

# **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!**<sup>™</sup>, a menu-driven database system. The Internet address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

### **Multiple Award Schedule (MAS)**

**Federal Supply Group:** Professional Services

**Class:** R499

**Contract Number:** GS-10F-0358Y

**Mod:** A812 Effective 02/04/2020

For more information on ordering from Federal Supply Schedules  
click on the **FSS Schedules** button at <http://www.gsa.gov/schedules-ordering>

**Contract Period:** June 20, 2017 through June 19, 2022

**Contractor:** STOKES EVANS LIMITED  
3904 Cook Street  
Alexandria, VA 22311 1029

**Business Size:** Small, Woman Owned Business (SB, WOSB)

**Telephone:** (703) 626-4014

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**Contract Administration:** Michael Chervenic



# **CUSTOMER INFORMATION:**

**1a. Awarded Special Item Numbers:**

- SIN 541611: Management & Financial Consulting, Acquisition & Grants Management Support, and Business Program & Project Management Services
- SIN OLM: Order-Level Materials (OLM)

**1b. Pricing:** Refer to our rates on page number 9

**1c. Labor category descriptions:** See page number 9

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

**7. Quantity discounts:** 2.5% for individual tasks lasting greater than 6 months

**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 up to the micro-purchase threshold

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

**10. Foreign items:** N/A

**11a. Time of Delivery:** Specified on the Task Order

**11b. Expedited Delivery:** Contact Contractor

**11c. Overnight and 2-day delivery:** Contact Contractor

**11d. Urgent Requirements:** Contact Contractor

**12. F.O.B Points(s):** Destination

**13a. Ordering Address(es):** Same as Contractor

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found in Federal Acquisition Regulation (FAR) 8.405-3. See <http://www.gsa.gov/schedules-ordering>.

**14. Payment address(es):** Same as company address

**15. Warranty provision.:** Contractor's standard commercial warranty

**16. Export Packing Charges (if applicable):** N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level):** Contact Contractor

**18. Terms and conditions of rental, maintenance, and repair:** N/A

**19. Terms and conditions of installation (if applicable):** N/A

**20. Terms and conditions of repair parts:** N/A

**20a. Terms and conditions for any other services:** N/A

- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes:** N/A
- 24b. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/).
- 25. **Data Universal Numbering System (DUNS) number:** 80-0121449
- 26. **Registration in Central Contractor Registration (CCR) database:** Registered

**Service Contract Act:**

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00CORP The Professional Services 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 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

## Stokes Evans Overview

Stokes Evans is a full-service management consulting firm focused on helping senior government executives and program leaders address their most difficult mission and management challenges. Our experienced consultants, analysts, and subject matter experts understand how to work with government clients to properly frame problems, develop solutions, and implement successful programs while working within resource constraints, policies, and regulations. We rely on a combination of relevant experience, proven consulting practices, effective communication, and the ability to bring together and manage skilled professionals to drive breakthrough, sustainable mission delivery and program improvements.

Government leaders must deliver services and mission results on a scale seldom seen in the private sector with considerably less decision authority, limited flexibility, and constrained resources. Stokes Evans adapts industry best practices to the specific requirements of the public sector, such as OMB Circulars or Executive Orders, to ensure our clients can apply the most effective management techniques with sustainable results. We help our clients create:

**Motivation:** Translating Necessity into Inspiration

**Vision:** Describing Meaningful Value Creation

**Strategy:** Creating a Single Focus and Environment for Success

**Insight:** Turning Research and Information into Knowledge

**Results:** Driving Measurable Mission and Portfolio Performance

**Enterprise Implementation:** Working Together to Bring the Vision to Life

**Sustainment:** Embedding Ownership and Continuous Improvement

**Rigor:** Commitment to Disciplined Planning, Execution, and Decision Making

## Stokes Evans Resources

In a typical engagement, we build a cross-functional team including specialists in:

**CONTEXT:** Senior industry and subject matter experts with deep knowledge of the client market or technical environment to provide strategic insight, test current thinking, and establish strategic vision and direction. Our skilled executive level consultants help to expand client's field of vision to see and attack the whole problem and solution set related to their specific challenges.

