

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

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>

Schedule for - MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

Federal Supply Group: 87 Class: 874

Contract Number: GS-10F-0245U

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: May 23, 2013 through May 22, 2018



Contractor: P3 Partners, LLC
1235 South Clark Street, Suite 1302
Arlington VA 22202

Business Size: Small, Veteran-Owned, Service-Disabled Business

Telephone: (678) 641-3394
FAX Number: (877) 290-3112
Web Site: www.p3partnersllc.com
E-mail: charlie.rolader@p3partnersllc.com
Contract Administration: Charlie Rolader

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:
874-1, 874-6, 874-7, 874-1RC, 874-6RC and 874-7RC

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 that affects price. Contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price, and cite the areas to which the prices apply.

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. If hourly rates are not applicable, indicate "Not Applicable" for this item.

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). See Attachment.

7. Quantity discounts: None Offered.

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: Will accept orders of at least \$3,000.

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

11c. Overnight and two day delivery: The Contractor will indicate whether overnight and two-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and two day delivery: Contact contractor for details.

11d. Urgent Requirements: The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to arrange a faster delivery: Contact Contractor for details.

12. F.O.B Point: Destination.

13a. Ordering Address: Same as Contractor.

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address: 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 for details.

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

25. Data Universal Numbering System (DUNS) number: 602667995

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

Awarded Rates:

SIN(s)	LABOR CATEGORY	GSA Vendor Site Rate	GSA Govt. Site Rate
874-6	Acquisition Manager	188.14	158.10
874-6	Acquisition Process Consultant	193.67	162.75
874-6	Acquisition Specialist	166.01	139.50
874-6	Acquisition Subject Matter Expert I	199.21	167.40
874-6	Acquisition Subject Matter Expert II	221.34	186.00
874-6	Acquisition Subject Matter Expert III	243.47	204.60
874-6	Acquisition Support Tool Specialist	177.07	148.80
874-1, 874-6	Administrative I	77.47	65.10
874-1, 874-6	Administrative II	88.54	74.40
874-1, 874-6	Administrative III	99.60	83.70
874-1	Business/Finance Analyst I	126.62	106.40
874-1	Business/Finance Analyst II	139.23	117.00
874-1	Consultant/Analyst I	154.94	130.20
874-1	Consultant/Analyst II	177.07	148.80
874-6	Contract Specialist I	177.07	148.80
874-6	Contract Specialist II	199.21	167.40
874-6	Contract Specialist III	221.34	186.00
874-1	COTS Implementation Consultant I (Business)	188.14	158.10
874-1	COTS Implementation Consultant II (Business)	210.27	176.70
874-1	ERP Implementation Business Consultant I	199.21	167.40
874-1	ERP Implementation Business Consultant II	243.47	204.60
874-1	Logistics Coordinator	88.54	74.40
874-7	Program Director (Level V)	265.61	223.20
874-7	Program Manager	187.03	157.17
874-7	Project Coordinator (Level I)	121.74	102.30
874-6, 874-7	Project Manager I	154.94	130.20
874-6, 874-7	Project Manager II	182.61	153.45
874-6, 874-7	Project Manager III	210.27	176.70
874-6	Senior Acquisition Strategy Consultant	232.41	195.30
874-1	Senior Consultant (Administrative)	88.54	74.40
874-1	Senior Executive	276.68	232.50
874-1	Subject Matter Expert I	243.47	204.60
874-1	Subject Matter Expert II	265.61	223.20

