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.

Formerly Professional Services Schedule (PSS)
Federal Supply Group: MAS  Class: 
Contract Number: GS-10F-0216N
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
Contract Period: January 24, 2003 - January 23, 2023
Price list Current as of Modification # PS-0039 effective September 9, 2018

Contractor: SiloSmashers
12001 Sunrise Valley Drive
Suite 202
Reston, VA 20191

Business Size: Small Business

Telephone: (703) 788-6654
Extension:

FAX Number: (703) 481-9280
Web Site: www.silosmashers.com
E-mail: adrummond@silosmashers.com
Contract Administration: Angela Drummond

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>MAS SIN</th>
<th>MAS SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>Oder Level Materials - OLM</td>
</tr>
</tbody>
</table>
1b. 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.

1c. 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. Hourly rates are proposed.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

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: None

8. Prompt payment terms: Net 30 Days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: No

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

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor

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

13a. Ordering Address(es): Same as Contractor

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): Same as company address

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 (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

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

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

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

24b. 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. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 175955335

26. Notification regarding registration in System for Award Management (SAM) database: Registered

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

<table>
<thead>
<tr>
<th>SINs</th>
<th>LABOR CATEGORY</th>
<th>Option Period Three (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611: 611430</td>
<td>Administrative Support</td>
<td>$97.96</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Associate Consultant</td>
<td>$258.61</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Business Redesign Specialist</td>
<td>$258.61</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Consultant</td>
<td>$211.58</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Director</td>
<td>$217.34</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Facilitator EMS Design</td>
<td>$188.08</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Junior Consultant</td>
<td>$164.55</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Junior Program Manager</td>
<td>$188.08</td>
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<tr>
<td>541611: 611430</td>
<td>Organizational Development Specialist</td>
<td>$258.61</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Principal Associate Consultant</td>
<td>$484.36</td>
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<tr>
<td>541611: 611430</td>
<td>Principal Business Redesign Specialist</td>
<td>$352.89</td>
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<tr>
<td>541611: 611430</td>
<td>Principal Consultant</td>
<td>$376.17</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Principal Facilitator/ EMS Exp.</td>
<td>$282.14</td>
</tr>
<tr>
<td>541611: 611430</td>
<td>Principal Organizational Development Specialist</td>
<td>$484.36</td>
</tr>
</tbody>
</table>
### Service Contract Labor Standards:
The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) and all services provided under the Multiple Award Schedule. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

### ADMINISTRATIVE SUPPORT
**Years of Experience:** Minimum 0 years  
**Functional Responsibility:** Performs administrative management tasks such as word processing, spreadsheet development, administrative typing and filing. Helps produce and prepare deliverables. Maintains schedules, schedules meetings, take minutes and prepares meeting notes.  
**Education Requirement:** Requires a high school diploma, or equivalent.

### ASSOCIATE CONSULTANT
**Years of Experience:** Minimum 8 years  
**Functional Responsibility:** Serves as a Business Management Services advisor for multiple, large, complex task orders, or groups of task orders. Provides Corporate Senior Management oversight and expertise when required within the performance of various labor categories and in support of government clients. Assists in enterprise wide planning and interfaces with all levels of support.  
**Education Requirement:** A Bachelor’s Degree in Business, or other related discipline. This position requires a minimum of 8 years senior corporate management experience. Or, a Master’s Degree, 4 years of experience. Or, a Ph.D., 2 years of experience. Or, 10 years of experience, (degree is not required.)

### BUSINESS REDESIGN SPECIALIST
**Years of Experience:** Minimum 6 years  
**Functional Responsibility:** Plans and conducts business reengineering engagements. Manages cost, schedule, and quality of reengineering tasks. Defines information needs and develops business and data architectures. Provides input for technical architectures in the form of business requirements. Conducts
interviews, GroupWare work sessions, and focus groups. Develops recommended solutions. **Education Requirement:** A Bachelor’s Degree in Engineering, Business Education, Management Sciences, Psychology, Human Resources Development, Organizational Development, or other related scientific or technical discipline. This position requires a minimum of 6 years’ experience, of which at least 3 years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Redesign Specialists.

Or, a Master’s Degree in Engineering, Business Education, Management Sciences, Psychology, Human Resources Development, Organizational Development, or other related scientific or technical discipline; and 4 years general experience, of which at least 2 must be specialized experience.

