

# GENERAL SERVICES ADMINISTRATION

## Federal Supply 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!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for** – Mission Oriented Business Integrated Services (MOBIS)

**Federal Supply Group:** 874 **Class:** R499

**Contract Number:** GS-10F-0278R

**For more information on ordering from Federal Supply Schedules**

**click on the FSS Schedules button at** <http://www.fss.gsa.gov>

**Contract Period:** April 11, 2004 through April 10, 2015

**Pricelist Effective Date:** July 8, 2013

*Per Mod A302 – SINs 874-2 and 874-3 are hereby deleted from the subject contract. Those services are now covered under SIN 874-1 – Integrated Consulting Services*

**Contractor:**

Kadix Systems, LLC  
3033 Wilson Blvd STE 200  
Arlington, VA 22203-1649  
**Business Size:** Large Business

**Administration Office:**

2 Tech Drive  
Andover, MA 01810  
Tele: 978-289-1923  
POC: Collette Jolliffe, Sr. Contract Manager

**Telephone:** (703) 236-0945  
**FAX Number:** (703) 236-3001  
**Web Site:** [www.kadix.com](http://www.kadix.com)  
**E-mail:** [GSAMobisSch@kadix.com](mailto:GSAMobisSch@kadix.com)  
**Contract Administration:** Collette Jolliffe [cjolliffe@drc.com](mailto:cjolliffe@drc.com)

## **CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1, 874-1RC, 874-4, 874-4RC, 874-6, 874-6RC, 874-7, 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 affecting price. Those contracts that have unit process 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 at or below the micropurchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not Accept Over \$2,500

**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 choosing to highlight items in its price list that have expedited delivery:  
Contact Contractor

**11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

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

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

**13a. Ordering Address(es):** Same as company address

**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](http://fss.gsa.gov/schedules)).

**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):**

**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](http://www.Section508.gov).**

**25. Data Universal Numbering System (DUNS) number:** 12-7327877

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

## Labor Categories & Rates

Base Period: Year 9 (April 11, 2013- April 10, 2014) SINs: 874-1, 874-1RC, 874-4, 874-4RC, 874-6, 874-6RC, 874-7, and 874-7RC.

<b>Labor Category</b>	<b>Rate</b>
Business Process Consultant/Engineer VIII	\$247.10
Business Process Consultant/Engineer VII	\$217.71
Business Process Consultant/Engineer VI	\$191.81
Business Process Consultant/Engineer V	\$168.98
Business Process Consultant/Engineer IV	\$146.17
Business Process Consultant/Engineer III	\$126.44
Business Process Consultant/Engineer II	\$109.37
Business Process Consultant/Engineer I	\$94.60
Subject Matter Expert VII	\$158.66
Subject Matter Expert VI	\$139.78
Subject Matter Expert V	\$123.17
Subject Matter Expert IV	\$108.50
Subject Matter Expert III	\$95.61
Subject Matter Expert II	\$82.69
Subject Matter Expert I	\$71.53
Management Consultant VIII	\$162.47
Management Consultant VII	\$143.14
Management Consultant VI	\$126.12
Management Consultant V	\$111.12
Management Consultant IV	\$97.89
Management Consultant III	\$86.26
Management Consultant II	\$76.00
Management Consultant I	\$66.96
Program Manager VII	\$210.75
Program Manager VI	\$185.68
Program Manager V	\$163.62
Program Manager IV	\$144.13
Program Manager III	\$124.67
Program Manager II	\$107.83
Program Manager I	\$93.30
Analyst VIII	\$152.07
Analyst VII	\$133.97
Analyst VI	\$118.02
Analyst V	\$102.12
Analyst IV	\$88.33
Analyst III	\$76.41
Analyst II	\$66.09
Analyst I	\$57.16
Technical Editor VI	\$88.24

Technical Editor V	\$77.74
Technical Editor IV	\$67.24
Technical Editor III *	\$58.18
Technical Editor II *	\$50.31
Technical Editor I *	\$43.51
Documentation Specialist IV	\$84.62
Documentation Specialist III *	\$74.54
Documentation Specialist II *	\$64.49
Documentation Specialist I *	\$55.78
Administrative Specialist IV *	\$47.55
Administrative Specialist III*	\$41.90
Administrative Specialist II *	\$36.91
Administrative Specialist I *	\$32.52

- **\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.**
- *For all the identified SCA eligible labor categories, map the SCA equivalent labor category title (titles/descriptions available at <http://www.wdol.gov> Click on the "library" link then download the SCA Directory of Occupations 5<sup>th</sup> Edition). Also identify the Wage Determination # that the prices in your contract are predicated on. Note that the applicable rev # is the rev# identified in the latest index of WD's in your contract. Utilize the following spreadsheet format (labor categories shown are for example purposes):*

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent	WD Number
* Technical Editor III	Technical Writer III - 30463	\$32.47
* Technical Editor II	Technical Writer II - 30462	\$26.84
* Technical Editor I	Technical Writer I - 30461	\$21.93
* Documentation Specialist III	Word Processor III - 01613	\$19.95
* Documentation Specialist II	Word Processor II - 01612	\$17.67
* Documentation Specialist I	Word Processor I - 01611	\$15.63
* Administrative Specialist IV	Administrative Assistant - 01020	\$31.41
* Administrative Specialist III	Secretary III - 01313	\$25.29
* Administrative Specialist II	Secretary II - 01312	\$20.18
* Administrative Specialist I	Secretary I - 01311	\$18.07

**“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the 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.”**

# Labor Category Descriptions

## **Business Process Consultant/Engineer VIII**

### ***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research and analyses on acquisitions and contracts management activities, processes, and procedures, and/or develop recommendations for improvement. Recommends and facilitates quality improvement efforts. Functions as the lead expert on business process reengineering and change management.

