



**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

FSC GROUP 874 CLASS R499

**CONTRACT NUMBER:
GS-10F-0280N**

**Period Covered by Contract:
March 7, 2003 through March 6, 2018**

Cherokee Nation Government Solutions, LLC
777 W. Cherokee Street
Catoosa, OK 74015-3235
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Contract Administration: Tyson Kiser
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General Services Administration
Management Services Center Acquisition Division

Business Size: Large Business

DUNS Number: 966268885

Pricelist current through Modification #PA-0019, dated May 8, 2014

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The Internet address for GSA *Advantage!* is: <http://www.gsaadvantage.gov>.

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| CUSTOMER INFORMATION |
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- 1a. Table of awarded special item numbers
SIN 874-1 Integrated Consulting Services
SIN 874-6 Acquisition Management Support
SIN 874-7 Integrated Business Program Support Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. *Please see attached pricing.*
2. Maximum order: *\$1,000,000*
3. Minimum order: *\$100.00*
4. Geographic coverage (delivery area). *All domestic locations*
5. Point of production: *N/A*
6. Discount from list prices or statement of net price: *Government prices are net.*
7. Quantity discounts: *None*
8. Prompt payment terms: *0% Net 30 Days*
- 9a. Government purchase cards are accepted below the micropurchase threshold.
- 9b. Government purchase cards are accepted above the micropurchase threshold.
10. Foreign items (list items by country of origin): *None*
- 11a. Time of delivery: *Contact Contractor*
- 11b. Expedited Delivery: *Contact Contractor*
- 11c. Overnight and 2-day delivery: *Contact Contractor*
- 11d. Urgent Requirements: *Contact Contractor*
12. F.O.B. point: *Destination*
- 13a. Ordering address: *Same as Contractor*
- 13b. Ordering Procedures: *For supplies and services, the ordering procedures, information on Blanket Purchasing Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).*

14. Payment address: *Same as Contractor*
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*
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: *N/A*
25. Data Universal Number System (DUNS) number: *966268885*
26. Cherokee Nation Government Solutions, LLC is registered in the System for Award Management (SAM) database.
CAGE Code: 69V24

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| CHEROKEE NATION GOVERNMENT SOLUTIONS, LLC MOBIS LABOR CATEGORY DESCRIPTIONS |
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Job Title: Program Manager V

Minimum/General Experience: Requires at least ten years program management experience and comprehensive understanding of the applicable programs and associated market. Must have demonstrated ability in effective oral and written communication, planning, and supervisory, leadership, and operational skills. Must have financial skills combined with the ability to develop and implement strategies and action plans to achieve desired objectives.

Functional Responsibilities: Works closely with senior management in aspects of operational and financial oversight. Manages and directs activities in the planning, development, implementation, monitoring, and supervision of programs, services, and employees of the facility. Coordinates and participates in the strategic planning, development, and implementation of new business. Ensures employees have the necessary tools and training to perform their jobs in compliance with company policies. Ensures that programs functions in a manner that satisfies contractual obligations, and develops timely and accurate reports on the status of program operations. Focuses on consistent quality of all services by developing and maintaining an environment promoting excellence in all operations. Develops and implements strategies and action plans that will achieve and enhance operational and financial objectives.

Minimum Education: Bachelors degree.

Job Title: Program Manager IV

Minimum/General Experience: Requires eight years program management experience and comprehensive understanding of the applicable programs and associated market. Must have demonstrated ability in effective oral and written communication, planning, and supervisory, leadership, and operational skills. Must have financial skills combined with the ability to develop and implement strategies and action plans to achieve desired objectives.

Functional Responsibilities: Works closely with senior management in aspects of operational and financial oversight. Manages and directs activities in the planning, development, implementation, monitoring, and supervision of programs, services, and employees of the facility. Coordinates and participates in the strategic planning, development, and implementation of new business. Ensures employees have the necessary tools and training to perform their jobs in compliance with company policies. Ensures that programs functions in a manner that satisfies contractual obligations, and develops timely and accurate reports on the status of program operations. Focuses on consistent quality of all services by developing and maintaining an environment promoting excellence in all operations. Develops and implements strategies and action plans that will achieve and enhance operational and financial objectives.

Minimum Education: Bachelors degree.

Job Title: Program Manager III

Minimum/General Experience: Requires five years program management experience and comprehensive understanding of the applicable programs and associated market. Must have demonstrated ability in effective oral and written communication, planning, and supervisory, leadership, and operational skills. Must have financial skills combined with the ability to develop and implement strategies and action plans to achieve desired objectives.

Functional Responsibilities: Works closely with senior management in aspects of operational and financial oversight. Manages and directs activities in the planning, development, implementation, monitoring, and supervision of programs, services, and employees of the facility. Coordinates and participates in the strategic planning, development, and implementation of new business. Ensures employees have the necessary tools and training to perform their jobs in compliance with company policies. Ensures that programs function in a manner that satisfies contractual obligations, and develops timely and accurate reports on the status of program operations. Focuses on consistent quality of all services by developing and maintaining an environment promoting excellence in all operations. Develops and implements strategies and action plans that will achieve and enhance operational and financial objectives.

Minimum Education: Bachelors degree.

Job Title: Program Manager II

Minimum/General Experience: Requires three years program management experience and comprehensive understanding of the applicable programs and associated market. Must have demonstrated ability in effective oral and written communication, planning, and supervisory, leadership, and operational skills. Must have financial skills combined with the ability to develop and implement strategies and action plans to achieve desired objectives.

Functional Responsibilities: Works closely with senior management in aspects of operational and financial oversight. Manages and directs activities in the planning, development, implementation, monitoring, and supervision of programs, services, and employees of the facility. Coordinates and participates in the strategic planning, development, and implementation of new business. Ensures employees have the necessary tools and training to perform their jobs in compliance with company policies. Ensures that programs function in a manner that satisfies contractual obligations, and develops timely and accurate reports on the status of program operations. Focuses on consistent quality of all services by developing and maintaining an environment promoting excellence in all operations. Develops and implements strategies and action plans that will achieve and enhance operational and financial objectives.

Minimum Education: Bachelors degree.

Job Title: Program Manager I

Minimum/General Experience: Requires one year of program management experience supported by strong project management experience, and strong understanding of the applicable programs and associated market. Must have demonstrated ability in effective oral and written communication, planning, and supervisory, leadership, and operational skills. Must have financial skills combined with the ability to develop and implement strategies and action plans to achieve desired objectives.

Functional Responsibilities: Works closely with senior management in aspects of operational and financial oversight. Manages and directs activities in the planning, development, implementation, monitoring, and supervision of programs, services, and employees of the facility. Coordinates and participates in the strategic planning, development, and implementation of new business. Ensures employees have the necessary tools and training to perform their jobs in compliance with company policies. Ensures that programs function in a manner that satisfies contractual obligations, and develops timely and accurate reports on the status of program operations. Focuses on consistent quality of all services by developing and maintaining an environment promoting excellence in all operations. Develops and implements strategies and action plans that will achieve and enhance operational and financial objectives.

Minimum Education: Bachelors degree.

Job Title: Management Consultant

Minimum/General Experience: Requires four years of experience in process improvement, systems solutions, quality function deployment, continuous flow manufacturing, and integrated supply chain management. Must be computer literate and possess experience in multiple industries and business processes, with strong leadership and communication skills and the ability to work with people at all levels.

Functional Responsibilities: Responsibilities include work flow analysis, planning, change process, and systems implementation, working closely with the client in a partnership to achieve measurable results in process flow, productivity improvement, and performance management.

Minimum Education: Bachelors degree in a related field.

Job Title: Management Analyst

Minimum/General Experience: Requires two years of experience in process improvement, strategic planning, organizational redesign, change management, and performance analysis. Must possess excellent written and oral communication skills and have accounting and/or ERP General Ledger experience, as well as systems experience.

Functional Responsibilities: Serve as a lead analyst on business process reengineering engagements, providing expertise on process improvement, change management, and performance measures. Assists in BPR analysis, design, and implementation. Serves as a competent, effective member of client delivery/assignment teams. Responsible for task coordination and management and contribute recognized functional expertise to client deliverables.

