

General Services Administration
Authorized Federal Supply Schedule Price List
Mission Oriented Business Integrated Services
(MOBIS)

Federal Supply Group: 87 Class: 874



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Contract Number: GS-10F-0289M (P0-0010)

Contract Period: 15 November 2012 through 14 May 2017

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: www.gsaadvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <https://www.fss.gsa.gov>.



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Customer Information

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

Awarded SIN	Descriptive Title	Page Number
874-1	Integrated Consulting Services	3
874-6	Acquisition Management Support	4
874-7	Integrated Business Program Support Services	5

- 1b. Prices:** See Appendix A for Price List(s)
- 1c. Labor Categories:** See Appendix B for Labor Category Descriptions
- 2. Maximum Order:** \$1,000,000
- 3. Minimum Order:** \$100
- 4. Geographic Coverage (delivery Area):** FOB Domestic Only
- 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 prices attached
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days; Less Than 30 days 1.5% discount
- 9a. Acceptance of Government Credit Cards at or below the micro-purchase level:** Government credit cards will be accepted for orders at or below the micro-purchase threshold.
- 9b. Acceptance of Government Credit Cards above the micro-purchase level:** Contact Contractor
- 10. Foreign items:** Not Applicable
- 11a. Time of Delivery:** Specified on the Task Order
- 11b. Expedited Delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery:** Not Applicable
- 11d. Urgent Requirements:** Not Applicable
- 12. F.O.B Points(s):** Destination



- 13a. **Ordering Address(es):** Same as contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/ FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Not Applicable
16. **Export Packing Charges:** Not Applicable
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:** Not Applicable
19. **Terms and conditions of installation:** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. **Terms and conditions for any other services:** Not Applicable
21. **List of service and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventive maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at: www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 60-3285396
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Authorized Negotiators:**
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Awarded Special Item Numbers (SIN); MOBIS

Efficient and effective business processes are essential to improving performance and reducing risk; Kalman experts provide focused, quality, mission-oriented services that enable our federal clients to adapt to change, increase productivity, and achieve organizational goals.

SIN 874-1: Integrated Consulting Services

Kalman professionals provide expert consulting services, advice, assistance, guidance, and counsel to our federal clients in the following mission-oriented business functions:

Management or Strategy Consulting. Experienced and knowledgeable subject matter experts assist federal decision-makers at all levels in identifying requirements, developing courses of action, measuring progress, and documenting success. We guarantee best-value products that improve performance.

Program Planning, Audits, and Evaluations. Skilled and veteran project leaders draft, assess, and execute clearly defined program strategies. If appropriate, our support may include assessments of existing plans and recommended changes. Audits provide our clients with lessons learned that can be used to enhance results. Periodic evaluations provide more senior managers objective information on which to base policy and strategy.

Studies, Analyses, Scenarios, and Reports. Trained study leaders define and construct potential business challenges, outcomes, and risks, and develop multiple approaches to success. Scenarios are analyzed with respect to cost, organizational impacts, and schedule. Examples of these studies and analyses include realignment and relocation strategies, organizational restructuring, readiness evaluations, and preparedness studies.

Executive/ Management Coaching Services. Qualified facilitators assist senior leaders in developing communication skills, managing change, implementing mentor-protégé relationships, and workforce improvements.

Customized Business Training. Training packages include instruction and education in Process Improvement, Team Building, Problem Recognition/ Resolution, and Mission / Vision development. In addition, Kalman provides training in several functional areas to include financial management, cost estimating, logistics analysis, and project planning.

Policy and Regulation Development Assistance. Senior consultants assist in developing policies that guide an organization to its goals. Kalman experts ensure that policies are compliant, aligned, standardized, and understood. Regulatory consultants provide agency-level advice with regard to regulation reform, adapting an organization to reform, and implementing required change. Our expertise includes PhD-level interpretation and guidance with regard to Food and Drug Administration (FDA) processes and regulatory compliance requirements.