### ***Minimum Experience***

Minimum of ten years relevant experience. Each additional post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

MA/MS or equivalent experience. Certifications as required by the Task Order.

## **Business Process Consultant/Engineer VII**

### ***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research and analyses on acquisitions and contracts management activities, processes, and procedures, and/or develop recommendations for improvement. Recommends and facilitates quality improvement efforts. May lead reengineering teams as the project manager.

### ***Minimum Experience***

Minimum of twelve years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Business Process Consultant/Engineer VI**

***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research and analyses on acquisitions and contracts management activities, processes, and procedures, and/or develop recommendations for improvement. Recommends and facilitates quality improvement efforts. May lead reengineering teams as the project manager.

***Minimum Experience***

Minimum of ten years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Business Process Consultant/Engineer V**

***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research and analyses on acquisitions and contracts management activities, processes, and procedures, and/or develop recommendations for improvement. Recommends and facilitates quality improvement efforts. Responsible for leading reengineering teams and may act as project manager in some cases.

***Minimum Experience***

Minimum of eight years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having

bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Business Process Consultant/Engineer IV**

***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires high level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research and analyses on acquisitions and contracts management activities, processes, and procedures, and/or develop recommendations for improvement. Recommends and facilitates quality improvement efforts. Responsible for leading reengineering teams.

***Minimum Experience***

Minimum of five years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Business Process Consultant/Engineer III**

***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires high level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research and analyses on acquisitions and contracts management activities, processes, and procedures, and/or support senior Business Process Consultant/Engineers in developing recommendations for improvement. Recommends and facilitates quality improvement efforts. May lead reengineering team in some cases.

***Minimum Experience***

Minimum of four years relevant experience. Each post-graduate degree equivalent to up to three

years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Business Process Consultant/Engineer II**

***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires high level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research and analyses on acquisitions and contracts management activities, processes, and procedures, and/or support senior Business Process Consultant/Engineers in developing recommendations for improvement. Recommends and facilitates quality improvement efforts.

***Minimum Experience***

Minimum of two years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Business Process Consultant/Engineer I**

***Functional Responsibility***

Responsible for most complex systems process analysis, design, and simulation. Requires high level understanding of organization's business systems and industry requirements. Focus is on process analysis and reengineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. May also provide research on acquisitions and contracts management activities, processes, and procedures, and/or support senior Business Process Consultant/Engineers in developing recommendations, strategy, and plans for improvement. Recommends and facilitates quality improvement efforts.

### ***Minimum Experience***

Minimum of two years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

## **Subject Matter Expert VII**

### ***Functional Responsibility***

Has substantial experience in a functional, technical, or industry area or is experienced in the development of processes. Must be an expert in one or more of the following: process analysis techniques, lifecycle support of government procurement, or contract administrative services. Process analysis techniques include activities such as flowcharting, process mapping, benchmarking, and activity-based costing. Lifecycle support includes tasks such as providing acquisition planning assistance, conducting market research, conducting negotiations, and developing acquisition documents. Contract administrative services include activities such as full proposal evaluation, performance reviews, contract modifications, and contract close-out. Must have subject matter expertise in areas such as facilitation, organizational development, and change management. Must have specific expertise in business or functional areas such as financial management, accounting, procurement and procurement strategy, system and process integration, program integration, review and assessment procedures, or logistics policy development. Must have demonstrated experience in relevant fields such as: finance, acquisition management, contract management, organizational transformation, scientific and health services, information technology, multimedia communications, program administration, linguistics and translation, quality assurance, security and safety incident response, or training. May lead a project team and/or serve as a project manager.

### ***Minimum Experience***

Minimum of ten years experience. Each additional post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

MS/MA or equivalent experience. Certifications as required by the Task Order.

## **Subject Matter Expert VI**

### ***Functional Responsibility***

Has substantial experience in a functional, technical, or industry area or is experienced in the development of processes. Must be an expert in one or more of the following: process analysis techniques, lifecycle support of government procurement, or contract administrative services. Process analysis techniques include activities such as flowcharting, process mapping, benchmarking, and activity-based costing. Lifecycle support includes tasks such as providing acquisition planning assistance, conducting market research, conducting negotiations, and developing acquisition documents. Contract administrative services include activities such as full proposal evaluation, performance reviews, contract modifications, and contract close-out. Must have subject matter expertise in areas such as facilitation, organizational development, and change management. Must have specific expertise in business or functional areas such as financial management, accounting, procurement and procurement strategy, system and process integration, program integration, review and assessment procedures, or logistics policy development. Must have demonstrated experience in the fields of finance, acquisition management, contract management, organizational transformation, scientific and health services, information technology, multimedia communications, program administration, linguistics and translation, quality assurance, security and safety incident response, or training. May lead a project team.

