

MOBIS

Authorized Federal Supply Service

Mission Oriented Business Integrated Services



Contract Number: GS-10F-0197R

Period Covered by Contract:

February 14, 2010 through February 13, 2020

**General Service Administration
Federal Supply Service**

Pricelist Current through Modification:

Mod PS-0019, December 30, 2014

Online Access at GSA *Advantage!*®: www.gsaadvantage.gov



www.keylogic.com

KeyLogic Systems, Inc.

3168 Collins Ferry Road
Morgantown, WV 26505

304.296.9100 voice

304.296.9300 fax

INTRODUCTION TO KEYLOGIC SYSTEMS, INC.

KeyLogic Systems, Inc. (KeyLogic) is a technical and management consulting firm focused on enabling our Federal customers to meet and exceed their mission requirements with expert technical consulting, structured management practices, and the application of IT systems. Since our inception in 1999, KeyLogic has spent almost 16 years growing and earning an exemplary reputation for high standards, proactive solutions, and outstanding commitment to their customers.

With 34 active contracts across 18 Federal agencies, KeyLogic performs over 92 percent of our work as a prime contractor. Our reputation is best exhibited by our consistent track record of repeat clients; as a prime contractor, KeyLogic has never had a one-time customer. We have built a foundation of people, processes, and technology expertise to provide superior support services and forged strong relationships across the Federal government.

KeyLogic has been recognized as a superior small business for consistent growth through the receipt of numerous awards including Washington Technology's Fast 50 List, multiple listings in Inc. 500/5000 as a top IT service provider, West Virginia Small Business of the Year, and two nominations by the U.S. Department of Energy for DOE Small Business Prime Contractor of the Year. KeyLogic is also proud to help our customers achieve their own recognition; for example, we developed, implemented, and maintain a budget automation and performance tracking system for the Environmental Protection Agency's (EPA) Office of the Chief Financial Officer (OCFO). The success of this system has earned the EPA the prestigious Presidential Quality Award.

KeyLogic has been appraised by the Software Engineering Institute (SEI) at Capability Maturity Model Integration (CMMI) Maturity Level 3, making us not only a qualified small business service provider, but a preferred one. We have also been evaluated and approved by the Department of Labor for designing and implementing an American National Standards Institute (ANSI)-compliant Earned Value Management (EVM) system in order to accurately and efficiently track, record, and report all aspects of IT project costing. This success underscores our customer-focused, process-centered, and quality-driven approach.

KeyLogic personnel have led nationwide implementations providing a wide range of superior consulting and program management services. Our customers are assured they will receive outstanding support and services including but not limited to:

- ◆ IT Strategic Planning (Standards Based Architecture)
- ◆ Government Performance and Results act (GPRA)
- ◆ Clinger-Cohen Act Documentation
- ◆ OMB Circulars A-11 and A-130
- ◆ Agency Regulations (e.g. DoD 5000 series)
- ◆ Business Process Reengineering

CUSTOMER INFORMATION

1a. Awarded Special Item Number(s):

SIN 874-1/1RC Integrated Consulting Services
SIN 874-7/7RC Integrated Business Program Support Services

1b. See Pricelist on page 9.

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

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): Domestic

5. Point(s) of production: Same as company address

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

7. Quantity discounts: None offered.

8. Prompt payment terms: 0%. Net 30 days

9. Government purchase card(s) accepted: Yes

10. Foreign items: None

11. Time of delivery: Specified on the Task Order

12. F.O.B. Point(s): Destination

13. Ordering Address(es):

KeyLogic Systems, Inc.
Attn: Michele Smith
contracts@keylogic.com
3168 Collins Ferry Road
Morgantown, WV 26505

14. Payment Address:

KeyLogic Systems, Inc.
3168 Collins Ferry Road
Morgantown, WV 26505

15. Warranty provision: Contractor's standard commercial warranty.

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance: Contact Contractor.

18. Additional Ordering Information:

DUNS Number - 054303180

Taxpayer Identification Number - 55-0764837

Cage Code - 1KWG7

System for Award Management (SAM)

Business Size – Large

KEYLOGIC SYSTEMS, INC. ORGANIZATIONAL QUALIFICATIONS - MOBIS SERVICES

SIN 874-1 Integrated Consulting Services

KeyLogic understands the requirements for providing comprehensive, results producing, top quality-consulting services. Consistent with our long-standing approach, we tailor these services to the specific requirements of each customer, with an overall objective of helping to make the needed improvements quickly, professionally, and effectively.