Or, a Ph.D., 2 years general experience, of which at least 1 year must be specialized experience.

**CONSULTANT**

**Years of Experience:** Minimum 6 years

**Functional Responsibility:** Supports requirements definition, business process improvement, and business design activities. Provides insight and experiences from related projects. Develops surveys, conducts interviews, and frames problems for analysis and decision making. Develops feasibility and cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management.

**Education Requirement:** Bachelor’s Degree in Business, Human Resources, Computer Science, or related industry with 6 years industry experience. Specific experience must include 4 years quantitative fact-based analysis or issue-based problem solving. General experience must include project management, strategic planning, and facilitation skills.

Or, a Master’s Degree (in the fields described above), 4 years general experience, of which at least 2 years must be specialized experience.

Or, a Ph.D. (in the fields described above), 2 years general and specific experience.

**DIRECTOR**

**Years of Experience:** 25 + years of progressive management, policy analysis and high-level organizational experience and support; at least 7 year specific experience in each of the following: strategic planning, performance measurement, budget analysis, decision support, and organizational assessment. At least 3 years of specific experience in one or more of the following: business process reengineering, control self-assessments, survey analysis, statistical process control, or team building. At least 5 years of experience teaching at the graduate level of an accredited college or university. Responsibilities must include course development.

**Functional Responsibility:** Develops and applies advanced methods for strategic planning, performance measurement, organizational assessment, and team building. Interfaces with top-level government officials; provides high-level analytical services using complex quantitative and qualitative methods. Provides facilitation and training services.

**Education Requirement:** Ph.D. in Government Policy, Organizational Behavior, Industrial Engineering, or related field or equivalent work experience.

**FACILITATOR/ELECTRONIC MEETING SYSTEM DESIGN**

**Years of Experience:** Minimum 5 years

**Functional Responsibility:** Conducts client interviews, preplans, develops agendas, facilitates meetings, and documents meeting results. Provides high-level knowledge of multiple session methodologies, facilitates groups through various processes, serves as client/participant liaison for the session, and performs post-meeting follow-up with the client.
**Education Requirement:** A Bachelor's Degree in Engineering, Business Education, Management Sciences, English, Communications, Human Resources Development or other related disciplines. This position requires a minimum of 5 years of experience, of which at least 2 must be specialized. Specialized experience includes development of highly complex information systems using collaborative techniques and group process consulting to lead groups in consensus decision-making. General experience includes demonstration of excellent interpersonal skills, communication skills and client management skills. Or, a Master's Degree (in the fields described above), 4 years general experience, of which at least 1 year must be specialized experience. Or, a Ph.D. (in the fields described above), 2 years of general experience, of which at least 1 year must be specialized experience.

**JUNIOR CONSULTANT**  
**Years of Experience:** Minimum 3 years  
**Functional Responsibility:** Supports requirements definition, business process improvement, and business design activities. Provides insight and experiences from related projects. Develops surveys, conducts interviews, and frames problems for analysis and decision making. Develops feasibility and cost-benefit studies, lifecycle analysis, briefings and presentations, report writing and post-implementation evaluations for information management projects. Acts as a functional expert for information resource management.

**Education Requirement:** Bachelor's Degree in Business, Human Resources, Computer Science, or related industry with 3 years industry experience. Specific experience must include 2 years quantitative fact-based analysis or issue-based problem solving. General experience must include project management, strategic planning, and facilitation skills.

**JUNIOR PROGRAM MANAGER**  
**Years of Experience:** Minimum 5 years  
**Functional Responsibility:** Serves as the project manager for a medium sized, complex task order (or a group of task orders affecting the same common/standard/migration system). The Junior Program Manager shall assist the Principal, Senior, or Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order level COR(s), government management personnel and customer agency representatives. Assists in directing the performance of a variety of projects. Under the guidance of the Principal, Senior, or Program Manager, is responsible for the overall management of the specific task order(s) and insuring that the solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Education Requirement:** A Bachelor's Degree in engineering, business, or other related discipline. This position requires a minimum of 5 years PM experience. Experience includes increasing responsibilities in systems design, project management, and change management. Or, a Master's Degree (in the fields described above), 3 years of experience. Or, 10 years of experience, (degree is not required.)

