Kepler Research, Inc.
13663 Office Place
Suite 202
Woodbridge, VA 22192
Phone: 703-465-4035
Fax: 888-786-5965

Multiple Award Schedule
Contract Number GS-10F-0297N
Industrial Group: Professional Services
FSC Class: R499
Contract Period: 20 March 2003 – 19 March 2023
Business Size: Small Business

Price List Current as of
Modification PS-0035 effective 21 August 2020

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

For more information on ordering from Federal Supply Schedule, click on FSS Schedules button on fss.gsa.gov.
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Customer Information

| 1a. Awarded SINS       | 541611  
|                       | 611430  
<p>|                       | OLM     |
| 1b. Lowest Priced model per SIN | Labor Category applies to all SINS: Organizational Support Specialist I - $35.09 |
| 1c. Hourly Rates      | Labor Category Descriptions and corresponding hourly rates are provided in attached price list. |
| 2. Maximum Order      | $1,000,000.00 |
| 3. Minimum Order      | $100.00 |
| 4. Geographic Coverage| Domestic Only |
| 5. Points of Production| Same as Company Address |
| 6. Discount From Statement of Net Price| Government Net Prices (discounts already deducted) |
| 7. Quantity Discounts | None |
| 8. Prompt Payment Terms| 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 Accepted| Yes |
| 9b. Accept Micro-Purchase Threshold| Yes |
| 10. Foreign Items | None |
| 11a. Time of Delivery | Specified on the Task Order |
| 11b. Expedited Delivery | Contact Contractor |
| 11c. Overnight &amp; 2-Day Delivery | Contract Contractor |
| 11d. Urgent Requirements | Contact Contractor |
| 12. F.O.B. Point(s)      | Destination |
| 13a. Ordering Address(s) | Same as Company Address |
| 13b. Ordering Procedures | For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation 8.405-3 |
| 14. Payment Address(s) | Same as Company Address |
| 15. Warranty Provision | Contractor’s Standard Commercial Warranty |
| 16. Export Packing Charges | N/A |
| 17. Terms &amp; Conditions of Government Purchase Card Acceptance | Contact Contractor |
| 18. Terms &amp; Conditions of Rental, Maintenance, &amp; Repair | N/A |
| 19. Terms &amp; Conditions of Installation | N/A |
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**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 either co-located with the client team or provide support from our corporate office. In both cases, the core team has direct access to rapid response reach-back analysis and planning.

Headquartered in Woodbridge, Virginia, Kepler is positioned to enhance decision-making, management, and operations for clients in the public and private sectors.
Services/Offerings Available

Special Item Number (SIN) 541611
Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Provides operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited and are not offered. Personal services as defined in FAR 37.104 are prohibited and are not offered.

Special Item Number (SIN) 611430
Professional and Management Development Training Services

Offers an array of short duration courses and seminars for management and professional development. Training for career development available to be provided directly to individuals or through employers' training programs, and courses will be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.
Order-Level Materials (OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level. OLMs do not include Open Market Items or items awarded under ancillary supplies/services or other direct cost (ODC) SINs.

Services Contract Labor Standards (SCLS)

The Service Contract Labor Standards (SCLS) are applicable to this contract and as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination. Failure to do so may result in cancellation of the contract.
# Kepler Research Price List

**GS-10F-0297N**

Management Consulting and Analysis Staff

Applies to SINs 541611 and 611430

**Years 16 – Year 20**

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Substitute for Education Requirement Policy

Kepler Research, Inc. (Kepler) provides varying levels of education and experience in their position descriptions. Kepler recognizes that under special circumstances related to customer’s requirements, education and skill sets may be substituted as necessary to provide the best solution to fulfill the ultimate mission of the customer. Within Kepler’s best practices and contingent upon customer approval, we provide the best skill level that meets the overall customer’s requirements and when appropriate, may require equivalency criteria for unique labor qualification requirements.

MANAGEMENT CONSULTING STAFF

Senior Executive Consultant II

Skills Required
A 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.