### ***Minimum Experience***

Minimum of twelve years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

## **Subject Matter Expert V**

### ***Functional Responsibility***

Has substantial experience in a functional, technical, or industry area or is experienced in the development of processes. Must be an expert in one or more of the following: process analysis techniques, lifecycle support of government procurement, or contract administrative services. Process analysis techniques include activities such as flowcharting, process mapping, benchmarking, and activity-based costing. Lifecycle support includes tasks such as providing acquisition planning assistance, conducting market research, conducting negotiations, and developing acquisition documents. Contract administrative services include activities such as full proposal evaluation, performance reviews, contract modifications, and contract close-out. Must have subject matter expertise in areas such as facilitation, organizational development, and change management. Must have specific expertise in business or functional areas such as financial management, accounting, procurement and procurement strategy, system and process integration, program integration, review and assessment procedures, or logistics policy development. May have demonstrated experience in the fields of finance, acquisition management, contract management, organizational transformation, scientific and health services,

information technology, multimedia communications, program administration, linguistics and translation, quality assurance, security and safety incident response, or training. In some cases may assume a leadership role and/or supervisory responsibility.

***Minimum Experience***

Minimum of ten years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Subject Matter Expert IV**

***Functional Responsibility***

Has substantial experience in a functional, technical, or industry area or is experienced in the development of processes. Must be knowledgeable in one or more of the following: process analysis techniques, lifecycle support of government procurement, or contract administrative services. Process analysis techniques include activities such as flowcharting, process mapping, benchmarking, and activity-based costing. Lifecycle support includes tasks such as providing acquisition planning assistance, conducting market research, and developing acquisition documents. Contract administrative services include activities such as full proposal evaluation, performance reviews, contract modifications, and contract close-out. Must have subject matter expertise in areas such as facilitation, organizational development, and change management. May have specific expertise in business or functional areas such as financial management, accounting, procurement and procurement strategy, system and process integration, program integration, review and assessment procedures, or logistics policy development. May have demonstrated experience in the fields of finance, acquisition management, contract management, organizational transformation, scientific and health services, information technology, multimedia communications, program administration, linguistics and translation, quality assurance, security and safety incident response, or training. In some cases may perform supervisory responsibilities.

***Minimum Experience***

Minimum of eight years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

### **Subject Matter Expert III**

#### ***Functional Responsibility***

Has experience in a functional, technical, or industry area or is experienced in the development of processes. Must be knowledgeable in one or more of the following: process analysis techniques, lifecycle support of government procurement, or contract administrative services. Process analysis techniques include activities such as flowcharting, process mapping, benchmarking, and activity-based costing. Lifecycle support includes tasks such as providing acquisition planning assistance, conducting market research, and developing acquisition documents. Contract administrative services include activities such as full proposal evaluation, performance reviews, contract modifications, and contract close-out. May have subject matter expertise in areas such as facilitation, organizational development, and change management. May have specific expertise in business or functional areas such as financial management, accounting, procurement and procurement strategy, system and process integration, program integration, review and assessment procedures, or logistics policy development. May have demonstrated experience in the fields of finance, acquisition management, contract management, organizational transformation, scientific and health services, information technology, multimedia communications, program administration, linguistics and translation, quality assurance, security and safety incident response, or training.

#### ***Minimum Experience***

Minimum of six years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

#### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

### **Subject Matter Expert II**

#### ***Functional Responsibility***

Has experience in a functional, technical, or industry area or is experienced in the development of processes. Must be familiar with the government acquisition process. May be knowledgeable in process analysis techniques such as flowcharting, process mapping, benchmarking, and activity-based costing. May have subject matter expertise in areas such as facilitation, organizational development, and change management. May have specific expertise in business or functional areas such as financial management, accounting, procurement and procurement strategy, system and process integration, program integration, review and assessment procedures, or logistics policy development.

#### ***Minimum Experience***

Minimum of five years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit

hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Subject Matter Expert I**

***Functional Responsibility***

Has experience in the development of processes. Must have an understanding of the government acquisition process. May be knowledgeable in process analysis techniques such as flowcharting, process mapping, benchmarking, and activity-based costing. May have experience in providing market research, contract administrative support services, or other activities related to the acquisition process. May have subject matter expertise in areas such as facilitation, organizational development, and change management.