- **Strategic, Business and Action Planning** – We help agencies develop strategic plans, policies, and other business plans aimed at satisfying their missions and achieving their goals.
- **Systems Alignment** – KeyLogic has experience assessing systems to ensure the applications and systems are designed to satisfy the governments' mission, goals and financial parameters.
- **Cycle Time** – We help agencies reduce cycle time from planning to implementation, by identifying and eliminating bottlenecks, allowing for better business processes.
- **Process and Productivity Improvement** – In an effort to increase processes and productivity, we first assesses any potential issues or problem to determine the source. Next, KeyLogic will work together with government personnel to provide the best solution to meet the needs of the agency. Finally, KeyLogic personnel will implement the decided-upon actions, which will include risk mitigation and quality assurance metrics.
- **Organizational Assessments** – KeyLogic will perform organizational assessments to baseline the current state of the agency or division and cross-reference that information with the agencies desired organization. KeyLogic uses this step to ensure that all subsequent tasks are in fact aligning with agency mission and goals.
- **Information Assurance Advice and Assistance**

SIN 874-7 Integrated Business Program Support Services

KeyLogic provides a wide range of program integration and project management services to numerous federal agencies, including integration of projects into program and enterprise portfolios. We know the importance of managing a wide portfolio of projects to the overall success of an organization. Our professionals have extensive experience with standard tools, measures and processes used in project management.

- **Program Management** – KeyLogic provides full spectrum program management to multiple agencies. We have performed feasibility studies, program evaluations, strategic planning, configuration management, risk mitigation, etc.
- **Program Oversight** – Our professional staff oversee numerous projects, programs and staff. We have experience with strategic planning, training,
- **Program Integration** – Our team can effectively and efficiently acquire a new system or make a significant upgrade to an existing system. We can define the scope

of a project, review and write new requirements and smoothly integrate systems and projects.

DESCRIPTION OF SERVICES INTEGRATED CONSULTING SERVICES (SIN 874-1)

Services may include providing Strategic Planning, Portfolio Management, Development of Investment Strategies, Independent Baseline Reviews, Business Process Reengineering, and Collaborative Decision Making. Additionally, services may include expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; resource and implementation planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, and evaluations.

Examples of services include:

Strategic, Business, and Action Planning – includes strategic planning models such as goals-based and issues-based, provides mission planning (vision and/or values), develops strategies to achieve goals, and provides action planning (who will do what and by when). Review and analyze existing policies, standard operating procedures, and recommend updates to internal policy and procedures as appropriate. Includes integration of management solutions to address strategic planning, organizational assessment, process flow and activity based analysis, benchmarking, performance measurement, information architecture and technology assessment, business process re-engineering, total quality management, and change management techniques.

Portfolio Management – includes investment strategies and the management from project level, through program level, to enterprise portfolio level; to ensure that projects are on schedule and budgeted for work performed; Capital Planning and Investment Control (CPIC).

Independence Baseline Reviews (IBR) – includes continuous monitoring and improvement for programs, FAR 34.202 guidelines for IBRs, the Office of Management and Budget's (OMB) memorandum M-05-03 for improving information technology (IT) project planning and execution and the ANSI-748 standards. IBRs are organized as follows: Executive Summary, Purpose, Background, Process, Findings, Analysis, Recommendations, Conclusions, and Appendices. IBR's include Artifact Reviews, EVM

Assessments, Analysis of Work Products, Initial Presentations, Interviews, Draft IBR Reports, Final IBR Reports, Follow up Review, and Post IBR Assessments.

Process management and Improvement

Includes business process modeling, business process mapping, business process improvement & reengineering, and related management support. These business and management processes span functional lines to encompass core mission and business processes and supporting information functions. Provide analyses that identify opportunities for improvement in the management and conduct of business processes, recommend solutions for change, and implement decisions.

Collaborative Decision Making

Includes the conduct of facilitated planning sessions, use of collaboration technologies, support for strategic decision making events and sessions.