Minimum Education: Bachelors degree in a related field required.

Job Title: Business Analyst III

Minimum/General Experience: Requires five years in business system development and working knowledge of analytical and quantitative techniques to solve business needs. Must have demonstrated proficiency in project management methodologies. Project management certification a plus. Must have strong written and oral communication skills and mastery of Microsoft Office Suite.

Functional Responsibilities: Guides customer in preparing functional specifications and project plans to assure customer's objectives are met on time and within cost. Assists in the development, design, and implementation of strategic planning projects. Works with customer to define system needs and translate logic diagrams into program statements. Performs project management, workflow analysis, systems analysis, GAP analysis, integration, process design, user liaison, and systems deployment. Develops and maintains expertise in the scripting designs of the NT and IBM platforms. Prepares test bed requirements and performs system integration testing.

Minimum Education: Bachelors degree in computer science.

Job Title: Business Analyst II

Minimum/General Experience: Requires two years in business system development and working knowledge of analytical and quantitative techniques to solve business needs. Must have demonstrated proficiency in project management methodologies. Project management certification a plus. Must have strong written and oral communication skills and mastery of Microsoft Office Suite.

Functional Responsibilities: Guides customer in preparing functional specifications and project plans to assure customer's objectives are met on time and within cost. Assists in the development, design, and implementation of strategic planning projects. Works with customer to define system needs and translate logic diagrams into program statements. Performs project management, workflow analysis, systems analysis, GAP analysis, integration, process design, user liaison, and systems deployment. Develops and maintains expertise in the scripting designs of the NT and IBM platforms. Prepares test bed requirements and performs system integration testing.

Minimum Education: Bachelors degree in computer science.

Job Title: Business Analyst I

Minimum/General Experience: Entry-level position requiring basic knowledge of analytical and quantitative techniques to solve business needs. Must have basic knowledge in project management methodologies. Project management certification a plus. Must have strong written and oral communication skills and mastery of Microsoft Office Suite.

Functional Responsibilities: Guides customer in preparing functional specifications and project plans to assure customer's objectives are met on time and within cost. Assists senior personnel in the development, design, and implementation of strategic planning projects. Works with customer to define system needs and translate logic diagrams into program statements. Assists in performing project management, workflow analysis, systems analysis, GAP analysis, integration, process design, user liaison, and systems deployment. Develops and maintains expertise in the scripting designs of the NT and IBM platforms. Prepares test bed requirements and performs system integration testing.

Minimum Education: Bachelors degree in computer science.

Job Title: Quality Control Manager

Minimum/General Experience: Requires three years QA experience, to include prior management experience, and knowledge of quality systems and ISO-9001 requirements. Must have strong interpersonal, written, and verbal communication skills and a clear understanding of process flow.

Functional Responsibilities: Conducts studies to determine cause, effect, and corrective measures required to remedy deviations from standards and assists in developing quality assurance policies and procedures. Provides consulting to ensure the overall quality of all deliverables. Develops, formulates, and conducts quality control programs using advanced inspection methods and tests, and devises control techniques.

Minimum Education: Bachelors degree in engineering or related technical discipline.

Job Title: Business Specialist III

Minimum/General Experience: Requires five years experience and strong interpersonal, oral, and written communication skills, and the ability to solve complex problems and work in a team environment. Must have strong technical and analytical skills and experience with data management programs, especially SQL, and PC based applications. Must be detailed oriented, flexible, and have strong organizational skills and the ability to work in a fast-paced, high volume, tight deadline environment.

Functional Responsibilities: Responsible for all phases of defined benefit implementation, from discovery through implementation, and transitions subsequent knowledge/tasks to the ongoing client delivery team. Reviews client data and develops and documents process flows and administrative procedure manual, ensuring continuous process/productivity improvement. Assists customer in meeting deadlines and participates in client's internal meetings. Follows quality-control standards and develops and documents business requirements. Develops administrative forms and worksheets and partners with internal colleagues to review business requirements and systems specifications to ensure plan milestones and client requirements are met. Prepares test plan, tools, and performs execution.

Minimum Education: Bachelors degree in Business Administration, Accounting, or Computer Science.

Job Title: Business Specialist II

Minimum/General Experience: Requires three years experience and strong interpersonal, oral, and written communication skills, and the ability to solve complex problems and work in a team environment. Must have strong technical and analytical skills and experience with data management programs, especially SQL, and PC based applications. Must be detailed oriented, flexible, and have strong organizational skills and the ability to work in a fast-paced, high volume, tight deadline environment.

Functional Responsibilities: Responsible for all phases of defined benefit implementation, from discovery through implementation, and transitions subsequent knowledge/tasks to the ongoing client delivery team. Reviews client data and develops and documents process flows and administrative procedure manual, ensuring continuous process/productivity improvement. Assists customer in meeting deadlines and participates in client's internal meetings. Follows quality-control standards and develops and documents business requirements. Develops

administrative forms and worksheets and partners with internal colleagues to review business requirements and systems specifications to ensure plan milestones and client requirements are met. Prepares test plan, tools, and performs execution.

Minimum Education: Bachelors degree in Business Administration, Accounting, or Computer Science.

Job Title: Business Specialist I

Minimum/General Experience: Entry-level position requiring strong interpersonal, oral, and written communication skills, and the ability to solve complex problems and work in a team environment. Must have strong technical and analytical skills and experience with data management programs, especially SQL, and PC based applications. Must be detailed oriented, flexible, and have strong organizational skills and the ability to work in a fast-paced, high volume, tight deadline environment.

Functional Responsibilities: Assists senior personnel in all phases of defined benefit implementation, from discovery through implementation, and transitions subsequent knowledge/tasks to the ongoing client delivery team. Assists in the review of client data and develops and documents process flows and administrative procedure manual, ensuring continuous process/productivity improvement. Assists customer in meeting deadlines and participates in client's internal meetings. Follows quality-control standards and develops and documents business requirements. Develops administrative forms and worksheets and partners with internal colleagues to review business requirements and systems specifications to ensure plan milestones and client requirements are met. Prepares test plan, tools, and performs execution.

Minimum Education: Bachelors degree in Business Administration, Accounting, or Computer Science.

Job Title: Contract Support Specialist VII

Minimum/General Experience: Requires fifteen years of related experience and proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety of computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills and the proven ability to act in a leadership role. Supervises junior staff.

Functional Responsibilities: Provides support to senior staff under the scope of work for specific consulting projects through quality review, logistical, administrative, and document management services. Assists in contract procedural aspects, expediting the work of the office or peer review panel. Proposes and implements process improvements. Performs quality checks of project database, ensuring that data is complete and accurate. Ensures that all task assignments are completed as directed, on time, and within budget. Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems. Acts as Task Leader when supervisor is absent.

Minimum Education: Bachelors degree in business or related field.

Job Title: Contract Support Specialist VI

Minimum/General Experience: Requires fourteen years of related experience and proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety of computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills and the proven ability to act in a leadership role. Supervises junior staff.

Functional Responsibilities: Provides support to senior staff under the scope of work for specific consulting projects through quality review, logistical, administrative, and document management services. Assists in contract procedural aspects, expediting the work of the office or peer review panel. Proposes and implements process improvements. Performs quality checks of project database, ensuring that data is complete and accurate. Ensures that all task assignments are completed as directed, on time, and within budget. Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems. Acts as Task Leader when supervisor is absent.

Minimum Education: Bachelors degree in business or related field.

Job Title: Contract Support Specialist V

Minimum/General Experience: Requires twelve years of related experience and proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety of computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills and the proven ability to act in a leadership role. Supervises junior staff.

Functional Responsibilities: Provides support to senior staff under the scope of work for specific consulting projects through quality review, logistical, administrative, and document management services. Assists in contract procedural aspects, expediting the work of the office or peer review panel. Proposes and implements process improvements. Performs quality checks of project database, ensuring that data is complete and accurate. Ensures that all task assignments are completed as directed, on time, and within budget. Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems. Acts as Task Leader when supervisor is absent.

Minimum Education: Bachelors degree in business or related field.