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

Minimum Education Plus Minimum Years of Experience
Master’s degree (MS or MA) in law, management or related field. Doctor of Philosophy (PhD) or Juris Doctorate preferred. Plus twenty (20) years of relevant experience.

Allowable Substitution: None

Senior Executive Consultant I

Skills Required
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.

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

**Minimum Education Plus Minimum Years of Experience**
Master’s degree (MS or MA) in law, management or related field. Doctor of Philosophy (PhD) or Juris Doctorate preferred.
Plus fifteen (15) years relevant experience.

**Allowable Substitution:** None

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**Executive Management Consultant IV**

**Skills Required**
Past positions of primary responsibility providing strategic advice, expert assessments, organizational and systems analysis, and/or experienced-based business operations understanding to government and industry leaders. Demonstrated presentation, communication, and leadership skills, with recognized career accomplishments. History of assisting the preparation of responses to congressional or governmental inquiries.

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

**Minimum Education Plus Minimum Years of Experience**
Master’s degree (MS or MA) in law, management or other related field. Plus fifteen (15) years relevant experience.

**Allowable Substitution:** None

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**Executive Management Consultant III**

**Skills Required**
Past positions with primary responsibility in providing strategic advice, expert assessments, organizational and systems analysis, and/or experienced-based business operations understanding to senior government and industry leaders. Demonstrated presentation, communication, and leadership skills, with recognized career accomplishments. History of assisting the preparation of responses to congressional or governmental inquiries.

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

**Minimum Education Plus Minimum Years of Experience**
Master’s degree (MS or MA) in law, management or other related field. Plus fourteen (14) years related experience.

**Allowable Substitution:** None

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**Executive Management Consultant II**
**Skills Required**
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.

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

**Minimum Education Plus Minimum Years of Experience**
Master’s degree (MS or MA) in law, management or other related field. Plus twelve (12) years of related experience.

**Allowable Substitution:** None

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**Executive Management Consultant I**

**Skills Required**
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.

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

**Minimum Education Plus Minimum Years of Experience**
Master’s degree (MS or MA) in law, management or other related field. Plus ten (10) years related experience.

**Allowable Substitution:** Bachelor’s degree plus fifteen (15) years of related experience.

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**Senior Management Consultant II**

**Skills Required**
Experience in providing strategic advice, expert assessments, organizational and program analysis, and acquisition support. Demonstrated presentation, communication, and leadership skills.

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

**Minimum Education Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in management or other related discipline. Plus eight (8) years related experience.

**Allowable Substitution:** Bachelor’s degree in unrelated field plus ten (10) years relevant experience.

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**Senior Management Consultant I**

**Skills Required**
Experience in providing strategic advice, expert assessments, organizational and program analysis, and acquisition support. Demonstrated presentation, communication, and leadership skills.

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

**Minimum Education Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in management or other related discipline. Plus six (6) years relevant experience.

**Allowable Substitution:** Bachelor’s degree in unrelated field plus eight (8) years relevant experience.

**Management Consultant II**

**Skills Required**
Experience in providing strategic advice, expert assessments, and organizational and program analysis and acquisition support.

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

**Minimum Education Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in management or other related discipline. Plus four (4) years of related experience.

**Allowable Substitution:** Bachelor’s degree in unrelated field plus six (6) years relevant experience.

**Management Consultant I**

**Skills Required**
Demonstrated capabilities for providing strategic advice, expert assessments, and organizational and program analysis acquisition support.

**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 Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in management or other related discipline. Plus two (2) years of related experience.

**Allowable Substitution:** Bachelor’s degree in unrelated field plus four (4) years relevant experience.

**Associate Management Consultant**

**Skills Required**
Trained to provide strategic advice, assessments, and organizational and program analysis to government and industry organizations.

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

**Minimum Education Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) plus one (1) year relevant experience.
**Allowable Substitution:** Associates degree plus two (2) years relevant experience

### ANALYSIS STAFF

#### Principal Analyst II

**Skills Required**
Specialized experience includes demonstrated experience in applying analysis methodologies, research and survey techniques, standard facilitation practices, and operations support practices. General experience includes past positions as the organizational level analysis projects and support supervisor.

