ABS Consulting
AN ABS GROUP COMPANY

Mission Oriented Business Integrated Services (MOBIS)

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Federal Supply Group: 874

Contract Number: GS-10F-0242L

Contract Period: April 16, 2001 through April 15, 2016

Business Size: Other than Small Business

Price list current through modification PO-0013, dated March 8, 2011

ABSG CONSULTING INC.
16855 Northchase Drive
Houston, TX 77060

FOR ORDERS

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GSA Contract Holder

Revision 1, March 15, 2013

FSC Classes:	874-1, 874-1RC, 874-7, 874-7RC
Contract Number:	GS-10F-0242L
Contract Period:	April 16, 2011 to April 15, 2016
Contractor's Name:	ABSG Consulting Inc.
Contractor's HQ Address:	16855 Northchase Drive Houston, TX 77060
Business Size:	Large
Maximum Order:	$1,000,000
Minimum Order:	$100
Geographic Coverage:	Worldwide
Point of Production:	Houston, TX
Discount/Prices:	Net
Quantity Discounts:	Negotiable
Prompt Payment Terms:	Net 30
Government Purchase Card:	Accepted
Foreign Items:	None
Time of Delivery:	To be negotiated for each task order
F.O.B. Point:	Destination
Order Address:	ABSG Consulting Inc. Attn: Mary C. Mix 10301 Technology Drive Knoxville, TN 37932
Phone:	(865) 671-5837
Fax:	(865) 966-5287
Payment Address:	ABSG Consulting Inc. PO Box 915054 Dallas, TX 75391-5094
Warranty Provision:	None
Year 2000 Compliant:	Yes
DUNS:	07-523-8337
TIN:	13-2695912
Registered in SAM Database:	Yes
ORCA up to date:	Yes

SERVICES AND PRODUCTS

OVERVIEW

Located at 16855 Northchase Drive, Houston, TX 77060, ABSG Consulting Inc. (ABS Consulting) is an affiliate of the American Bureau of Shipping (the Bureau). Founded in 1862, the Bureau was formed as an independent, third-party organization responsible for establishing, implementing, and maintaining a set of industry-driven standards to promote the safety, quality, and security of life and property at sea. It is a "not for profit entity," one of the world's largest classification societies and is recognized worldwide as a leader in promoting standards of safety, quality, and environmental responsibility as they relate to the classification business. ABS Group of Companies, Inc., a "for profit entity," was formed in 1971 to provide this same unrivaled quality of business services to virtually every other commercial, government, and industrial sector around the world.

ABS Consulting is a single source provider of safety, reliability, quality, and environmental services. Our trained professionals offer management system development assistance and assessments; third-party reviews, verifications, and certifications; engineering reviews; advanced design analysis; and training and consulting for management systems development and business process improvement.

Both the Bureau and ABS Consulting are ISO 9001:2008 and ISO 14001 certified. Documented procedures and instructions provide the outline for service preparation, maintenance, delivery, and monitoring. The Mission of ABS Consulting, ABS Group of Companies, Inc., and its operating Companies is *"to assist its clients to improve the safety of their operations, to enhance the quality of their services, and to minimize the environmental impact of their activities. ABS Consulting pursues this mission by offering integrated services related to awareness, evaluation, training, implementation, verification, and certification."*

Combined with its affiliated companies, ABS Consulting has approximately 2,400 employees and approximately 50 offices in more than 30 countries. Our business services are delivered through separate, wholly owned, or affiliated companies. The ABS Consulting organization consists of a corporate office and five service line divisions (Government, Process Industry, Nuclear, Renewable Energy and Maritime) providing marine and industrial consultation, project/program quality management, training, risk management, acquisition support/business case analysis, modeling and simulation, verification and certification services worldwide and covering all facets of Security, Safety, Quality, and Environmental services.

ABS Consulting is a respected global leader with products and services ranging from environment management system certification and third-party verification to technical reviews, training, risk and reliability studies, financial risk services, appraisals, and advanced design analyses. ABS Consulting's Mission Oriented Business Integrated Services (MOBIS) contract GS-10F-0242L provides for services that include project and programmatic risk management; quality and performance improvement; environmental compliance; and training and support functions.