LABOR CATEGORY DESCRIPTIONS

MOBIS SINS: 874-1, 874-6, 874-7

Relevant SIN(s):	874-6
Title:	Acquisition Manager
Functional Duties/ Responsibilities:	Applies comprehensive knowledge of the Federal acquisition system (FAR, AMS, etc.) to advise on strategies for improving acquisition support within the organization. Devises innovative approaches for implementing new acquisition policy initiatives. Designs and deploys measures for evaluating effectiveness of new policies and procedures. Uses quantitative analytical techniques to assess system acquisition process issues and develop risk reduction/ mitigation approaches for improving acquisition/program planning, control, and execution. Assists Government procurement agencies in designing new acquisition vehicles. Assists in formulating source selection plans including evaluation factors and sub-factors, criteria for determining benefit, processes for managing source selection activities, and post-award transition planning.
Minimum Education Level:	Bachelor Degree in Business Administration, Acquisition, or Contract Management with related experience.
Required/ Supplemental Certifications:	Capable of being granted a security clearance.
Minimum Experience Requirements:	Eight years or more experience supporting Federal acquisition processes or contracts.
Substitution Methodology:	MBA with six years experience supporting Federal acquisition processes or contracts. AA with 10 years experience supporting Federal acquisition processes or contracts.

Relevant SIN(s):	874-6
Title:	Acquisition Process Consultant
Functional Duties/ Responsibilities:	Develop tools to implement innovative best practices to improve solicitation and contract management process efficiency (e.g., invents formatting tools, evaluation tools, contract administration tools). Analyzes internal acquisition office processes and acquisition interfaces customers. Documents and recommends improvements.

Minimum Education Level:	Bachelor degree; Federal Acquisition certifications.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Twelve years or more experience in consulting; eight years with Federal acquisition processes.
Substitution Methodology:	Masters degree with 8 years experience.

Relevant SIN(s):	874-6
Title:	Acquisition Specialist
Functional Duties/ Responsibilities:	Provides acquisition life-cycle support to program teams or acquisition staff. Provides general support in the development and preparation of acquisition milestone documentation, acquisition planning, development of specifications and performance-based work statements, market analyses, needs assessments, configuration management support, development and management of maintenance procedures/technical manuals, and vendor management.
Minimum Education Level:	Associate Degree in related discipline.
Required/ Supplemental Certifications:	Capable of being granted a security clearance.
Minimum Experience Requirements:	Four years or more experience within a systems acquisition environment supporting the full range of acquisition activities.
Substitution Methodology:	Bachelor Degree with two years within a systems acquisition environment supporting the full range of acquisition activities.

Relevant SIN(s):	874-6
Title:	Acquisition Subject Matter Expert I
Functional Duties/ Responsibilities:	Employs knowledge of the Federal acquisition system (FAR, etc.); strong ability to advise senior acquisition leadership on strategies for achieving transformation-level objectives within the organization; regularly devises innovative approaches for implementing new acquisition policy initiatives; designs and deploys leading-edge measurement approaches for evaluating effectiveness of new policies and procedures. Uses quantitative analytical techniques to assess system acquisition process issues; develops risk reduction and risk mitigation approaches for

	enabling achievement of acquisition and program planning, control, and execution; assists Government procurement agencies in designing new and innovative acquisition vehicles across the entire spectrum of contract types, solicitation types, and functional requirements approaches; assists in formulating source selection plans including evaluation factors and sub-factors; leads source selection teams to thoughtful outcomes; defines and designs criteria for determining benefit; designs and establishes processes for managing source selection activities, and post-award transition planning.
Minimum Education Level:	Bachelor Degree in Business Administration, Acquisition, or Contract Management with related experience.
Required/ Supplemental Certifications:	Capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience in full life cycle of acquisition support. Experience with all contract types and related solicitations; wide and deep experience in large, mid-sized, and simple acquisitions.
Substitution Methodology:	Masters Degree with six years of related experience.

Relevant SIN(s):	874-6
Title:	Acquisition Subject Matter Expert II
Functional Duties/ Responsibilities:	Employs extensive knowledge of the Federal acquisition system (FAR, etc.); strong ability to advise senior acquisition leadership on strategies for achieving transformation-level objectives within the organization; regularly devises innovative approaches for implementing new acquisition policy initiatives; designs and deploys leading-edge measurement approaches for evaluating effectiveness of new policies and procedures. Uses quantitative analytical techniques to assess system acquisition process issues; develops risk reduction and risk mitigation approaches for enabling achievement of acquisition and program planning, control, and execution; assists Government procurement agencies in designing new and innovative acquisition vehicles across the entire spectrum of contract types, solicitation types, and functional requirements approaches; assists in formulating source selection plans including evaluation factors and sub-factors; leads source selection teams to thoughtful outcomes; defines and designs criteria for determining benefit; designs and establishes processes for managing source selection activities, and post-award transition planning.
Minimum Education Level:	Masters Degree in Business Administration, Acquisition, or Contract Management with related experience.

