GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE
PRICE LIST

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

SCHEDULE TITLE: Multiple Award Schedule
Federal Supply Group: Professional Services

CONTRACT NUMBER: GS-10F-0289U

PERIOD COVERED BY CONTRACT:
July 15, 2008 through July 14, 2023

MARTEK GLOBAL SERVICES, INC.
7920 Norfolk Ave, Suite 920
Bethesda, MD 20814-2524
Tel : 301-656-3700 - Fax: 301-656-5567
POC : JDRuit@MartekGlobal.com or Jtornillo@MartekGlobal.com
Web-Site : www.martekglobal.com

Business Size: Small

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

For nearly two decades Martek has been helping organizations run better by providing strategic and tactical solutions. Martek has seasoned personnel and the experience to provide full lifecycle support in acquisitions, procurement activities and re-engineering solutions. Through this GSA schedule Martek will provide professional support services to agencies in conducting federal acquisition management activities they require. Martek has the personnel and experience to provide cradle to grave support to all areas of the procurement work-cycle. Martek was founded based on the notion that one company could be a total solution for Federal Acquisitions, Daily Operations and Re-engineering projects, and act as a “general contractor for business”, allowing the organization’s executives to focus on what they do best.

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541612SVC</td>
<td>Deployment, Distribution and Transportation Logistics Services:</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1c. HOURLY RATES (Services only):

2. Maximum order: $1,000,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum order: $100

4. Geographic coverage (delivery area): Contiguous 48 states, DC, Alaska, Hawaii and PR.
5. Point(s) of production (city, county, and State or foreign country): NONE

6. Discount from list prices or statement of net price: Prices presented are net prices/all discounts have been applied.

7. Quantity discounts: NONE

8. Prompt payment terms. Note: Net 30 Days Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): NONE

11a. Time of delivery: As specified in resulting Task Order(s).

11b. Expedited Delivery: As negotiated

11c. Overnight and 2-day delivery: As negotiated

11d. Urgent Requirements: As negotiated

12. F.O.B. point(s): Destination

13a. Ordering address(es):
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es):

Martek Global Services, Inc.
Attn: Accounts Receivable
7920 Norfolk Ave., Ste. 920
Bethesda, MD 20814

15. Warranty provision: As specified by resulting Task Order(s)

16. Export packing charges: 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: N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. Full details can be found at. The EIT standards can be found at: www.Section508.gov.

25. Data Universal Number System (DUNS) number:
005168039

26. Notification regarding registration in System for Award Management (SAM) database. SAM registration is current and accurate in the SAM database
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>7/15/19 - 7/14/20</th>
<th>7/15/20 - 7/14/21</th>
<th>7/15/21 - 7/14/22</th>
<th>7/15/22 - 7/14/23</th>
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<td>$53.01</td>
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</tbody>
</table>
The Service Contract Labor Standards (SCLS) is applicable to this contract and includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

**Labor Category Descriptions**

**Title:** Engagement Manager  
**Functional Duties/Responsibilities:** Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Must be familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks.

**Minimum Education Level:** Bachelors degree  
**Required/Supplemental Certifications:** Relevant training in essential skills  
**Minimum Experience Requirements:** 10 years of relevant experience.
Title: Project Manager I
Functional Duties/Responsibilities: Provides project management, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.
Minimum Education Level: 1 – 4 years above high school
Minimum Experience Requirements: 2 or more years in a direct supervisory capacity.
Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Title: Project Manager II
Functional Duties/Responsibilities: Provides complex project management for groups of 8 or more personnel, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.
Minimum Education Level: Associates Degree
Required/Supplemental Certifications: Project Management certification
Minimum Experience Requirements: 3 years in a direct supervisory category
Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Title: Project Manager III
Functional Duties/Responsibilities: Provides complex project management for groups of 10 or more personnel, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.
Minimum Education Level: Bachelors Degree
Minimum Experience Requirements: 5 years in a direct supervisory category
Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Title: Contract Specialist I
Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field
Functional Duties/Responsibilities: Demonstrated proficiency in applicable core competencies Knowledge of basic procurement procedures and techniques and commonly used contracting methods
and contract types related to preaward, postaward, and/or price/cost analysis functions to perform well-defined and precedent contract actions. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, compose memoranda, minutes, and reports, and draft contract provisions and supporting documents.

