.74	\$ 242.56	\$ 245.55	\$ 247.41	\$ 250.46	\$ 252.36
874-1	Business Function Specialist	\$ 152.19	\$ 153.34	\$ 155.23	\$ 156.41	\$ 158.34	\$ 159.54	\$ 161.51	\$ 162.73	\$ 164.74	\$ 165.98
874-1	Work Process Analyst	\$ 112.52	\$ 113.37	\$ 114.77	\$ 115.64	\$ 117.07	\$ 117.95	\$ 119.41	\$ 120.31	\$ 121.80	\$ 122.72
874-1	Mediator	\$ 101.27	\$ 102.03	\$ 103.30	\$ 104.07	\$ 105.37	\$ 106.15	\$ 107.47	\$ 108.28	\$ 109.62	\$ 110.44
874-1	Fact Finder	\$ 101.27	\$ 102.03	\$ 103.30	\$ 104.07	\$ 105.37	\$ 106.15	\$ 107.47	\$ 108.28	\$ 109.62	\$ 110.44
874-1	Facilitator II	\$ 154.57	\$ 155.74	\$ 157.66	\$ 158.85	\$ 160.82	\$ 162.03	\$ 164.03	\$ 165.27	\$ 167.31	\$ 168.57
874-1	Facilitator I	\$ 129.39	\$ 130.37	\$ 131.98	\$ 132.98	\$ 134.62	\$ 135.64	\$ 137.31	\$ 138.35	\$ 140.06	\$ 141.12
874-1	Technical Writer IV	\$ 112.80	\$ 113.65	\$ 115.05	\$ 115.92	\$ 117.35	\$ 118.24	\$ 119.71	\$ 120.61	\$ 122.10	\$ 123.02
874-1	Technical Writer III	\$ 102.01	\$ 102.78	\$ 104.05	\$ 104.84	\$ 106.13	\$ 106.93	\$ 108.25	\$ 109.07	\$ 110.41	\$ 111.25
874-1	Technical Writer II	\$ 75.03	\$ 75.60	\$ 76.54	\$ 77.11	\$ 78.07	\$ 78.65	\$ 79.64	\$ 80.23	\$ 81.23	\$ 81.83
874-1	Technical Writer I	\$ 61.63	\$ 62.09	\$ 62.87	\$ 63.34	\$ 64.12	\$ 64.60	\$ 65.41	\$ 65.89	\$ 66.72	\$ 67.21
874-1	Technical Note Taker II	\$ 53.41	\$ 53.81	\$ 54.48	\$ 54.89	\$ 55.57	\$ 55.99	\$ 56.68	\$ 57.11	\$ 57.81	\$ 58.25
874-1	Technical Note Taker I	\$ 52.73	\$ 53.13	\$ 53.78	\$ 54.19	\$ 54.86	\$ 55.27	\$ 55.95	\$ 56.38	\$ 57.07	\$ 57.51
874-1	Graphic Artist	\$ 83.28	\$ 83.91	\$ 84.94	\$ 85.59	\$ 86.64	\$ 87.30	\$ 88.38	\$ 89.04	\$ 90.15	\$ 90.82

GSA Price List

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	Year Six 2015		Year Seven 2016		Year Eight 2017		Year Nine 2018		Year Ten 2019	
		PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (Including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)	PRICE OFFERED TO GSA (excluding IFF)	PRICE OFFERED TO GSA (including IFF)
874-1	Statistical Analyst	\$ 73.14	\$ 73.69	\$ 74.61	\$ 75.17	\$ 76.10	\$ 76.67	\$ 77.63	\$ 78.20	\$ 79.18	\$ 79.77
874-1	Data Collection Specialist	\$ 50.64	\$ 51.02	\$ 51.65	\$ 52.04	\$ 52.68	\$ 53.08	\$ 53.73	\$ 54.14	\$ 54.81	\$ 55.23
874-1	Data Entry Specialist	\$ 28.13	\$ 28.34	\$ 28.69	\$ 28.91	\$ 29.26	\$ 29.48	\$ 29.85	\$ 30.07	\$ 30.44	\$ 30.67
874-1	Logistics Specialist	\$ 54.69	\$ 55.10	\$ 55.78	\$ 56.20	\$ 56.90	\$ 57.33	\$ 58.03	\$ 58.47	\$ 59.19	\$ 59.64
874-1	Administrative Assistant II	\$ 49.01	\$ 49.39	\$ 50.00	\$ 50.37	\$ 50.99	\$ 51.38	\$ 52.01	\$ 52.41	\$ 53.05	\$ 53.46
874-1	Administrative Assistant I	\$ 34.43	\$ 34.69	\$ 35.13	\$ 35.39	\$ 35.83	\$ 36.09	\$ 36.54	\$ 36.82	\$ 37.27	\$ 37.55

Fixed rate of escalation 2% annually, except Technical Writer IV's pricing shall remain at Year 5 pricing for Year 6 and then be escalated 2.0% for years 7 through 10.