Required/ Supplemental Certifications:	Capable of being granted a security clearance.
Minimum Experience Requirements:	Fifteen years or more experience in full life cycle of acquisition support; experience with all contract types and related solicitations; wide and deep experience in large, mid-sized, and simple acquisitions.
Substitution Methodology:	Bachelor Degree with twenty years experience.

Relevant SIN(s):	874-6
Title:	Acquisition Subject Matter Expert III
Functional Duties/ Responsibilities:	Employs comprehensive knowledge of the Federal acquisition system (FAR, etc.); strong ability to advise senior acquisition leadership on strategies for achieving transformation-level objectives within the organization; regularly devises innovative approaches for implementing new acquisition policy initiatives; designs and deploys leading-edge measurement approaches for evaluating effectiveness of new policies and procedures; uses quantitative analytical techniques to assess system acquisition process issues; develops risk reduction and risk mitigation approaches for enabling achievement of acquisition and program planning, control, and execution; assists Government procurement agencies in designing new and innovative acquisition vehicles across the entire spectrum of contract types, solicitation types, and functional requirements approaches; assists in formulating source selection plans including evaluation factors and sub-factors; leads source selection teams to thoughtful outcomes; defines and designs criteria for determining benefit; designs and establishes processes for managing source selection activities, and post-award transition planning.
Minimum Education Level:	Masters Degree in Business Administration, Acquisition, or Contract Management with related experience.
Required/ Supplemental Certifications:	Capable of being granted a security clearance.
Minimum Experience Requirements:	Twenty years or more experience in full life cycle of acquisition support; experience with all contract types and related solicitations; wide and deep experience in large, mid-sized, and simple acquisitions.
Substitution Methodology:	None.

Relevant SIN(s):	874-6
Title:	Acquisition Support Tool Specialist
Functional Duties/ Responsibilities:	Assists in evaluating and selecting source selection and process documentation tools acquisition tools ; supports or performs technical installation of acquisition support software tools; consults with Acquisition Manager(s) and evaluation teams to configure (possibly performing minor customization) tools to meet acquisition requirements; provides minor customization services; conducts functional training for source selection team members and the acquisition team on the general use and configuration of acquisition tools; provides on-going functional and technical support during all acquisition and source selection activities.
Minimum Education Level:	Bachelor degree in a technical or business-related field. Formal training in acquisition and proposal evaluation procedures.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Five years or more experience consulting with three or more involved acquisition tool development efforts implementations, or configuration engagements. Must have intermediate programming knowledge (SQL, scripting languages), and advanced business productivity application knowledge. Basic LAN administration knowledge desirable.
Substitution Methodology:	High school diploma with 10 years experience.

Relevant SIN(s):	874-1, 874-6
Title	Administrative I
Functional Duties/ Responsibilities:	Performs simple and uncomplicated administrative duties necessary to meet customer clerical and administrative needs. Assigned a wide variety additional duties, based on vast knowledge of organization operations, such as preparing management status reports, producing presentations, data entry, documenting meeting minutes, proofreading, filing, and preparing executive-level communications. Employs basic knowledge of client policies and procedures.
Minimum Education Level:	High School diploma (or equivalent).
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.

Minimum Experience Requirements:	Five years or more experience at the entry level in administrative support. Computer knowledge, experience, and basic proficiency using Microsoft Windows operating systems and Microsoft Office productivity applications (especially MS Word, PowerPoint, and Excel). Experience supporting technical personnel in office administration, filing, correspondence preparation, briefings and reports.
Substitution Methodology:	None.