Minimum Education Level: Bachelors degree

Minimum Experience Requirements: 1 year of Federal contracting experience

Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field
Title: Contract Specialist II
**Functional Duties/Responsibilities:** Knowledge of a wide range of contracting procedures, methods and contract types including formal advertising, negotiation, fixed-price, cost contracting, and use of special provisions and incentives to plan and carry out contracting assignments related to pre-award or post-award functions, and/or price/cost analysis. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information; compose memoranda, minutes, and reports; and draft contract provisions and supporting documents.

**Minimum Education Level:** Bachelors degree

**Minimum Experience Requirements:** 2 year of contracting experience

**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field

Title: Contract Specialist III

**Functional Duties/Responsibilities:** Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.

**Minimum Education Level:** Bachelors degree

**Minimum Experience Requirements:** 4 year of contracting experience

**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field

Title: Contract Specialist IV

**Functional Duties/Responsibilities:** Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.

**Minimum Education Level:** Bachelors degree

**Minimum Experience Requirements:** 7 year of Federal contracting experience

**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field

Title: Contract Specialist V

**Functional Duties/Responsibilities:** Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.

**Minimum Education Level:** Bachelors degree

**Minimum Experience Requirements:** 9 year of Federal contracting experience

**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field
Title: Purchasing Agent/Buyer II
Functional Duties/Responsibilities: Broad knowledge of a body of purchasing regulations, methods, procedures, and business practices to make purchases involving specialized requirements and/or commercial requirements with complicating factors such as hard-to-locate sources, unstable price or product characteristics, many critical characteristics, or urgently needed items, etc. Knowledge of solicitation or purchasing methods to make competitive or sole source small purchases that involve, for example, collecting data to determine price reasonableness for new items, preparing detailed written solicitations, tailoring special terms and conditions, or other matters of similar complexity. Broad knowledge of price evaluation techniques to evaluate prices or costs for requirements with inadequate price history or to evaluate allowable charges for requirements involving special cost features (e.g., per diem, lodging rates, and airfare for purchases that require on-site repair service by non-local vendors).
Minimum Education Level: High School
Minimum Experience Requirements: 1 year relevant experience
Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Title: Purchasing Agent/Buyer III
Functional Duties/Responsibilities: Broad knowledge of market sources for a wide range of specialized items or services and typical vendor modes of operation and ways of doing business. Knowledge of various acquisition clauses, such as those pertaining to inspection, acceptance, packaging, or testing to select or tailor clauses for purchases the involve special handling. Knowledge of post-award procedures to discuss equitable price adjustments for modifications to a purchase order, determine whether to recommend termination of an accepted purchase order for convenience, or perform similar actions. Skill in analyzing descriptions that has unique aspects and many critical characteristics to identify problem areas in specifications or decide if substitutions are acceptable or should be referred to supervisor for review.
Minimum Education Level: High School
Minimum Experience Requirements: More than 2 years relevant experience
Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Title: Closeout Specialist II
Functional Duties/Responsibilities: Knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types to carry out recurring assignments and perform developmental assignments or segments of contract closeout actions. Familiarity with business practices and market conditions sufficient to evaluate vendor completion. Ability to present factual information, compose memoranda and meeting minutes, and draft contract provisions and supporting documents.
Minimum Education Level: High School
Minimum Experience Requirements: 2 year relevant experience
Education Substitution Methodology: 2 years of education for 2 ½ years of experience in the required field

Title: Office Automation Clerk II
Functional Duties/Responsibilities: Fully qualified to operate an electronic typewriter, word processor, microcomputer, or computer terminal. Knowledge of varied and advanced functions of one or more automated systems to produce a wide range of documents. Knowledge of office automation
systems in order that several types of software may be used for various office needs such as graphs, tables, and charts. Knowledge of spelling, grammar, punctuation, capitalization. Knowledge of specialized terminology, organization mission, and the roles of co-workers maintain files. Knowledge of the organizational structures and functions is needed to answer routine and non-technical inquiries.