**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 Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a relevant discipline. Plus fifteen (15) years relevant experience.
**Allowable Substitution:** Bachelor’s degree plus twenty (20) years relevant experience.

#### Principal Analyst I

**Skills Required**
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.

**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 Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a related discipline. Plus fourteen (14) years relevant experience.
**Allowable Substitution:** Bachelor’s degree plus fifteen (15) years relevant experience.

#### Senior Analyst IV

**Skills Required**
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.

**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 Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a related discipline. Plus twelve (12) years relevant experience.

**Allowable Substitution:** Bachelor’s degree plus fourteen (14) years relevant experience.

**Senior Analyst III**

**Skills Required**
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.

**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 Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a related discipline. Plus ten (10) years relevant experience.

**Allowable Substitution:** Bachelor’s degree plus twelve (12) years relevant experience.

**Senior Analyst II**

**Skills Required**
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 (8) 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 Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a related discipline. Plus eight (8) years relevant experience.

**Allowable Substitution:** Bachelor’s degree plus ten (10) years relevant experience.
Senior Analyst I

Skills Required
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.

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 Plus Minimum Years of Experience
Bachelor’s degree (BS or BA) in a related field. Plus six (6) years relevant experience

Allowable Substitution: Associates degree plus eight (8) years relevant experience.

Analyst II

Skills Required
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.

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

Minimum Education Plus Minimum Years of Experience
Bachelor’s degree (BS or BA) in a related field. Plus four (4) years relevant experience.

Allowable Substitution: Associates degree plus six (6) years relevant experience.

Analyst I

Skills Required
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.

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

Minimum Education Plus Minimum Years of Experience
Bachelor’s degree (BS or BA) in a related field. Plus two (2) years relevant experience.

Allowable Substitution: Associates degree plus four (4) years relevant experience.

Associate Analyst III
Skills Required
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.

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

Minimum Education Plus Minimum Years of Experience
Bachelor’s degree (BS or BA) Plus one (1) year relevant experience.

Allowable Substitution: Associates degree plus two (2) years related experience or

Associate Analyst II

Skills Required
Entry level experience with demonstrated ability to gain proficiency in analysis methodologies, research and survey techniques, standard facilitation practices, and operations support practices.

Functional Responsibility
Under direct oversight and with continued training, supports analysis activities for government organizations.

Minimum Education Plus Minimum Years of Experience
Bachelor’s degree (BS or BA) and no years of experience

Allowable Substitution: Associates degree plus three (3) years related experience.

Associate Analyst I

Skills Required
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 Plus Minimum Years of Experience
Associates degree and no relevant experience

Allowable Substitution: High School degree and four (4) years related experience.

CONSULTING STAFF

Principal Consultant III

Skills Required
Specialized experience in business process assessment and analysis of specific programs or projects to which management/process support efforts are applied.

**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 Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a discipline relevant to field. Plus ten (10) years relevant experience.

**Allowable Substitution:** Bachelor’s degree plus twelve (12) years relevant experience.

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**Principal Consultant II**

**Skills Required**
Specialized experience in business process assessment and analysis of specific programs or projects to which management/process support efforts are applied.

**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 Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a discipline relevant to the specific programs and projects being supported. Plus eight (8) years relevant experience.

**Allowable Substitution:** Bachelor’s degree plus ten (10) years relevant experience.

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**Principal Consultant I**

**Skills Required**
Specialized experience in business process assessment and analysis for specific programs or projects to which management/process support efforts are applied.

**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 other’s efforts across the program, and works autonomously with minimal guidance and no supervision to develop effective and innovative solutions.

**Minimum Education Plus Minimum Years of Experience**
Master’s degree (MS or MA) in a discipline relevant to the specific programs and projects being supported. Plus six (6) years relevant experience.

**Allowable Substitution:** Bachelor’s degree plus eight (8) years relevant experience.
Senior Consultant III

**Skills Required**
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.

**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 Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in a discipline relevant to the specific programs and projects being supported. Plus five (5) years relevant experience.

