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Management, Organization and Business Improvement Services (MOBIS)
Contract Number GS-10F-0297N
FSC Group: Industrial Group 874
FSC Class: R499
Contract Period: 20 March 2003 – 19 March 2018

SIN 874-1 – Consulting Services
SIN 874 1 RC
SIN 874-6 – Privatization Support Services & Documentation (A-76)
SIN 874 6 RC
SIN 874-7 – Program Integration & Project Management Services
SIN 874 7RC

Table of Contents:

Customer Information 2
Corporate Profile 3
Service Available Under MOBIS..... 3
 Special Item Number (SIN) 874-1 & 874 1RC 3
 Special Item Number (SIN) 874-6 & 874 6RC 3
 Special Item Number (SIN) 874-7 & 874 7RC 3
Pricing *Error! Bookmark not defined.*
Labor Category Descriptions..... 6

Customer Information

1. Awarded SINS	874-1 874 1RC 874-6 874 6RC 874-7 874 7RC
2. Maximum Order	\$1,000,000.00
3. Minimum Order	\$100.00
4. Geographic Coverage	FOB Domestic & Overseas
5. Points of Production	Same as Company Address
6. Discount From Statement of Net Price	See Rates
7. Quantity Discounts	N/A
8. Prompt Payment Terms	Net 30 Days
9a. Government Purchase Cards Accepted	Yes
9b. Accept Micro-Purchase Threshold	Will Accept Over \$2,500.00
10. Foreign Items	None
11a. Time of Delivery	Specified on the Task Order
11b. Expedited Delivery	Contact Contractor
11c. Overnight & 2-Day Delivery	Contact Contractor
12. F.O.B. Point(s)	Destination
13a. Ordering Address(s)	Same as Company Address
14. Payment Address(s)	Same as Company Address
15. Warranty Provision	Contractor's Standard Commercial Warranty
16. Export Packing Charges	N/A
17. Terms & Conditions of Government Purchase Card Acceptance	Contact Contractor
18. Terms & Conditions of Rental, Maintenance, & Repair	N/A
19. Terms & Conditions of Installation	N/A
20. Terms & Conditions of Repair Parts	N/A
20a. Terms & Conditions for any Other Services	N/A
21. List of Service & Distribution Points	N/A
22. List of Participating Dealers	N/A
23. Preventive Maintenance	N/A
24a. Special Attributes	N/A
25. Data Universal Numbering System (DUNS) Number	09-9988805
26. Registered in Central Contractor Registration (CCR) Database	Registered

Corporate Profile

Kepler Research, Inc. provides solutions that help government and industry confront and manage complexity within short decision cycles typical in today's fast-paced environments.

To attack this growing dilemma between escalating complexity and the need for analytical and decision speed, Kepler Research integrates operational specialists, management and technical professionals, subject-matter experts, and advanced tools into teams focused on client needs. This integrated capability is tailored to each client's specific need. The Kepler professional staff and necessary tools are then either co-located with the client team or provided at our offices. In both cases the core team has direct access to rapid response reach-back analysis and planning.

Based in Arlington, Virginia, with operations also in Colorado Springs, Colorado. Kepler is positioned to enhance decision-making, management, and operations for clients in the public and private sectors.

Service Available Under MOBIS

Special Item Number (SIN) 874-1 and 874 1RC

Consulting Services - Services may include providing expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: · strategic, business and action planning· high performance work process and productivity improvement· systems alignment leadership systems organizational assessments cycle time performance measures and indicators program audits, and evaluations.

Special Item Number (SIN) 874-6 and 874 6RC

Privatization Support Services and Documentation - May include, but are not limited to, support, assistance, and documentation generation required in the conduct of OMB Circular A-76 studies such as development of Performance Work Statements (PWS), development of Quality Assurance Surveillance Plans (QASP) performance of management studies to determine the Government's Most Efficient Organization (MEO), development of in-house Government cost estimates, comparisons of in-house bids to proposed or ISSA prices, and Administrative Appeal Process support.