INTEGRATED CONSULTING SERVICES

SIN 874-1, 874-1RC

CONSULTING SERVICES

ABS Consulting provides consulting services to support mission oriented business integration improvement for government facilities and the public. Our government customers have confidence in our services based on our unique corporate history and our past experiences. We understand the issues and have defined programs that are executed by our qualified personnel. We are an ISO-certified company with written procedures for day-to-day operations, product development and a defined methodology for service delivery. Through our methods and products, our clients realize the following benefits: increased customer satisfaction, improved quality of products and services, increased efficiency, and reduction of costs. Our programs are applicable and beneficial to all government agencies and facilities; our philosophy of approach is to structure our services such that our clients achieve their goals. Our consulting services include the following:

- Quality Management Systems
- ISO 9000 and ISO 14000
- Health, Safety and Environmental Management Systems
- Safety Management/Compliance
- Strategic Planning
- Malcolm Baldrige Criteria
- Structural Design Review/Plan Check Against Codes and Standards
- Construction Management and Construction Quality Assurance
- Structural Inspection and Verification Services
- Value Engineering and Earned Value Management
- Acquisition Support
  - Engineering/Technical
  - Business/Financial
- Sustainment/Life Extension and Logistics Support
- Test and Evaluation
- Regulatory Support
- Organizational Performance
- Strategic Assessment/Planning
- Performance Measurement/ Management
- Emergency Preparedness and Response
- Energy Management

Our **Consulting for Process Analysis and Improvement** is designed to enhance your basic or compliant system for progression towards organizational excellence and operational efficiency. These services include the following:

- Establishing metrics systems to collect data for analysis, improvement, and determining best practices
- Six Sigma philosophy for excellence
- Root cause analysis facilitation and guidance
- Traditional statistical methods

- Project management
- Leadership/team building

Our **Risk-based Consulting** focuses on optimizing your business processes by minimizing risks. This is accomplished through a series of services including:

- Risk Assessment
- Risk Management Decisions
- Risk Control Implementation
- Fault/Event Tree Analysis
- Failure Mode and Effects Analysis (FMEA)
- Total Quality Management (TQM)
- Project Management/Project Quality Management

By working with the client and reaffirming their goals, a selection of services from the menu described above is completed and a roadmap to the final destination is outlined. The methodology is to examine the goals and through a status assessment determine where the agency or facility is in relation to their final goal, and then to prescribe the services that would assist and guide to goal realization. Our compliance-based services provide the basic structure to achieve performance improvement of business process and the risk services take you to the optimum state. All of our consulting services are designed and delivered with the theme of mission-oriented business integration and improvement. In our leadership sessions, we assist management in defining their goals through a vision, mission and policies. By consulting to management, we instruct that processes must be based upon shared values and expectations and they must be communicated to all levels of the organization. Our core competencies give methods and guidance in establishing management systems that will provide the means for vision and mission achievement. These are systematically completed by operational assessments through performance and quality measurements used to align operations with the organization's goals and priorities. We use the metrics to support the analysis of the business and their sub-processes for improvement and apply the risk management to reach optimization. Our programs are aimed at assisting our clients to respond to their customer's needs and how to recognize and respond to the customer's expectations.

A full range of program and project planning management support, including technical document review, quality assurance oversight, community/outreach support, and data collection and development is available under this special item number (SIN). Quality assurance oversight services include program audits, surveillances, assessment of operations, identification of non-compliances, and recommendations for corrective measures. Public involvement and communications support includes strategic planning and implementation; creative concepts and collateral materials; meeting, planning, support, and facilitation; conference management; community relations consulting services; media relations consulting services; and Web site development.

FACILITATION SERVICES

ABS Consulting provides facilitation services for management and business improvement and integration through a methodology that promotes teamwork and a transfer of many of our basic problem definition and problem solving skills, enabling the team to be more successful team players and leaders. Our approach to facilitation is that our customers have the knowledge, experience, and talent to develop solutions to critical business challenges. We provide the enablers, coaching, training, and guidance needed for the team to realize their potential for problem solving. Our skilled facilitators keep the team focused on their objectives by providing structure yet maintaining neutrality in meeting content. Some of the techniques applied include the following:

- Listening actively and recording participant responses/ideas
- Testing assumptions presented
- Emphasizing facts, eliminate opinions
- Training participants in problem solving techniques
- Leading brainstorming sessions for ideas
- Mapping processes and measuring results
- Restating, clarifying and checking for consensus
- Resolving disputes and disagreements – gaining consensus

Our methodology is structured around the concepts of:

Organization

Organization is the starting point and is crucial to team success. Our facilitators strive to understand the customers' needs and their environment and then assist them in producing a project initiation document that clearly defines the team's mission, scope, goals, objectives, responsibilities, success measures, budget, and schedule. Beyond project definition, the agreed-to initiation document is used to socialize the effort, validate the objectives, and get team buy-in and consensus to move forward in a positive manner. At the conclusion of this most important phase, the team has definition, goals, and a realization of their expected performances and outcome.