Rates cover Domestic Customer and Contractor Facility.

Rates do not include New Mexico Gross Receipt Tax.

ATTACHMENT 2 (Labor Categories)

(see below)



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Labor Category Descriptions

Job Title: Program/Project Manager II

Minimum Experience: Twenty years of experience leading, managing, and administering program efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues.

Functional Responsibility: Responsible for overall management of the program, project and contract requirements. Organizes, directs and coordinates planning of all required activities. Applies quality assurance measures to the management and performance of the program. Responsible for the planning and adherence of the budget. Familiar with contracting requirements and processes.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration and five years of experience.

Job Title: Program/Project Manager I

Minimum Experience: Fifteen years of experience leading, managing, and administering program efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues.

Functional Responsibility: Responsible for overall management of the program, project, and contract requirements. Organizes, directs and coordinates planning of all required activities. Applies quality assurance measures to the management and performance of the program while adhering to budgets.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration and two years of experience

Job Title: Evaluator II

Minimum Experience: Ten years of evaluation experience.

Functional Responsibility: Provides technical consultation advice, recommendations and/or documentation pertaining to planning survey designs, determining proper survey collection methodology, administering surveys and assessments, developing databases, analyzing data, assessing the reliability and validity of data, and generating reports. Interfaces with client and other key stakeholders on a regular basis. Extensive training in qualitative and quantitative methods. Member of the American Evaluation Association.

Minimum Education: Master's Degree in Business Administration, Organizational Development, Counseling or related discipline.

Substitution: No substitution allowed.



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Job Title: Evaluator I
Minimum Experience: Four years of evaluation experience.
Functional Responsibility: Provides technical consultation advice, recommendations and/or documentation pertaining to planning survey designs, determining proper survey collection methodology, administering surveys and assessments and analyzing data. Member of the American Evaluation Association.
Minimum Education: Master's Degree in Business Administration, Organizational Development, Counseling or related discipline.
Substitution: No substitution allowed.

Job Title: Senior Level Business/Executive Coach
Minimum Experience: Twelve years of experience coaching senior executives within large organizations and certification in coaching from the International Coaching Federation (ICF) or an ICF accredited school.
Functional Responsibility: Utilizes proven coaching techniques, tools, and assessments to improve workplace performance. Leads the coachee through an inquiry process to explore and document coaching expectations, goals, success criteria and logistical matters.
Minimum Education: Bachelor's Degree
Substitution: Master's Degree in Business Administration, Psychology, Organizational Development, Counseling or related discipline and ten years of experience.

Job Title: Business/Executive Coach
Minimum Experience: Eight years of experience coaching senior executives.
Functional Responsibility: Utilizes proven coaching techniques, tools, and assessments to improve workplace performance. Leads the coachee through an inquiry process to explore and document coaching expectations, goals, success criteria and logistical matters.
Minimum Education: Associate's Degree
Substitution: Bachelor's Degree in Business Administration, Organizational Development, Counseling or related discipline and five years of experience.

Job Title: Business Function Specialist
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Minimum Experience: Twelve years of experience researching, assessing, recommending actions or improvements, and reporting results on mission requirements.

Functional Responsibility: Assesses and recommends appropriate actions or process improvements, and reports on results. Work is accomplished primarily through data gathering, data analysis, interviews, providing recommendations and follow-up activities to determine if goals have been met. Accomplishes transactional reviews to prepare analyses and draft recommendations.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration and ten years of experience.

Job Title: Work Process Analyst

Minimum Experience: Eight years of experience analyzing work process, functions and competencies.

Functional Responsibility: Designs new rules-based solutions to improve business efficiency and productivity. Work with the client to examine existing business models, rules and flows of data, discuss findings with the client, and design appropriate improved rules-based solutions.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration and five years of experience.

Job Title: Mediator

Minimum Experience: Ten years of experience mediating disputes.

Functional Responsibility: Conduct mediations, which includes: serving as a neutral third-party to help parties resolve conflicts, providing a confidential and safe environment for the parties to meet and discuss their issues and concerns, and keeping discussions focused on resolution by listening, seeking clarification and asking questions. Facilitate problem-solving processes with focus on solutions.

Minimum Education: Bachelor's Degree

Substitution: Master's Degree in Business Administration, Psychology, Organizational Development, Counseling or related discipline and five years of experience.

Job Title: Fact Finder



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Minimum Experience: Eight years of experience in personnel interviewing, records review, analysis and report writing.