Job Title: Contract Support Specialist IV

Minimum/General Experience: Requires ten years of related experience and proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety computer software and the ability to use and integrate these software

packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills and the proven ability to act in a leadership role. Supervises junior staff.

Functional Responsibilities: Provides support to senior staff under the scope of work for specific consulting projects through quality review, logistical, administrative, and document management services. Assists in contract procedural aspects, expediting the work of the office or peer review panel. Proposes and implements process improvements. Performs quality checks of project database, ensuring that data is complete and accurate. Ensures that all task assignments are completed as directed, on time, and within budget. Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems. Acts as Task Leader when supervisor is absent.

Minimum Education: Bachelors degree in business or related field.

Job Title: Contract Support Specialist III

Minimum/General Experience: Requires five years of related experience and proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills and the proven ability to act in a leadership role. Supervises junior staff.

Functional Responsibilities: Provides support to senior staff under the scope of work for specific consulting projects through quality review, logistical, administrative, and document management services. Assists in contract procedural aspects, expediting the work of the office or peer review panel. Proposes and implements process improvements. Performs quality checks of project database, ensuring that data is complete and accurate. Ensures that all task assignments are completed as directed, on time, and within budget. Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems. Acts as Task Leader when supervisor is absent.

Minimum Education: Bachelors degree in business or related field.

Job Title: Contract Support Specialist II

Minimum/General Experience: Requires two years related experience and proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills.

Functional Responsibilities: Provides support to senior staff under the scope of work for specific consulting projects through quality review, logistical, administrative, and document management services. Assists in contract procedural aspects, expediting the work of the office or peer review panel. Proposes process improvements. Performs quality checks of project database,

ensuring that data is complete and accurate. Ensures that all task assignments are completed as directed, on time, and within budget. Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems.

Minimum Education: Bachelors degree in business or related field.

Job Title: Contract Support Specialist I

Minimum/General Experience: Entry-level position requiring proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills.

Functional Responsibilities: Provides support to senior staff under the scope of work for specific consulting projects through quality review, logistical, administrative, and document management services. Assists in contract procedural aspects, expediting the work of the office or peer review panel. Assists in quality checks of project database, ensuring that data is complete and accurate. Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems.

Minimum Education: Bachelors degree in business or related field.

Job Title: Classification Consultant IV

Minimum/General Experience: Requires ten years of specialized experience and strong knowledge of management and classification concepts, principles, and methodologies. Must have demonstrated oral communication skills in briefing, training, and/or providing information to small and/or large diverse groups. Must have the ability to analyze problems, evaluate the contents of written information, and apply sound judgment to resolve problems or offer alternative solutions to management. Must have supervisory experience.

Functional Responsibilities: Provides comprehensive classification consulting services to management. Responsible for all aspects of research, fact-finding, and communicating findings to appropriate levels of management. Provides sound management advice and direction to managers and holds briefings and presentations with managers. Provide advisory support to others engaged in the management process. Makes recommendations and provides workable alternatives for problem resolution, ensuring continuing integrity of overall programs. Prepares evaluation statements, reports of findings, and supporting documentation. Supervises junior staff.

Minimum Education: Bachelors degree in related field.

Job Title: Classification Consultant III

Minimum/General Experience: Requires five years of specialized experience and strong knowledge of management and classification concepts, principles, and methodologies. Must have demonstrated oral communication skills in briefing, training, and/or providing information to small and/or large diverse groups. Must have the ability to analyze problems, evaluate the

contents of written information, and apply sound judgment to resolve problems or offer alternative solutions to management. Must have supervisory experience.

Functional Responsibilities: Provides comprehensive classification consulting services to management. Responsible for all aspects of research, fact-finding, and communicating findings to appropriate levels of management. Provides sound management advice and direction to managers and holds briefings and presentations with managers. Provide advisory support to others engaged in the management process. Makes recommendations and provides workable alternatives for problem resolution, ensuring continuing integrity of overall programs. Prepares evaluation statements, reports of findings, and supporting documentation. Supervises junior staff.

Minimum Education: Bachelors degree in related field.

Job Title: Classification Consultant II

Minimum/General Experience: Requires three years of specialized experience and strong knowledge of management and classification concepts, principles, and methodologies. Must have demonstrated oral communication skills in briefing, training, and/or providing information to small and/or large diverse groups. Must have the ability to analyze problems, evaluate the contents of written information, and apply sound judgment to resolve problems or offer alternative solutions to management.

Functional Responsibilities: Provides comprehensive classification consulting services to management. Responsible for all aspects of research, fact-finding, and communicating findings to appropriate levels of management. Provides sound management advice and direction to managers and holds briefings and presentations with managers. Provide advisory support to others engaged in the management process. Makes recommendations and provides workable alternatives for problem resolution, ensuring continuing integrity of overall programs. Prepares evaluation statements, reports of findings, and supporting documentation.

Minimum Education: Bachelors degree in related field.

Job Title: Classification Consultant I

Minimum/General Experience: Entry level position requiring knowledge of management and classification concepts, principles, and methodologies. Must have excellent oral and written communication skills and the ability to analyze problems, evaluate the contents of written information, and apply sound judgment to resolve problems or offer alternative solutions to management.

Functional Responsibilities: Assists in providing classification consulting services to management. Assists in for all aspects of research, fact-finding, and communicating findings to appropriate levels of management. Responds orally and in writing to questions and requests, conducts analysis and research, and makes recommendations to management.

Minimum Education: Bachelors degree in related field.

Job Title: Classification Specialist II

Minimum/General Experience: Requires three years experience in the application of management principles, procedures, and techniques.

Functional Responsibilities: In direct support of senior personnel's consulting efforts, performs complex assignments following established policies and guidelines. Advises management on the

solution to management problems of limited scope for which there are precedents. Studies aspects of programs, identifies problems, and reports findings to be included in consulting evaluation reports. Participates in surveys; assists in identifying training needs; and interprets established policy, regulations, and precedents.

Minimum Education: Bachelors degree in a related field.

Job Title: Classification Specialist I

Minimum/General Experience: Requires one year of experience and a general understanding of management principles, procedures, and techniques.

Functional Responsibilities: In direct support of senior personnel's consulting efforts, performs assignments following established policies and guidelines. Assists management in the solution to management problems of limited scope for which there are precedents. Studies aspects of programs, identifies problems, and reports findings to be included in consulting evaluation reports. Participates in surveys; assists in identifying training needs; and assists in the interpretation of established policy, regulations, and precedents.

Minimum Education: Bachelors degree in a related field.

Job Title: Procedure Specialist II

Minimum/General Experience: Requires five years experience and strong knowledge of principles and practices of procedure evaluation and records management. Must have effective oral and written communication skills, excellent interpersonal skills, and computer literacy. Must know relational databases and have general knowledge of current, applicable regulations. Must be highly proficient in Windows-based applications including Word, Excel, Access, and Power Point; Internet; and competencies to learn various software applications.

Functional Responsibilities: In direct support of senior personnel's consulting efforts, assists in evaluating existing procedures and designing, if necessary, new procedures to improve the productivity and efficiency of department activities. Researches and reports issues, maintains records, and prepares fact-based reports to senior management.

Minimum Education: Bachelors degree in a related field.

Job Title: Procedure Specialist I

Minimum/General Experience: Requires one year of experience and basic knowledge of principles and practices of procedure evaluation and records management. Must have effective oral and written communication skills, excellent interpersonal skills, and computer literacy. Must know relational databases.

Functional Responsibilities: In direct support of senior personnel's consulting efforts, assists in evaluating existing procedures. Assists in researching and reporting issues, maintaining records, and preparing fact-based reports to senior management.

Minimum Education: Bachelors degree in a related field.

Job Title: Data Validator III

Minimum/General Experience: Requires five years of analytical experience, sound knowledge of fundamentals of data integrity, and the ability to interact and work as a productive team member. Must possess excellent organizational and interpersonal communication skills, both verbal and written. Must be able to adapt quickly to changing priorities and work requirements, learn quickly, troubleshoot work, and perform in a fast paced environment. Must have experience with word processing and spreadsheet software.