**ORGANIZATIONAL DEVELOPMENT SPECIALIST**  
**Years of Experience:** Minimum 8 years  
**Functional Responsibility:** Serves as the contractor's Organizational Development and Change Management Consultant. Analyzes how organizations interact with people, the economy, systems, technology, government, social institutions, and culture, and makes recommendations on change. Provides change management leadership and guidance. Assists with the formulation of plans, goals and objectives to overcome resistance to organizational change.

**Education Requirement:** A Bachelor of Arts, or Science, degree in Organizational Development, or Organizational Behavior, or in a related discipline. This position requires a minimum of 8 years’ experience in Organizational Development or Organizational Behavior. A minimum of 6 years specialized
experience is required in the following: demonstrated experience in leading change in human systems, implementation of organizational development and change; demonstrated experience in consulting and human interventions; proven managerial and supervisory skills; demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently, or under only general direction.

Or, a Master’s Degree (in the fields described above), 6 years of general experience is required, of which at least 4 years must be specialized experience.

Or, a Ph.D. (in the fields described above), 2 years of general experience is required, of which at least 2 years must be specialized experience.

PRINCIPAL ASSOCIATE CONSULTANT

Years of Experience: Minimum 16 years
Functional Responsibility: Serves as the Principal Business Management Services advisor for multiple, large, complex task orders, or groups of task orders. Provides Corporate Level Senior Management oversight and expertise when required within the performance of various labor categories and in support of government clients. Assists in enterprise wide planning and interfaces with all levels of support.

Education Requirement: A Bachelor’s Degree in Business, or other related discipline. This position requires a minimum of 16 years senior corporate management experience.

Or, a Master’s Degree, 8 years of experience.

Or, a Ph.D., 6 years of experience.

Or, 18 years of experience, (degree is not required.)

PRINCIPAL BUSINESS REDESIGN SPECIALIST

Years of Experience: Minimum 12 years
Functional Responsibility: Manages large reengineering projects. Conducts enterprise assessment defines gaps, and recommends methodology, tools, and resources to develop solutions. Conducts seniorlevel focus groups and interviews. Develops strategic plans. Frames issues for decision-making and briefs senior management on recommendations.

Education Requirement: A Master’s Degree in Engineering, Business Education, Management Sciences, Psychology, Human Resources Development, Organizational Development, or other related scientific or technical discipline. This position requires a minimum of 12 years’ experience, of which at least 7 years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Redesign Specialists.

Or, a Ph.D., 8 years general experience, of which at least 5 years must be specialized experience.

PRINCIPAL CONSULTANT

Years of Experience: Minimum 12 years
Functional Responsibility: Directs activities to implement and manage projects. Possesses expertise to define problems, collect data, establish facts and draw valid conclusions. Provides leadership and technical expertise in the areas of delivering process and productivity improvement solutions, facilitation large and small groups, developing business and strategic plans, providing performance measurement and business process reengineering training, and conducting financial and cycle-time analysis.

Education Requirement: Bachelor’s Degree in Business, Human Resources, Computer Science, or related industry, with 12 years industry experience. Specific experience must include 8 years quantitative fact-based analysis, or issue-based problem solving. General experience must include project management, strategic planning, and facilitation skills.
Or, a Master’s Degree (in the fields described above), 8 years general experience, of which at least 4 years must be specialized experience.
Or, a Ph.D. (in the fields described above), 6 years general experience, of which at least 2 years must be specialized experience.
Or, 14 years’ experience, (degree is not required.)

PRINCIPAL FACILITATOR/ELECTRONIC MEETING SYSTEM EXPERT

**Years of Experience:** Minimum 10 years

**Functional Responsibility:** Conducts client interviews, preplans, develops agendas, and facilitates meetings. Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help the client define the problem, map an approach, and achieved meeting objectives. Provides group management skills and expertise in all facets of the meeting to include its content, processes and technical subject matter. Possesses extensive consulting experience.

**Education Requirement:** A Master’s Degree in Engineering, Business Education, Management Sciences, English, Communications, Human Resources Development or other related disciplines. This position requires a minimum of 10 years of experience, of which at least 8 must be specialized. Specialized experience includes development of highly complex solutions using collaborative techniques and group process consulting to lead groups in consensus decision-making. General experience includes demonstration of excellent interpersonal skills, communication skills and client management skills. Or, a Ph.D. (in the fields described above), 5 years of general experience, of which at least 3 years must be specialized experience.