Preparation

From the Organization stage we move into **Preparation**, establishing project logistics and preparing the team for teamwork sessions. Meeting facilities are selected that provide a positive work environment, accommodating both the needs and the comfort of team members and eliminating distractions.

Teamwork

Once Organization and Preparation are completed, the **Teamwork** sessions are initiated, consisting of basic features such as:

- Meetings with predefined agendas, roles, objectives, ground rules and documentation that include meeting summaries with action items and open issues
- Methods, techniques, exercises, and record-keeping tools customized to meet team objectives
- Interactive design, creativity tools, icebreakers and games, where applicable, to bring out the best of the participants
- Facilitators who manage the meeting and structure, team focus, and to assure problem identification and solution
- Facilitators are also attuned to keeping the team focused on their objectives while assuring open discussion and allowing all views to be presented, reaching consensus and conclusion with decisions
- Meeting summaries are recorded, and are complete and accurate.

Evaluation and Validation

The teamwork sessions are concluded with an **Evaluation and Validation** phase where team documents, activities and conclusions are analyzed, evaluated, and validated for logical consistency. In addition, the quality of the team's deliverable is reviewed and accepted by all participants.

ABS Consulting has facilitated groups and teams assembled for a single session with one distinct purpose and other groups for a series of sessions with long-term goals. Most activities were with teams focused on the following:

- Process improvement
- Management system definition and implementation
- Problem solving
- Project management planning
- Certification and verification
- Executives developing a vision, mission and corporate culture
- Business process redesign
- Identifying opportunities for improvement

Our facilitation services support MOBIS through our holistic approach to performance improvement by ensuring that critical dimensions are aligned to customer satisfaction and success. Considering the critical dimensions of management, processes, organization, information, technology, infrastructure, and culture and by using skills to blend the human and technical elements, our facilitation services maximize productivity and efficiency, improve quality and reduce costs.

PROGRAM INTEGRATION AND PROJECT MANAGEMENT

SIN 874-7, 874-7RC

ABS Consulting has extensive capabilities and resources to provide program and project management and integration support across multiple branches of a government agency and between multiple government agencies.

ABS Consulting understands that for a project or program to be successful, it must be managed properly. We have extensive experience and credibility in project management. Our experience includes managing multiple vendors/subcontractors associated with a single project.

ABS Consulting **Project Management and Project Controls** services consist of industry-recognized methods implemented to attain accurate and current control of projects. These methods ensure the ABS Consulting/agency project team a high level of confidence in achieving a successful project. Methods employed by ABS Consulting include the following:

- Cost Control
- Schedule Development and Control
- Physical Progress Measurement
- Management of Change
- Estimating
- Trending and Analysis
- Management Reporting

Cost control integrates all project costs into definable and quantifiable units via cost codes to assist the project in accurately tracking all detailed capital expenditures and project costs against the approved budgets and in forecasting final costs.

Schedule control consists of developing, analyzing and reporting project activities to ensure agency requirements are met and the project team is kept informed as to the current status of project activities. We can provide our clients with many different schedule levels to meet their needs – from Summary Level Milestone Schedules through Detailed Level Network Activity Schedules and Special Requirement Schedules. All detail schedules are manpower loaded to assist the project team in manpower planning functions. The scheduling software tools currently in use at ABS Consulting are Primavera scheduling software products for PC-based scheduling and Microsoft Projects scheduling software.

To manage changes to a project, ABS Consulting utilizes a Project Change Impact Log to identify potential changes to the project and implement procedures to quantify both cost and schedule impacts. Procedures include identification of potential changes and implementation of client requirements, approval of the changes, and inclusion into the project. Identified changes are issued specific identifying numbers to track the status of the change and are issued to the client in accordance to contract requirements.

LABOR CATEGORIES AND PRICES

MOBIS LABOR RATES

MOBIS labor rates for SINs 874-1, 874-1RC, 874-7, and 874-7RC are indicated below. Rates are listed as "not to exceed" and are to be used when performing work requested as a straight hourly or daily rate. Work performed against a task order will be priced as work or services performed and may reflect lower rates than posted.