***Minimum Experience***

Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Management Consultant VIII**

***Functional Responsibility***

Recognized expert in the business area or field of endeavor being addressed. Provides expert, independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. Must have specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, quality surveillance plan development, or information system development methods and practices. May have subject matter expertise in the government acquisition process, such as acquisition planning, procurement strategy, contract negotiation, full proposal evaluations, or contract investigations. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. May be responsible for post-procurement reviews of contractor performance. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Coordinates with management and customer personnel at all levels to ensure that the problem is properly understood and defined, and that the solution will satisfy the client's

requirements. Prepares papers and documentation in support of customer requirements. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and/or management, site selection, and consolidation of operations. May serve as a senior advisor/analyst to customer's executive management team in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations. Identifies barriers to improving performance and recommends alternatives for measuring performance. Serves as the project lead and the primary customer point of contact for either a contract or task.

### ***Minimum Experience***

Minimum of ten years experience. Each additional post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

MS/MA or equivalent experience. Certifications as required by the Task Order.

## **Management Consultant VII**

### ***Functional Responsibility***

Recognized expert in the business area or field of endeavor being addressed. Provides expert, independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. Must have specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, quality surveillance plan development, or information system development methods and practices. May have subject matter expertise in the government acquisition process, such as acquisition planning, procurement strategy, contract negotiation, full proposal evaluations, or contract investigations. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. May be responsible for post-procurement reviews of contractor performance. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Coordinates with management and customer personnel at all levels to ensure that the problem is properly understood and defined, and that the solution will satisfy the client's requirements. Prepares papers and documentation in support of customer requirements. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and/or management, site selection, and consolidation of operations. May serve as a senior advisor/analyst to customer's executive management team in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and/or consolidation of operations.

Identifies barriers to improving performance and recommends alternatives for measuring performance. Serves as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity.

***Minimum Experience***

Minimum of twelve years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Management Consultant VI**

***Functional Responsibility***

Recognized expert in the business area or field of endeavor being addressed. Provides expert, independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. Must have specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, or information system development methods and practices. Duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. May have subject matter expertise in the government acquisition process, such as acquisition planning, procurement strategy, contract negotiation, full proposal evaluations, or contract investigations. May be responsible for reviewing post-procurement contractor performance, developing quality assurance surveillance plans, executing quality assurance surveillance plans, or providing oversight of contract administrative support services. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Coordinates with management and customer personnel at all levels to ensure that the problem is properly understood and defined, and that the solution will satisfy the client's requirements. Prepares papers and documentation in support of customer requirements. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and/or management, site-selection, and consolidation of operations. Identifies barriers to improving performance and recommends alternatives for measuring performance. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity.

***Minimum Experience***

Minimum of ten years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having

bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Management Consultant V**

***Functional Responsibility***

Expert in the business area or field of endeavor being addressed. Provides expert, independent services and leadership in specialized functional or technical areas. Provides expertise on an as needed basis. Must have specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, or information system development methods and practices. May have subject matter expertise in the government acquisition process or capable of providing support in the procurement or contract administration processes. May conduct post-procurement reviews of contractor performance, provide planning services, execute procurement strategy, conduct negotiations, develop quality assurance surveillance plans, execute quality assurance surveillance plans, investigate contract discrepancies, and/or provide oversight of contract administrative support services. Duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Prepares papers and documentation in support of customer requirements. Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and/or management, site-selection, and consolidation of operations. Identifies barriers to improving performance and recommends alternatives for measuring performance.

***Minimum Experience***

Minimum of eight years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Management Consultant IV**

***Functional Responsibility***

Expert in the business area or field of endeavor being addressed. Provides expert, independent services and leadership in specialized functional or technical areas. Provides expertise on an as

needed basis. Must have specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, or information system development methods and practices. May have subject matter expertise in the government acquisition process or capable of providing support in the procurement or contract administration processes. May provide proposal evaluations, execute procurement strategy, conduct negotiations, develop quality assurance surveillance plans, execute quality assurance surveillance plans, investigate contract discrepancies, and/or provide oversight of contract administrative support services. Duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and additional forms of knowledge transfer.

***Minimum Experience***

Minimum of six years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Management Consultant III**

***Functional Responsibility***

Requires in-depth knowledge in the business area or field of endeavor being addressed. Provides independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. Must have experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, or information system development methods and practices. Duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. May be responsible for managing and/or providing contract administrative support services, market research, quality assurance surveillance plans, acquisition document development, and capable of investigating contract discrepancies. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer. Prepares papers and documentation in support of customer requirements.

***Minimum Experience***

Minimum of four years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Management Consultant II**

***Functional Responsibility***

Requires in-depth knowledge in the business area or field of endeavor being addressed. Provides independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. May have specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, or information system development methods and practices. Duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. May be responsible for managing and/or providing contract administrative support services, market research, quality assurance surveillance plans, acquisition document development, and capable of investigating contract discrepancies.

***Minimum Experience***

Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Management Consultant I**

***Functional Responsibility***

Requires knowledge in the business area or field of endeavor being addressed. Provides independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. May have experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, or information system development methods and practices. Duties may include developing modern business methods, and assessing performance measurements. Assists in competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies, change enablement and/or management, site-selection, and consolidation of operations. Must be capable of providing junior-level acquisition and contract administration support services as required, which may include conducting market research, document management, contract investigations, maintaining quality assurance surveillance plans, or

assisting in contract close-outs.