SIN 874-6: Acquisition Management Support

Kalman's trained and experienced professionals have assisted federal acquisition activities for over 24 years and we have earned a reputation for providing both quality personnel and products. Kalman provides support in the following areas:

Acquisition planning assistance, including market research, and recommending procurement strategies. Kalman acquisition professionals assist our federal clients with all aspects of acquisition planning in order to ensure activities are compliant with the Federal Acquisition Regulations and agency specific policies.

Acquisition Document Development. Kalman provides Acquisition Analysts in all functional areas to include program management, logistics, engineering, finance management, cost analysis, and contracting. Our staff provides expertise for all required documentation to include:

- Acquisition Program Baseline
- Acquisition Strategy
- Analysis of Alternative
- AoA Study Guidance
- Benefit Analysis and Determination
- Beyond LRIP Report
- Clinger-Cohen Act Compliance
- Cost Analysis Requirements Description
- Economic Analysis
- Independent Cost Estimates
- Industrial Base Capabilities
- Life-Cycle Cost Estimate
- Life-Cycle Sustainment Plan
- Market Research
- Program Protection Plan
- Selected Acquisition Report
- System Threat Assessment
- Systems Engineering Plan
- Technology Readiness Assessment
- Test and Evaluation Strategy

Additionally, Kalman provides support with regard to capabilities integration and development, and all associated required documentation.

Expert Assistance in Supporting Proposal Evaluations. Experienced technical, cost, and contract professionals assist in the preparation of requests for proposals, evaluation criteria, performance/ cost trade space, and performance risk.

Contract Administration Support Services. Seasoned contract specialists review contractor performance, develop contract modifications, and assist in preliminary investigation of contract discrepancies.

Contract Close-out Assistance. Kalman provides expert assistance to our federal clients in areas such as disposition of classified material, accountability of government furnished equipment, final reporting, and contract audits.

Competitive Sourcing Support. Kalman has an extensive history in this area and we offer assistance in Commercial Services Management in order to support the direction of the administration and Congress, perform post competition accountability, assist in the development of efficient organizations, and to complete reports and assessments.

SIN 874-7: Integrated Business Program Support Services

Trained, experienced, and where appropriate, credentialed management professionals assist our clients in all aspects of program and project management in order to improve success rates, reduce risk, and increase performance.

Project Leadership and Communications with stakeholders; project planning and scheduling. Kalman personnel provide expertise in understanding the concepts and techniques necessary to project leadership, and in gaining efficiencies through effective communications.

Earned Value Management Support. Kalman experts provide program management tools that integrate the work scope, schedule, and cost parameters of client programs and provide objective performance measurement and management. We assist our clients in establishing relationships between the cost, schedule, and technical aspects of the work, measuring progress objectively with earned value metrics. Our support allows our client to predict achievement of milestones and or other contract events, as well as the estimated costs. We provide data that relates budget to tasks, measures progress, and allows for informed decision-making.

Project Management, Performance Monitoring and Measurement. Kalman assists in the development and implementation of performance measurements and processes that provide the metrics necessary to assess our clients' methodologies, procedures, and controls.

Reporting and Documentation associated with Project / Program Objectives. Kalman project managers and project support specialists draft, edit, review, and process all project reports to include activity required documentation.

Stakeholder Briefings, Participation in Required Meetings, Related Project Support. Kalman coordinates and facilitates project meetings, prepares minutes, and captures meeting generated tasks for assignment and tracking.

Program Integration Services and Project Close-out Services. Seasoned managers look for synergies across the activities enterprise and conduct formal close-outs of programs as they end or are moved to another activity.

Note: All services must be provided and performed under the supervision/ management of a Kalman Project Manager or Program Manager.

Terms and Conditions

GSA multiple award schedule contracts are awarded in accordance with the provisions of Federal Acquisition Regulation Part 12—Acquisition of Commercial Items. To the maximum extent practicable, GSA multiple award schedule contracts include only those clauses and terms and conditions, either required to implement provisions of law or executive orders applicable to the acquisition of commercial items, or determined to be consistent with customary commercial practice. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (i.e., security, hazardous material handling, key personnel, etc.), provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102, and 29 CFR 541.300), this Contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles, and the applicable WD number. Failure to do so may result in cancellation of the contract.