Examples of consultation include but are not limited to:

- Systems alignment -- ensure direct linkages between elements of the business management system, i.e., mission, values, strategic plans, performance measures, and personnel reviews, to assure integration between business management activities.
- Cycle time -- ensures process analysis of program procedures that identify management and operational streamlining opportunities.
- High performance work – ensures the application and performance of work systems, i.e., lean work force, even flow work, contractor partnering, and phase teams, and assist in the adoption of promising strategies.
- Leadership systems -- ensures senior program managers articulate program missions, values, key success drivers and related performance measures. Ensures senior managers develop action plans for reinforcing the organization's mission throughout the organization while conducting audits/surveys of leadership styles, approaches, and methods.
- Performance measures and indicators -- ensures senior managers identify success drivers and key performance measures that help align the organization toward leadership priorities and mission while integrating organizational performance measures into performance measures for work teams.
- Process and productivity improvement -- ensures senior managers adopt systematic improvement methods that engage all employees to contribute effectively to improving work processes while identifying strategic operational improvements to improve productivity.

- **Organizational Assessments** – ensures business performance reviews based upon quality assurance assessments, identifying nonconformance to quality standards while recommending actions for improvement. Includes process analysis document work flows, identify non-value adding activities, and making recommendations for improving process performance.
- **Program audits and evaluations** – ensures alignment of current programs toward leadership priorities, the program mission, strategic objectives and key success drivers.
- **Organizational development and human capital management** – perform organizational analysis and consultation to assist in evaluating and / or restructuring organization components and human resource investments. Includes organizational assessment of various functional processes, practices, activities and services to provide strategies for training and professional development and to identify areas for process improvement.

DESCRIPTION OF SERVICES

INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES (874-7)

Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to: program management and planning, resource planning, implementation planning, acquisition management, information assurance, and program monitoring and controls, and program oversight

Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

Program Management and Planning – includes Federal enterprise architecture, program strategy, BPR planning, standards, cost analysis and estimation, and LC CE/EA.

Resource Management – development of solutions related to program and operating budget policy analysis, program and budget process support, financial policy and cost accounting assessments, and customized resource management support systems.

Cost and Economic Analysis – development of management analysis to address system and organization life-cycle cost analysis and modeling, business case development, operating and support cost analysis, activitybased costing, cost estimating relationships, cost factor development, and functional economic analysis.

Implementation Planning – includes WBS, scheduling, program metrics, and risk management.

Acquisition Management – includes Acquisition Support, Acquisition Planning, Clinger Cohen Accreditation, Source Selection Support, and maintaining contracting profiles.

Information Assurance Advice and Assistance

- Security engineering, integration and analysis for project components; determine the adequacy of the security features and mechanisms in information technology components.
- Assist in the security engineering and integration analysis, assist in product evaluation and assessment, and provide expertise to address life cycle security requirements.

Test Management including Independent Verification and Validation

- Formulate and track program process and control. Analyze the impact or potential impact of missed or inadequate deliverables on program accomplishments.
- Provide support to the cost/schedule/performance tracking.
- Finalize program-tracking documentation to support activities to higher level management.
- Review, analyze, study, and report on activities, plans, documents, or products to determine if state applicable performance goals and compliance standards have been met.

Program Monitoring and Controls – includes development of integrated master schedules, ANSI 748 Earned Value Management (EVM), execution tracking (costs, scheduling, risks, program metrics, and earned value) and financial management.

Human Resource and Asset Management – includes IDPs, CORs, TMs, equipment and supplies tracking, and administrative support.

**KeyLogic Systems, Inc.
MOBIS PRICELIST**

**SIN 874-1 Integrated Consulting Services
SIN 874-7 Integrated Business Program Support Services**

PoP: February 14, 2010 through February 13, 2015

KeyLogic Site	2/14/10 – 2/13/11	2/14/11 – 2/13/12	2/14/12 – 2/13/13	2/14/13 – 2/13/14	2/14/14 – 2/13/15
Senior Officer/Director	\$157.54	\$ 162.42	\$ 167.46	\$ 172.65	\$ 178.00
Senior Consultant	\$170.91	\$ 176.21	\$ 181.67	\$ 187.30	\$ 193.11
Program Manager	\$143.94	\$ 148.40	\$ 153.00	\$ 157.74	\$ 162.63
Senior Analyst	\$120.80	\$ 124.54	\$ 128.40	\$ 132.38	\$ 136.48
Analyst	\$96.50	\$ 99.49	\$ 102.57	\$ 105.75	\$ 109.03
Assistant Analyst **	\$54.70	\$ 56.40	\$ 58.15	\$ 59.95	\$ 61.81
Technical Support **	\$43.18	\$ 44.52	\$ 45.90	\$ 47.32	\$ 48.79
Technical Writer **	\$61.55	\$ 63.46	\$ 65.43	\$ 67.46	\$ 69.55
Graphics Support	\$77.90	\$ 80.31	\$ 82.80	\$ 85.37	\$ 88.02
Subject Matter Expert V	\$375.00	\$ 386.63	\$ 398.62	\$ 410.98	\$ 423.72
Subject Matter Expert IV	\$300.00	\$ 309.30	\$ 318.89	\$ 328.78	\$ 338.97
Subject Matter Expert III	\$245.00	\$ 252.60	\$ 260.43	\$ 268.50	\$ 276.82
Subject Matter Expert II	\$186.19	\$ 191.96	\$ 197.91	\$ 204.05	\$ 210.38
Subject Matter Expert I	\$157.03	\$ 161.90	\$ 166.92	\$ 172.09	\$ 177.42