Functional Responsibility: Identifies and selects sources of information; collect, organize, analyze, and evaluate information and arrive at sound conclusions on the basis of information. Analyzes situations; makes objective and logical determination of the pertinent facts; evaluate the facts; and develop practical recommendations or decisions of the basis of facts. Recognizes the causes of complex problems and applies mature judgment in assessing the practical implications of alternative solutions to those problems. Interprets and applies regulations and other complex written material. Communicates effectively, orally, and in writing, including the ability to prepare clear and concise written reports. Deals effectively with individuals and groups, including the ability to gain the cooperation and confidence of others.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration and five years of experience.

Job Title: Logistics Specialist

Minimum Experience: Eight years of experience in logistics management.

Functional Responsibility: Provides logistical support for various operational activities that can include but is not limited to processing of orders, coordination of various vendors, and the set-up and tear down of various business events. Plans, organizes, coordinates, and facilitates events. Schedules and maintains communication with all parties; coordinates and monitors event timelines; reviews and analyzes evaluations; assists in preparing a variety of publications, and materials and programs for events.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration and five years of experience.

Job Title: Facilitator II

Minimum Experience: Twelve years of experience resolving complex organizational and technical problems with groups composed of multiple organizations with differing values and interests; and facilitation experience.



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Functional Responsibility: Defines and refines meeting/workshop agendas to accomplish desired goals and objectives; problem-solve with the client; provide decision making advice and assistance; use models, exercises, and team-building activities to help people work productively and collaboratively; gather and integrate divergent views; help the group understand assumptions, ground rules, and key terms of reference; work with the group to overcome conflict, disagreement, and hidden agendas and keep the group focused on matters of fact, matters of opinion, and documenting the difference; record main points of the discussion writing; help group with its analysis, decision processes, and consensus building, working to ensure that the group assesses all available information, its relevance, and its use in the decision process; help groups reach consensus; focus decision making; prepare final reports that reflect the full discussion of the meeting/workshop; debrief after meeting to review and provide an overall evaluation of how well the meeting's objectives were met; help document lessons learned as well as action planning; help clients assess means of effectively communicating information to targeted audiences; identify and implement any changes that create additional efficiency and effectiveness.

Minimum Education: Bachelor's Degree

Substitution: Master's Degree in Business Administration, Psychology, Organizational Development, Counseling or related discipline and ten years of experience.

Job Title: Facilitator I

Minimum Experience: Eight years of experience resolving complex organizational and technical problems with groups composed of multiple organizations with differing values and interests; and facilitation experience.

Functional Responsibility: Defines and refines meeting/workshop agendas to accomplish desired goals and objectives; problem-solve with client; provide decision making advice and assistance; use models, exercises, and team-building activities to help people work with productively and collaboratively; gather and integrate divergent views; help the group understand assumptions, ground rules, and key terms of reference; work with the group to overcome conflict, disagreement, and hidden agendas and keep the group focused on matters of fact, matters of opinion and documenting the difference; record main points of the discussion in writing; help group with its analysis, decision process; help groups reach consensus; focus decision making; prepare final review reports that reflect the full discussion of the meeting/workshop; debrief after meeting to review and provide an overall evaluation of how well the meeting's objectives were met; help document lessons learned as well as action planning; help clients assess means of effectively communicating information to targeted audiences; identify and implement any changes that create additional efficiency and effectiveness.

Minimum Education: Associate's Degree



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Substitution: Bachelor's Degree in Business Administration and five years of experience.

Job Title: Technical Writer III

Minimum Experience: Ten years of experience in a related field with excellent oral and written communication skills.

Functional Responsibility: Writes a variety of technical articles, reports, brochures, manuals, and other documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree with emphasis in writing or English and seven years of experience.

Job Title: Technical Writer II

Minimum Experience: Eight years of experience in a related field with excellent oral and written communication skills.

Functional Responsibility: Writes a variety of technical articles, reports, brochures, manuals, and other documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with standard concepts, practices and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree with emphasis in writing or English and five years of experience.

Job Title: Technical Writer I

Minimum Experience: Five years of experience in the field or in a related area and excellent oral and written communication skills.



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Functional Responsibility: Writes a variety of technical articles, reports, brochures, manuals, and other documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.

Minimum Education: High School Diploma

Substitution: Associate's Degree with emphasis in writing or English and three years of experience.

Job Title: Technical Note Taker II

Minimum Experience: Eight years of experience in information recording.

Functional Responsibility: Attends meetings and drafts detailed meeting minutes. Incorporates feedback from group members to produce final draft meeting minutes. If there is conflicting feedback, work with the group to resolve. Demonstrates ability to take notes during technical discussions and develop draft and final detailed meeting minutes that accurately capture the technical points of the discussion. Final documents are written in clear and concise English. Demonstrates ability to edit, proofread and correct technical documents; advanced level proficiency in MS-WORD; use of correct spelling, English grammar and phraseology. Demonstrated ability to work with a diverse workforce and customer base, using customer service and problem solving techniques. Able to work independently, receiving a minimum of detailed technical direction and guidance.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration or other discipline related to the delivery/task order and five years of experience.