Relevant SIN(s):	874-1, 874-6
Title:	Administrative II
Functional Duties/ Responsibilities:	Performs moderately complex administrative duties necessary to meet or exceed customer clerical and administrative needs. Assigned a wide variety additional duties, based on vast knowledge of organization operations, such as preparing management status reports, producing presentations, data entry, documenting meeting minutes, proofreading, filing, and preparing executive-level communications. Employs broad knowledge of client policies and procedures.
Minimum Education Level:	High School diploma (or equivalent).
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Seven years or more experience at the mid-level in administrative support. Computer knowledge, experience, and basic proficiency using Microsoft Windows operating systems and Microsoft Office productivity applications (especially MS Word, PowerPoint, and Excel). Experience supporting technical personnel in office administration, filing, correspondence preparation, briefings and reports.
Substitution Methodology:	None.

Relevant SIN(s):	874-1, 874-6
Title:	Administrative III
Functional Duties/ Responsibilities:	Performs highly complex administrative duties necessary to significantly exceed customer clerical and administrative needs. Assigned a wide variety additional duties, based on vast knowledge of organization operations, such as preparing management status reports, producing presentations, data entry, documenting meeting minutes, proofreading, filing, and preparing executive-level communications. Employs deep knowledge of client policies and procedures.

Minimum Education Level:	High School diploma (or equivalent).
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience at the entry level in administrative support. Expert computer knowledge, experience, and advanced proficiency using Microsoft Windows operating systems and Microsoft Office productivity applications (especially MS Word, PowerPoint, and Excel). Experience supporting technical personnel in office administration, filing, correspondence preparation, briefings and reports.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	Business/Finance Analyst I
Functional Duties/ Responsibilities:	Applies understanding and experience in business operations analysis, financial analysis, and business process improvement; optimizes processes and procedures in business operations, finance, accounting, costing, and budgeting; possesses knowledge of federal financial and business systems requirements; employs business and financial analysis tools, including automated systems. A moderate level of creativity and latitude is required.
Minimum Education Level:	Bachelor Degree (or equivalent) in Business, Finance, Accounting, or related field.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Two years or more experience in finance related business analysis.
Substitution Methodology:	AA in Business, Finance, Accounting, or related field, plus four years experience.

Relevant SIN(s):	874-1
Title:	Business/Finance Analyst II
Functional Duties/ Responsibilities:	Applies understanding and experience in business operations analysis, financial analysis, and business process improvement; optimizes processes and procedures in business operations, finance, accounting, costing, and budgeting; possesses knowledge of federal financial and business systems requirements; employs business and financial analysis tools, including automated systems. An extensive

	level of creativity and latitude is required.
Minimum Education Level:	Bachelor Degree in Business, Finance, Accounting, or related field.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Five years or more experience in finance-related business analysis.
Substitution Methodology:	AA in Business, Finance, Accounting, or related field, plus ten years experience.

Relevant SIN(s):	874-1
Title:	Consultant/Analyst I
Functional Duties/ Responsibilities:	Assists project team members with data gathering and research, analyzes business, mission, financial, or other operating processes to improve methods of accomplishing work. Plans study of business/mission challenges such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Gathers and organizes information or data related to business/mission challenges. Analyzes data and develops actionable information by making reliable inferences. Develops alternative solutions. Organizes and documents findings of studies, and prepares recommendations for implementation of new systems, procedures, or organizational change. Leads or contributes to implementation projects that improve organizational, business, or mission effectiveness. Conducts operational and management effectiveness reviews. May supervise other consultants. Provides supporting consultation with client to define needs or problems, conducts research, performs studies and surveys to obtain data, and analyzes data to advise on or to recommend solutions, using knowledge of theory, principles, or technology of specific discipline or field of specialization.
Minimum Education Level:	Bachelor degree (or equivalent). Certification in consulting engagement area preferred.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Four years or more experience applying technical and analytical methods to develop complex solutions for business, mission, financial, or consultative challenges.