**Allowable Substitution:** Associates degree plus eight (8) years relevant experience.

Senior Consultant II

**Skills Required**
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.

**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 Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in a discipline relevant to the specific programs and projects being supported. Plus four (4) years relevant experience.

**Allowable Substitution:** Associates degree plus six (6) years relevant experience.

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.

**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 Plus Minimum Years of Experience**

Bachelor’s degree (BS or BA) in a discipline relevant to the specific programs and projects being supported. Plus three (3) years relevant experience.

**Allowable Substitution:** Associates degree plus six (6) years relevant experience.

### Consultant II

**Skills Required**

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.

**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 Plus Minimum Years of Experience**

A Bachelor’s degree (BS or BA) in a discipline relevant to the specific programs and projects being supported. Plus three (3) years relevant experience.

**Allowable Substitution:** Associates degree plus four (4) years relevant experience.

### Consultant I

**Skills Required**

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.

**Functional Responsibility**

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

**Minimum Education Plus Minimum Years of Experience**

Bachelor’s degree (BS or BA) in a discipline relevant to the specific programs and projects being supported. Plus two (2) years relevant experience.

**Allowable Substitution:** Associates degree plus three (3) years relevant experience.

### Associate Consultant

**Skills Required**

Possesses knowledge of the fundamental tools, techniques, and principles for assessment. This position requires practical 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 Plus Minimum Years of Experience**
A Bachelor’s degree (BS or BA) plus one (1) year relevant experience.
**Allowable Substitution:** Associates degree plus two (2) years relevant experience.

**SUPPORT STAFF**

**Senior Organizational Support Specialist IV**

**Skills Required**
Experience in the administrative, financial, library, document control, publications, or facility management departments of government or private organizations. Past positions and increasing responsibilities in leading support groups, meeting deadlines, and meeting budgets.

**Functional Responsibility**
Leads support efforts and supervises subordinate support professionals within programs, projects, and organizations. Shall work with minimal oversight from program, project, and / or organizational managers.

**Minimum Education Plus Minimum Years of Experience**
Bachelors degree (BS or BA) in related field. Plus seven (7) years relevant experience.
**Allowable Substitution:** Associates Degree plus eight (8) years related experience.

**Senior Organizational Support Specialist III**

**Skills Required**
Experience in the administrative, financial, library, document control, publications, or facility management departments of government or private organizations. Past positions and increasing responsibilities in leading support groups, meeting deadlines, and meeting budgets.

**Functional Responsibility**
Leads support efforts and supervises subordinate support professionals within programs, projects, and organizations. Shall work with minimal oversight from program, project, and / or organizational managers.

**Minimum Education Plus Minimum Years of Experience**
Bachelors degree (BS or BA) in related field. Plus six (6) years relevant experience
**Allowable Substitution:** Associates Degree plus seven (7) years related experience.

**Senior Organizational Support Specialist II**

**Minimum/General Experience**
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 Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in related field. Plus five (5) years relevant experience.

**Allowable Substitution:** Associates Degree plus six (6) years related experience.

**Senior Organizational Support Specialist I**

**Skills Required**
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 Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in related field. Plus four (4) years relevant experience

**Allowable Substitution:** Associates Degree plus five (5) years related experience.

**Organizational Support Specialist III**

**Skills Required**
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 Plus Minimum Years of Experience**
Bachelor’s degree (BS or BA) in related field. Plus three (3) years relevant experience.

**Allowable Substitution:** Associates Degree plus four (4) years related experience.

**Organizational Support Specialist II**

**Minimum/General Experience**
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 Plus Minimum Years of Experience**
Associates Degree plus two (2) years relevant experience.

**Allowable Substitution:** High school diploma and specialized training in administration, knowledge management, editorial support, and/or production support plus 3 years practical experience.

**Organizational Support Specialist I**

**Minimum/General Experience**
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 Plus Minimum Years of Experience**
High school diploma and specialized training in administration, knowledge management, editorial support, and/or production support. Plus one (1) year relevant experience.

**Allowable Substitution:** None