**Minimum Education Level:** High School  
**Minimum Experience Requirements:** 1 year relevant experience  
**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field

**Title: Office Automation Clerk III**

**Functional Duties/Responsibilities:** Advanced knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of office automation software. The skill is used to select the most appropriate software type for a specific task to process invoicing in accordance to the Prompt Payment Act (PPA) and incorporate that data into the text of a report. Knowledge of spelling, grammar, punctuation, and capitalization and report generation to document task accomplished.

**Minimum Education Level:** High School  
**Minimum Experience Requirements:** 2 years relevant experience  
**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field

**Title: Business Process Re-Engineer**

**Functional Duties/Responsibilities:** Working knowledge and experience design and implementing management consulting projects and systems. Must have experience in high level executive positions. Interact with user departments to identify and document functional business requirements. Use structured design techniques to design and document from complex solutions to functional business requirements.

**Minimum Education Level:** Bachelors degree  
**Minimum Experience Requirements:** 10 years relevant experience  
**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field

**Title: Business Analyst**

**Functional Duties/Responsibilities:** Able to lead in the production of monthly, quarterly and yearly Management Information System reporting. The individual typically supports all contract information reporting, project work, and resource planning. The Business Analyst observes discrepancies, trends, and interrelationships in data or activities and is able to analyze elements of a problem or situation and identify potential solutions. The analyst executes and maintains the business and reporting process.

**Minimum Education Level:** Bachelor’s Degree  
**Minimum Experience Requirements:** 3 years of relevant work experience  
**Education Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field

**Title: Administrative Assistant II**

**Functional Duties/Responsibilities:** Sufficient knowledge of the substantive programs of the organization and of the goals, priorities, policies and commitments of the supervisor, to perform such tasks as assembling information to be used for reports or responses to inquiries; compose non-technical correspondence; and maintain awareness of the clerical and administrative problems related to the organization’s programs. Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative procedures of the organization.
Minimum Education Level: High School
Minimum Experience Requirements: 1 year relevant experience
Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Title: Administrative Assistant III
Functional Duties/Responsibilities: Knowledge of administrative concepts and practices in order to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, and foresee administrative problems and requirements. Knowledge of the organization's substantive programs, supervisor's views, and the administrative functions, sufficient to answer routine inquiries and route to proper units. Skill in advising and instructing secretaries in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.
Minimum Education Level: Associates Degree
Minimum Experience Requirements: 2 years relevant experience
Education Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Title: Acquisition Specialist – Junior
Functional Duties/Responsibilities: Entry-level knowledge of procurement procedures and techniques and commonly used contracting methods and contract types related to pre-award, post-award, and/or price/cost analysis functions to perform well-defined and precedent contract actions. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, compose memoranda, minutes, and reports, and draft contract provisions and supporting documents.
Minimum Education Level: 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management. High School Diploma
Minimum Experience Requirements: 1 year of relevant experience
Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Title: Acquisition Specialist – Intermediate
Functional Duties/Responsibilities: Knowledge of a wide range of contracting procedures, methods and contract types including formal advertising, negotiation, fixed-price, cost contracting, and use of special provisions and incentives to plan and carry out contracting assignments related to pre-award or post-award functions, and/or price/cost analysis. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information; compose memoranda, minutes, and reports; and draft contract provisions and supporting documents.
Minimum Education Level: Bachelor’s degree
Minimum Experience Requirements: 2 years of relevant experience
Substitution Methodology: 2 years of education for 2 ½ years of experience in the required field.