Functional Responsibilities: Ensures the integrity of the data upon which consultant process improvement and strategic planning recommendations are based. Responsible for all data validation related activities, including the evaluation of data standards and data consistency and quality. Identifies and coordinates validation issues for data and related systems and ensures compliance using SOPs and established guidelines. Supervises junior staff.

Minimum Education: Bachelors degree in related field.

Job Title: Data Validator II

Minimum/General Experience: Requires two years of analytical experience, sound knowledge of fundamentals of data integrity, and the ability to interact and work as a productive team member. Must possess excellent organizational and interpersonal communication skills, both verbal and written. Must be able to adapt quickly to changing priorities and work requirements, learn quickly, troubleshoot work, and perform in a fast paced environment. Must have experience with word processing and spreadsheet software.

Functional Responsibilities: Ensures the integrity of the data upon which consultant process improvement and strategic planning recommendations are based. Responsible for all data validation related activities, including the evaluation of data standards and data consistency and quality. Identifies and coordinates validation issues for data and related systems and ensures compliance using SOPs and established guidelines.

Minimum Education: Bachelors degree in related field.

Job Title: Data Validator I

Minimum/General Experience: Requires one year of analytical experience, sound knowledge of fundamentals of data integrity, and the ability to interact and work as a productive team member. Must possess excellent organizational and interpersonal communication skills, both verbal and written. Must be able to adapt quickly to changing priorities and work requirements, learn quickly, troubleshoot work, and perform in a fast paced environment. Must have experience with word processing and spreadsheet software.

Functional Responsibilities: Assists in ensuring the integrity of the data upon which consultant process improvement and strategic planning recommendations are based. Assists in all data validation related activities, including the evaluation of data standards and data consistency and quality. Assists in the identification and coordination of validation issues for data and related systems and ensures compliance using SOPs and established guidelines.

Minimum Education: Bachelors degree in related field.

Job Title: Research Associate V

Minimum/General Experience: Requires ten years of related experience and a strong understanding of research principles and procedures. Must be knowledgeable in the processes and concepts related to all aspects of various research methods.

Functional Responsibilities: Provides methods evaluation and improvement consulting through the application of experience and a comprehensive understanding of research principles, equipment, and procedures. Oversees research projects, translating recommendations into improved operations. Exercises independent, professional judgment and expertise in the design of experiments or fieldwork and suggests additional tests or modifications in current procedures. Remains current on specific research techniques and collects, interprets, and processes data. Prepares proposals, manuscripts, or other documents for publication and/or presentation. Supervises junior staff.

Minimum Education: Bachelors degree in a related field.

Job Title: Research Associate IV

Minimum/General Experience: Requires eight years of related experience and a strong understanding of research principles and procedures. Must be knowledgeable in the processes and concepts related to all aspects of various research methods.

Functional Responsibilities: Provides methods evaluation and improvement consulting through the application of experience and a comprehensive understanding of research principles, equipment, and procedures. Oversees research projects, translating recommendations into improved operations. Exercises independent, professional judgment and expertise in the design of experiments or fieldwork and suggests additional tests or modifications in current procedures. Remains current on specific research techniques and collects, interprets, and processes data. Prepares proposals, manuscripts, or other documents for publication and/or presentation. Supervises junior staff.

Minimum Education: Bachelors degree in a related field.

Job Title: Research Associate III

Minimum/General Experience: Requires five years of related experience and a strong understanding of research principles and procedures. Must be knowledgeable in the processes and concepts related to all aspects of various research methods.

Functional Responsibilities: Provides methods evaluation and improvement consulting through the application of experience and a comprehensive understanding of research principles, equipment, and procedures. Oversees research projects, translating recommendations into improved operations. Exercises independent, professional judgment and expertise in the design of experiments or fieldwork and suggests additional tests or modifications in current procedures. Remains current on specific research techniques and collects, interprets, and processes data. Prepares proposals, manuscripts, or other documents for publication and/or presentation. Supervises junior staff.

Minimum Education: Bachelors degree in a related field.

Job Title: Research Associate II

Minimum/General Experience: Requires three years of experience performing routine studies and analysis, and an understanding of research procedures and fundamental concepts.

Functional Responsibilities: In support of senior personnel, employs established research procedures, standard equipment, and fundamental concepts to conduct research tasks determined by methods evaluation consulting projects. Participates in the design of experiments or field work. Executes designated research tasks, making use of selected research methods, equipment, field work, library research, data acquisition, and processing, statistical analyses or other investigative techniques. Organizes and summarizes acquired data, using statistical techniques; organizes and drafts material for the preparation of reports, research papers, or manuscripts.

Minimum Education: Bachelors degree in a related field.

Job Title: Research Associate I

Minimum/General Experience: Entry level position, must have an understanding of research procedures and fundamental concepts.

Functional Responsibilities: In support of senior personnel, employs established research procedures, standard equipment, and fundamental concepts to conduct research tasks determined by methods evaluation consulting projects. Assists in the design of experiments or field work. Executes designated research tasks, making use of selected research methods, equipment, field work, library research, data acquisition, and processing, statistical analyses or other investigative techniques. Organizes and summarizes acquired data, using statistical techniques; organizes and drafts material for the preparation of reports, research papers, or manuscripts.

Minimum Education: Bachelors degree in a related field.

Job Title: Research Assistant IV

Minimum/General Experience: Requires eight years of related experience and a strong understanding of laboratory principles and procedures. Must be knowledgeable in the processes and concepts related to laboratory research.

Functional Responsibilities: As part of methods evaluation efforts, applies experience and a comprehensive understanding of laboratory principles, equipment, and procedures to the completion of consulting assignments. Coordinates research projects, translating scientific ideas into working operations. Exercises professional judgment and expertise in the design of experiments or fieldwork and suggests additional tests or modifications in current procedures. Remains current on specific research techniques and collects, interprets, and processes data. Assists in preparation of proposals, manuscripts, or other documents for publication and/or presentation. Supervises junior staff.

Minimum Education: High School diploma or equivalent.

Job Title: Research Assistant III

Minimum/General Experience: Requires five years of related experience and a strong understanding of laboratory principles and procedures. Must be knowledgeable in the processes and concepts related to laboratory research.

Functional Responsibilities: As part of methods evaluation efforts, applies experience and a comprehensive understanding of laboratory principles, equipment, and procedures to the completion of consulting assignments. Coordinates research projects, translating scientific ideas into working operations. Exercises professional judgment and expertise in the design of experiments or fieldwork and suggests additional tests or modifications in current procedures. Remains current on specific research techniques and collects, interprets, and processes data. Assists in preparation of proposals, manuscripts, or other documents for publication and/or presentation. Supervises junior staff.

Minimum Education: High School diploma or equivalent.

Job Title: Research Assistant II

Minimum/General Experience: Requires three years of experience performing routine studies and analysis, and an understanding of laboratory procedures and fundamental concepts.

Functional Responsibilities: In support of senior personnel, employs established laboratory procedures, standard equipment, and fundamental concepts to conduct research tasks determined by methods evaluation consulting projects. Participates in the design of experiments or field work. Executes designated research tasks, making use of selected laboratory experiments, equipment, field work, library research, data acquisition, and processing, statistical analyses or other investigative techniques. Organizes and summarizes acquired data, using scientific and statistical techniques; organizes and drafts material for the preparation of reports, research papers, or manuscripts.

Minimum Education: High School diploma or equivalent.

Job Title: Research Assistant I

Minimum/General Experience: Entry level position, must have an understanding of laboratory procedures and fundamental concepts.

Functional Responsibilities: In support of senior personnel, employs established laboratory procedures, standard equipment, and fundamental concepts to conduct research tasks determined by methods evaluation consulting projects. Assists in the design of experiments or field work. Executes designated research tasks, making use of selected laboratory experiments, equipment, field work, library research, data acquisition, and processing, statistical analyses or other investigative techniques. Organizes and summarizes acquired data, using scientific and statistical techniques; organizes and drafts material for the preparation of reports, research papers, or manuscripts.

Minimum Education: High School diploma or equivalent.

Job Title: Data Entry Specialist IV

Minimum/General Experience: Requires four years of related experience and a strong understanding of the concepts and principles of data management, transcribing procedures, and relevant data entry equipment. Must be able to multi-task.