***Minimum Experience***

Minimum of two years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Program Manager VII**

***Functional Responsibility***

Responsible for all aspects of the development and implementation of assigned programs and provides a single point of contact for programs. Takes programs from original concept through final implementation. Able to assist in, support, or provide acquisition and contract management efforts. Interfaces with all areas affected by the program including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts program meetings and is responsible for program tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to program teams. Recommends and takes action to direct the analysis and solution of problems.

***Minimum Experience***

Minimum of ten years relevant experience. Each additional post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

MBA, MA or equivalent experience. Certifications as required by the Task Order.

**Program Manager VI**

***Functional Responsibility***

Responsible for all aspects of the development and implementation of assigned programs and provides a single point of contact for programs. Takes programs from original concept through final implementation. Able to assist in, support, or provide acquisition and contract management efforts. Interfaces with all areas affected by the program including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans,

schedules, project estimates, resource plans, and status reports. Conducts program meetings and is responsible for program tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to program teams. Recommends and takes action to direct the analysis and solution of problems.

***Minimum Experience***

Minimum of twelve years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BBA, BA or equivalent experience. Certifications as required by the Task Order.

**Program Manager V**

***Functional Responsibility***

Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Able to assist in, support, or provide acquisition and contract management efforts. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for all project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project teams. Recommends and takes action to direct the analysis and solution of problems.

***Minimum Experience***

Minimum of twelve years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BBA, BA or equivalent experience. Certifications as required by the Task Order.

**Program Manager IV**

***Functional Responsibility***

Responsible for all aspects of the development and implementation of assigned projects and

provides a single point of contact for those projects. Takes projects from original concept through final implementation. Able to assist in, support, or provide acquisition and contract management efforts. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for all project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project teams. Recommends and takes action to direct the analysis and solution of problems.

***Minimum Experience***

Minimum of ten years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BBA, BA or equivalent experience. Certifications as required by the Task Order.

**Program Manager III**

***Functional Responsibility***

Responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Takes project from original concept through final implementation. Able to assist in, support, or provide acquisition and contract management efforts. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solution of problems.

***Minimum Experience***

Minimum of seven years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BBA, BA or equivalent experience. Certifications as required by the Task Order.

## **Program Manager II**

### ***Functional Responsibility***

Responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Interfaces with all areas affected by the project including end users, computer services, and client services. Able to assist in, support, or provide acquisition and contract management efforts. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solution of problems.

### ***Minimum Experience***

Minimum of six years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BA or equivalent experience. Certifications as required by the Task Order.

## **Program Manager I**

### ***Functional Responsibility***

Responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Interfaces with all areas affected by the project including end users, computer services, and client services. Able to assist in, support, or provide acquisition and contract management efforts. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solution of problems.

### ***Minimum Experience***

Minimum of five years relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BA or equivalent experience. Certifications as required by the Task Order.

## **Analyst VIII**

### ***Functional Responsibility***

Serves as a recognized expert associated with content, processes, and procedures. Helps define detailed requirements, analyzes business needs, and validates solutions with the client. Assists in the detail of requirements through product development and other functions to support the project team. Applies functional knowledge to design and customizes workflow systems that provide seamless integration for client/server applications. Drafts functional requirements, develops test plans, and works with production issues. Assists in the formulation and definition of systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment. Develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. May be responsible for/manage: proposal evaluation support, including price/cost or technical analysis; market research; procurement strategy; and/or cost/price estimates. Leads teams of analysts. May serve as Subject Matter Expert providing procurement expertise and assistance.

### ***Minimum Experience***

Minimum of twelve year relevant experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience.

## **Analyst VII**

### ***Functional Responsibility***

Serves as an expert associated with content, processes, and procedures. Helps define detailed requirements, analyzes business needs, and validates solutions with the client. Assists in the detail of requirements through product development and other functions to support the project team. Applies functional knowledge to design and customizes workflow systems that provide seamless integration for client/server applications. Drafts functional requirements, develops test plans, and works with production issues. Assists in the formulation and definition of systems

scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment. Develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. Guides and advises less-experienced analysts. May be responsible for/manage: proposal evaluation support, including price/cost or technical analysis; market research; procurement strategy; and/or cost/price estimates. May serve as Subject Matter Expert providing procurement expertise and assistance.

### ***Minimum Experience***

Minimum of ten years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience.

## **Analyst VI**

### ***Functional Responsibility***

Serves as an expert associated with content, processes, and procedures. Helps define detailed requirements, analyzes business needs, and validates solutions with the client. Assists in the detail of requirements through product development and other functions to support the project team. Assists in the formulation and definition of systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment. Develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. Guides and advises less-experienced analysts. May manage or oversee: proposal evaluation support, including price/cost or technical

analysis; market research; procurement strategy; and/or cost/price estimates. May serve as Subject Matter Expert providing procurement expertise and assistance.

***Minimum Experience***

Minimum of eight years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience.