Labor Category	Hourly Rate	Daily Rate
Project Manager	$169.72	$1,357.76
Senior Project Manager	$199.00	$1,592.00
Project Manager - 1	$135.78	$1,086.24
Project Manager - 2	$152.75	$1,222.00
Project Manager - 3	$169.72	$1,357.76
Senior Consultant	$169.72	$1,357.76
Senior Consultant - 1	$135.80	$1,086.40
Senior Consultant - 2	$144.29	$1,154.32
Senior Consultant - 3	$152.78	$1,222.24
Senior Consultant - 4	$161.26	$1,290.08
Senior Consultant - 5	$169.72	$1,357.76
Consultant	$145.90	$1,167.20
Consultant - 1	$69.81	$558.48
Consultant - 2	$81.44	$651.52
Consultant - 3	$94.24	$753.92
Consultant - 4	$107.04	$856.32
Consultant - 5	$119.84	$958.72
Auditor	$152.85	$1,222.80
Technician	$48.63	$389.04
Administrative Specialist	$41.69	$333.52
Administrative Specialist - 1	$29.08	$232.64
Administrative Specialist - 2	$35.43	$283.44
Administrative Specialist - 3	$41.69	$333.52

SCA Matrix:		
SCA Eligible Contract Labor Category	**SCA Equivalent Code-Title**	**WD Number**
Administrative Specialist	01020-Administrative Assistant	05-2493
Administrative Specialist -1	01020-Administrative Assistant	05-2493
Administrative Specialist -2	01020-Administrative Assistant	05-2493
Administrative Specialist-3	01020-Administrative Assistant	05-2493

SCA Applicability Statement: 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 Determinations Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

MOBIS LABOR CATEGORIES AND MINIMUM CRITERIA

Special Item Numbers 874-1, 874-1RC, 874-7 and 874-7RC

Labor Category: Project Manager	
Description:	Individuals require the training, skills, and experience to understand technical aspects and organizational interactions required to support an agency's business mission. Project Managers must also have extensive management/supervisory experience in running projects and facilitating meetings. Equivalent experience may be substituted for a college degree.
Position Duties/ Responsibilities:	A Project Manager is responsible for overall contract performance on complex programs involving multiple projects or tasks. Performs a variety of technical, managerial, and administrative activities to help ensure the successful completion/execution of the program. Makes decisions that influence the overall direction of the program. The Project Manager is responsible for all program personnel, the delivery of all reports and contract deliverables, and the quality control of all products. This manager also provides guidance on technical and non-technical matters to Project Managers and senior staff. The Project Manager routinely interfaces with the program COTR and he/she monitors all tasks and keeps the contracting officer and COTR abreast of all problems and accomplishments. A Project Manager may also support the facilitation of meetings involving the collaborative efforts of agencies.
General Experience	A Project Manager must have experience in the complete planning of projects – from inception to development to deployment. Must have a demonstrated ability to provide guidance and direction on multiple tasks. Experience in reviewing and evaluating work performed by others, managing funds and resources to meet project objectives, and providing direction to ensure compliance with client requirements. A Project Manager should also have experience in organizing and facilitating meetings/working groups and communicating meeting results to stakeholders.
Specialized Experience	Demonstrated supervisory and management skills serving as a project manager or assistant project manager. Or documented specialized training in project management/project supervision or related subjects. Demonstrated skills in organizing, facilitating, and documenting meetings involving multiple stakeholders.

Project Manager – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Project Manager labor category. For example, a Project Manager-1 with a Master's degree and either 5 years general experience or 1 year specialized experience would meet the minimum requirements.