Special Item Number (SIN) 874-7 and 874 7RC

Program Integration and Project Management

Provide services in the management and integration of programs and projects. These services may include, but are not limited to: program management, program oversight, project management, and program integration (team leader).

Kepler Research Price List
 GS-10F-0297N
 Management Consulting and Analysis Staff
 Applies to SINS 874-1, 874-6 and 874-7
Years 11-15

Labor Category	Year 11		Year 12		Year 13		Year 14		Year 15	
	20Mar13 - 19Mar14		20Mar14 - 19Mar15		20Mar15 - 19Mar16		20Mar16 - 19Mar17		20Mar17 - 19Mar18	
	Client Site	Kepler Site								
Management Consulting Staff										
Senior Executive Consultant II	\$ 275.90	\$ 304.76	\$ 286.93	\$ 316.95	\$ 298.41	\$ 329.62	\$ 310.35	\$ 342.81	\$ 322.76	\$ 356.52
Senior Executive Consultant I	\$ 241.32	\$ 266.54	\$ 250.97	\$ 277.21	\$ 261.00	\$ 288.30	\$ 271.44	\$ 299.83	\$ 282.30	\$ 311.82
Executive Management Consultant II	\$ 205.58	\$ 227.08	\$ 213.80	\$ 236.16	\$ 222.35	\$ 245.61	\$ 231.25	\$ 255.43	\$ 240.50	\$ 265.65
Executive Management Consultant I	\$ 184.18	\$ 203.44	\$ 191.55	\$ 211.58	\$ 199.21	\$ 220.04	\$ 207.18	\$ 228.85	\$ 215.47	\$ 238.00
Senior Management Consultant II	\$ 163.88	\$ 181.02	\$ 170.43	\$ 188.26	\$ 177.25	\$ 195.79	\$ 184.34	\$ 203.62	\$ 191.71	\$ 211.76
Senior Management Consultant I	\$ 155.84	\$ 172.14	\$ 162.07	\$ 179.02	\$ 168.56	\$ 186.18	\$ 175.30	\$ 193.63	\$ 182.31	\$ 201.38
Management Consultant II	\$ 149.69	\$ 165.35	\$ 155.68	\$ 171.96	\$ 161.91	\$ 178.84	\$ 168.38	\$ 185.99	\$ 175.12	\$ 193.43
Management Consultant I	\$ 130.21	\$ 143.83	\$ 135.42	\$ 149.58	\$ 140.84	\$ 155.57	\$ 146.47	\$ 161.79	\$ 152.33	\$ 168.26
Associate Management Consultant	\$ 120.45	\$ 133.04	\$ 125.26	\$ 138.36	\$ 130.28	\$ 143.90	\$ 135.49	\$ 149.65	\$ 140.91	\$ 155.64
Analysis Staff										
Principal Analyst	\$ 146.66	\$ 162.00	\$ 152.53	\$ 168.48	\$ 158.63	\$ 175.22	\$ 164.97	\$ 182.22	\$ 171.57	\$ 189.51