**Analyst V**

***Functional Responsibility***

Serves as an expert associated with content, processes, and procedures. Helps define detailed requirements, analyzes business needs, and validates solutions with the client. Assists in the detail of requirements through product development and other functions to support the project team. Assists in the formulation and definition of systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. Guides and advises less-experienced analysts. May manage and/or provide: proposal evaluation support, including price/cost or technical analysis; market research; procurement strategy; and/or cost/price estimates. May serve as Subject Matter Expert providing procurement expertise and assistance.

***Minimum Experience***

Minimum of six years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience.

**Analyst IV**

### ***Functional Responsibility***

Serves as an expert associated with content, processes, and procedures. Assists in the definition of detailed requirements, analyzes business needs, and validates solutions with the client. Assists in the formulation and definition of systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. Guides and advises less-experienced analysts. May manage and/or provide: proposal evaluation support, including price/cost or technical analysis; market research; procurement strategy; and/or cost/price estimates. May serve as Subject Matter Expert providing procurement expertise and assistance.

### ***Minimum Experience***

Minimum of five years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience.

## **Analyst III**

### ***Functional Responsibility***

Under limited supervision, serves as an expert associated with content, processes, and procedures. Assists in the detail of requirements through product development and other functions to support the project team. Assists in the formulation and definition of systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. Guides and advises less-experienced analysts. May provide: procurement assistance; proposal evaluation support, including price/cost or technical analysis; market research; procurement strategy assistance; and/or cost/price estimate assistance.

### ***Minimum Experience***

Minimum of four years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience.

## **Analyst II**

### ***Functional Responsibility***

Under direct supervision, assists in the detail of requirements through product development and other functions to support the project team. Assists in the formulation and definition of systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. Guides and advises less-experienced analysts. May support or assist in procurement efforts, proposal evaluations, market research, procurement strategy, and/or cost/price estimations.

### ***Minimum Experience***

Minimum of two years experience. Two years of related experience may be substituted for each year of related degree-level education. Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

Associates degree or equivalent experience.

## **Analyst I**

### ***Functional Responsibility***

Under direct supervision, develops and maintains program and project forecasting data. Coordinates, analyzes, and enters data for planning budget estimates and project schedules. Identifies changes in project planning and scheduling. Examines, formulates, prepares, and provides cumulative cost reports. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in the

development of proposal plans and/or work plans for new projects including schedules, budgets, and staffing requirements. Guides and advises less-experienced analysts. May support or assist in procurement efforts, proposal evaluations, market research, procurement strategy, and/or cost/price estimations.

***Minimum Experience***

Minimum of one year experience. One year of related experience may be substituted for each year of degree-level education. Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

Associates degree or equivalent experience.

**Technical Editor VI**

***Functional Responsibility***

Responsible for content of technical documentation. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and/or software and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, contracting officers or other procurement specialists, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformity with established standards. Checks author's document for spelling, grammar, format, and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Ensures that documents follow the style laid out in the organization's style guide. Performs final quality assurance checks on all materials. Responsible for maintaining the style guide. Excellent written communication skills; in-depth working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail oriented work are required. Manages the efforts of technical writers.

***Minimum Experience***

Minimum of ten years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience.

## **Technical Editor V**

### ***Functional Responsibility***

Responsible for content of technical documentation. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and/or software and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, contracting officers or other procurement specialists, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformity with established standards. Checks author's document for spelling, grammar, format, and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Ensures that documents follow the style laid out in the organization's style guide. Performs final quality assurance checks on all materials. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Excellent written communication skills; in-depth working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. May manage the efforts of technical writers.

### ***Minimum Experience***

Minimum of 7 years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience

## **Technical Editor IV**

### ***Functional Responsibility***

Responsible for content of technical documentation. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and/or software and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, contracting officers or other procurement specialists, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformity with established standards. Checks author's

document for spelling, grammar, format, and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Ensures that documents follow the style laid out in the organization's style guide. Performs final quality assurance checks on all materials. Suggests revisions to the style guide as appropriate. Excellent written communication skills; in-depth working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required.

***Minimum Experience***

Minimum of six years experience. Two years of related experience may be substituted for each year of related degree-level education. Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

Associates degree or equivalent experience.

**Technical Editor III**

***Functional Responsibility***

Responsible for content of technical documentation. Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and/or software and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, contracting officers or other procurement specialists, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformity with established standards. Checks author's document for spelling, grammar, format, and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Ensures that documents follow the style laid out in the organization's style guide. Performs final quality assurance checks on all materials. May also be responsible for maintaining the style guide. Suggests revisions to the style guide as appropriate. Excellent written communication skills; in depth working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required.

***Minimum Experience***

Minimum of five years experience. Two years of related experience may be substituted for each year of related degree-level education. Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

Associates degree or equivalent experience.

## **Technical Editor II**

### ***Functional Responsibility***

Under limited supervision researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and/or software and hardware documentation. Obtains technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Interfaces with users, specialists, analysts, contracting officers or other procurement specialists, programmers, etc., to obtain background information of technologies, methods, and standards. Revises text and recommends changes in scope, format, and content to ensure conformity with established standards. Checks author's document for spelling, grammar, format, and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Ensures that documents follow the style laid out in the organization's style guide. Excellent written communication skills; working knowledge of word-processing and integrated software applications; good organizational skills and ability to perform detail-oriented work are required.