Government Site	2/14/10 – 2/13/11	2/14/11 – 2/13/12	2/14/12 – 2/13/13	2/14/13 – 2/13/14	2/14/14 – 2/13/15
Senior Officer/Director	\$143.21	\$ 147.65	\$ 152.23	\$ 156.95	\$ 161.82
Senior Consultant	\$134.41	\$ 138.58	\$ 142.88	\$ 147.31	\$ 151.88
Program Manager	\$132.30	\$ 136.40	\$ 140.63	\$ 144.99	\$ 149.48
Senior Analyst	\$109.81	\$ 113.21	\$ 116.72	\$ 120.34	\$ 124.07
Analyst	\$87.73	\$ 90.45	\$ 93.25	\$ 96.14	\$ 99.12
Assistant Analyst **	\$49.74	\$ 51.28	\$ 52.87	\$ 54.51	\$ 56.20
Technical Support **	\$39.25	\$ 40.47	\$ 41.72	\$ 43.01	\$ 44.34
Technical Writer **	\$55.95	\$ 57.68	\$ 59.47	\$ 61.31	\$ 63.21
Graphics Support	\$61.95	\$ 63.87	\$ 65.85	\$ 67.89	\$ 69.99
Subject Matter Expert V	\$345.00	\$ 355.70	\$ 366.73	\$ 378.10	\$ 389.82
Subject Matter Expert IV	\$276.00	\$ 284.56	\$ 293.38	\$ 302.47	\$ 311.85
Subject Matter Expert III	\$225.40	\$ 232.39	\$ 239.59	\$ 247.02	\$ 254.68
Subject Matter Expert II	\$169.26	\$ 174.51	\$ 179.92	\$ 185.50	\$ 191.25
Subject Matter Expert I	\$142.76	\$ 147.19	\$ 151.75	\$ 156.45	\$ 161.30

PoP: February 14, 2015 through February 13, 2020

KeyLogic Site	2/14/15 - 2/13/16	2/14/16 - 2/13/17	2/14/17 - 2/13/18	2/14/18 - 2/13/19	2/14/19 - 2/13/20
Senior Officer/Director	\$ 177.25	\$ 182.00	\$ 186.88	\$ 191.89	\$ 197.03
Senior Consultant	\$ 166.36	\$ 170.82	\$ 175.40	\$ 180.10	\$ 184.93
Program Manager	\$ 163.74	\$ 168.13	\$ 172.64	\$ 177.27	\$ 182.02
Senior Analyst	\$ 135.91	\$ 139.55	\$ 143.29	\$ 147.13	\$ 151.07
Analyst	\$ 108.56	\$ 111.47	\$ 114.46	\$ 117.53	\$ 120.68
Assistant Analyst **	\$ 61.57	\$ 63.22	\$ 64.92	\$ 66.66	\$ 68.44
Technical Support **	\$ 48.58	\$ 49.88	\$ 51.22	\$ 52.59	\$ 54.00
Technical Writer **	\$ 69.25	\$ 71.11	\$ 73.01	\$ 74.97	\$ 76.98
Graphics Support	\$ 76.70	\$ 78.76	\$ 80.87	\$ 83.04	\$ 85.26
Subject Matter Expert V	\$ 427.01	\$ 438.46	\$ 450.21	\$ 462.27	\$ 474.66
Subject Matter Expert IV	\$ 327.14	\$ 335.91	\$ 344.91	\$ 354.15	\$ 363.64
Subject Matter Expert III	\$ 279.00	\$ 286.47	\$ 294.15	\$ 302.04	\$ 310.13
Subject Matter Expert II	\$ 209.48	\$ 215.09	\$ 220.86	\$ 226.78	\$ 232.86
Subject Matter Expert I	\$ 176.68	\$ 181.41	\$ 186.27	\$ 191.27	\$ 196.39