Senior Analyst II	\$ 134.58	\$ 148.65	\$ 139.96	\$ 154.60	\$ 145.56	\$ 160.78	\$ 151.38	\$ 167.21	\$ 157.44	\$ 173.90
Senior Analyst I	\$ 119.97	\$ 132.51	\$ 124.77	\$ 137.81	\$ 129.76	\$ 143.33	\$ 134.95	\$ 149.06	\$ 140.35	\$ 155.02
Analyst II	\$ 113.31	\$ 125.16	\$ 117.85	\$ 130.17	\$ 122.56	\$ 135.38	\$ 127.46	\$ 140.79	\$ 132.56	\$ 146.42
Analyst I	\$ 102.08	\$ 112.76	\$ 106.17	\$ 117.27	\$ 110.41	\$ 121.96	\$ 114.83	\$ 126.84	\$ 119.42	\$ 131.91
Associate Analyst	\$ 80.00	\$ 88.36	\$ 83.20	\$ 91.90	\$ 86.52	\$ 95.57	\$ 89.98	\$ 99.39	\$ 93.58	\$ 103.37
Technical Staff										
Principal Consultant II	\$ 178.17	\$ 196.80	\$ 185.30	\$ 204.67	\$ 192.71	\$ 212.86	\$ 200.42	\$ 221.37	\$ 208.43	\$ 230.23
Principal Consultant I	\$ 170.03	\$ 187.81	\$ 176.83	\$ 195.32	\$ 183.90	\$ 203.13	\$ 191.26	\$ 211.26	\$ 198.91	\$ 219.71
Senior Consultant II	\$ 159.97	\$ 176.69	\$ 166.36	\$ 183.76	\$ 173.02	\$ 191.11	\$ 179.94	\$ 198.76	\$ 187.14	\$ 206.71
Senior Consultant I	\$ 150.73	\$ 166.49	\$ 156.76	\$ 173.15	\$ 163.03	\$ 180.08	\$ 169.55	\$ 187.28	\$ 176.33	\$ 194.77
Consultant II	\$ 134.58	\$ 148.65	\$ 139.96	\$ 154.60	\$ 145.56	\$ 160.78	\$ 151.38	\$ 167.21	\$ 157.44	\$ 173.90
Consultant I	\$ 120.45	\$ 133.04	\$ 125.26	\$ 138.36	\$ 130.28	\$ 143.90	\$ 135.49	\$ 149.65	\$ 140.91	\$ 155.64
Associate Consultant	\$ 109.67	\$ 121.14	\$ 114.06	\$ 125.98	\$ 118.62	\$ 131.02	\$ 123.36	\$ 136.26	\$ 128.30	\$ 141.71
Support Staff										
Sr. Org. Support Specialist II	\$ 77.92	\$ 86.07	\$ 81.04	\$ 89.51	\$ 84.28	\$ 93.09	\$ 87.65	\$ 96.82	\$ 91.16	\$ 100.69
Sr. Org. Support Specialist I	\$ 70.84	\$ 78.25	\$ 73.68	\$ 81.38	\$ 76.62	\$ 84.64	\$ 79.69	\$ 88.02	\$ 82.87	\$ 91.54
Org. Support Specialist III	\$ 61.69	\$ 68.14	\$ 64.15	\$ 70.86	\$ 66.72	\$ 73.70	\$ 69.39	\$ 76.65	\$ 72.17	\$ 79.71
Org. Support Specialist II	\$ 58.60	\$ 64.73	\$ 60.94	\$ 67.32	\$ 63.38	\$ 70.01	\$ 65.92	\$ 72.81	\$ 68.55	\$ 75.72
Org. Support Specialist I	\$ 56.68	\$ 62.61	\$ 58.95	\$ 65.12	\$ 61.31	\$ 67.72	\$ 63.76	\$ 70.43	\$ 66.31	\$ 73.25