Appendix A: MOBIS Hourly Rates

	Option Period 2 Rates			
Labor Category	5/15/13 - 5/14/14	5/15/14 - 5/14/15	5/15/15 - 5/14/16	5/15/16 - 5/14/17
SIN 874-1	Rate	Rate	Rate	Rate
Program Manager	\$110.14	\$114.56	\$119.17	\$123.96
Process Improvement Specialist	\$91.74	\$95.42	\$99.26	\$103.25
Sr. Systems Analyst	\$103.74	\$107.91	\$112.25	\$116.76
Mid Level Systems Analyst	\$71.48	\$74.36	\$77.35	\$80.45
Jr. Level Systems Analyst	\$53.97	\$56.13	\$58.39	\$60.74
Functional Analyst - Executive Level	\$344.67	\$358.53	\$372.94	\$387.93
SIN 874-6	Rate	Rate	Rate	Rate
Sr. Acquisition Analyst IV	\$124.12	\$129.11	\$134.30	\$139.69
Sr. Acquisition Analyst III	\$119.65	\$124.46	\$129.47	\$134.67
Sr. Acquisition Analyst II	\$104.65	\$108.86	\$113.24	\$117.79
Sr. Acquisition Analyst	\$90.59	\$94.23	\$98.02	\$101.96
Acquisition Analyst II	\$79.18	\$82.36	\$85.67	\$89.12
Acquisition Analyst	\$66.95	\$69.64	\$72.44	\$75.35
Jr. Acquisition Analyst	\$53.33	\$55.47	\$57.71	\$60.02
Sr. Cost Analyst	\$77.69	\$80.82	\$84.06	\$87.44
Sr. Spec Writer	\$89.34	\$92.93	\$96.67	\$100.56
Mid Level Strategic Planner	\$85.37	\$88.80	\$92.37	\$96.08
SIN 874-7	Rate	Rate	Rate	Rate
Program Manager VI	\$237.32	\$246.86	\$256.79	\$267.11
Program Manager V	\$180.76	\$188.02	\$195.58	\$203.44
Program Manager IV	\$158.65	\$165.03	\$171.66	\$178.56
Program Manager III	\$137.03	\$142.53	\$148.26	\$154.22
Program Manager II	\$127.63	\$132.76	\$138.10	\$143.65
Program Manager	\$110.14	\$114.56	\$119.17	\$123.96
Project Manager III	\$100.96	\$105.02	\$109.24	\$113.63
Project Manager II	\$85.17	\$88.60	\$92.16	\$95.86
Project Manager	\$74.20	\$77.18	\$80.28	\$83.51

Appendix B: Labor Category Descriptions

Education / Experience Substitutions

Education for Experience		Experience for Education	
Degree	Experience Substitution	Total Experience	Degree Substitution
Associates	Two-years	Two-years, or Professional Certification such as CPIM, CPL, CSCMP, CPM, DAU Level I, II, or III in Acquisition	Associates
Bachelors	Four-years	Four years, or Two-years + Professional Certification such as CPIM, CPL, CSCMP, CPM, DAU Level I, II, or III in Acquisition	Bachelors
Masters	Six-years	Six Years, or Four –years + professional certification such CPIM, CPL, CSCMP, CPM, DAU Level I, II, or III in Acquisition	Masters
PhD.	Ten-years	N/A	PhD.

Experience can be substituted for education on a 2 years experience for 1 year of education basis.

Military occupational specialty experience can be substituted for education, when a formal school was required, on a 1 year experience for 1 year of education basis.

The following Labor Descriptions are applicable to [SIN 874-1: Integrated Consulting Services](#)

Program Manager

Minimum General Experience: Specialized experience in the field being managed as well as supervisory experience.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Interfaces with the Contracting Officer, and the Contract Officer Technical Representative on issues concerning the contract and performance of individual employees with any conflicts employees may have with any civil service employees concerning personal services. Provides technical, management and contracting leadership to the contract team. Coordinates with the Corporate Office, CO, COTR, Partner Site Managers, and the whole team. Helps to keep the administrative work flowing, which includes maintaining employee files, processing of travel requests, time sheets, invoice verification and clarification. Executes business/management processes, maintains recruiting resumes, property control, acquisition control, Web-based Workflow Time/Earned Value Reporting, Travel and Other Expense Reporting, Report/Deliverable control, in- and out-processing.