**CONTENT:** Appropriately skilled and experienced management consultants, technical experts, and research analysts to develop research and data supported models, analyses, findings, hypotheses, recommendations, and performance measures. Domain knowledge combined with a willingness to dive in and work to generate findings from imperfect data within the constraints of solid analytical techniques enable our team members to establish a solid baseline for improvement.

**CONTROL and COMMUNICATIONS:** Program and project specialists with the training and consulting skills to develop plans, implement recommendations, produce communication materials, and document the engagement to ensure sustainable impact. Recommendations generated from studies must be implemented with great care, rigor and skill to ensure the desired results are captured and sustained while maintaining current capabilities and morale.

## Stokes Evans Approach

**How We Work.** We strive to align ourselves with clients' objectives and measure our success solely by their success. We offer a unique blend of management, coaching, entrepreneurial, consulting, and financing skills to provide mid-market clients tailored services superior to those available to larger companies. We apply rigorous methods to quickly move from analysis to decision to implementation and results achievement.

**Customer Focus.** We utilize proven research, analysis, planning, and management tools to empower our clients to take control of their businesses. We work closely with senior leadership to establish aggressive goals and implementation plans designed to create real results, build confidence and establish a culture of continuous improvement.

**Management Best Practices.** Our methodologies boil down current management theory into actionable, transparent elements designed to directly create and capture value. We use tools to create focus and alignment, promote innovative problem solving, and measure progress against desired outcomes. Our team members work shoulder to shoulder with client personnel to provide direct support, transfer knowledge in real time, and reinforce strategic alignment and innovation.

**Sustainability.** All analyses, research, controls, and other tools we utilize are designed to become elements of sustainable and continuous value generation. We assess and incorporate organizational, social, economic, and environmental factors to make certain behavior changes are desirable and permanent.

## Our Scope of Services

We find that many organizations have become inwardly focused and distant from their customers and customer needs over time. A clear understanding of customers and their changing expectations is the foundation for making good business decisions that drive revenues, margins, defensible market share, and the availability of growth options.

Our proven methods help to pull all elements of value and growth together into a holistic solution. We help senior managers and executives to understand their environments, set goals and objectives, develop and deploy strategies, organize resources, configure their operations and processes, manage execution, and measure results. Understanding and supporting this end-to-end lifecycle is the only way to create strategic growth or transformational change. We typically provide a combination of the individual services listed below to enable strategic breakthroughs.

### Understanding The Current Environment

- Market research – primary
- Market research – secondary
- Competitor intelligence
- Economic assessment
- Geopolitical assessment
- Policy and legislative assessment
- Technology market assessment
- Voice of the Customer
- Customer value assessment
- Surveys and focus groups
- Strategy health checkup
- Financial health checkup
- Process health checkup
- Supply chain health checkup
- Product lifecycle health checkup
- Customer health checkup
- Technology health checkup
- Employee and organization checkup

Our experience has shown that most organizations are guilty of assuming they know who their customers are and why their customers really buy from them without supporting research. The only way to identify

gaps in customer value that may drive organic growth or create entirely new opportunities is by asking the right questions of your customers, suppliers, competitors, and employees. Stokes Evans provides Business Intelligence services to reduce risk, provide focus, test hypotheses, and break cycles of destructive decision making.

Stokes Evans builds business intelligence into all of our projects to ensure we are making decisions based on reality and not our preconceptions. We work closely with partners like PowerFeedback to ensure that we are leveraging the latest tools and techniques. We also ensure impartiality by using third parties for survey design, data capture and analysis., Stokes Evans is constantly expanding our network of industry and country specialists.