Functional Responsibilities: In support of senior staff, determines requirements, establishes performance standards, and assigns and schedules work. Oversees the activities of data

processing department activities, ensuring adherence to developed standards. Interacts with technical consultants and vendors where appropriate. Supervises junior staff.

Minimum Education: Bachelors degree in computer science or related field.

Job Title: Data Entry Specialist III

Minimum/General Experience: Requires two years related experience and an understanding of transcribing procedures and relevant data entry equipment. Must have skill in operating an alphanumeric keyboard.

Functional Responsibilities: In support of senior staff, oversees the recording of a variety of alpha/numeric data onto storage media. Supervises junior staff.

Minimum Education: High school diploma.

Job Title: Data Entry Specialist II

Minimum/General Experience: Requires one year of keyboarding experience and an understanding of transcribing procedures and relevant data entry equipment. Must have skill in operating an alphanumeric keyboard.

Functional Responsibilities: Supports senior staff by operating data entry equipment. Transcribes, deciphers and codes more complex alphanumeric data. May instruct new Operators on procedures. Applies judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. May also perform routine data entry work.

Minimum Education: High school diploma.

Job Title: Data Entry Specialist I

Minimum/General Experience: Requires three months keyboarding experience and an understanding of transcribing procedures and relevant data entry equipment. Must have skill in operating an alphanumeric keyboard.

Functional Responsibilities: Supports senior staff by verifying data for accuracy and completeness, operating data entry equipment, and transcribing precoded information. Under direct supervision, works from various standardized source documents. Refers problems arising from erroneous items, codes, or missing information to senior personnel.

Minimum Education: High school diploma.

Job Title: Technical Writer IV

Minimum/General Experience: Requires fifteen years relevant experience and a high level of expertise in the planning and development of detailed annotated outlines for documents; and writing, designing, editing, or rewriting sections of written deliverables. Must be able to easily communicate with subject matter consultants and peers, and must possess strong organizational and communication skills in order to meet inflexible project deadlines. Requires expert knowledge of WordPerfect (PC), and competent use of Word and Excel.

Functional Responsibilities: Oversees and ensures deliverable formats regarding consultant-recommended instructions, policies, and procedures that serve as highly useful tools for our

customers. Organizes the scope and development of plans for generation of major document deliverables. Responsible for final production. Supervises junior staff.

Minimum Education: Bachelors degree in related field.

Job Title: Technical Writer III

Minimum/General Experience: Requires ten years relevant experience and a high level of expertise in the planning and development of detailed annotated outlines for documents; and writing, designing, editing, or rewriting sections of written deliverables. Must be able to easily communicate with subject matter consultants and peers, and must possess strong organizational and communication skills in order to meet inflexible project deadlines. Requires expert knowledge of WordPerfect (PC), and competent use of Word and Excel.

Functional Responsibilities: Composes written matter relating to consultant-recommended instructions, policies, and procedures, ensuring deliverable formats that serve as highly useful tools for our customers. Investigates and studies material used through examination of systems, diagrams, and interviews with subject matter consultants. May supervise final production of major documents. Supervises junior staff.

Minimum Education: Bachelors degree in related field.

Job Title: Technical Writer II

Minimum/General Experience: Requires five years relevant experience and expertise in the planning and development of detailed annotated outlines for documents; and writing, designing, editing, or rewriting sections of written deliverables. Must possess strong organizational and communication skills in order to meet inflexible project deadlines. Requires expert knowledge of WordPerfect (PC), and competent use of Word and Excel.

Functional Responsibilities: Composes written matter relating to consultant-recommended instructions, policies, and procedures, ensuring deliverable formats that serve as highly useful tools for our customers. Investigates and studies material used through examination of systems, diagrams, and interviews with subject matter consultants.

Minimum Education: Bachelors degree in related field.

Job Title: Technical Writer I

Minimum/General Experience: Requires one year relevant experience and a strong understanding and participation in the planning and development of detailed annotated outlines for documents; and writing, designing, editing, or rewriting sections of written deliverables. Must possess strong organizational and communication skills in order to meet inflexible project deadlines. Requires competency in WordPerfect (PC), Word, and Excel.

Functional Responsibilities: Assists in the composition of written matter relating to consultant-recommended instructions, policies, and procedures, helping to ensure deliverable formats that serve as highly useful tools for our customers. Investigates and studies material used through examination of systems, diagrams, and interviews with subject matter consultants.

Minimum Education: Bachelors degree in related field.

Job Title: Graphic Artist

Minimum/General Experience: Requires three years professional experience producing results with Macromedia Director and Flash web design. Must be proficient in graphic applications such as After Effects, Adobe Photoshop, and Illustrator, and be self-motivated and able to handle multiple projects under tight deadlines. Must have outstanding design and communication skills.

Functional Responsibilities: Oversees the production of the graphic portions of consultant deliverables, using programs such as QuarkXpress, Photoshop, and Illustrator. Will be required to use typography. Conceives, designs, and creates graphic deliverables that best convey consultant recommendations and serve as highly usable tools for our customers.

Minimum Education: Bachelors degree in related field.

Job Title: Accountant III

Minimum/General Experience: Requires five years of related experience. Must possess excellent problem-solving and analytical skills. Have initiative and strong teamwork, communication, and interpersonal skills. Certified Public Accountant (CPA) certificates a plus. Advanced PC skills (Microsoft Excel and Access, Document Direct and DocuAnalyzer) required.

Functional Responsibilities: Develops and implements performance measures for quality control in accounting practices involving daily and weekly duties related to processing, balancing and reporting of data in MS Access databases; balancing and reconciling net paid-outs and check issued reports. Provides oversight for timely analysis and accounting of capitation and interest expense, the reconciliation of related general ledger accounts, accounting for all reinsurance contracts, the testing and balancing of the financial software systems, and ensuring proper internal controls.

Minimum Education: Bachelors degree in accounting or finance.

Job Title: Accountant II

Minimum/General Experience: Requires three years experience. Must possess excellent problem-solving and analytical skills. Requires knowledge of basic accounting principles and practices as well as particular principles relating to government contract accounting practices and regulations. Requires ability to read and interpret written information and effectively communicate verbally and in writing where information includes precise information and terminology.

Functional Responsibilities: Assists in the development and implementation of performance measures for quality control in accounting practices involving daily and weekly duties related to processing, balancing and reporting of data in MS Access databases; balancing and reconciling net paid-outs and check issued reports. Assists in oversight for timely analysis and accounting of capitation and interest expense, the reconciliation of related general ledger accounts, accounting for all reinsurance contracts, the testing and balancing of the financial software systems, and ensuring proper internal controls. Prepares post-closing periodic reports for management, reflecting bid and proposal trend information, inter-company billing data, invoice and fee tracking spreadsheets, operating statement and net investment statement. Performs compliance with federal, state, local laws and regulations and requirements.

Minimum Education: Bachelors degree in accounting or finance.

Job Title: Accountant I

Minimum/General Experience: Entry level position. Requires knowledge of basic accounting principles and practices as well as particular principles relating to government contract accounting practices and regulations. Requires ability to read and interpret written information and effectively communicate verbally and in writing where information includes precise information and terminology.

Functional Responsibilities: In direct support of senior accountants' performance measure development efforts, provides data compilation and analysis through the use of standard accounting software applications, banking applications, and spreadsheets. Prepares accurate journal entries to clear reconciling items, follow up on researched items, maintenance of statistical information on accounts and communicating critical issues to management for resolution.

Minimum Education: Bachelors degree in accounting or finance.

Job Title: Accounting Clerk III

Minimum/General Experience: Requires eight years of experience and strong knowledge of accounting and bookkeeping principles. Must have experience with data, journals, and account management. Must have experience in the development, implementation, and evaluation of compliance with established procedures and techniques. Excellent written and oral communication skills.

Functional Responsibilities: Ensures improved quality control by selecting and applying best practices procedures and techniques in posting actions to journals, identifying necessary subsidiary accounts affected and debit and credit entries, reviewing computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data.

Minimum Education: Associate degree.