Substitution Methodology:	AA, plus six years experience applying technical and analytical methods to develop complex solutions for business, mission, financial, or consultative challenges. High School diploma, plus eight years experience applying technical and analytical methods to develop complex solutions for business, mission, financial, or consultative challenges.
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Relevant SIN(s):	874-1
Title:	Consultant/Analyst II
Functional Duties/ Responsibilities:	Gathers data for senior team members, analyzes business, mission, financial, or other operating processes to improve methods of accomplishing work. Plans study of business/mission challenges such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis. Gathers and organizes information or data related to business/mission challenges. Analyzes data and develops actionable information by making reliable inferences. Develops alternative solutions. Organizes and documents findings of studies, and prepares recommendations for implementation of new systems, procedures, or organizational change. Leads or contributes to implementation projects that improve organizational, business, or mission effectiveness. Conducts operational and management effectiveness reviews. May supervise other consultants. Consults with client to define needs or problems, conducts research, performs studies and surveys to obtain data, and analyzes data to advise on or to recommend solutions, using knowledge of theory, principles, or technology of specific discipline or field of specialization.
Minimum Education Level:	Bachelor degree. Certification in consulting engagement area preferred.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Eight years or more experience applying technical and analytical methods to develop complex solutions for business, mission, financial, or consultative challenges.
Substitution Methodology:	AA, plus 10 years experience applying technical and analytical methods to develop complex solutions for business, mission, financial, or consultative challenges. High School diploma, plus 12 years experience applying technical and analytical methods to develop complex solutions for business, mission, financial, or consultative challenges.

Relevant SIN(s):	874-6
Title:	Contract Specialist I
Functional Duties/ Responsibilities:	Performs full life cycle procurement functions and responsibilities using both formal contracting and simplified acquisition procedures. Supports a variety of contract types such as; performance-based, fixed price, cost plus fixed fee, IDIQ, requirements, time and material, and agreements. Prepares documentation to support solicitations, negotiations, and contract amendments. Performs basic tasks with little to no oversight. Technical and complex tasks will be coordinated with other onsite team members and team leaders.
Minimum Education Level:	Bachelor degree.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Five years or more experience in Government acquisition and contracting.
Substitution Methodology:	AA with eight years progressive experience in Government acquisition and contracting.

Relevant SIN(s):	874-6
Title:	Contract Specialist II
Functional Duties/ Responsibilities:	Performs full life cycle procurement functions and responsibilities using both formal contracting and simplified acquisition procedures. Supports a variety of contract types such as; performance-based, fixed price, cost plus fixed fee, IDIQ, requirements, time and material, and agreements. Prepares documentation to support solicitations, negotiations, and contract amendments. Task guidance only required on more complex tasks. Accomplishes technical and complex tasks with little or no oversight.
Minimum Education Level:	Bachelor degree.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience in Government contracts.

Substitution Methodology:	Masters degree with six years progressive experience in Government contracts.
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Relevant SIN(s):	874-6
Title:	Contract Specialist III
Functional Duties/ Responsibilities:	Performs full life cycle procurement functions and responsibilities using both formal contracting and simplified acquisition procedures. Supports a variety of contract types such as; performance-based, fixed price, cost plus fixed fee, IDIQ, requirements, time and material, and agreements. Prepares documentation to support solicitations, negotiations, and contract amendments. Works independently on technical and complex tasks with no oversight.
Minimum Education Level:	Bachelor degree.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Fifteen years or more experience in Government contracts.
Substitution Methodology:	Masters degree with 12 years experience.

Relevant SIN(s):	874-1
Title:	COTS Implementation Consultant I (Business)
Functional Duties/ Responsibilities:	Manages all business aspects related to COTS software implementation including analysis of business needs, requirements definition, planning for implementation, resource analysis, process design and deployment, change management, communications, work breakdown structure creation, and management of implementation activities. Acts as liaison between customers, COTS vendor, and technical software consultants.
Minimum Education Level:	Bachelor degree (or equivalent) in a technical or business discipline.
Required/ Supplemental Certifications:	Certification in applicable COTS package may be required. Must be capable of being granted a security clearance.
Must be capable of being granted a security clearance	Six years or more experience combining process analysis/reengineering, business/software requirements, software development, project management, change management/training, and enterprise communications, two of which