Kepler Research Price List
 GS-10F-0297N
 Management Consulting and Analysis Staff
 Applies to SINS 874-1, 874-6 and 874-7
Years 16-20

Labor Category	Year 16		Year 17		Year 18		Year 19		Year 20	
	20Mar18 - 19Mar19		19Mar19 - 20Mar20		20Mar20 - 19Mar21		20Mar21 - 19Mar22		20Mar22 - 19Mar23	
	Client Site	Kepler Site								
Management Consulting Staff										
Senior Executive Consultant II	\$ 335.67	\$ 370.78	\$ 349.10	\$ 385.61	\$ 363.06	\$ 401.04	\$ 377.59	\$ 417.08	\$ 392.69	\$ 433.76
Senior Executive Consultant I	\$ 293.59	\$ 324.30	\$ 305.34	\$ 337.27	\$ 317.55	\$ 350.76	\$ 330.25	\$ 364.79	\$ 343.46	\$ 379.38
Executive Management Consultant II	\$ 250.12	\$ 276.27	\$ 260.12	\$ 287.33	\$ 270.53	\$ 298.82	\$ 281.35	\$ 310.77	\$ 292.60	\$ 323.20
Executive Management Consultant I	\$ 224.09	\$ 247.52	\$ 233.05	\$ 257.42	\$ 242.37	\$ 267.72	\$ 252.07	\$ 278.43	\$ 262.15	\$ 289.56
Senior Management Consultant II	\$ 199.38	\$ 220.23	\$ 207.36	\$ 229.04	\$ 215.65	\$ 238.20	\$ 224.28	\$ 247.73	\$ 233.25	\$ 257.64
Senior Management Consultant I	\$ 189.60	\$ 209.43	\$ 197.19	\$ 217.81	\$ 205.08	\$ 226.52	\$ 213.28	\$ 235.58	\$ 221.81	\$ 245.01
Management Consultant II	\$ 182.12	\$ 201.17	\$ 189.41	\$ 209.22	\$ 196.99	\$ 217.59	\$ 204.87	\$ 226.29	\$ 213.06	\$ 235.34
Management Consultant I	\$ 158.42	\$ 174.99	\$ 164.76	\$ 181.99	\$ 171.35	\$ 189.27	\$ 178.21	\$ 196.84	\$ 185.33	\$ 204.72
Associate Management Consultant	\$ 146.54	\$ 161.87	\$ 152.40	\$ 168.34	\$ 158.50	\$ 175.07	\$ 164.84	\$ 182.08	\$ 171.43	\$ 189.36
Analysis Staff										
Principal Analyst	\$ 178.43	\$ 197.09	\$ 185.57	\$ 204.98	\$ 192.99	\$ 213.18	\$ 200.71	\$ 221.70	\$ 208.74	\$ 230.57
Senior Analyst II	\$ 163.73	\$ 180.86	\$ 170.28	\$ 188.09	\$ 177.10	\$ 195.61	\$ 184.18	\$ 203.44	\$ 191.55	\$ 211.58
Senior Analyst I	\$ 145.96	\$ 161.22	\$ 151.80	\$ 167.67	\$ 157.87	\$ 174.38	\$ 164.18	\$ 181.35	\$ 170.75	\$ 188.61
Analyst II	\$ 137.86	\$ 152.28	\$ 143.38	\$ 158.37	\$ 149.11	\$ 164.71	\$ 155.08	\$ 171.30	\$ 161.28	\$ 178.15
Analyst I	\$ 124.20	\$ 137.19	\$ 129.17	\$ 142.68	\$ 134.34	\$ 148.38	\$ 139.71	\$ 154.32	\$ 145.30	\$ 160.49
Associate Analyst	\$ 97.33	\$ 107.51	\$ 101.22	\$ 111.81	\$ 105.27	\$ 116.28	\$ 109.48	\$ 120.93	\$ 113.86	\$ 125.77
Technical Staff										
Principal Consultant II	\$ 216.77	\$ 239.44	\$ 225.44	\$ 249.02	\$ 234.46	\$ 258.98	\$ 243.84	\$ 269.33	\$ 253.59	\$ 280.11
Principal Consultant I	\$ 206.86	\$ 228.49	\$ 215.14	\$ 237.63	\$ 223.74	\$ 247.14	\$ 232.69	\$ 257.02	\$ 242.00	\$ 267.31
Senior Consultant II	\$ 194.62	\$ 214.98	\$ 202.41	\$ 223.57	\$ 210.50	\$ 232.52	\$ 218.92	\$ 241.82	\$ 227.68	\$ 251.49
Senior Consultant I	\$ 183.39	\$ 202.57	\$ 190.72	\$ 210.67	\$ 198.35	\$ 219.09	\$ 206.29	\$ 227.86	\$ 214.54	\$ 236.97
Consultant II	\$ 163.73	\$ 180.86	\$ 170.28	\$ 188.09	\$ 177.10	\$ 195.61	\$ 184.18	\$ 203.44	\$ 191.55	\$ 211.58
Consultant I	\$ 146.54	\$ 161.87	\$ 152.40	\$ 168.34	\$ 158.50	\$ 175.07	\$ 164.84	\$ 182.08	\$ 171.43	\$ 189.36
Associate Consultant	\$ 133.43	\$ 147.38	\$ 138.77	\$ 153.28	\$ 144.32	\$ 159.41	\$ 150.09	\$ 165.78	\$ 156.09	\$ 172.42
Support Staff										
Sr. Org. Support Specialist II	\$ 94.80	\$ 104.72	\$ 98.59	\$ 108.90	\$ 102.54	\$ 113.26	\$ 106.64	\$ 117.79	\$ 110.91	\$ 122.50
Sr. Org. Support Specialist I	\$ 86.19	\$ 95.20	\$ 89.64	\$ 99.01	\$ 93.22	\$ 102.97	\$ 96.95	\$ 107.09	\$ 100.83	\$ 111.37
Org. Support Specialist III	\$ 75.05	\$ 82.90	\$ 78.05	\$ 86.22	\$ 81.18	\$ 89.66	\$ 84.42	\$ 93.25	\$ 87.80	\$ 96.98
Org. Support Specialist II	\$ 71.30	\$ 78.75	\$ 74.15	\$ 81.90	\$ 77.11	\$ 85.18	\$ 80.20	\$ 88.58	\$ 83.41	\$ 92.13
Org. Support Specialist I	\$ 68.96	\$ 76.18	\$ 71.72	\$ 79.22	\$ 74.59	\$ 82.39	\$ 77.58	\$ 85.69	\$ 80.68	\$ 89.12