Job Title: Accounting Clerk II

Minimum/General Experience: Requires three years of experience and knowledge of accounting principles. Must have experience with data and account management. Excellent written and oral communication skills.

Functional Responsibilities: Ensures improved quality control by assisting in the selection and application of best practices procedures and techniques in posting actions to journals, identifying necessary subsidiary accounts affected and debit and credit entries, reviewing computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data. Reviews records to ensure that expenditures will not exceed obligations in specified accounts; totals, balances, and reconciles collection vouchers; posts data to transaction sheets for proper accounts; and codes documents.

Minimum Education: Associate degree.

Job Title: Accounting Clerk I

Minimum/General Experience: Requires two years of related experience. Must possess knowledge of basic math and administrative principles and have excellent written and oral communication skills.

Functional Responsibilities: In direct support of the quality improvement efforts of more senior accounting clerks, performs accounting clerical operations such as recognizing and comparing easily identified numbers and codes on accounting documents, verifying mathematical accuracy, and identifying discrepancies.

Minimum Education: High school diploma.

Job Title: Administrative Support III

Minimum/General Experience: Requires five years of experience and both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to develop complex and detailed documents. For example,

Functional Responsibilities: Performs duties of a moderate to highly skilled nature, to include preparation of reports, maintenance of computer and paper files, and responding to office inquiries. Develops complex, lengthy technical reports that include tables, graphs, charts, or multiple columns. Uses different word processing packages and many different style macros or special command functions. Independently completes assignments and resolves problems. May assign work to junior staff.

Minimum Education: High school diploma.

Job Title: Administrative Support II

Minimum/General Experience: Requires three years of experience and skill in typing; knowledge of grammar, punctuation, and spelling; and the ability to use reference guides and equipment manuals. Must possess knowledge of specialized, technical, or scientific terminology and be familiar with office terminology and practices.

Functional Responsibilities: Uses a knowledge of varied and advanced functions of different types of software and a knowledge of specialized or technical terminology to perform such duties as correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. May lead junior staff.

Minimum Education: High school diploma.

Job Title: Administrative Support I

Minimum/General Experience: Entry-level position. Work requires skill in typing; a knowledge of grammar, punctuation, and spelling; and ability to use reference guides and equipment manuals.

Functional Responsibilities: Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Maintains computer based and paper files. Performs familiar, routine assignments following standard procedures.

Minimum Education: High school diploma.

Job Title: Applications Consultant V

Minimum/General Experience: Requires ten years of related experience and expertise in applying standard procedures and detailed knowledge of pertinent subject matter in a variety of areas, a well-defined statistical problem, or other standardized operation or problem. Must be capable of evaluating established practices.

Functional Responsibilities: In direct support of consultant evaluation efforts, evaluates established practices and provides performance indicator milestones. Applies judgment in devising program logic and in selecting and implementing standard procedures. Resolves problems and deviations. Supervises junior staff.

Minimum Education: Bachelors degree in a related field.

Job Title: Applications Consultant IV

Minimum/General Experience: Requires seven years of related experience and expertise in applying standard procedures and detailed knowledge of pertinent subject matter in a variety of areas, a well-defined statistical problem, or other standardized operation or problem. Must be capable of evaluating established practices.

Functional Responsibilities: In direct support of consultant evaluation efforts, evaluates established practices and provides performance indicator milestones. Applies judgment in devising program logic and in selecting and implementing standard procedures. Resolves problems and deviations. Supervises junior staff.

Minimum Education: Bachelors degree in a related field.

Job Title: Applications Consultant III

Minimum/General Experience: Requires four years of related experience and expertise in applying standard procedures and detailed knowledge of pertinent subject matter in a variety of areas, a well-defined statistical problem, or other standardized operation or problem. Must be capable of evaluating established practices.

Functional Responsibilities: In direct support of consultant evaluation efforts, evaluates established practices and provides performance indicator milestones. Applies judgment in devising program logic and in selecting and implementing standard procedures. Resolves problems and deviations.

Minimum Education: Bachelors degree in a related field.

Job Title: Applications Consultant II

Minimum/General Experience: Requires one year of related experience and working knowledge of one or more application languages. Must have experience in basic concepts, methods, and techniques. Must be competent in applying established procedures to routine problems.

Functional Responsibilities: In direct support of consultant evaluation efforts, assists senior staff in their efforts to evaluate established practices and provide performance indicator milestones. Tests and documents senior staff's milestone implementations. Plans, develops, tests, and documents programs, working from detailed source data. Performs routine assignments that

do not require skilled background experience but do require knowledge of established procedures and data requirements.

Minimum Education: Bachelors degree in a related field.

Job Title: Applications Consultant I

Minimum/General Experience: Entry-level position. Must possess a general understanding of basic concepts, methods, and techniques and understand the basic requirements of the subject matter area.

Functional Responsibilities: In direct support of consultant evaluation efforts, assists senior staff in assignments relating to the evaluation of procedures and performance indicator milestones. Performs elementary tasks concerning limited data items and steps which closely follow patterns of previous work done in the organization.

Minimum Education: Bachelors degree in a related field.

Job Title: Applications Assistant III

Minimum/General Experience: Requires three years experience and expertise in most aspects of computer operations. Must have experience in coordinating operations tasks within an organization.

Functional Responsibilities: In direct support of consultant evaluation efforts, monitors all processing to ensure that it is run according to consultant's established evaluation schedule and in accordance with standard operating procedures. Distributes and verifies work and oversees performance operations. Trains and supervises junior staff.

Minimum Education: Bachelors degree in a related field.

Job Title: Applications Assistant II

Minimum/General Experience: Requires two years experience and strong knowledge in computer operations and associated tasks.

Functional Responsibilities: In direct support of consultant evaluation efforts, assists in monitoring all processing to ensure that it is run according to consultant's established evaluation schedule and in accordance with standard operating procedures. Assists in training junior staff.

Minimum Education: High school diploma.

Job Title: Applications Assistant I

Minimum/General Experience: Requires three months experience and knowledge in the general operations of computers and peripheral equipment.

Functional Responsibilities: In direct support of consultant evaluation efforts, assists in monitoring processing according to consultant's established evaluation schedule and in accordance with standard operating procedures.

Minimum Education: High school diploma.