	must have been in the context of implementing and configuring/customizing sophisticated COTS packages in an enterprise environment.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	COTS Implementation Consultant II (Business)
Functional Duties/ Responsibilities:	Manages all business aspects related to large-scale COTS software implementation including analysis of business needs, requirements definition, planning for implementation, resource analysis, process design and deployment, change management, communications, work breakdown structure creation, and management of implementation activities. Acts as liaison between customers, COTS vendor, and technical software consultants.
Minimum Education Level:	Bachelor degree in a technical or business discipline (Masters preferred).
Required/ Supplemental Certifications:	Certification in applicable COTS package may be required. Must be capable of being granted a security clearance
Minimum Experience Requirements:	Eight years or more experience combining process analysis and reengineering, business/software requirements, software development, project management, change management/training, and enterprise communications, four of these years must have been in the context of implementing and configuring or customizing sophisticated COTS packages in an enterprise environment.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	ERP Implementation Business Consultant I
Functional Duties/ Responsibilities:	Contributes to evaluation of complex implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience and broad vendor experience, including overall industry best practices and extensive product knowledge. May lead the overall project, lead the business portion of the project, or oversee implementation of the overall technical solution. Principal duties and responsibilities include providing knowledge of multiple functional areas or other areas of expertise with hands-on experience in multiple modules or vendors and have the ability to transfer knowledge and skill including vendor selection criteria development.
Minimum Education Level:	Bachelor Degree (or equivalent experience) in Business, Finance, Accounting, or related field; some certifications may be required for the domain.

Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Five years or more experience in business and financial analysis.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	ERP Implementation Business Consultant II
Functional Duties/ Responsibilities:	Performs evaluation of complex implementation tasks for Enterprise Resource Planning (ERP) and ERP-related software products using broad industry experience and broad vendor experience, including overall industry best practices and extensive product knowledge. May lead the overall project, lead the business portion of the project, or oversee implementation of the overall technical solution. Principal duties and responsibilities include providing knowledge of multiple functional areas or other areas of expertise with hands-on experience in multiple modules or vendors and the ability to transfer knowledge and skill including developing criteria for selecting vendors.
Minimum Education Level:	Bachelor Degree in Business, Finance, Accounting, or related field.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience in business and financial analysis.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	Logistics Coordinator
Functional Duties/ Responsibilities:	Employs exceptional coordination and communication skills while working with management and support staff to complete project activities on time and within budget. Has the ability to work independently or as a team player. Assists with the training of support staff regarding project and company policies and procedures. Assists in organizing efforts to implement project work; plans, organizes, arranges for appropriate staffing, assists in executing plans, and collects and provides feedback to management on areas needing improvement;

	interfaces with supply chain to enable support to process owners, managers, and customers.
Minimum Education Level:	Associate degree.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience in relevant engagement area.
Substitution Methodology:	Bachelor degree and six years experience.

Relevant SIN(s):	874-7
Title:	Program Director (Level V)
Functional Duties/ Responsibilities:	Manages all aspects of program performance (i.e., technical, contractual, administrative, financial); supervises personnel involved in all aspects of project activity; organizes and assigns responsibilities to subordinates; oversees successful completion of all assigned tasks; establishes and maintains technical and financial reports to show progress to program leadership and customers; maintains customer contacts to verify completion of all contractual obligations; responsible for strategic, business and action planning in support of the entire scope of the tasked consulting services requirements.
Minimum Education Level:	Masters with experience in related area; certifications as required by the domain.
Required/ Supplemental Certifications:	Must be capable of obtaining a security clearance.
Minimum Experience Requirements:	Fifteen years or more experience leading and directing large and complex programs.
Substitution Methodology:	Bachelor degree and twenty years leading and directing large and complex programs.

Relevant SIN(s):	874-7
Title:	Program Manager
Functional Duties/ Responsibilities:	Plans, organizes, and controls the overall activities of consulting engagement. Responsible for contract management, configuration management, technical work, quality, and scheduling associated with all contracted work. Acts as

	primary client interface. Regularly confers customer leadership on strategic issues and to optimize performance to meet or exceed contract requirements, while conforming to the terms and conditions of the contract.
Minimum Education Level:	Bachelor degree (Masters preferred); project or program management certifications desired.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience in managing complex consultative, facilitation, survey and training services contracts, projects, and engagements. Demonstrated success in simultaneously managing multiple projects and supervising all levels of contract consultants.
Substitution Methodology:	None.