Labor Category Descriptions for SINs 874-1, 874-6, and 874-7

Service Contract Act (SCA)

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: 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 an SCA labor category/employee is added to the contract through the modification process, the Contracting Officer will be notified and an SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number will be established. It is understood that failure to do so may result in cancellation of the contract.

Substitute for Education Requirement Policy

Kepler Research, Inc. recognizes varying levels of education and experience in their position descriptions. Kepler Research, Inc. maintains that many times experience is as or more important than formal preparation. Therefore, it is Kepler's policy to substitute two years of related experience for one year of higher education where appropriate and with the client's approval.

MANAGEMENT CONSULTING STAFF

Senior Executive Consultant II

Minimum/General Experience An internationally recognized expert in their field with a track record of success in improving business and technical effectiveness for government agencies, non-profit institutions, and/or commercial entities. Possesses and demonstrates senior leadership, management, and technical skills of levels required to present congressional testimony and lead large, multi-agency activities. This position requires a minimum of fifteen years of relevant experience.

Functional Responsibility Serves as principal business process and technical advisor to government departments and agencies.

Minimum Education Doctor of Philosophy (PhD) preferred plus advanced degree in law, management or related field.

Senior Executive Consultant I

Minimum/General Experience Recognized subject matter expert with a track record of continuing success as a senior management, technical, and organizational advisor to government agencies, non-profit institutions, and/or commercial entities. Demonstrated leadership, management, and technical skills of levels required to assist clients in preparing for congressional testimony. This position requires a minimum of twelve years of relevant experience.

Functional Responsibility Serves as senior advisor to government departments and agencies.

Minimum Education Doctor of Philosophy (PhD) preferred plus advanced degree in law, management or related field.

Executive Management Consultant II

Minimum/General Experience Experience having primary responsibility in providing strategic advice, expert assessments, organizational and program analysis, and high level acquisition and program management guidance. Demonstrated presentation, communication, and leadership skills, with recognized career accomplishments. History of assisting the preparation of responses to congressional or governmental inquiries. This position requires a minimum of twelve years of consulting related experience.

Functional Responsibility Serves as principal consultant and task leader to high level government organizations with direct accountability to senior organizational leaders.

Minimum Education A Master's degree (MS or MA) in law, management or other related field.