Title: Acquisition Specialist – Senior
Functional Duties/Responsibilities: Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skilled in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with
Title: Business Specialist I
Functional Duties/Responsibilities: Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skilled in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.
Minimum Education Level: Bachelor’s degree
Minimum Experience Requirements: 5 years of relevant experience
Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Title: Closeout Specialist I
Functional Duties/Responsibilities: Entry-level knowledge of procurement procedures and techniques and commonly used contracting methods and contract types to carry out recurring assignments and perform developmental assignments or segments of contract closeout actions. Familiarity with business practices and market conditions sufficient to evaluate vendor completion. Ability to present factual information, compose memoranda and meeting minutes, and draft contract provisions and supporting documents.
Minimum Education Level: High School Diploma or GED.
Minimum Experience Requirements: 1 Year relevant experience.
Substitution Methodology: 1 year of post high school / GED education for 2 ½ years of experience
practices and market conditions sufficient to evaluate vendor completion. Ability to present factual information, compose memoranda and meeting minutes, and draft contract provisions and supporting documents. **Minimum Education Level:** Associate’s degree.

**Minimum Experience Requirements:** 3 years relevant experience.

**Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field.

**Title: Digital Imaging Specialist**

**Functional Duties/Responsibilities:** Provide support for the digital imaging and file room. File correspondence provided by specialists in correct contract or grant file. Retrieve and file processed modifications. Provide customer service for specialists and other customers which include retrieving files from the shelves, scanning, and special copying requests. Post all documents per FAR requirement in FedBizOpps and provide reports. Copy and scan contract and grant actions provided by specialists. Update the client’s contract closeout system as appropriate.

**Minimum Education Level:** High School Diploma or GED

**Minimum Experience Requirements:** 1 year or relevant experience

**Substitution Methodology:** 1 year of post high school / GED education for 2 ½ years of experience

**Title: Information Technology (IT) Planner**

**Functional Duties/Responsibilities:** Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for logistics and related information systems. Makes recommendations and advises on organization-wide information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis.

**Minimum Education Level:** Bachelor’s degree

**Minimum Experience Requirements:** 3 years of relevant experience

**Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field.

**Title: Principal – Program Oversight**

**Functional Duties/Responsibilities:** Directs and controls the activities of one or more large programs, interacts with customer, vendor and subcontractor organizations at the executive level, responsible for initiating and completing projects and processes. Ensures resources are available and that tasks are fully staffed with personnel, equipment and other required support. Provides extensive technical and administrative oversight to ensure the expeditious accomplishment of tasks such as comprehensive program management and oversight, management consulting, acquisition support and transition planning. Demonstrated knowledge of business and federal standards, directives, and criteria governing and related to a broad range of services and products. Remains abreast of any changes, which may impact work under a contract and notifies, works and brainstorms with executive levels of customer management team. Ability to demonstrate expert level abilities and receive acknowledgement as subject matter experts from their peers or customers.

**Minimum Education Level:** Bachelor’s degree in business, management, architecture/interior design or other related field or line of business from an accredited college/university;

**Minimum Experience Requirements:** 10 years of experience in managing relevant projects and demonstrated expertise in the oversight of relevant projects

**Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field.
Title: Procurement Technician I
Functional Duties/Responsibilities: Provide professional acquisition support services. Responsibilities may include the planning and executing of administrative acquisition program functions that are essential to the accomplishment of the employing unit's mission. This function also includes assistance with invoice review and documentation, and logging on tracking spreadsheets. Other clerical duties as assigned. Working knowledge and essential skills in standard business office software programs and general office related technologies and equipment. Ability to provide administrative and clerical support to the acquisition staff, including filing, copying, maintenance of electronic files, contract action preparation.

Minimum Education Level: High School Diploma or GED
Minimum Experience Requirements: 1 Year of relevant experience

Substitution Methodology: 1 year of post high school / GED education for 2 ½ years of experience

Title: Program Manager
Functional Duties/Responsibilities: Responsible for the oversight and management of projects. Provide project management for all phases of the project and shall be available for onsite meetings, and provide direction and support. The scope may include managing contract employees, subcontractors, time & attendance, project time-lines, quality control plan (QCP) and other deliverables As required in the SOW.