Relevant SIN(s):	874-7
Title:	Project Coordinator (Level I)
Functional Duties/ Responsibilities:	Develops, deploys, and oversees the use of industry standard artifacts including project charters, communications plans, status reports, work plans using tools such as Microsoft Project, change control plans, risk and issues management plans, etc., for managing day-to-day project activity. Collects data and generates appropriate reports to advise the management team on the status and health of ongoing project activity. Defines task level performance measures and standards. Knowledgeable of federal contract and procurement practices; prepares and monitors task budgets and schedules.
Minimum Education Level:	Bachelor degree.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Five years or more experience contributing to and supervising tasks and activities within projects of moderate to high complexity.
Substitution Methodology:	AA with ten years experience High School diploma with fifteen years experience

Relevant SIN(s):	874-6, 874-7
Title:	Project Manager I
Functional Duties/ Responsibilities:	Plans, directs, and coordinates project activities to ensure that project objectives are accomplished within prescribed time frame, funding parameters, and quality

	requirements. Reviews project proposal or plan to determine time frame, funding limitations/requirements, resource requirements, and allocates resources project phases. Establishes work plan and resourcing for each project phase. Manages and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Ensures risks and issues are identified and addressed in a timely manner. Ensures project scope is managed and all scope changes are controlled. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. Manages projects or sub-projects of small to medium size under supervision of another more senior project manager or supervisor.
Minimum Education Level:	Bachelor Degree.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance. Possesses project management certification (e.g., PMP).
Minimum Experience Requirements:	Eight years or more experience, four in a dedicated project management role.
Substitution Methodology:	AA or High School Diploma with 10 years experience and project management certification (e.g., PMP).

Relevant SIN(s):	874-6, 874-7
Title:	Project Manager II
Functional Duties/ Responsibilities:	Plans, directs, and coordinates project activities to ensure that project objectives are accomplished within prescribed time frame, funding parameters, and quality requirements. Reviews project proposal or plan to determine time frame, funding limitations/requirements, resource requirements, and allocates resources project phases. Establishes work plan and resourcing for each project phase. Manages and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Ensures risks and issues are identified and addressed in a timely manner. Ensures project scope is managed and all scope changes are controlled; reviews status report prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. Manages projects of medium to large size, scope, and risk with moderate level of supervision.
Minimum Education Level:	Bachelor Degree (Masters Degree preferred).
Required/ Supplemental Certifications:	Project management certification required (e.g., PMP). Must be capable of being granted a security clearance.

Minimum Experience Requirements:	Twelve years or more experience, six in a dedicated project management role.
Substitution Methodology:	AA or High School Diploma with 14 years experience and project management certification (e.g., PMP).

Relevant SIN(s):	874-6, 874-7
Title:	Project Manager III
Functional Duties/ Responsibilities:	Plans, directs, and coordinates project activities to ensure that project objectives are accomplished within prescribed time frame, funding parameters, and quality requirements. Reviews project proposal or plan to determine time frame, funding limitations/requirements, resource requirements, and allocates resources project phases. Establishes work plan and resourcing for each project phase. Manages and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Ensures risks and issues are identified and addressed in a timely manner. Ensures project scope is managed and all scope changes are controlled. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, client, or others. Confers with project personnel to provide technical advice and to resolve problems. Manages projects of large size, scope, and risk with little or no supervision.
Minimum Education Level:	Masters Degree; project management certification required (e.g., PMP)
Required/ Supplemental Certifications:	Project management certification required (e.g., PMP) Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Sixteen years or more experience, eight in a dedicated project management role.
Substitution Methodology:	Associate or High School Diploma with 20 years experience and project management certification (e.g., PMP)

Relevant SIN(s):	874-6
Title:	Senior Acquisition Strategy Consultant
Functional Duties/ Responsibilities:	Provide strategic advice to customers on acquisition strategy, source selection, and contract administration and management.
Minimum Education Level:	Masters Degree in Business Administration, Acquisition, or Contract Management with related experience.

Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Fifteen years or more experience in full life cycle of acquisition support; knowledge of all contract types and related solicitations; extensive experience in large acquisitions, as well as moderate and simplified efforts; strong Federal Acquisition credentials and certifications where appropriate. Comprehensive knowledge of the Federal acquisition system (FAR and other agency-specific acquisition rules and regulations); strong ability to advise senior acquisition leadership on strategies for achieving transformation-level objectives within the organization.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	Senior Consultant (Administrative)
Functional Duties/ Responsibilities:	Serves as administrative support person to the management consulting team. Is knowledgeable in financial areas, logistical planning, human resource issues, office organization, and in supporting RFPs and RFQs. Effectively uses MS Word, Excel, PowerPoint, electronic mail, and the Internet. Manages office personnel and provides planning, coordinating, organizing, and communicating support. Responsibilities include collecting and logging labor expenditures and documenting project hours of consultants.
Minimum Education Level:	High school diploma.
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Seven years or more experience (mid-level) in administrative support. Computer knowledge, experience, and basic proficiency using Microsoft Windows operating systems and Microsoft Office productivity applications (especially MS Word, PowerPoint, and Excel). Experience supporting technical personnel in office administration, filing, correspondence preparation, briefings and reports.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	Senior Executive
Functional Duties/ Responsibilities:	Provides strategic leadership consulting to executive clients. May perform interim management or director-level duties on behalf of client organizations.

	Uses expert judgment and business/mission knowledge to set objectives, determine organizational structures, perform enterprise-wide communications, and engage external organizations. Mentors more junior managers and facilitates succession planning.
Minimum Education Level:	Master degree (MBA or relevant technical area).
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience, or appropriate certification, in engagement area.
Substitution Methodology:	None.

Relevant SIN(s):	874-1
Title:	Subject Matter Expert I
Functional Duties/ Responsibilities:	Provides authoritative practitioner-level direction to the client in complex or strategic-level engagements; provides expert guidance in specific functional, technical, professional, or policy areas; provides leading-edge solutions derived from in-depth analyses of difficult problem areas; provides thought leadership in all areas of relevant subject matter; acts correctly and independently in a wide variety of settings, advising the client as needed; makes appropriate recommendations when requested; designs and delivers briefings to any and all levels of management in technical field of expertise, management approaches, technology solutions, and strategy. Provides "trusted advisor" guidance, widely renowned as an expert-level authority. May provide leadership to small teams of functional or technical personnel.
Minimum Education Level:	Bachelor Degree (or equivalent).
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Ten years or more experience in the discipline relating to the engagement.
Substitution Methodology:	Master degree plus eight years practical experience in the discipline relating to the engagement or Associate degree/High school diploma with 12 years practical experience in the discipline relating to the engagement.

Relevant SIN(s):	874-1
Title:	Subject Matter Expert II
Functional Duties/ Responsibilities:	Provides authoritative practitioner-level direction to the client in complex or strategic-level engagements; provides expert guidance in specific functional, technical, professional, or policy areas; provides leading-edge solutions derived from in-depth analyses of difficult problem areas; provides thought leadership in all areas of relevant subject matter; acts correctly and independently in a wide variety of settings, advising the client as needed; makes appropriate recommendations when requested; designs and delivers briefings to any and all levels of management in technical field of expertise, management approaches, technology solutions, and strategy. Provides "trusted advisor" guidance, widely renowned as an expert-level authority. Provides leadership to large teams of functional or technical personnel.
Minimum Education Level:	Master Degree
Required/ Supplemental Certifications:	Must be capable of being granted a security clearance.
Minimum Experience Requirements:	Twelve years or more experience in the discipline relating to the engagement.
Substitution Methodology:	Bachelor degree, plus fifteen years practical experience in the discipline relating to the engagement.