The principals of Stokes Evans all agree that value is driven by customer intimacy and delivering differentiated value. We employ Voice of the Customer and other techniques to identify customer segmentation, collect and assess customer value dimensions, and formulate customer value propositions. Our growth strategy and other planning approaches are all based on generating a clear understanding of who a client's customers really are (including customers of customers), what they really value or could value in the future, the current competitive landscape, and how the client will compete and win.

Stokes Evans always starts market assessments and market strategy development with a characterization of what customers value and how their expectations of value are changing. Once key segments, defined by behaviors and attitude instead of simply observable demographics, are understood, the macro-behavior of the market may be modeled. Market entry, product strategy, and pricing decisions are all driven by a comprehensive understanding of aggregate value creation and delivery.

Competitive intelligence too often focuses on broad announcements at one end of the spectrum or extremely detailed, but often meaningless financial statistics. Stokes Evans attempts to define competitors based first on their ability to create and deliver customer value and secondly on demonstrated growth. We look to customers to help us understand why they are buying from competitors and how their expectations of competitors are changing.

Sustainable competitive advantage may be generated by being the best at "giving the people what they want" - not what they say they want but what they really value. To really stay ahead of the competition, a company must invest learn from every interaction with customers, channels, and other interested parties and translate those learnings into better segmentation and stronger value propositions. Stokes Evans deploys simple tools to characterize markets and target segments, identify problems and priorities, and define the dimensions of value important to customers based on a variety of research techniques. The degree of focus placed on these customer value dimensions by competitors and the company may be plotted onto a "strategy canvas" to display the opportunities for differentiation and also where no differentiation is possible. Organizational, process, investment, and product priorities may be aligned to support the creation of differentiated value as defined BY THE CUSTOMER and to minimize focus and spending on activities not generating strategic value.

### **Developing and Deploying Strategy**

- Blue Ocean Strategy visioning
- Business Model Canvas
- Customer Value Mapping
- Mission, vision, brand development
- Scenario analysis
- Strategic alternative analysis
- Strategic goal & objective development
- Strategic metric development
- Balanced Scorecard
- Performance model development
- Strategic roadmapping
- Capital requirements planning
- Exit strategy development
- Acquisition and Merger planning
- Executive team support
- Executive coaching & advisory

Business strategies fail when they are not fully understood or supported by the organization. Clearly linking strategy to the creation of differentiated customer value and communicating specific actions and outcomes in a strategic roadmap help all stakeholders understand and align to the strategy. Employees that believe in the customer value proposition and who know what performance is expected of them will be more productive, innovative, and collaborative.

Great value propositions and value delivery systems require careful planning and execution. Stokes Evans can help decipher customer needs and generate the concrete plans necessary to drive brand and organizational development. We also can help determine if existing products are positioned, priced, and supported in the most effective manner. Emerging trends like the global explosion of mobile computing, social media, and consumerization of government and business services must also be addressed.

### **Organizing Resources and Processes**

- Capital Planning and Investment Control (CPIC)
- Planning, Programming and Budgeting
- Cost model development
- Capital structuring
- Asset and capitalization planning
- Treasury planning
- Revenue and budget forecasting
- Cost and spend forecasting
- Financial process design
- Financial portfolio management
- Spend analysis and planning
- Organizational design
- Competency modeling
- Training and development
- Team building
- Executive coaching
- Change management
- Strategic communications
- Tactical communications
- Collaboration
- Social media and new media
- Market and technology roadmapping
- Strategic roadmapping
- Enterprise Architecture
- CONOPS development
- Operating model development
- Capability model development
- Process architecture development
- Roles and responsibilities
- Strategic sourcing
- Sourcing management
- Vendor management
- Category management
- Cost modeling
- Pricing strategy and execution
- Product lifecycle planning
- Service lifecycle planning
- Supply chain planning
- Sales and distribution planning
- Marketing and communications
- Customer support planning
- IT and information planning
- Security planning
- Facilities planning
- Manpower planning
- Research and development planning