Minimum Education Level: Bachelor’s degree
Minimum Experience Requirements: 7 years of relevant experience.

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

field.
Title: Project Manager IV  
**Functional Duties/Responsibilities:** Provide complex project management for groups of personnel, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Review and approve project plans and ensures proper execution. Validate project budget requirements and budget documentation. Oversee monitoring of the overall status of assigned projects. Ensure that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manage planning, research, and development aspects of assigned projects.  
**Minimum Education Level:** Bachelor’s Degree  
**Required/Supplemental Certifications:** Project Management certification  
**Minimum Experience Requirements:** 6 years of relevant experience  
**Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field.

Title: Project Manager V  
**Functional Duties/Responsibilities:** Provide project management, including developing and executing budget requests, scheduling, prioritizing, and monitoring of project performance in various areas for assigned projects. Review and approve project plans and ensures proper execution. Validate project budget requirements and budget documentation. Oversee monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.  
**Minimum Education Level:** Bachelor’s Degree  
**Required/Supplemental Certifications:** Project Management Certification  
**Minimum Experience Requirements:** 10+ years of relevant experience  
**Substitution Methodology:** 1 year of education for 2 ½ years of experience in required field.

Title: Resource Analyst I  
**Functional Duties/Responsibilities:** Transcribe, retrieve, validate and correct data from source documents into automated systems. Review and process client invoices and create sales orders and purchase requests in automated systems. Data transcription work is required for this position and must be performed with accuracy. Support the needs of both internal and external clients as directed. Work is performed under general direction of the client. Complete other duties as assigned.  
**Minimum Education Level:** High School Diploma or GED  
**Minimum Experience Requirements:** 1 year of relevant experience  
**Substitution Methodology:** 1 year of post high school / GED education for 2 ½ years of experience.

Title: Resource Analyst II  
**Functional Duties/Responsibilities:** Determine all data is properly processed and total activity agrees with pre-determined control totals. Analyze and prepare recurring/special reports, identify variances deficiencies and recommend course of action. Transcribe, retrieve, validate and correct data from source documents into automated systems. Review and process client invoices and create sales orders and/or purchase requests in automated systems. Data transcription work is required for this position and must be performed with accuracy. Support the need of internal and external customers. Complete other duties as assigned.  
**Minimum Education Level:** High School Diploma or GED  
**Minimum Experience Requirements:** 2 years of relevant experience
**Substitution Methodology:** 1 year of post high school / GED education for 2 ½ years of experience

**Title:** Resource Analyst III  
**Functional Duties/Responsibilities:** Knowledge of basic theories and principles of business management to support related information and systems within an organization program. Utilize independent judgment to create, edit, resolve or escalate incidents as required while conforming to internal systems and policies. Ability to develop informational material and other documents for “work arounds” or problems that may occur. Review and process client invoices and create sales orders and/or purchase requests in automated systems. Ability to extract, review and analyze numerical and other accounting data to prepare and complete accurate reports and analyses. Ability to present and brief others on program status. Participate in meetings as requested. Complete other duties as assigned.  
**Minimum Education Level:** High School Diploma or GED  
**Minimum Experience Requirements:** 3 years of relevant experience  
**Substitution Methodology:** 1 year of post high school / GED education for 2 ½ years of experience