PRINCIPAL ORGANIZATIONAL DEVELOPMENT SPECIALIST

**Years of Experience:** Minimum 15 years

**Functional Responsibility:** Serves as the contractor's Principal Organizational Development and Change Management Consultant. Analyzes how organizations interact with people, the economy, systems, technology, government, social institutions, and culture, and makes recommendations on change. Provides change management leadership and guidance. Interacts with senior client leaders to formulate change management plans, goals, and objectives to overcome resistance to organizational change.

**Education Requirement:** A Master of Arts, or Science, degree in Organizational Development, or Organizational Behavior, or in a related discipline. This position requires a minimum of 15 years’ experience in Organizational Development or Organizational Behavior. A minimum of 10 years specialized experience is required in the following: demonstrated experience in leading change in human systems, implementation of organizational development and change; demonstrated experience in consulting and human interventions; proven managerial and supervisory skills; demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently.
Or, a Ph.D. (in the fields described above), 12 years of general experience is required, of which at least 8 years must be specialized experience.

PRINCIPAL PROGRAM MANAGER

**Years of Experience:** Minimum 15 years

**Functional Responsibility:** Directs the performance of a variety of projects. Serves as the contractor's single contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.
Education Requirement: A Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, Organizational Development, or other related disciplines. This position requires a Project Management Professional (PMP) Certification from the Project Management Institute and a minimum of 15 years PM experience. Experience includes increasing responsibilities in information systems design, project management, and change management.

Or, a Master’s Degree (in the fields described above), 12 years of experience.
Or, a Ph.D. (in the fields described above), 8 years of experience. Or, 20 years of experience, (degree is not required.)

PRINCIPAL PROJECT MANAGER

Years of Experience: Minimum 14 years

Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). The Project manager shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Education Requirement: A Bachelor's Degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. This position requires a minimum of 14 years’ ADP experience. Experience includes increasing responsibilities in information systems design, project management, and change management.

Or, a Master's Degree (in the fields described above), 8 years of experience.
Or, a Ph.D. (in the fields described above), 4 years of experience. With 14 years of experience, a degree is not required.

PROGRAM MANAGER

Years of Experience: Minimum 8 years

Functional Responsibility: Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Facilitates meetings with business managers and senior technology managers. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

Education Requirement: A Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, Organizational Development, or other related disciplines. This position requires a minimum of 8 years PM experience, with significant progress towards Project Management Professional (PMP) Certification. Experience includes increasing responsibilities in information systems design, project management, and change management.

Or, a Master’s Degree (in the fields described above), 6 years of experience.
Or, a Ph.D. (in the fields described above), 4 years of experience.
Or, 15 years of experience, (degree is not required.)

PROJECT CONTROLS MANAGER

Years of Experience: Minimum 8 years

Functional Responsibility: Performs needs, functional, logical, lifecycle and technical analyses; feasibility studies; cost-benefit studies; briefings and presentations; report writing; and postimplementation
evaluations for information management projects. Acts as functional expert for information resource management. Conducts facilitated workshops to gather information and define solutions.

**Education Requirement:** A bachelor’s degree in computer science, information systems, engineering, business or other related scientific, functional or technical discipline. This position requires a minimum of 8 years’ experience, of which at least 4 years must be specialized. Specialized experience includes developing functional requirements for complex integrated ADP systems or business processes. Must demonstrate the ability to work independently or under only general direction.

Or, a Master's Degree (in the fields described above), 4 years of general experience, of which at least 2 at least years must be specialized experience, is required.

With 10 years of general experience, of which at least 8 years must be specialized experience, a degree is not required.

**PROJECT MANAGER**

**Years of Experience:** Minimum 6 years

**Functional Responsibility:** Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). The Project manager shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

**Education Requirement:** A Bachelor’s Degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. This position requires a minimum of 6 years’ ADP experience. Experience includes increasing responsibilities in information systems design, project management, and change management.

Or, a Master's Degree (in the fields described above), 4 years of experience.

Or, a Ph.D. (in the fields described above), 1 years of experience. With 10 years of experience, a degree is not required.

**SENIOR ANALYST/SCHEDULER**

**Years of Experience:** Minimum 10 years

**Functional Responsibility:** Senior-level analyst/scheduler responsible for task requirements, assessing needs, developing information, and considering available solutions and alternative methods. Provides diversified financial management, activity-based costing, business process reengineering, information engineering, financial systems analysis, management standards, and policy development.