Government Site	2/14/15 - 2/13/16	2/14/16 - 2/13/17	2/14/17 - 2/13/18	2/14/18 - 2/13/19	2/14/19 - 2/13/20
Senior Officer/Director	\$ 166.16	\$ 170.62	\$ 175.19	\$ 179.89	\$ 184.71
Senior Consultant	\$ 155.95	\$ 160.13	\$ 164.43	\$ 168.83	\$ 173.36
Program Manager	\$ 153.49	\$ 157.60	\$ 161.82	\$ 166.16	\$ 170.61
Senior Analyst	\$ 127.40	\$ 130.82	\$ 134.32	\$ 137.92	\$ 141.62
Analyst	\$ 101.78	\$ 104.51	\$ 107.31	\$ 110.19	\$ 113.14
Assistant Analyst **	\$ 57.71	\$ 59.26	\$ 60.84	\$ 62.47	\$ 64.15
Technical Support **	\$ 45.53	\$ 46.75	\$ 48.01	\$ 49.29	\$ 50.61
Technical Writer **	\$ 64.90	\$ 66.64	\$ 68.42	\$ 70.26	\$ 72.14
Graphics Support	\$ 71.87	\$ 73.80	\$ 75.78	\$ 77.81	\$ 79.89
Subject Matter Expert V	\$ 400.27	\$ 411.00	\$ 422.01	\$ 433.32	\$ 444.93
Subject Matter Expert IV	\$ 310.59	\$ 318.91	\$ 327.46	\$ 336.24	\$ 345.25
Subject Matter Expert III	\$ 261.51	\$ 268.52	\$ 275.72	\$ 283.11	\$ 290.69
Subject Matter Expert II	\$ 196.38	\$ 201.64	\$ 207.04	\$ 212.59	\$ 218.29
Subject Matter Expert I	\$ 165.62	\$ 170.06	\$ 174.62	\$ 179.30	\$ 184.10

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

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(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.

SCA Eligible Labor Categories	SCA Equivalent Code Title	WD Number
Assistant Analyst	14101 Computer Systems Analyst I	2005-2247
Technical Support	01151 Data Entry Operator I	2005-2247
Technical Writer	30463 Technical Writer III	2005-2247

**ORDERING INFORMATION
FOR MISSION ORIENTED BUSINESS INTEGRATED SERVICES
(MOBIS)**

Purpose of Federal Supply Schedule MOBIS

Keylogic's services can be ordered under the following Special Item Numbers (SINs):

- Integrated Consulting Services 874-1
- Integrated Business Program Support Services 874-7

HOW TO PLACE AN ORDER

Once your agency determines that an outside source is needed, please note the following:

- Orders under \$3000:
 - Select the vendor most suitable to your needs.
 - Award may be made to the contractor directly.
- Orders over \$3000:
 - Develop a Statement of Work (SOW).
 - Review three pricelists.
 - Determine the best value.
 - Place an order with the contractor offering the best value.

MOBIS LABOR CATEGORY DESCRIPTIONS

1. SENIOR OFFICER/DIRECTOR

Functional Responsibility: Provide executive advice and counseling in support of agencies management, organizational and business improvement efforts. Areas of expertise may include, but are not limited to, management and process improvement, strategic analysis & organizational engineering, resource management, systems improvement, problem solving, program management, and training. Implement and direct senior executive level workshops, seminars and pilot projects that require executive experience and applications. Oversee facilitation process improvement efforts. Manage a team of consultants and analysts. Direct executive lectures, briefings, discussions and speeches.

Minimum Education: M.S., M.A., or MBA. Degree

Minimum Years of Experience: 12

2. SENIOR CONSULTANT

Functional Responsibility: Provide the Government client with planning, procurement and technical expertise to resolve complex problems requiring high-level analytical skills. Provide guidance and support in the areas of technical analysis, systems engineering, cost studies, cost/benefit analysis, acquisition planning and strategy, contract management, management analysis, reengineering, project management, and financial analysis.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 10