Degree Required:	**No Degree**		**Associate's Degree**		**Bachelor's Degree**		**Master's Degree**		**Ph.D.**	
Level	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**
	Number of Years									
Senior Project Manager	14	7	12	6	10	5	8	4	5	2.5
Project Manager	13	6.5	11	5	9	4.5	7	3.5	4	2
Project Manager – 1	11	5.5	9	4.5	7	3.5	5	2.5	2	1
Project Manager – 2	12	6	10	5	8	4	6	3	3	1.5
Project Manager – 3	13	6.5	11	5.5	9	4.5	7	3.5	4	2

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Senior Consultant	
Description:	Individuals require the training, analytical skills, and experience to understand an agency's mission-oriented business functions. Broad experience in agency operations, engineering, risk analysis, policy and program development, and/or operations research is needed. Meeting facilitation experience is needed. Equivalent experience may be substituted for a degree as noted below.
Position Duties/ Responsibilities:	The Senior Consultant provides specialized skills for understanding the design and operation of a complex program. The senior consultant will work with the agency staff to understand issues of concern and design solutions based on customer needs and technical considerations. The Senior Consultant will provide expert advice, guidance and assistance with program planning and audits, tabletop exercises/scenario simulations, regulatory/policy studies and development, and economic analyses. The Senior Consultant will also provide expert witness support as may be needed. The Senior Consultant will work with the client to define meeting objectives for collaborative efforts/working groups involving agencies, organize and facilitate meeting discussions, and prepare/communicate facilitation results to appropriate stakeholders.
General Experience	The Senior Consultant has proven ability to work on complex problems independently. Has a broad range of experience in the analysis of agency business issues (technical, operational, financial and/or business case problems) and has shown the ability to create practical solutions to such issues. Has shown an ability to communicate well with clients, both in written reports and verbal communications.
Specialized Experience	The Senior Consultant has proven supervisory skills, having managed staff on a complex project. Has demonstrated the ability to work both independently and in a team to solve complex business or technical problems. Has additional documented training beyond college or additional industry-recognized credentials (e.g., Professional Engineering license, Certified Safety Professional, Board certification in an area).

Senior Consultant – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Senior Consultant labor category. For example, a Senior Consultant-2 with a Bachelor's degree and either 7 years general experience or 3 years specialized experience would meet the minimum requirements.

Degree Required:	**No Degree**		**Associate's Degree**		**Bachelor's Degree**		**Master's Degree**		**Ph.D.**	
Level	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**
	Number of Years									
Senior Consultant	16	8	14	7	12	6	10	5	7	3
Senior Consultant –1	10	5	8	4	6	3	4	2	1	0.5
Senior Consultant – 2	11	5.5	9	4.5	7	3.5	5	2.5	2	1
Senior Consultant – 3	12	6	10	5	8	4	6	3	3	1.5
Senior Consultant – 4	14	7	12	6	10	5	8	4	5	2.5
Senior Consultant – 5	16	8	14	7	12	6	10	5	7	3.5

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Consultant	
Description:	Individuals require the training, analytical skills, and experience to understand an agency's mission-oriented business functions. Limited experience in agency operations, engineering, risk analysis, policy and program development, and/or operations research is needed. Limited experience in organizing and facilitating meetings. Equivalent experience may be substituted for a degree as noted below.
Position Duties/ Responsibilities:	The Consultant provides specialized skills in a limited set of areas to support an agency with a particular business need. The consultant will work with the agency staff to understand issues of concern and design solutions based on customer needs and technical considerations. In his/her area of expertise, the consultant will support/assist with program planning and audits, tabletop exercises/scenario simulations, educational studies, preparedness evaluations, training, regulatory/policy studies and development, and economic analyses. The consultant will also develop research as needed to provide limited expert witness support as may be needed on issues of concern to the agency. The consultant will help with the organization and facilitation of meetings involving agency collaborative efforts and working groups.
General Experience	The Consultant has shown the ability to work on moderately complex problems with limited direction from management. Has a limited range of experience in the analysis of agency business issues (technical, operational, financial, or business case problems) and has shown the ability to create practical solutions to such issues. Has shown an ability to communicate well with clients, both in written reports and verbal communications.
Specialized Experience	The Consultant has shown an ability lead small working groups. Has demonstrated the ability to work both independently and in a team to solve complex business or technical problems.

Consultant – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Consultant labor category. For example, a Consultant-1 with a Ph.D. degree and either 1 year general experience or 1 year specialized experience would meet the minimum requirements.