**Education Requirement:** A Bachelor’s Degree in computer science, information systems, engineering, business or other related scientific, technical or functional discipline. This position requires a minimum of 10 years ADP experience, of which at least 8 years must be specialized in ADP system functional or business analysis. Must possess superior functional knowledge of task order specific requirements and have experience in developing functional requirements for complex integrated ADP systems or business processes. Must demonstrate the ability to work independently or under only general direction. Or, a Master’s Degree (in the fields described above), 8 years of general experience of which at least 6 years must be specialized experience is required.

With 13 years of general experience, of which at least 11 years of specialized experience, a degree is not required.

**SENIOR ASSOCIATE CONSULTANT**

**Years of Experience:** Minimum 12 years
**Functional Responsibility:** Serves as a Senior Business Management Services advisor for multiple, large, complex task orders, or groups of task orders. Provides Corporate Level Senior Management oversight and expertise when required within the performance of various labor categories and in support of government clients. Assists in enterprise wide planning and interfaces with all levels of support.

**Educational Requirement:** A Bachelor’s Degree in Business, or other related discipline. This position requires a minimum of 12 years senior corporate management experience. Or, a Master’s Degree, 8 years of experience. Or, a Ph.D., 6 years of experience. Or, 14 years of experience, (degree is not required.)

**SENIOR BUSINESS REDESIGN SPECIALIST**

**Years of Experience:** Minimum 10 years

**Functional Responsibility:** Plans and conducts business reengineering engagements. Manages cost, schedule, and quality of reengineering tasks. Defines information needs, and develops business and data architectures. Provides input for technical architectures in the form of business requirements. Conducts interviews, GroupWare work sessions, and focus groups. Develops recommended solutions.

**Education Requirement:** A Bachelor’s Degree in Engineering, Business Education, Management Sciences, Psychology, Human Resources Development, Organizational Development, or other related scientific or technical discipline. This position requires a minimum of 10 years' experience, of which at least 5 years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of Business Process Redesign Specialists. Or, a Master’s Degree in Engineering, Business Education, Management Sciences, Psychology, Human Resources Development, Organizational Development, or other related scientific or technical discipline; and 8 years general experience, of which at least 4 must be specialized experience. Or, a Ph.D., 6 years general experience, of which at least 3 years must be specialized experience.

**SENIOR CONSULTANT**

**Years of Experience:** Minimum 8 years

**Functional Responsibility:** Directs activities to implement and manage projects. Possesses expertise to define problems, collect data, establish facts and draw valid conclusions. Provides leadership and technical expertise in the areas of delivering process and productivity improvement solutions, facilitation large and small groups, developing business and strategic plans, providing performance measurement and business process reengineering training, and conducting financial and cycle-time analysis.

**Education Requirement:** Bachelor’s Degree in Business, Human Resources, Computer Science, or related industry with 8 years industry experience. Specific experience must include 6 years quantitative fact-based analysis or issue-based problem solving. General experience must include project management, strategic planning, and facilitation skills. Or, a Master’s Degree (in the fields described above), 6 years general experience, of which at least 4 years must be specialized experience. Or, a Ph.D. (in the fields described above), 4 years general experience, of which at least 2 years must be specialized experience.

**SENIOR FACILITATOR/ELECTRONIC MEETING SYSTEM EXPERT**

**Years of Experience:** Minimum 8 years

**Functional Responsibility:** Conducts client interviews, preplans, develops agendas, and facilitates meetings. Provides expertise in all session types and facilitates groups through complex detail-oriented processes to help the client define the problem, map an approach, and achieved meeting objectives.
Provides group management skills and expertise in all facets of the meeting to include its content, processes and technical subject matter. Possesses extensive consulting experience.

**Education Requirement:** A Bachelor’s Degree in Engineering, Business Education, Management Sciences, English, Communications, Human Resources Development or other related disciplines. This position requires a minimum of 8 years of experience, of which at least 6 must be specialized. Specialized experience includes development of highly complex information systems using collaborative techniques and group process consulting to lead groups in consensus decision-making. General experience includes demonstration of excellent interpersonal skills, communication skills and client management skills. Or, a Master’s Degree (in the fields described above), 6 years general experience, of which at least 3 years must be specialized experience. Or, a Ph.D. (in the fields described above), 3 years of general experience, of which at least 1 years must be specialized experience.