**Title:** Resource Analyst IV  
**Functional Duties/Responsibilities:** Ability to extract, review and analyze alpha numerical information such as monthly expense statements and other reports and analyses. Determine all tasks are properly processed and activity agrees with pre-determined controls. Provide analyses of financial data and problem identification and recommends solutions. Review work of others for accuracy and completeness. Knowledge of theories and principles of business management and administration to support related information and systems within organization programs. Utilize independent judgment to create, edit, resolve or escalate incidents as required while conforming to internal systems and polices. Ability to develop informational material and other documents for “work around” or problems that may occur. Review and process client invoices and create sales orders and/or purchase requests in automated systems. Complete other duties as assigned.  
**Minimum Education Level:** High School Diploma or GED  
**Minimum Experience Requirements:** 4 years of relevant experience  
**Substitution Methodology:** 1 year of post high school / GED education for 2 ½ years of experience

**Title:** Resource Analyst V  
**Functional Duties/Responsibilities:** Provide senior level work for administration, business management or financial process functions or systems. Ability to extract, review, and analyze alpha and numerical information for various functions in order to prepare reports, analyses, complete assigned task or make recommendations. Determine all tasks are properly processed and that total activity agrees with pre-determined control totals. Ability to organize and manage multiple tasks congruently, analyze and prepare recurring, special or ad-hoc reports. Provide necessary adjustment actions by identifying and determining the source of processing deficiencies, and make recommendation for corrective procedures. A functional understanding and knowledge of theories, principles, internal systems and functional processes in order to communicate, demonstrate, train, and present to colleague and management levels. Create, review and process client invoices and review accuracy of others. Provide senior level work for administration, business management or financial process functions or financial, business and accounting systems. Create and process sales orders, purchase requests and contracting documents as needed. Prepares business or financial briefings, documentation and reports. Complete other duties as assigned.  
**Minimum Education Level:** Bachelor’s degree  
**Minimum Experience Requirements:** 3 years of relevant experience
Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Title: Resource Analyst VI
Functional Duties/Responsibilities: Ability to provide subject matter expertise and senior level work for administration, business management or financial process functions or systems. Ability to extract, review, and analyze alpha and numerical information for various functions in order to prepare reports, analyses, complete assigned task or make recommendations. Determines all tasks are properly processed and that total activity agrees with pre-determined control totals. Ability to organize and manage multiple tasks congruently, analyze and prepare recurring, special or ad-hoc reports. Provide necessary adjustment actions by identifying and determining the source of processing deficiencies, and make recommendation for corrective procedures. Provide senior level work for administration, business management or financial process functions or financial, business and accounting systems. High level understanding and knowledge of theories, principles, internal systems and functional processes in order to communicate, demonstrate, train, and present to executive levels of the organization. Complete other duties as assigned.

Minimum Education Level: Bachelor’s degree
Minimum Experience Requirements: 5 years of relevant experience
Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Title: Senior Contracts Manager
Functional Duties/Responsibilities: Directly responsible for the administration of the contract. Responsible for supporting projects through the acquisition of services that provide for the transitioning of staff programs, as well as the equipping of facilities to ensure that when fully operational, services can meet and support the mission. Knowledge of codes, standards, directives, and criteria governing and related to facilities. Remains abreast of any changes in codes which impact work under this contract and will notify the client when modifications may be needed to ensure that upon the completion of a task order the facility is fully code compliant.

Minimum Education Level: Bachelor’s degree
Minimum Experience Requirements: 5 years of relevant experience
Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Title: Transition Planner/Scheduler
Functional Duties/Responsibilities: Provide expertise in the logistical activities and services required for the transition from existing facilities to new facilities, reorganization, and consolidation of existing facilities, and/or opening new facilities. Facilitate the conduct of customer needs assessments to identify specific customer requirements for initial outfitting and transition. Service may include maintaining project documentation, coordinating schedules, and providing on-site supervision of move activity and coordination of paperwork and subcontracts involved in a relocation project.

Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 3 year of relevant experience
Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Title: Financial Analyst I
Functional Duties/Responsibilities: A minimum of one year of general accounting, business management, budget or experience within a financial institution is required. Experience should demonstrate a basic knowledge of theories, business principles or accounting techniques to support
related information and systems within organizational programs. Experience should demonstrate and
ability: to use independent judgment to create, edit, resolve or escalate incidents as required while
conforming to internal systems and policies; and to develop informational material and other
documents for “work-arounds” or problems that may occur. Demonstrated experience in the review and
processing of client invoices, accounts and the creation of sales orders and purchase requests in
automated systems is required. An ability to extract, review and analyze numerical and other
accounting data to prepare and complete accurate reports and analyses is required. An ability to present
and brief others on program status is required.