Minimum Education / Experience Requirements: Bachelor's degree and 5 years experience with programs or activities managed or 10 years of general management experience.

Process Improvement Specialist

Minimum General Experience: Complete knowledge of all ISO 9000, 9001, 9002 Quality Control Standards and Lead Auditing techniques.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Direct Continuous Quality Improvement, maintains process documents, provides technical oversight/direction, reviews technical products. Conduct organizational studies and evaluations, design systems and procedures, conduct work simplifications and measurement studies, and prepare operations and procedures manuals to assist management in increasing the efficiency and effectiveness of their business processes. Provide certified ISO 9001 assessment capabilities to support activities directed at the maintenance of ISO certifications. Capabilities will include auditing, reporting, and follow-up and closure activities as defined in ISO-9000 – 10011.

Minimum Education / Experience Requirements: Master's Degree and 5 years relevant technical experience or, Bachelor's Degree or equivalent degree and 10 years relevant technical experience.

Senior Systems Analyst

Minimum General Experience: Complete knowledge of all ISO 9000, 9001, 9002 Quality Control Standards and Auditing techniques.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Assist in the identification and implementation of metrics to measure process efficiencies. Provide research into new technologies that will enhance and reduce costs associated with documentation support activities, corrective action tracking, metrics tracking and reporting and other business systems as required. Develop training programs and conduct user training.

Minimum Education / Experience Requirements: Master's Degree and 2 years relevant technical experience or, Bachelor's Degree and 6 years relevant technical experience.

Mid-Level Systems Analyst

Minimum General Experience: Working knowledge of all ISO 9000, 9001, 9002 Quality Control Standards and Auditing techniques.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Conduct annual employee performance reviews, establish training requirements and programs, and identify educational opportunities. Conduct organizational evaluations, design procedures, conduct work measurement studies, prepare operations and procedures manuals, provides methodologies, planning, and procedures for programs that meet customer organizational requirements.

Minimum Education / Experience Requirements: Bachelor's Degree and 3 years relevant technical experience or, 8 years relevant technical experience.

Junior-Level Systems Analyst

Minimum General Experience: Ability to use flow charting software and Microsoft Office to make presentations and reports.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Assist a Mid-Level Analyst in conducting annual employee performance reviews, establishing training requirements and programs, and identify educational opportunities. Assist in the conducting of organizational evaluations, design procedures, conduct work measurement studies, prepare operations and procedures manuals, provides methodologies, planning, and procedures for programs that meet customer organizational requirements.

Minimum Education / Experience Requirements: Associates Degree in a technical field or High School Diploma and 2 years related experience in a business environment.

Functional Area--Executive Level

Minimum General Experience: Demonstrated ability to lead multi-disciplined teams of Functional Area Experts and/or provide senior executive-level analysis in specific functional area.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Provide executive-level analysis, advice, consulting, and assistance. Oversees and directs the efforts of other Functional Area Experts or teams of Functional Area Experts. Leads complex analyses, aggregates data from multiple sources, synthesizes findings and makes expert recommendations. Provides policy, regulatory, or other executive level considerations to analyses. Functional areas of expertise may include but will not be limited to: Budget, Finance, Cost Estimating, Program Management, Logistics, Process Improvement, Change Management, Organization Efficiency. Possesses executive-level written and verbal communication skills.

Minimum Education / Experience Requirements: Master's Degree with 25 years related experience or Bachelor's Degree with 30 years related experience

The following Labor Descriptions are applicable to [SIN 874-6: Acquisition Management Support](#)

Senior Acquisition Analyst IV

Minimum General Experience: Complex analysis of large multi-year contractual requirements involving multiple agencies and multiple requirements and interpretation of similar documents prepared by other sources.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: knowledge of the processes and procedure of other agencies' acquisition departments as well as in-depth knowledge of multiple agency procurement regulations and contracting principles including the latest procedures and techniques, e.g., complex pricing arrangements, cost accounting, and life cycle costing sufficient to plan, develop, implement, maintain, and administer all contractual aspects of a systems acquisition program; to develop innovative contractual language, terms and conditions; and to serve as program contractual authority and advisor on the acceptability and applicability of contractual matters related to the assigned acquisition program; ability to address current expedited acquisition procedures in accordance with interim emergency federal regulations.