**CHEROKEE NATION GOVERNMENT SOLUTIONS, LLC'S
MOBIS AUTHORIZED GSA RATES
OPTION PERIOD TWO**

| | | 3/29/13- 3/6/14 | 3/7/14- 3/6/15 | 3/7/15- 3/6/16 | 3/7/16- 3/6/17 | 3/7/17- 3/6/18 |
|---------------------------------|---------------------|--------------------|-------------------|-------------------|-------------------|-------------------|
| Labor Category | SINS | GSA Price* | GSA Price | GSA Price | GSA Price | GSA Price |
| Program Manager V | 874-1, 874-6, 874-7 | \$159.87 | \$164.66 | \$169.60 | \$174.69 | \$179.93 |
| Program Manager IV | 874-1, 874-6, 874-7 | \$97.79 | \$100.72 | \$103.74 | \$106.86 | \$110.06 |
| Program Manager III | 874-1, 874-6, 874-7 | \$77.92 | \$80.26 | \$82.66 | \$85.14 | \$87.70 |
| Program Manager II | 874-1, 874-6, 874-7 | \$60.55 | \$62.37 | \$61.24 | \$66.17 | \$68.15 |
| Program Manager I | 874-1, 874-6, 874-7 | \$43.09 | \$44.38 | \$45.71 | \$47.09 | \$48.50 |
| Management Consultant | 874-1, 874-6, 874-7 | \$120.37 | \$123.98 | \$127.70 | \$131.53 | \$135.47 |
| Management Analyst | 874-1, 874-6, 874-7 | \$66.36 | \$68.35 | \$70.40 | \$72.52 | \$74.69 |
| Business Analyst III | 874-1, 874-6, 874-7 | \$71.25 | \$73.38 | \$75.58 | \$77.85 | \$80.19 |
| Business Analyst II | 874-1, 874-6, 874-7 | \$49.32 | \$50.80 | \$52.32 | \$53.89 | \$55.51 |
| Business Analyst I | 874-1, 874-6, 874-7 | \$37.79 | \$38.92 | \$40.09 | \$41.29 | \$42.53 |
| Quality Control Manager | 874-1, 874-6, 874-7 | \$65.77 | \$67.74 | \$69.77 | \$71.86 | \$74.02 |
| Business Specialist III | 874-1, 874-6, 874-7 | \$269.29 | \$277.37 | \$285.69 | \$294.26 | \$303.09 |
| Business Specialist II | 874-1, 874-6, 874-7 | \$85.49 | \$88.05 | \$90.70 | \$93.42 | \$96.22 |
| Business Specialist I | 874-1, 874-6, 874-7 | \$42.75 | \$44.03 | \$45.35 | \$46.71 | \$48.11 |
| Contract Support Specialist VII | 874-1, 874-6, 874-7 | \$107.20 | \$110.42 | \$113.73 | \$117.14 | \$120.66 |
| Contract Support Specialist VI | 874-1, 874-6, 874-7 | \$97.65 | \$100.58 | \$103.60 | \$106.71 | \$109.91 |
| Contract Support Specialist V | 874-1, 874-6, 874-7 | \$85.49 | \$88.05 | \$90.70 | \$93.42 | \$96.22 |
| Contract Support Specialists IV | 874-1, 874-6, 874-7 | \$78.36 | \$80.71 | \$83.13 | \$85.63 | \$88.20 |
| Contract Support Specialist III | 874-1, 874-6, 874-7 | \$49.11 | \$50.58 | \$52.10 | \$53.66 | \$55.27 |
| Contract Support Specialist II | 874-1, 874-6, 874-7 | \$44.17 | \$45.49 | \$46.86 | \$48.26 | \$49.71 |
| Contract Support Specialist I | 874-1, 874-6, 874-7 | \$38.47 | \$39.62 | \$40.81 | \$42.04 | \$43.30 |
| Classification Consultant IV | 874-1, 874-6, 874-7 | \$71.25 | \$73.38 | \$75.58 | \$77.85 | \$80.19 |
| Classification Consultant III | 874-1, 874-6, 874-7 | \$55.57 | \$57.24 | \$58.95 | \$60.72 | \$62.54 |
| Research Assistant III | 874-1, 874-6, 874-7 | \$36.80 | \$37.91 | \$39.04 | \$40.21 | \$41.42 |
| Research Assistant II | 874-1, 874-6, 874-7 | \$33.30 | \$34.30 | \$35.33 | \$36.39 | \$37.48 |
| Research Assistant I | 874-1, 874-6, 874-7 | \$29.95 | \$30.85 | \$31.78 | \$32.73 | \$33.71 |
| Data Entry Specialist IV | 874-1, 874-6, 874-7 | \$37.79 | \$38.92 | \$40.09 | \$41.29 | \$42.53 |
| Data Entry Specialists III | 874-1, 874-6, 874-7 | \$35.29 | \$36.35 | \$37.44 | \$38.56 | \$39.72 |
| Data Entry Specialists II | 874-1, 874-6, 874-7 | \$27.83 | \$28.67 | \$29.53 | \$30.41 | \$31.32 |
| Data Entry Specialists I | 874-1, 874-6, 874-7 | \$22.79 | \$23.48 | \$24.18 | \$24.94 | \$25.65 |
| Technical Writer IV | 874-1, 874-6, 874-7 | \$85.49 | \$88.05 | \$90.70 | \$93.42 | \$96.22 |
| Technical Writer III | 874-1, 874-6, 874-7 | \$53.43 | \$55.03 | \$56.68 | \$58.38 | \$60.13 |
| Technical Writer II | 874-1, 874-6, 874-7 | \$39.89 | \$41.09 | \$42.32 | \$43.59 | \$44.90 |
| Technical Writer I | 874-1, 874-6, 874-7 | \$34.91 | \$35.95 | \$37.03 | \$38.14 | \$39.29 |
| Graphic Artist | 874-1, 874-6, 874-7 | \$40.00 | \$41.20 | \$42.44 | \$43.71 | \$45.02 |
| Accountant III | 874-1, 874-6, 874-7 | \$85.49 | \$88.05 | \$90.70 | \$93.42 | \$96.22 |
| Accountant II | 874-1, 874-6, 874-7 | \$54.86 | \$56.50 | \$58.20 | \$59.94 | \$61.74 |
| Accountant I | 874-1, 874-6, 874-7 | \$38.76 | \$39.92 | \$41.12 | \$42.35 | \$43.62 |
| Accounting Clerk III | 874-1, 874-6, 874-7 | \$36.43 | \$37.52 | \$38.65 | \$39.81 | \$41.00 |
| Accounting Clerk II | 874-1, 874-6, 874-7 | \$33.97 | \$34.99 | \$36.04 | \$37.12 | \$38.23 |

| | | | | | | |
|-----------------------------|---------------------|----------|----------|----------|----------|----------|
| Accounting Clerk I | 874-1, 874-6, 874-7 | \$23.94 | \$24.66 | \$25.39 | \$26.16 | \$26.94 |
| Administrative Support III | 874-1, 874-6, 874-7 | \$34.20 | \$35.22 | \$36.28 | \$37.37 | \$38.49 |
| Administrative Support II | 874-1, 874-6, 874-7 | \$32.05 | \$33.02 | \$34.01 | \$35.03 | \$36.08 |
| Administrative Support I | 874-1, 874-6, 874-7 | \$26.19 | \$26.98 | \$27.79 | \$28.62 | \$29.48 |
| Applications Consultant V | 874-1, 874-6, 874-7 | \$115.41 | \$118.87 | \$122.44 | \$126.11 | \$129.90 |
| Applications Consultant IV | 874-1, 874-6, 874-7 | \$89.91 | \$92.61 | \$95.38 | \$98.25 | \$101.19 |
| Applications Consultant III | 874-1, 874-6, 874-7 | \$75.46 | \$77.72 | \$80.05 | \$82.45 | \$84.93 |
| Applications Consultant II | 874-1, 874-6, 874-7 | \$53.98 | \$55.60 | \$57.27 | \$58.99 | \$60.76 |
| Applications Consultant I | 874-1, 874-6, 874-7 | \$43.34 | \$44.64 | \$45.98 | \$47.36 | \$48.78 |
| Applications Assistant III | 874-1, 874-6, 874-7 | \$40.93 | \$42.16 | \$43.42 | \$44.73 | \$46.07 |
| Applications Assistant II | 874-1, 874-6, 874-7 | \$36.69 | \$37.79 | \$38.92 | \$40.09 | \$41.29 |
| Applications Assistant I | 874-1, 874-6, 874-7 | \$28.29 | \$29.14 | \$30.02 | \$30.92 | \$31.85 |