Title: Financial Analyst II

Functional Duties/Responsibilities: A minimum of two years with governmental accounting, business
management, budget or other financial/bookkeeping experience is required. Experience should
demonstrate an ability to extract, review and analyze alpha numerical information such as monthly
expense statements and other reports and analyses. An ability to determine all tasks are properly
processed and that total activity agrees with pre-determined controls is required. An ability to provide
analyses of financial data, identify problems, recommend solutions, and review the work of others for
accuracy and completeness is required. Experience should demonstrate a knowledge of theories and
principles of business management and administration to support related information and systems
within organizational programs. The ability to use independent judgment to create, edit, resolve or
escalate incidents as needed while conforming to internal systems and policies is also required. The
ability to develop informational material and other documents for “work-arounds” or problems that may
occur. Experience with the review and processing of client invoices and the creation of sales orders and
purchase requests in automated systems is required.

Minimum Education Level: High School Diploma or GED is required. Minimum Experience
Requirements: 1 year of relevant experience Substitution Methodology: None

Title: Financial Analyst III

Functional Duties/Responsibilities: A minimum of three years of specific governmental accounting,
finance, business management or budget experience is required. The ability to support business
management or financial process functions or systems is required. Experience should demonstrate an
ability to extract, review, and analyze alpha numerical information for various functions in order to
prepare reports, analyses, complete assigned task or make recommendations. An ability to determine all
tasks are properly processed and that total activity agrees with pre-determined control totals is required.
An ability to organize and manage multiple tasks congruently, analyze and prepare recurring, special or
ad-hoc reports is required. Demonstrated experience providing necessary adjustment actions by
identifying and determining the source of processing deficiencies, and making recommendation for
corrective procedures is required. A functional understanding and knowledge of theories, principles,
internal systems and functional processes in order to communicate, demonstrate, train, and present to
colleague and management levels is required.
An ability to create, review and process client invoices and review accuracy of others is required. An
ability to provide senior level work for administration, business management or financial process
functions or financial, business and accounting systems is required. An ability to create and process
sales orders, purchase requests and contracting documents as needed, and to prepare business or
financial briefings, documentation and reports is required.
Preferred specialized experience includes knowledge and skill providing support for a particular
business unit.

Minimum Education Level: Bachelor’s Degree from an accredited institution of higher education.
Minimum Experience Requirements: 3 years of relevant experience
**Title:** Financial Analyst IV  
**Functional Duties/Responsibilities:** A minimum of four years of specific governmental accounting, business management or budget experience is required. An ability to provide senior level support of business management or financial process functions or systems is required. Demonstrated experience should show an ability to lead a small team or office with little to any supervision. An ability to extract, review, and analyze alpha numerical information for various functions in order to prepare reports, analyses, complete assigned tasks or make recommendations is required. An ability to determine all tasks are properly processed and that total activity agrees with pre-determined control totals is required. An ability to organize and manage multiple tasks congruently, analyze and prepare recurring, special or ad-hoc reports is required. An ability to provide necessary adjustment actions by identifying and determining the source of processing deficiencies, and make recommendation for corrective procedures is required. An ability to provide senior level work for administration, business management or financial process functions or financial, business and accounting systems is required. Experience should demonstrate a high-level understanding and knowledge of theories, principles, internal systems and functional processes to communicate, demonstrate, train, and present to executive levels of the organization.  
Preferred specialized experience includes extensive knowledge and skill: leading/directing the work of others; providing financial support for acquisition and grants personnel; interpreting financial management policy, accounting, and reporting regulations; and diagnosing, researching, and resolving difficult problems.  
**Minimum Education Level:** Bachelor’s Degree from an accredited institution of higher education.  
**Minimum Experience Requirements:** 4 years of relevant experience