Minimum Education / Experience Requirements: Master's degree and 18 years experience in acquisition or, Bachelor's degree and 25 years experience in acquisition with additional graduate/advanced level courses in acquisition and related business functions.

Senior Acquisition Analyst III

Minimum General Experience: Complex analysis of large multi-year contractual requirements involving multiple agencies and multiple requirements.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: In-depth knowledge of multiple agency procurement regulations and contracting principles including the latest procedures and techniques, e.g., complex pricing arrangements, cost accounting, and life cycle costing sufficient to plan, develop, implement, maintain, and administer all contractual aspects of a systems acquisition program; to develop innovative contractual language, terms and conditions; and to serve as program contractual authority and advisor on the acceptability and applicability of contractual matters related to the assigned acquisition program; ability to address current expedited acquisition procedures in accordance with interim emergency federal regulations.

Minimum Education / Experience Requirements: Master's degree and 15 years experience in acquisition or, Bachelor's degree and 20 years experience in acquisition.

Senior Acquisition Analyst II

Minimum General Experience: Analysis of large multi-year contractual requirements involving multiple agencies and multiple requirements.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Mastery of multiple agency procurement regulations and contracting principles including the latest procedures and techniques, e.g., complex pricing arrangements, cost accounting, and life cycle costing sufficient to plan, develop, implement, maintain, and administer all contractual aspects of a systems acquisition program; to develop innovative contractual language, terms and conditions; and to serve as program contractual authority and advisor on the acceptability and applicability of contractual matters related to the assigned acquisition program. Skill in managerial and coordinative activities sufficient to a variety of contractual actions occurring concurrently, in an overlapping fashion, or sequentially and to control several simultaneous interrelated contracts with different contractors.



Minimum Education / Experience Requirements: Master's degree and 12 years experience in acquisition or, Bachelor's degree and 18 years experience in acquisition.

Senior Acquisition Analyst

Minimum General Experience: Oversight and development of complex multiyear, multi-award contractual relationships.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Mastery of procurement regulations and contracting principles including the latest procedures and techniques, e.g., sophisticated pricing arrangements, cost accounting, and life cycle costing sufficient to plan, develop, implement, maintain, and administer all contractual aspects of a systems acquisition program; to develop innovative contractual language, terms and conditions; and to serve as program contractual authority and advisor on the acceptability and applicability of contractual matters related to the assigned acquisition program. Skill in managerial and coordinative activities sufficient to a variety of contractual actions occurring concurrently, in an overlapping fashion, or sequentially and to control several simultaneous interrelated contracts with different contractors.

Minimum Education / Experience Requirements: Master's degree and 10 years experience in acquisition or, Bachelor's degree and 15 years experience in acquisition.

Acquisition Analyst II

Minimum General Experience: Analysis of multiple contractual requirements and procurement initiatives.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Mastery of procurement regulations, contracting principles, cost accounting data and related contractual issues.

Minimum Education / Experience Requirements: Bachelor's degree and 8 years procurement or cost/pricing experience or 12 years of procurement or cost/pricing experience.

Acquisition Analyst

Minimum General Experience: Analysis of multiple contractual requirements and procurement initiatives.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: Mastery of procurement regulations, contracting principles, cost accounting data and related contractual issues.

Minimum Education / Experience Requirements: Bachelor's degree and 5 years procurement or cost/pricing experience or 10 years of relevant procurement or cost/pricing experience.

Junior Acquisition Analyst

Minimum General Experience: Familiarity with federal government contractual requirements and procurement initiatives.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: knowledge of basic procurement regulations, contracting principles, basic government costing principles and related contractual issues.

Minimum Education / Experience Requirements: Bachelor's degree or Associates Degree with 2 years of relevant business experience or High School Diploma with 4 years of relevant experience.