Executive Management Consultant I

Minimum/General Experience Proven track record in providing strategic advice, expert assessments, organizational and program analysis, and acquisition guidance. Demonstrated presentation, communication, and leadership skills, with recognized career accomplishments. This position requires a minimum of ten years of consulting related experience.

Functional Responsibility Serves as senior consultant and task leader to high level government organizations with direct accountability to senior organizational leaders.

Minimum Education A Master's degree (MS or MA) in law, management or other related field.

Senior Management Consultant II

Minimum/General Experience Experience in providing strategic advice, expert assessments, organizational and program analysis, and acquisition support. Demonstrated presentation, communication, and leadership skills. This position requires a minimum of eight years of consulting related experience.

Functional Responsibility Serves as dedicated consultant to smaller government entities or as a key member of a consulting team with leadership responsibilities.

Minimum Education Bachelor's degree (BS or BA) in management or other related discipline.

Senior Management Consultant I

Minimum/General Experience Experience in providing strategic advice, expert assessments, organizational and program analysis, and acquisition support. Demonstrated presentation, communication, and leadership skills. This position requires a minimum of six years of consulting related experience.

Functional Responsibility Works autonomously and has responsibilities as a key member of a consulting team to various government organizations.

Minimum Education Bachelor's degree (BS or BA) in management or other related discipline.

Management Consultant II

Minimum/General Experience Experience in providing strategic advice, expert assessments, and organizational and program analysis and acquisition support. This position requires a minimum of four years of consulting related experience.

Functional Responsibility Works under minimal guidance as a member of a consulting team to government organizations.

Minimum Education Bachelor's degree (BS or BA) in management or other related discipline.

Management Consultant I

Minimum/General Experience Demonstrated capabilities for providing strategic advice, expert assessments, and organizational and program analysis acquisition support. This position requires a minimum of two years of consulting related experience.

Functional Responsibility Works under general supervision as a member of a consulting team to government organizations with responsibilities for projects that contribute to the overall task.

Minimum Education Bachelor's degree (BS or BA) in management or other related discipline.

Associate Management Consultant

Minimum/General Experience Trained to provide strategic advice, assessments, and organizational and program analysis to government and industry organizations. This position requires one year of consulting related experience or specialized education / advanced degrees in management or an analysis based discipline.

Functional Responsibility Works under specific supervision as a member of a consulting team to government organizations. Progressively assumes greater responsibilities.

Minimum Education Bachelor's degree (BS or BA) in a related discipline.

ANALYSIS AND FACILITATION STAFF

Principal Analyst

Minimum/General Experience Specialized experience in the application of analysis methodologies, research and survey techniques, standard facilitation practices, and operations support practices. General experience includes past positions as an organizational level analysis supervisor. This position requires a minimum of ten years of relevant experience.

Functional Responsibility Serves as analysis project and operations support supervisor for government organizations. Provides guidance on approaches, evaluates and steers the activities of subordinate analysts, and leads the development of effective and innovative solutions.

Minimum Education Master's degree (MS or MA) in a related discipline.

Senior Analyst II

Minimum/General Experience Specialized experience in the application of analysis methodologies, research and survey techniques, standard facilitation practices, acquisition and operations support practices. General experience includes increasing analytical leadership responsibilities. This position requires a minimum of eight years of relevant experience.

Functional Responsibility Serves as analysis project and operations support expert for government organizations. Provides knowledge on approaches, coordinates activities with other efforts across the organizations, and works autonomously with minimal guidance to develop effective and innovative solutions.

Minimum Education Master's degree (MS or MA) in a related discipline.

Senior Analyst I

Minimum/General Experience Experience in applying analysis methodologies, research and survey techniques, standard facilitation practices, and operations support practices. General experience includes increasing expertise in specific analysis/problem areas. This position requires a minimum of six years of relevant experience.

Functional Responsibility Responsibility for key tasks in analysis projects and operations support for government organizations. Applies expertise towards the development of effective and innovative solutions as a key member of an analysis project team or as an individual problem solver. Works with minimal guidance and supervision.