**Title:** Financial Analyst V  
**Functional Duties/Responsibilities:** A minimum of five or more years of specific governmental accounting, business management or budget experience is required. An ability to provide subject matter expertise and leadership level work for administration, business management or financial process functions or systems is required. Experience demonstrates the possession of a high level understanding and knowledge of theories, principles, internal systems and functional processes as well as a high level of proficiency in communication skills, training skills, and presentation skills. An ability to extract, review, and analyze alpha numerical information for various functions in order to prepare reports, analyses, and complete assigned task or make recommendations to senior level leadership is required. An ability to determine all tasks are properly processed and that total activity agrees with pre-determined control totals is required. An ability to organize and manage multiple tasks including a team or group(s) congruently, analyze and prepare recurring, special or ad-hoc reports, and set and delegate tasks for pending work is required. An ability to provide necessary adjustment actions by identifying and determining the source of processing deficiencies, and make recommendation for corrective procedures to Senior Level Leadership is required. Experience should also demonstrate an ability to use independence and judgment to create, edit, resolve or escalate incidents as required while following internal systems and policies and to provide senior or supervisory support for administration, business management or financial process functions or financial, business and accounting systems.  
Preferred specialized experience includes expert knowledge and skill: leading/directing the work of others; leading/directing large projects or programs; providing financial support for acquisition and grants personnel; interpreting financial management policy, accounting, and reporting regulations;
authoring key elements of policy or procedures; ensuring documents meet established standards; and diagnosing, researching, and resolving difficult problems.

**Minimum Education Level:** Bachelor’s Degree from an accredited institution of higher education.

**Minimum Experience Requirements:** 5 years of relevant experience

**Substitution Methodology:** 1 year of education for 2 years of experience in the required field

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**Title: IT Specialist III**

**Functional Duties/Responsibilities:** Supports or assists other employees who design, operate, or use automatic data processing systems applications and products. Coordinates with users to clarify instructions, obtain missing data, explain processing delays, discuss priority adjustment options, and discuss alternative processing methods and anticipated time of program completion. Coordinates with computer administrators to determine system status, to correct minor set-up and control errors and to determine status of previously scheduled programs, or to address database performance issues. Receives, maintains, and issues data storage media for computer operations; scheduling database maintenance, monitors database performance, perform backup and restores and daily house keeping; and collecting, maintaining, and distributing program and systems documentation. Coordinates with computer administrators to determine system status to address database performance issues. May be involved in the application of, or research into, computer science methods and techniques to store, manipulate, transform or present information by means of computer systems, primarily via web enabled interfaces.

**Minimum Education Level:** Bachelors degree

**Minimum Experience Requirements:** 4 years of relevant experience.

**Education Substitution Methodology:** 1 yr of education for 2 ½ years of experience

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**Title: Program Analyst IV**

**Functional Duties/Responsibilities:** Experience to include management level responsibility for items such as planning, staffing, budgeting, work flow, project organization, manpower utilization, management team coordination and problem solving, position/job classification and evaluations. Provides analyses and advise on the evaluation of the effectiveness of business operations including programs, productivity and efficiency of the management. Requires knowledge of: the substantive nature of business activities; business missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency and an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. Applies knowledge of management functions, process and analytical methods or techniques to gather, analyze and evaluate information required by program, project or functional managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, efficiency of work methods and procedures and resource requirements, utilization or control. Develops and drafts program or project milestones, progress monitoring, financial, quality control, maintenance or training documentation. Performs work measurement studies, program or project operations efficiency reviews, cost studies and workload change impact analyses. Relies upon and uses automated management information systems in performing fact finding, analytical, and advisory functions.

**Minimum Education Level:** Bachelors degree

**Minimum Experience Requirements:** 7 years of relevant experience.

**Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field