Degree Required:	**No Degree**		**Associate's Degree**		**Bachelor's Degree**		**Master's Degree**		**Ph.D.**	
Level	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**
	Number of Years									
Consultant	12	6	10	5	8	4	6	3	3	1.5
Consultant – 1	5	2.5	3	1.5	2	1	n/a	n/a	n/a	n/a
Consultant – 2	7	3.5	5	2.5	3	1.5	1	n/a	n/a	n/a
Consultant – 3	8	4	6	3	4	2	2	1	n/a	n/a
Consultant – 4	10	5	8	4	6	3	4	2	1	0.5
Consultant – 5	12	6	10	5	8	4	6	3	3	1.5

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Auditor	
Description:	Individuals require training, skills, and experience in understanding program requirements and auditing information to verify compliance. Auditors may assist agency clients and/or Project Managers in verifying that project tasks and performance requirements are being properly measured and fulfilled. Equivalent experience may be substituted for a college degree.
Position Duties/ Responsibilities:	The Auditor provides task support to the agency staff and/or Project Managers as may be required. They will perform work under the supervision of one of the above individuals. They will apply their expertise to gather, organize, and analyze data relevant to customer program requirements; provide quality assurance reviews; provide training; and create audit reports describing audit findings and suggest corrective actions.
General Experience	Has experience performing quality assurance reviews of technical work, data analyses, and/or reports.
Specialized Experience	Has experience performing reviews/verification of programs and analyses to assure compliance with written standards. Has specialized training as an auditor.

Auditor – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for the Auditor labor category. For example, an Auditor with an Associate's degree and either 2 years general experience or 1 year specialized experience would meet the minimum requirements.

Degree Required:	**No Degree**		**Associate's Degree**		**Bachelor's Degree**		**Master's Degree**		**Ph.D.**	
Level	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**
	Number of Years									
Auditor	3	2	2	1	1	0.5	n/a	n/a	n/a	n/a

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Technician	
Description:	Individuals require the training, skills, and experience to provide technical, managerial, and administrative support relevant to the agency's mission-oriented business needs. Equivalent experience may be substituted for a college degree.
Functional Responsibility:	The technician will work with the customer, senior consultant, and consultant to gather, organize, and analyze data/information to meet project requirements. The technician will assist in the development of technical analyses, reports, and presentations that support the mission-oriented business goals of the client.
General Experience	Has performed data collection and analysis, prepared presentations of technical analyses with supervisor oversight, and/or written elements of technical reports and procedures.
Specialized Experience	Has documented training in the analysis of data, preparation of presentations, and/or writing procedures/reports. Or has specific experience with the business or technical operations of the client.

Technician – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for the Technician labor category. For example, a Technician with a Technical Certification or Associate's degree would meet the minimum requirements.

Degree Required:	**No Degree**		**Associate's Degree**		**Bachelor's Degree**		**Master's Degree**		**Ph.D.**	
Level	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**
	Number of Years									
Technician	2	1	0	0	n/a	n/a	n/a	n/a	n/a	n/a

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience

Labor Category: Administrative Specialist	
Description:	Individuals require experience in general office administration. They should be familiar with a variety of software programs for word processing, spreadsheets, database management, graphic artist presentations, video presentations, and/or document production. Individuals may support management or technical staff as needed. Individuals should be able to understand and follow established office procedures. Equivalent experience may be substituted for a college degree.
Duties/ Responsibilities:	Administrative Specialists may perform administrative duties related to travel, word processing, database management, data entry, document production, document control, presentation production, and technical assistance with office software. They may develop project cost accounting reports or project management reports required to support the Project Manager.
General Experience	Has ability to work both independently and under general supervision performing clerical, administrative and general office duties.
Specialized Experience	Has demonstrated ability to effectively use MS Office tools such as Word, Powerpoint and Excel. Has specialized training in office software. Has prepared simple project administration reports such as cost analyses, milestone progress charts, and progress reports.

Administrative Specialist – Education/Experience Requirements:

The table below provides minimum education and general or specialized experience requirements for each Administrative Specialist labor category. For example, an Administrative Specialist-2 with an Associate's degree and either 1 year general experience or 0.5 year specialized experience would meet the minimum requirements.

Degree Required:	**No Degree**		**Associate's Degree**		**Bachelor's Degree**		**Master's Degree**		**Ph.D.**	
Level	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**	**Gen. Exp.**	**Spec. Exp.**
	Number of Years									
Administrative Specialist	5	2.5	3	1.5	n/a	n/a	n/a	n/a	n/a	n/a
Administrative Specialist-1	1	0.5	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Administrative Specialist-2	2	1	1	0.5	n/a	n/a	n/a	n/a	n/a	n/a
Administrative Specialist-3	5	2.5	3	1.5	n/a	n/a	n/a	n/a	n/a	n/a

*Gen. Exp. = General Experience; Spec. Exp. = Specialized Experience