We believe that the core processes of an enterprise are the engine that drives growth and effective. We work with clients to quickly assess their organization on three levels to determine the maturity of their current processes and identify opportunities to drive valuation increases through top line growth, margin improvement, and the freeing of cash. At the highest level, we assess the link between strategy and resource deployment as well as the effectiveness of corporate controls. At the second level, we assess the linkage of customer lifecycle, product lifecycle, and knowledge or technology lifecycle management to customer value. Any disconnects at this level are opportunities for improvement. At the lowest level, we assess operating ratios and individual processes to identify non-value added effort. Our generic, yet highly structured approach to the process enterprise allows us to complete assessments in days rather than months and to create a dashboard that can be used to manage change and operate the enterprise into the future.

Most enterprises are overwhelmed by their own internal initiative and projects intended to help streamline their operations or otherwise improve their competitiveness. We find that these "change the business" activities often undermine "running the business" and distract executives from identifying real strategic innovation. Stokes Evans deploys a combination of proven portfolio management and program management techniques to help ensure clients are "doing the right things right" with their projects and initiatives - across all domains from information technology to construction to human capital development. We focus on identifying the most critical decisions necessary to prioritize and assign resources to critical initiatives and creating processes to support these decisions with appropriate analysis. Our goal is to focus on generating outcomes - finishes not starts - and simplification. Our team members have proven the power of a common sense approach to portfolio management on both small but critical projects and multi-billion dollar government programs.

Stokes Evans translates traditional strategy analyses and documentation into road maps depicting market, customer, process, people, financial, product, governance, and performance goals and activities over time. Linking revenue projections to customers and products is helpful. Taking the next step of making certain the right processes, investment, human resources, partners, channels, and controls are in place at the right time almost ensures success. The technology landscape is constantly changing. Stokes Evans helps clients take advantage of proven technology road mapping approaches like T-Plan to create integrated technology, market, competitor, and strategy road maps. These maps allow managers and executives to collaborate by visualizing plans and assumptions against a single dimension of time.

**Manage Execution and Measure Value**

- |                               |                                    |
|-------------------------------|------------------------------------|
| Creating Performance Models   | Service Portfolio Management       |
| Creating Performance Measures | Service Rationalization            |
| Setting Performance Goals     | Service Catalog Development        |
| Implementing Measures         | ITIL, ITSM and IT Governance IT    |
| Performance Monitoring        | Asset Portfolio Management Project |
| Dashboard development         | Portfolio Management               |
| Reporting and Alerting        | LEAN Six Sigma                     |
| Setting Performance Limits    | Process Mapping and Improvement    |
| Establishing Process Controls | Continuous Process Improvement     |
| Product Portfolio Management  | Project and Program Management     |
| Product Rationalization       | MCRS Development                   |
| Quality Assurance             | Quality Control                    |

Many organizations have too many measures and indicators with no clear connection to the attainment of enterprise objectives. Recognizing that growth, margin improvement, and understanding of strategy and customer value are central to valuation is a good first step. The measurement of progress in these dimensions on a simple dashboard is even more important. Linking Strategy to Proven Performance is ultimately our goal on every engagement.

**Domain Experience**

Stokes Evans has broad experience across the Federal Government and private sector. We have been able to adapt our approach to accommodate all situations encountered to this point. Some areas where we have deep "Context" and "Content" experience in the public sector include: information technology, weapons of mass destruction, biosecurity, cybersecurity, immigration, homeland security, science & technology, and disaster response and recovery. Our experience with commercial clients includes many relevant industries including pharmaceuticals, software, hardware, IT services, energy, telecommunications, mobile, industrial distribution, industrial machinery, chemicals, environmental, retail, high tech manufacturing, health care, insurance, social media, sports marketing, media, and entertainment.