### ***Minimum Experience***

Minimum of three years experience. Two years of related experience may be substituted for each year of degree-level education. Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience.

### ***Minimum Training, Certifications & Education***

Associates degree or equivalent experience.

## **Technical Editor I**

### ***Functional Responsibility***

Under direct supervision researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and/or software and hardware documentation. Revises text and recommends changes in scope, format, and content to ensure conformity with established standards. Checks author's document for spelling, grammar, format, and content problems (e.g., missing instructions or sections; redundant or unnecessary sections). Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Ensures that documents follow the style laid out in the organization's style guide. Good written communication skills; working knowledge of word-processing and integrated software

applications; good organizational skills and ability to perform detail-oriented work are required.

***Minimum Experience***

Minimum of one year experience. One year of experience may be substituted for each year of related degree-level education. Security clearance as required by the Task Order. Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

Associates degree or equivalent experience.

**Documentation Specialist IV**

***Functional Responsibility***

Maintains a current internal documentation library. Responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including program/project documentation, technical manuals, user manuals and reference manuals. Responsible for maintaining acquisition/contract materials and documentation such as cost-price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, contract modifications, research materials, and/or investigative reports, and updating them as needed. Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation. May guide and advise less experienced documentation specialists.

***Minimum Experience***

Minimum of six years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Documentation Specialist III**

***Functional Responsibility***

Under limited supervision, maintains a current internal documentation library. Responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods including program/project documentation, technical manuals, user manuals and reference manuals. Responsible for maintaining acquisition/contract materials and

documentation such as cost-price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, contract modifications, research materials, and/or investigative reports, and updating them as needed. Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Provides or coordinates special documentation services as required. Competent to work at the highest level of all phases of documentation.

***Minimum Experience***

Minimum of five years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Documentation Specialist II**

***Functional Responsibility***

Under general supervision, maintains a current internal documentation library. Assists in the preparation and/or maintenance of systems, programming, and operations documentation, procedures, and methods including program/project documentation, technical manuals, user manuals, and reference manuals. Provides support in the maintenance and/or updating of acquisition/contract materials and documentation such as cost-price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, contract modifications, research materials, and/or investigative reports. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Provides or coordinates special documentation services as required.

***Minimum Experience***

Minimum of three years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

**Documentation Specialist I**

***Functional Responsibility***

Under direct supervision, maintains a current internal documentation library. Assists in the preparation and/or maintenance of systems, programming, and operations documentation, procedures, and methods including program/project documentation, technical manuals, user manuals, and reference manuals. Supports senior Documentation Specialists in maintaining and updating acquisition/contract materials and documentation such as cost-price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, contract modifications, research materials, and/or investigative reports. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Provides or coordinates special documentation services as required.

***Minimum Experience***

Minimum of one year of experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

Associates degree or equivalent experience. Certifications as required by the Task Order.

**Administrative Specialist IV**

***Functional Responsibility***

Perform tasks to ensure continuity of overall program/office operations such as: place, receive and screen telephone calls; screen correspondence; respond to inquiries and requests independently and make appropriate referrals; prioritize and ensure follow-up on inquiries, requests and referrals; set up appointments for supervisor independently; assure that all communication is handled sensitively given the nature of the work. Develops, recommends and implements office and operational procedures; coordinates and prioritizes assignment of special projects; ensures that all projects and tasks are meeting deadlines; recommends appropriate actions; advises supervisor when deadlines or priorities need re-consideration. Compiles, analyzes and summarizes data and information as requested; inputs, maintains and updates data and information; gathers and organizes information and materials for meetings and management decision-making; ensures that all data and reports are developed so that information is well38 prioritized, clear and easily accessible; may monitor flow of correspondence, reports and information generated by the office and ensures compliance with timelines. Provides support to Documentation Specialists in updating and/or maintaining acquisition, business, and/or project/program papers, reports, and other documentation as needed; may assume responsibility for acquisition and/or contract materials. Organizes and maintains records and files; compiles and organizes information and materials for meetings and decision-making; ensures the confidentiality and integrity of information; ensures all files and records are well organized so that all parties may easily access information; uses state-of-the-art organizational tools for managing information, calendars and projects; independently develops new organizational schemes and methods to ensure maximum efficiency and productivity. Formats, transcribes and composes correspondence, forms and reports; exercises signature authority, as delegated;

duplicates and distributes a variety of materials; takes minutes of meetings. Routes or answers routine correspondence not requiring manager's attention and prepares special reports; gathers and summarizes data. Establishes and maintains electronic and/or hardcopy data library of documents and task order files. Excellent written communication skills; in-depth working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail oriented work are required. Provides supervision, training, and guidance to lower level administrative staff and monitors and evaluates effectiveness of other secretarial and administrative support services provided by the supervisor.