Senior Cost Analyst

Minimum General Experience: Expertise working with complex cost accounting situations and the preparation of all documentation necessary to assist in the procurement process.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: designing cost accounting systems, and using appropriate costing methodologies to recognize, determine, accumulate, and report costs of activities on a regular basis for management information purposes. Task requirements include Activity-Based Costing (ABC), Job Order Costing, Process Costing, and Standard Costing. Must determine the means to accumulate cost using the appropriate methodology and to report the cost of major activities for management information purposes. Costs may be accumulated by type of resource such as employees, material, and capital.

Minimum Education / Experience Requirements: Master's degree and 5 years accounting, statistics, mathematics, or related experience or Bachelor's Degree and 10 years accounting, statistics, mathematics, or related experience.

Mid-Level Strategic Planner

Minimum General Experience: Capable of generating long range acquisition strategies that consider all factors in developing detailed procurement plans.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: strategic planning, capital planning and investment control, workforce planning, policy and standards development, resource management, knowledge management, architecture and infrastructure planning and management.

Functions commonly performed by employees in this specialty may include:

- developing and maintaining strategic plans;
- assessing policy needs and developing policies to govern activities;
- providing policy guidance to management, staff, and customers;
- defining current and future business environments;
- preparing budgets;
- establishing metrics to measure and evaluate systems performance and total cost of ownership;
- identifying and addressing workforce planning and management issues, such as recruitment, retention, and training;

Minimum Education / Experience Requirements: Master's degree and 5 years planning, management, or policy development experience or, Bachelor's degree and 10 years planning, management, or policy development experience.

Senior Specification Writer

Minimum General Experience: Proficient in writing complex technical specifications for use in procurement documents.

Functional Responsibilities: The task requirements for this position will include, but is not limited to the following: advise and assist the requiring agency during the formation stage of the contract; (2) verify the information using their own knowledge supplemented by research and consultation with other subject experts to ensure the accuracy of the specifications developed; (3) examine the organization, length, and tone of the material; (4) edit the text for clarity and accuracy.

Minimum Education / Experience Requirements: Master's degree and 10 years relevant experience or, Bachelor's degree and 15 years relevant experience

The following Labor Descriptions are applicable to SIN 874-7: Integrated Business Program Support Services

Program Manager VI

Minimum General Experience: Expert knowledge of the activities projects, requirements and expectations throughout the life cycle of all projects and programs.

Functional Responsibilities: Oversees a complex, cohesive, systematic and integrated approach to program/project management services. Coordinates a senior level visionary process management and technology services to optimize organizational performance. Responsible for program integration, essential management elements of cost, schedule and performance metrics and analysis including the deliberate consideration of the interrelationships among all the many program elements to optimize cost, schedule and performance. Ability to ensure consideration of all elements required to complete the successful program integration. Responsible for business process reengineering and tailoring effective enterprise management systems to support programmatic decision-making. Responsible for the schedules, goals, objectives, fiscal data, management vision and ongoing results, and actions of senior level management to capitalize on and to maximize the synergistic effects of program elements.

Minimum Education / Experience Requirements: Master's Degree and 10 years of management experience or Bachelor's degree and 18 years of experience with programs or activities managed, or 25 years of program/project management experience.

Program Manager V

Minimum General Experience: Extensive knowledge of the activities projects, requirements and expectations throughout the life cycle of all projects and programs.

Functional Responsibilities: Oversees a complex, cohesive, systematic and integrated approach to program/project management services. Coordinates a senior level visionary process management and technology services to optimize organizational performance. Responsible for program integration, essential management elements of cost, schedule and performance metrics and analysis including the deliberate consideration of the interrelationships among all the many program elements to optimize cost, schedule and performance. Ability to ensure consideration of all elements required to complete the successful program integration. Responsible for business process reengineering and tailoring effective enterprise management systems to support programmatic decision-making. Responsible for the schedules, goals, objectives, fiscal data, management vision and ongoing results, and actions of senior level management to capitalize on and to maximize the synergistic effects of program elements.

Minimum Education / Experience Requirements: Master's Degree and 5 years of management experience or Bachelor's degree and 16 years of experience with programs or activities managed, or 25 years of project management experience.