3. PROGRAM MANAGER

Functional Responsibility: Directs all financial management and contract/subcontract administrative activities, such as budgeting, manpower and resource planning and financial reporting. May perform complex evaluations of existing procedures, processes, techniques, models and/or systems related to management problems or contractual issues that would require a report and recommend solutions. Prepare charts, tables, graphs and diagrams to assist in analyzing standards, assigning of task order work schedules and review work discrepancies. Responsible for the management of the task order and the assigned staff, ensuring appropriately skilled and trained personnel. Demonstrated ability to provide guidance and direction in the task similar to the representative scenarios provided with proven expertise in the management and control of funds and resources.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 8

4. SENIOR ANALYST

Functional Responsibility: Works on complex application problems involving all phases of systems analysis to provide solutions. Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Provides technical support for software development and integration tasks, including review of work products for correctness, adherence to the design concept and to user standards.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 4

5. ANALYST

Functional Responsibility: Under general direction, participates as high level technical expert in the interface between client needs and implementation. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as a team leader on less complex projects. Assists in training less experienced software development staff. Directs and organizes activities of other system/software analysts

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 2

6. ASSISTANT ANALYST

Functional Responsibility: Participate in data collection, modeling, analysis and product generation. Organizes and translates data. Provides research support. Assists in preparation of reports, briefings, and documentation deliverables. May provide technical writing, editing, technical support or graphic support.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 0

7. TECHNICAL SUPPORT

Functional Responsibility: Operates keyboard or other data entry device to enter data into computer or onto magnetic tape or disk for subsequent entry. Enters alphabetic, numeric, or symbolic data from source documents into computer using data entry device, such as keyboard or optical scanner, and follows format displayed on screen. Compares data entered with source documents. Deletes incorrectly entered data, and re-enters correct data. May compile, sort, and verify accuracy of data to be entered.

Minimum Education: H.S. Diploma

Minimum Years of Experience: 2

8. TECHNICAL WRITER

Functional Responsibility: Under general direction is responsible for preparing and/or maintaining systems, program and operations documentation, procedures and methods, including user manuals, reference manuals, program plans, etc. Maintains a current internal documentation library. Develops, writes, and edits material for reports, manuals, briefs, proposals, and other related documents. Provides technical editing by reviewing grammar, writing styles and syntax of documents and technical reports. Provides graphical and technical support as needed.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 4

9. GRAPHICS SUPPORT

Functional Responsibility: Develops and updates graphics presentations to improve the quality and enhance the usability of documents and web pages. Supports the development of all contract deliverables requiring graphic presentation support. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Analysis of all emerging automated graphics software applications for incorporation into use in support of deliverable documents, web pages and online training.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 2

10. SUBJECT MATTER EXPERT V

Functional Responsibility: Provides technical and managerial expert consultative support to a financial functional area of the project. Provides extremely high-level functional analysis. Incorporates the design, integration, documentation, implementation, and analysis on exceptionally complex problems requiring extensive knowledge of the technical subject matter. Recommends and advises on organization-wide systems improvements, optimization, or maintenance efforts for a technical functional area.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 12 years specific skills and education that pertain to specialized requirements of the project.

11. SUBJECT MATTER EXPERT IV

Functional Responsibility: Provides expert consultative support to a functional area of the project. Develops solutions to complex problems. Works closely with analysts to identify the best solution to complex issues.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 10 years specific skills and education that pertain to specialized requirements of the project.

12. SUBJECT MATTER EXPERT III

Functional Responsibility: Provides the client with planning, procurement, and technical expertise to resolve complex problems requiring high-level analytical skills. Provides guidance and support in areas of technical analysis, cost studies, cost/benefit analysis, management analysis, reengineering, and project management.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 8 years specific skills and education that pertain to specialized requirements of the project.

13. SUBJECT MATTER EXPERT II

Functional Responsibility: Develops solutions to complex problems. Works closely with stakeholders to determine their needs and understand constraints. Gathers requirements and ensures that they are consistent, complete, correct and operationally defined.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 6 years specific skills and education that pertain to specialized requirements of the project.

14. SUBJECT MATTER EXPERT I

Functional Responsibility: Provides the client with planning, and technical expertise to resolve complex problems requiring high-level analytical skills. Provides guidance and support in areas of technical analysis, project management, and financial analysis.

Minimum Education: B.S. or B.A. Degree

Minimum Years of Experience: 4 years specific skills and education that pertain to specialized requirements of the project.

Additional experience in excess of requirements can be substituted for educational requirements:

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
H.S./G.E.D.	B.A./B.S.	4
H.S./G.E.D.	M.A./M.S.	6
B.A./B.S.	M.A./M.S.	2