Minimum Education Bachelor's degree (BS or BA) in a related field.

Analyst II

Minimum/General Experience Prior participation in efforts that apply analysis methodologies, research and survey techniques, standard facilitation practices, and operations support practices. Demonstrated expertise of fundamental tools, techniques, and principles for analysis. This position requires a minimum of three years of relevant experience.

Functional Responsibility Works with broad guidance and supervision, with ability to immediately conduct analysis and operations support activities for government organizations.

Minimum Education Bachelor's degree (BS or BA) in a related field.

Analyst I

Minimum/General Experience Prior participation in efforts that apply analysis methodologies, research and survey techniques, standard facilitation practices, and operations support practices. Demonstrated competence in fundamental tools, techniques, and principles for analysis. This position requires a minimum of two years of relevant experience.

Functional Responsibility Works with specific guidance and under senior supervision, able to conduct analysis and operations support activities for government organizations.

Minimum Education Bachelor's degree (BS or BA) in a related field.

Associate Analyst

Minimum/General Experience Possesses fundamental knowledge of analysis methodologies, research and survey techniques, standard facilitation practices, and operations support practices. This position requires a minimum of some academic involvement in projects related to analysis. This position requires one year of relevant experience.

Functional Responsibility Under direct supervision, supports analysis activities for government organizations.

Minimum Education Bachelor's degree (BS or BA) in a related field.

BUSINESS PROCESS STAFF

Principal Consultant II

Minimum/General Experience Specialized experience in business process assessment and analysis of specific programs or projects to which management/process support efforts are applied. This position requires a minimum of seven years of relevant experience.

Functional Responsibility Serves as lead for integrated program and project management support, and assessment support efforts. Provides comprehensive understanding of standards and conventions, serves as focal point

for major action items involving assessment teams, and works without guidance or supervision towards the development of effective and innovative solutions.

Minimum Education Master's degree (MS or MA) in a discipline relevant to the specific programs and projects being supported.

Principal Consultant I

Minimum/General Experience Specialized experience in business process assessment and analysis for specific programs or projects to which management/process support efforts are applied. This position requires a minimum of five years of relevant experience.

Functional Responsibility Serves as expert for integrated program and project management support, and assessment support efforts. Provides knowledge on standards and conventions, coordinates activities with others efforts across the program, and works autonomously with minimal guidance and no supervision to develop effective and innovative solutions.

Minimum Education Master's degree (MS or MA) in a discipline relevant to the specific programs and projects being supported.

Senior Consultant II

Minimum/General Experience Experience in the subject matter of the specific program or project to which integrated program and project management support efforts are applied. General experience includes involvement in assessment disciplines. This position requires a minimum of four years of relevant experience.

Functional Responsibility Responsibility for large tasks in integrated program and project management support, and assessment support efforts. Applies expertise towards the development of effective and innovative solutions as a key member of an assessment team or as an individual problem solver. Works with minimal guidance and supervision.

Minimum Education Bachelor's degree (BS or BA) in a discipline relevant to the specific programs and projects being supported.

Senior Consultant I

Minimum/General Experience Experience in the subject matter of the specific program or project to which integrated program and project management support efforts are applied. General experience includes increasing responsibilities in assessment efforts. This position requires a minimum of three years of relevant experience.

Functional Responsibility Responsibility for tasks in integrated program and project management support, and assessment support efforts. Applies general experience and broad understanding of assessment techniques towards the development of effective and innovative solutions as a member of an assessment team or as an individual problem solver. Works with some guidance and minimal supervision.

Minimum Education Bachelor's degree (BS or BA) in a discipline relevant to the specific programs and projects being supported.

Consultant II

Minimum/General Experience Experience in the subject matter of the specific program or project to which integrated program and project management support efforts are applied. General experience includes positions of responsibility in assessment efforts. This position requires a minimum of two years of relevant experience.