Program Manager IV

Minimum General Experience: Knowledge of the activities projects, requirements and expectations throughout the life cycle of all projects and programs.

Functional Responsibilities: Oversees a cohesive, systematic and integrated approach to program/project management services. Coordinates a visionary process management and technology services to optimize organizational performance. Responsible for program integration, essential management elements of cost, schedule and performance metrics and analysis including the deliberate consideration of the interrelationships among all the many program elements to optimize cost, schedule and performance. Ability to ensure consideration of all elements required to complete the successful program

integration. Responsible for business process re-engineering and tailoring effective enterprise management systems to support programmatic decision-making.

Minimum Education / Experience Requirements: Bachelor's degree and 15 years management experience with programs or activities managed or 20 years of general management experience.

Program Manager III

Minimum General Experience: Knowledge of the activities projects, requirements and expectations throughout the life cycle of all projects and programs.

Functional Responsibilities: Oversees a cohesive, systematic and integrated approach to program/project management services. Coordinates a visionary process management and technology services to optimize organizational performance. Responsible for program integration, essential management elements of cost, schedule and performance metrics and analysis including the deliberate consideration of the interrelationships among all the many program elements to optimize cost, schedule and performance. Ability to ensure consideration of all elements required to complete the successful program integration.

Minimum Education / Experience Requirements: Bachelor's degree and 10 years experience with programs or activities managed or 15 years of general management experience.

Program Manager II

Minimum General Experience: Familiarity with all of the activities projects, requirements and expectations throughout the life cycle of all projects and programs.

Functional Responsibilities: Oversees a cohesive, systematic and integrated approach to program/project management services. Coordinates a visionary process management and technology services to optimize organizational performance. Responsible for program integration, essential management elements of cost, schedule and performance metrics and analysis including the deliberate consideration of the interrelationships among all the many program elements to optimize cost, schedule and performance. Ability to ensure consideration of all elements required to complete the successful program integration.

Minimum Education / Experience Requirements: Bachelor's degree and 7 years experience with programs or activities managed or 12 years of general management experience.

Program Manager

Minimum General Experience: Familiarity with all of the activities projects, requirements and expectations throughout the life cycle of all projects and programs.

Functional Responsibilities: Oversees a cohesive, systematic and integrated approach to program/project management services. Coordinates a visionary process management and technology services to optimize organizational performance. Responsible for program integration, essential management elements of cost, schedule and performance metrics and analysis including the deliberate consideration of the interrelationships among all the many program elements to optimize cost, schedule and performance.

Minimum Education / Experience Requirements: Bachelor's degree and 5 years experience with programs or activities managed or 10 years of general management experience.

Project Manager III

Minimum General Experience: Complete knowledge of the specific activity's project requirements and expectations throughout the life cycle of the projects.

Functional Responsibilities: Oversees the systematic and integrated approach to project management services. Coordinates a visionary process management approach to optimize project performance. Responsible for project integration, essential management elements of cost, schedule and performance metrics and analysis. Possesses the forward vision and the skilled ability to draw meaningful conclusions upon which actions and plans can be taken to ensure continuity as well as ensure collective participation by all members of the project team.

Minimum Education / Experience Requirements: Bachelor's degree and 10 years experience with products or activities managed or 15 years of general management experience.

Project Manager II

Minimum General Experience: Familiarity with the specific activity's project requirements and expectations throughout the life cycle of the projects.

Functional Responsibilities: Oversees the systematic and integrated approach to project management services. Coordinates a visionary process management approach to optimize project performance. Responsible for project integration, essential management elements of cost, schedule and performance metrics and analysis.

Minimum Education / Experience Requirements: Bachelor's degree and 8 years experience with products or activities managed or 10 years of general management experience.

Project Manager

Minimum General Experience: Familiarity with the specific activity's project requirements and expectations throughout the life cycle of the projects.

Functional Responsibilities: Oversees the systematic and integrated approach to project management services. Coordinates a visionary process management approach to optimize project performance. Responsible for project integration, essential management elements of cost, schedule and performance metrics and analysis.

Minimum Education / Experience Requirements: Bachelor's degree and 5 years experience with products or activities managed or 8 years of general management experience.