Job Title: Technical Note Taker I

Minimum Experience: Five years of experience in information recording.

Functional Responsibility: Attends meetings and drafts detailed meeting minutes. Demonstrates ability to take notes during technical discussions and develop draft and final detailed meeting minutes that accurately capture the technical points of the discussion. Final documents are written in clear and concise English. Proficient in MS-WORD and correct use and spelling of the English language.

Minimum Education: High School Diploma



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Substitution: Associate's Degree in Business Administration or other discipline related to the delivery/task order and three years of experience.

Job Title: Graphic Artist

Minimum Experience: Ten years of job experience with public relations, exhibit production, developing visual presentation materials, developing illustrations for technical documents, preparing camera-ready artwork for publications, or other related work. Demonstrated proficiency with computer layout and design techniques. Must have experience using standard desktop publishing and graphics design software. Relies on experience and judgment to plan and accomplish goals.

Functional Responsibility: Responsible for layout, design and production activities to produce quality artwork for a range of project materials, including covers, display boards, newsletters, brochures, reports, presentation materials, graphs, charts, conceptual drawings, signage, and internal communications materials and publications. Uses of specialized hardware and/or software for video/audio capture and editing of multimedia presentations, incorporates principles of layout design throughout the production process, and is responsible for quality control, review and revision of all aspects of graphics development. Responsible for designing and publishing projects from conception through final production.

Minimum Education: High School Diploma

Substitution: Associate's degree in graphic design, art, or related field and five years of experience.

Job Title: Statistical Analyst

Minimum Experience: Twelve years of statistical analysis experience.

Functional Responsibility: Designs research studies. Conducts statistical analyses using SAS, SPSS, and/or other statistical software packages. Evaluates statistical methods and procedures in order to ensure validity, applicability, efficiency and accuracy. Analyzes data from multiple data sources. Interprets results and assists with writing reports.

Minimum Education: Bachelor's Degree

Substitution: Master's Degree in Business Administration, Organizational Development, Counseling or related disciplines and ten years of experience.

Job Title: Data Collection Specialist

Minimum Experience: Eight years of data collection experience and/or training in data collection methods.



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Functional Responsibility: Collects both qualitative and quantitative data to support projects. Interacts with client and research subjects and/or participants. Tracks data collection progress and provides status reports.

Minimum Education: Associate's Degree

Substitution: Bachelor's Degree in Business Administration or other discipline related to the delivery/task order and five years of experience.

Job Title: Data Entry Specialist

Minimum Experience: One year experience.

Functional Responsibility: Enters survey data into database, online survey tool, or spreadsheet. Compiles and codes surveys and questionnaires.

Minimum Education: High School Diploma or GED.

Substitution: No substitution allowed.

Job Title: Administrative Assistant II

Minimum Experience: Five years of experience in preparation of technical documentation and general administrative support.

Functional Responsibility: Supports the preparation of project, program or company documentation, and briefings using Microsoft Office Word, Excel, and PowerPoint software. Edits and reviews technical documentation, presentation materials, training text and graphics. Supports the conduct of conference or training session events in support to a Project or Program Manager, Senior Conference Facilitator or Subject Matter Expert. Supports the ordering of office and conference/event materials, supplies, food, refreshments and other requirements as needed. Responsible for performing document reproduction and binding as required. May be required to support the set-up of presentation material provided by the session facilitator/training instructor. Provides additional support services to session facilitator/training instructor or other session moderator in the set-up, conduct and conclusion of the session, as required. Required to perform all administrative duties, as required by task assignments.

Minimum Education: High School Diploma or GED.

Substitution: No substitution allowed.

Job Title: Administrative Assistant I

Minimum Experience: One year experience – knowledge and effective use of Microsoft Office Suite software.



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Functional Responsibility: Supports the preparation of project, program or company documentation, and briefings using Microsoft Office Word, Excel, and PowerPoint. Edits and reviews technical documentation, presentation materials, training text, and graphics. Supports conference or training session events for a Project or Program Manager, Senior Conference Facilitator or Subject Matter Expert. Supports the ordering of office and conference/event materials, supplies, food, refreshments and other requirements as needed. Responsible for performing document reproduction and binding as required. May be required to support the set-up of presentation material provided by the session facilitator/training instructor. Provides additional administrative support services.

Minimum Education: High School Diploma or GED.

Substitution: No substitution allowed.

Job Title: Technical Writer IV

Minimum Experience: Eight years of experience in a related field with excellent oral and written communication skills.

Functional Responsibility: Writes a variety of technical articles, reports, brochures, manuals, and other documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree

Substitution: No substitution allowed.