*Hourly Rate inclusive of IFF

**CHEROKEE NATION GOVERNMENT SOLUTIONS, LLC'S
MOBIS AUTHORIZED GSA RATES
OPTION PERIOD THREE**

| | | 3/7/18- 3/6/19 | 3/7/19- 3/6/20 | 3/7/20- 3/6/21 | 3/7/21- 3/6/22 | 3/7/22- 3/6/23 |
|---------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Labor Category | SINS | GSA Price* | GSA Price | GSA Price | GSA Price | GSA Price |
| Program Manager V | 874-1, 874-6, 874-7 | \$185.33 | \$190.89 | \$196.62 | \$202.51 | \$208.59 |
| Program Manager IV | 874-1, 874-6, 874-7 | \$113.36 | \$116.76 | \$120.27 | \$123.88 | \$127.59 |
| Program Manager III | 874-1, 874-6, 874-7 | \$90.33 | \$93.04 | \$95.83 | \$98.71 | \$101.67 |
| Program Manager II | 874-1, 874-6, 874-7 | \$70.20 | \$72.30 | \$74.47 | \$76.71 | \$79.01 |
| Program Manager I | 874-1, 874-6, 874-7 | \$49.95 | \$51.45 | \$53.00 | \$54.59 | \$56.22 |
| Management Consultant | 874-1, 874-6, 874-7 | \$139.54 | \$143.72 | \$148.03 | \$152.48 | \$157.05 |
| Management Analyst | 874-1, 874-6, 874-7 | \$76.93 | \$79.24 | \$81.62 | \$84.07 | \$86.59 |
| Business Analyst III | 874-1, 874-6, 874-7 | \$82.59 | \$85.07 | \$87.62 | \$90.25 | \$92.96 |
| Business Analyst II | 874-1, 874-6, 874-7 | \$57.17 | \$58.89 | \$60.65 | \$62.47 | \$64.35 |
| Business Analyst I | 874-1, 874-6, 874-7 | \$43.81 | \$45.12 | \$46.48 | \$47.87 | \$49.31 |
| Quality Control Manager | 874-1, 874-6, 874-7 | \$76.24 | \$78.53 | \$80.88 | \$83.31 | \$85.81 |
| Business Specialist III | 874-1, 874-6, 874-7 | \$312.18 | \$321.55 | \$331.20 | \$341.13 | \$351.37 |
| Business Specialist II | 874-1, 874-6, 874-7 | \$99.11 | \$102.08 | \$105.14 | \$108.30 | \$111.55 |
| Business Specialist I | 874-1, 874-6, 874-7 | \$49.55 | \$51.04 | \$52.57 | \$54.15 | \$55.77 |
| Contract Support Specialist VII | 874-1, 874-6, 874-7 | \$124.28 | \$128.01 | \$131.85 | \$135.80 | \$139.87 |
| Contract Support Specialist VI | 874-1, 874-6, 874-7 | \$113.21 | \$116.60 | \$120.10 | \$123.71 | \$127.42 |
| Contract Support Specialist V | 874-1, 874-6, 874-7 | \$99.11 | \$102.08 | \$105.14 | \$108.30 | \$111.55 |
| Contract Support Specialists IV | 874-1, 874-6, 874-7 | \$90.84 | \$93.57 | \$96.38 | \$99.27 | \$102.25 |
| Contract Support Specialist III | 874-1, 874-6, 874-7 | \$56.93 | \$58.64 | \$60.40 | \$62.21 | \$64.08 |
| Contract Support Specialist II | 874-1, 874-6, 874-7 | \$51.20 | \$52.74 | \$54.32 | \$55.95 | \$57.63 |
| Contract Support Specialist I | 874-1, 874-6, 874-7 | \$44.60 | \$45.94 | \$47.31 | \$48.73 | \$50.20 |
| Classification Consultant IV | 874-1, 874-6, 874-7 | \$82.59 | \$85.07 | \$87.62 | \$90.25 | \$92.96 |
| Classification Consultant III | 874-1, 874-6, 874-7 | \$64.42 | \$66.35 | \$68.34 | \$70.39 | \$72.50 |
| Research Assistant III | 874-1, 874-6, 874-7 | \$42.66 | \$43.94 | \$45.26 | \$46.62 | \$48.02 |
| Research Assistant II | 874-1, 874-6, 874-7 | \$38.60 | \$39.76 | \$40.95 | \$42.18 | \$43.45 |
| Research Assistant I | 874-1, 874-6, 874-7 | \$34.72 | \$35.76 | \$36.84 | \$37.94 | \$39.08 |
| Data Entry Specialist IV | 874-1, 874-6, 874-7 | \$43.81 | \$45.12 | \$46.48 | \$47.87 | \$49.31 |
| Data Entry Specialists III | 874-1, 874-6, 874-7 | \$40.91 | \$42.14 | \$43.40 | \$44.70 | \$46.04 |
| Data Entry Specialists II | 874-1, 874-6, 874-7 | \$32.26 | \$33.23 | \$34.23 | \$35.25 | \$36.31 |
| Data Entry Specialists I | 874-1, 874-6, 874-7 | \$26.42 | \$27.22 | \$28.03 | \$28.87 | \$29.74 |
| Technical Writer IV | 874-1, 874-6, 874-7 | \$99.11 | \$102.08 | \$105.14 | \$108.30 | \$111.55 |
| Technical Writer III | 874-1, 874-6, 874-7 | \$61.94 | \$63.79 | \$65.71 | \$67.68 | \$69.71 |
| Technical Writer II | 874-1, 874-6, 874-7 | \$46.25 | \$47.63 | \$49.06 | \$50.53 | \$52.05 |
| Technical Writer I | 874-1, 874-6, 874-7 | \$40.47 | \$41.68 | \$42.93 | \$44.22 | \$45.55 |
| Graphic Artist | 874-1, 874-6, 874-7 | \$46.37 | \$47.76 | \$49.49 | \$50.67 | \$52.19 |
| Accountant III | 874-1, 874-6, 874-7 | \$99.11 | \$102.08 | \$105.14 | \$108.30 | \$111.55 |
| Accountant II | 874-1, 874-6, 874-7 | \$63.60 | \$65.50 | \$67.47 | \$69.49 | \$71.58 |
| Accountant I | 874-1, 874-6, 874-7 | \$44.93 | \$46.28 | \$47.67 | \$49.10 | \$50.57 |
| Accounting Clerk III | 874-1, 874-6, 874-7 | \$42.23 | \$43.50 | \$44.81 | \$46.15 | \$47.53 |
| Accounting Clerk II | 874-1, 874-6, 874-7 | \$39.38 | \$40.56 | \$41.78 | \$43.03 | \$44.32 |

| | | | | | | |
|-----------------------------|---------------------|----------|----------|----------|----------|----------|
| Accounting Clerk I | 874-1, 874-6, 874-7 | \$27.75 | \$28.58 | \$29.44 | \$30.32 | \$31.23 |
| Administrative Support III | 874-1, 874-6, 874-7 | \$39.64 | \$40.83 | \$42.06 | \$43.32 | \$44.62 |
| Administrative Support II | 874-1, 874-6, 874-7 | \$37.16 | \$38.27 | \$39.42 | \$40.60 | \$41.82 |
| Administrative Support I | 874-1, 874-6, 874-7 | \$30.36 | \$31.28 | \$32.21 | \$33.18 | \$34.18 |
| Applications Consultant V | 874-1, 874-6, 874-7 | \$133.79 | \$137.81 | \$141.94 | \$146.20 | \$150.59 |
| Applications Consultant IV | 874-1, 874-6, 874-7 | \$104.23 | \$107.36 | \$110.58 | \$113.89 | \$117.31 |
| Applications Consultant III | 874-1, 874-6, 874-7 | \$87.48 | \$90.10 | \$92.80 | \$95.59 | \$98.46 |
| Applications Consultant II | 874-1, 874-6, 874-7 | \$62.58 | \$64.46 | \$66.39 | \$68.38 | \$70.43 |
| Applications Consultant I | 874-1, 874-6, 874-7 | \$50.25 | \$51.75 | \$53.31 | \$54.90 | \$56.55 |
| Applications Assistant III | 874-1, 874-6, 874-7 | \$47.45 | \$48.88 | \$50.34 | \$51.85 | \$53.41 |
| Applications Assistant II | 874-1, 874-6, 874-7 | \$42.53 | \$43.81 | \$45.12 | \$46.48 | \$47.87 |
| Applications Assistant I | 874-1, 874-6, 874-7 | \$32.80 | \$33.78 | \$34.80 | \$35.84 | \$36.92 |

*Hourly Rate inclusive of IFF

SERVICE CONTRACT ACT MATRIX

| SCA Eligible Contract Labor Category | SCA Equivalent Code | WD Number |
|--------------------------------------|------------------------------|-----------|
| Accounting Clerk III | 01011 Accounting Clerk III | 05-2521 |
| Accounting Clerk II | 01012 Accounting Clerk II | 05-2521 |
| Accounting Clerk I | 01013 Accounting Clerk I | 05-2521 |
| Administrative Support III | 01113 General Clerk III | 05-2521 |
| Administrative Support II | 01112 General Clerk II | 05-2521 |
| Administrative Support I | 01111 General Clerk I | 05-2521 |
| Applications Assistant I | 14041 Computer Operator I | 05-2521 |
| Data Entry Specialist II | 01052 Data Entry Operator II | 05-2521 |
| Data Entry Specialist I | 01051 Data Entry Operator I | 05-2521 |
| Technical Writer I | 30461 Technical Writer I | 05-2521 |

The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.