Functional Responsibility Serves as key participant in integrated program and project management support and assessment support efforts. Applies general experience and broad understanding of assessment techniques towards the development of effective and innovative solutions as a member of an assessment team or as an individual problem solver. Works under general guidance and supervision.

Minimum Education A Bachelor's degree (BS or BA) in a discipline relevant to the specific programs and projects being supported.

Consultant I

Minimum/General Experience Prior involvement in the subject matter of the specific program or project to which integrated program and project management support efforts are applied. Demonstrated mastery of fundamental tools, techniques, and principles for assessment. This position requires a minimum of three years of relevant experience.

Functional Responsibility Under broad guidance and supervision, able to conduct program/project management support, and assessment support activities.

Minimum Education Bachelor's degree (BS or BA) in a discipline relevant to the specific programs and projects being supported.

Associate Consultant

Minimum/General Experience Possesses knowledge of the fundamental tools, techniques, and principles for assessment. This position requires a minimum of two years experience with some academic involvement in projects related to organizational assessments or process improvement.

Functional Responsibility Under direct oversight, supports program /project management and assessment support activities.

Minimum Education A Bachelor's degree (BS or BA) in a discipline relevant to the specific programs and projects being supported.

SUPPORT STAFF

Senior Organizational Support Specialist II

Minimum/General Experience Five years experience in the administrative, financial, library, document control, publications, or facility management departments of government or private organizations. Past positions and supervisory responsibilities in leading support groups, meeting deadlines and budgets.

Functional Responsibility Supervises subordinate staff to assist government clients and program managers with drafting, developing, distribution and/or implementation of procurement directives, regulations, instructions, guidance, manuals, handbooks, processes, procedures, and templates in accordance with Flag Officer level standards. Shall work with minimal oversight from program, project, and/or organizational managers.

Minimum Education Bachelors degree (BS or BA) in related field.

Senior Organizational Support Specialist I

Minimum/General Experience Four years experience in the administrative, financial, library, document control, publications, or facility management departments of government or private organizations. Demonstrated ability for leading support groups, meeting deadlines, and meeting budgets.

Functional Responsibility Leads support efforts to assist government clients and program managers with drafting, developing, distribution and/or implementation of procurement directives, regulations, instructions, guidance, manuals, handbooks, processes, procedures, and templates in accordance with Flag Officer level standards. Shall work under general oversight from program, project, and/or organizational managers.

Minimum Education Bachelors degree (BS or BA) in related field.

Organizational Support Specialist III

Minimum/General Experience Three years experience in the administrative, financial, library, document control, publications, or facility management departments of government or private organizations. Demonstrated ability for accomplishing tasks with minimal supervision.

Functional Responsibility Performs key support tasks to assist supervisors and government clients with drafting, developing, and distribution of procurement directives, regulations, instructions, guidance, manuals, handbooks, processes, procedures, and templates. Shall work with general oversight from supervisors.

Minimum Education Bachelors degree (BS or BA) in related field.

Organizational Support Specialist II

Minimum/General Experience Two years experience in the administrative, financial, library, document control, publications, or facility management departments of government or private organizations. Demonstrated ability to work in team environments and complete tasks under specific guidance.

Functional Responsibility Assists with drafting, developing, minor input and distribution of procurement directives, regulations, instructions, guidance, manuals, handbooks, processes, procedures, and templates. Works under the direct guidance of project, program, and/or organizational managers.

Minimum Education Bachelors degree (BS or BA) in related field.

Organizational Support Specialist I

Minimum/General Experience One year experience in the administrative, financial, library, document control, publications, or facility management departments of government or private organizations. Demonstrated ability to work in team environments and complete tasks under specific guidance.

Functional Responsibility Assists with drafting, developing, minor input and distribution of procurement directives, regulations, instructions, guidance, manuals, handbooks, processes, procedures, and templates. Works under the direct guidance of project, program, and/or organizational managers.

Minimum Education Bachelors degree (BS or BA) in related field.