SENior Organizational Development Specialist

**Years of Experience:** Minimum 10 years

**Functional Responsibility:** Serves as the contractor's Senior Organizational Development and Change Management Consultant. Analyzes how organizations interact with people, the economy, systems, technology, government, social institutions, and culture, and makes recommendations on change. Provides change management leadership and guidance. Assists with the formulation of plans, goals and objectives to overcome resistance to organizational change.

**Education Requirement:** A Master of Arts, or Science, degree in Organizational Development, or Organizational Behavior, or in a related discipline. This position requires a minimum of 10 years' experience in Organizational Development or Organizational Behavior. A minimum of 8 years specialized experience is required in the following: demonstrated experience in leading change in human systems, implementation of organizational development and change; demonstrated experience in consulting and human interventions; proven managerial and supervisory skills; demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. Must demonstrate the ability to work independently, or under only general direction. Or, a Ph.D. (in the fields described above), 8 years of general experience is required, of which at least 6 years must be specialized experience.

SENIor Program Manager

**Years of Experience:** Minimum 10 years

**Functional Responsibility:** Directs the performance of a variety of projects. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

**Education Requirement:** A Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, Organizational Development, or other related disciplines. This position requires a Project Management Professional (PMP) Certification from the Project Management Institute and a minimum of 10 years PM experience. Experience includes increasing responsibilities in information systems design, project management, and change management. Or, a Master’s Degree (in the fields described above), 8 years of experience. Or, a Ph.D. (in the fields described above), 6 years of experience. Or, 18 years of experience, (degree is not required.)

SENIor Project Manager
Years of Experience: Minimum 10 years

Functional Responsibility: Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system). The Project manager shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

Education Requirement: A Bachelor's Degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. This position requires a minimum of 10 years' ADP experience. Experience includes increasing responsibilities in information systems design, project management, and change management.

Or, a Master's Degree (in the fields described above), 6 years of experience.

Or, a Ph.D. (in the fields described above), 2 years of experience. With 12 years of experience, a degree is not required.

SENIOR SUBJECT MATTER EXPERT

Years of Experience: Minimum 10 years

Functional Responsibility: Performs as an expert source of knowledge and expertise within a highly specialized functional or technical area. Provides specific technical and/or functional guidance reflecting detailed, expert knowledge of a specific area or function. Develops benchmarks. Performs elaborate analyses and studies. Develops reports and makes presentations to contractor management and client representatives.

Education Requirement: A Bachelor’s Degree in the subject area discipline plus 10 years’ experience. Or, a Master’s Degree, 6 years of experience. Or, a Ph.D., 4 years of experience. Or, 14 years of experience, (degree is not required.)

SUBJECT MATTER EXPERT

Years of Experience: Minimum 8 years

Functional Responsibility: Performs as an expert source of knowledge and expertise within a specialized functional or technical area. Provides specific technical and/or functional guidance reflecting detailed, expert knowledge of a specific area or function. Develops benchmarks. Performs analyses and studies. Develops reports and makes presentations to contractor management and client representatives.

Education Requirement: A Bachelor’s Degree in the subject area discipline plus 8 years’ experience. Or, a Master’s Degree, 4 years of experience. Or, a Ph.D., 2 years of experience. Or, 12 years of experience, (degree is not required.)

TECHNICAL ANALYST

Years of Experience: 5 + years of management, research or technical experience.

Functional Responsibility: Serves as a member of the consulting team performing mid-level analytical tasks and technical team assignments; performs research and support functions.

Education Requirement: B.S/B.A degree in a managerial or technical business-related discipline.

TECHNOGRAPHER/ELECTRONIC MEETING SYSTEM EXPERT

Years of Experience: Minimum 2 years
**Functional Responsibility:** Develops basic agenda, documents session results, and operates software programs. Provides group guidance needed to use various tools and software and coordinates with other facilitators.

**Education Requirement:** Requires an Associate’s Degree in Engineering, Business Education, Management Sciences, English, Communications, Human Resources Development or other related disciplines. This position requires a minimum of 2 years of experience specializing in cross-functional computer skills, knowledge of LAN servers, and knowledge of Electronic Meeting Systems operational procedures and technical content. General experience includes knowledge of automated environments. Or, a Bachelor’s Degree (in the fields described above), 1 year general experience, of which at least 1 year specialized experience.

With 5 years general experience, of which at least 6 are specialized, a degree is not required.