### ***Minimum Experience***

Minimum of 6 years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

## **Administrative Specialist III**

### ***Functional Responsibility***

Perform tasks to ensure continuity of overall program/office operations such as: place, receive and screen telephone calls; screen correspondence; respond to inquiries and requests independently and make appropriate referrals; prioritize and ensure follow-up on inquiries, requests and referrals; set up appointments for supervisor independently; assure that all communication is handled sensitively given the nature of the work. May develop, recommend, and implement office and operational procedures; coordinates and prioritizes assignment of special projects; ensures that all projects and tasks are meeting deadlines; recommends appropriate actions; advises supervisor when deadlines or priorities need re-consideration. Compiles, analyzes and summarizes data and information as requested; inputs, maintains and updates data and information; gathers and organizes information and materials for meetings and management decision-making; ensures that all data and reports are developed so that information is well-prioritized, clear and easily accessible; may monitor flow of correspondence, reports and information generated by the office and ensures compliance with timelines. Provides support to Documentation Specialists in updating and/or maintaining acquisition, business, and/or project/program papers, reports, and other documentation as needed; may share responsibility for acquisition and/or contract materials. Organizes and maintains records and files; compiles and organizes information and materials for meetings and decision-making; ensures the confidentiality and integrity of information; ensures all files and records are well organized so that all parties may easily access information; uses state-of-the-art organizational tools for managing information, calendars and projects; independently develops new organizational schemes and methods to ensure maximum efficiency and productivity. Formats, transcribes and composes correspondence, forms and reports; duplicates and distributes a variety of materials; takes minutes of meetings. Routes or answers routine correspondence not requiring manager's

attention and prepares special reports, gathers and summarizes data. Establishes and maintains electronic and/or hardcopy data library of documents and task order files. Excellent written communication skills; in-depth working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail oriented work are required. May provide supervision, training, and guidance to lower level administrative staff and monitor and evaluate effectiveness of other secretarial and administrative support services provided by the supervisor.

### ***Minimum Experience***

Minimum of five years experience. Each post-graduate degree equivalent to up to three years experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for three months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to two years experience. Security clearance as required by the Task Order.

### ***Minimum Training, Certifications & Education***

BS/BA or equivalent experience. Certifications as required by the Task Order.

## **Administrative Specialist II**

### ***Functional Responsibility***

Perform tasks to ensure continuity of overall program/office operations such as: place, receive and screen telephone calls; screen correspondence; respond to inquiries and requests independently and make appropriate referrals; prioritize and ensure follow-up on inquiries, requests and referrals; set up appointments for supervisor independently; assure that all communication is handled sensitively given the nature of the work. May compile, analyze and summarize data and information as requested; inputs, maintains, and updates data and information; gathers and organizes information and materials for meetings and management decision-making; ensures that all data and reports are developed so that information is well prioritized, clear and easily accessible; may monitor flow of correspondence, reports and information generated by the office and ensures compliance with timelines. Provides support to Documentation Specialists in updating and/or maintaining acquisition, business, and/or project/program papers, reports, and other documentation as needed; may be responsible for tracking of acquisition and/or contract-related files. Organizes and maintains records and files; compiles and organizes information and materials for meetings and decision-making; ensures the confidentiality and integrity of information; ensures all files and records are well organized so that all parties may easily access information; uses state-of-the-art organizational tools for managing information, calendars and projects; independently develops new organizational schemes and methods to ensure maximum efficiency and productivity. Formats, transcribes and composes correspondence, forms and reports; exercises signature authority, as delegated; duplicates and distributes a variety of materials; takes minutes of meetings. Establishes and maintains electronic and/or hardcopy data library of documents and task order files. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail oriented work are required.

***Minimum Experience***

Minimum of three years experience. 2 years experience equivalent to BS/BA. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

AA or equivalent experience. Certifications as required by the Task Order.

**Administrative Specialist I**

***Functional Responsibility***

Perform tasks to ensure continuity of overall program/office operations such as: place, receive and screen telephone calls; screen correspondence; respond to inquiries and requests independently and make appropriate referrals; prioritize and ensure follow-up on inquiries, requests and referrals; set up appointments for supervisor independently; assure that all communication is handled sensitively given the nature of the work. Inputs, maintains and updates data and information; gathers and organizes information and materials for meetings and management decision-making; ensures that all data and reports are developed so that information is well-prioritized, clear and easily accessible. Provides support to senior Administrative Specialists in tracking, updating, or maintaining acquisition and/or contract-related files. Organizes and maintains records and files; compiles and organizes information and materials for meetings and decision-making; ensures the confidentiality and integrity of information; ensures all files and records are well organized so that all parties may easily access information; uses state-of-the-art organizational tools for managing information, calendars and projects; independently develops new organizational schemes and methods to ensure maximum efficiency and productivity. Formats, transcribes and composes correspondence, forms and reports; duplicates and distributes a variety of materials; takes minutes of meetings. Establishes and maintains electronic and/or hardcopy data library of documents and task order files. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail oriented work are required.

***Minimum Experience***

Minimum of one-year experience or BS/BA. Four years experience equivalent to BS/BA. Security clearance as required by the Task Order.

***Minimum Training, Certifications & Education***

High School Diploma or equivalent experience. Certifications as required by the Task Order.