## Stokes Evans MAS Price List

<b>Labor Category</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>	<b>GSA Awarded Rate</b>
<b>Subject Matter Expert II</b>	Masters	20	\$468.92
<b>Subject Matter Expert I</b>	Masters	17	\$398.58
<b>Managing Director</b>	Masters	16	\$336.89
<b>Director</b>	Bachelors	16	\$284.91
<b>Senior Principal Mgmt Consultant</b>	Masters	8	\$250.58
<b>Principal Mgmt Consultant</b>	Masters	6	\$219.81
<b>Senior Management Consultant</b>	Bachelors	7	\$173.89
<b>Management Consultant</b>	Bachelors	5	\$148.98
<b>Senior Program Manager</b>	Bachelors	15	\$189.52
<b>Program Manager</b>	Bachelors	5	\$138.72
<b>Senior Project Analyst</b>	Bachelors	3	\$114.30
<b>Project Analyst</b>	Bachelors	1	\$100.62
<b>Project Mgmt Support</b>	Bachelors	0	\$83.04
<b>Senior Business Analyst</b>	Bachelors	7	\$160.22
<b>Business / Process Analyst</b>	Bachelors	5	\$130.91
<b>Research Analyst</b>	Bachelors	4	\$118.45
<b>Senior Technical Writer</b>	Bachelors	12	\$116.01
<b>Technical Writer</b>	Bachelors	5	\$95.62
<b>Graphic Designer</b>	Associates	3	\$92.81
<b>Senior Administrative Support</b>	High School	9	\$62.68
<b>Administrative Support</b>	High School	5	\$58.04

### **Labor Category Definition**

The information below describes the functional responsibilities, education, and experience requirements for each Stokes Evans labor category. These requirements represent the experience and educational qualifications of the staff provided by Stokes Evans in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

### **Degree/Experience Equivalency**

<b>Degree</b>	<b>Experience Equivalence</b>	<b>Other Equivalence</b>
Bachelors	Associate degree +2 years relevant experience, or 4 years relevant experience	Professional certification
Masters	Bachelors +2 years relevant experience, or Associates + 4 years relevant experience	Professional license
Doctorate	Masters + 2 years relevant experience, Bachelors + 4 years relevant experience	

<b>Labor Category 1</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Subject Matter Expert II</b>	<b>Masters</b>	<b>20 Years</b>
<p>Works directly with senior level clients to set the strategic agenda. Develops new knowledge and capabilities derived from a broad range of cross industry/functional experiences within commercial or government clients. Assesses specific competitive situations or national issues to provide expert advisory services and analysis.</p> <p>Held C-Level, Board of Directors, Deputy / Assistant Secretary, White House, or General Officer level leadership or consulting positions in major private sector or public organizations in areas such as Business Strategy, Manufacturing and Supply Chain Strategy, IT Architecture Strategy, Platform Strategy, Capital Strategy, Commercialization, WMD and CBRN Policy, Homeland Security Policy, Defense Policy, Health IT Policy, Global Sourcing Strategy, Health Strategy, Innovation Strategy, or other strategic domains. Recognized expert with history of publication, speaking, or university level lecturing on strategic topics.</p>		

<b>Labor Category 2</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Subject Matter Expert I</b>	<b>Masters</b>	<b>17 Years</b>
<p>Works directly with senior level clients to set and implement the strategic agenda. Develops new knowledge and capabilities derived from a broad range of cross industry/functional experiences within commercial or government clients. Assesses specific competitive situations or national issues to provide expert advisory services and analysis.</p> <p>Held C-Level, Divisional, Senior Officer, or Senior Program level leadership or consulting positions in private sector or public organizations in areas such as Business Strategy, Manufacturing and Supply Chain, IT Architecture, Platform Development, CBRN Policy, Homeland Security Policy, Health IT Policy, Global Sourcing, Health Strategy, Innovation, or other strategic domains. Recognized expert with history of publication, speaking, or university level lecturing on related topics.</p>		

<b>Labor Category 3</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Managing Director</b>	<b>Masters</b>	<b>16 Years</b>
<p>Has overall accountability for major business solution programs including service delivery and financial management of client engagements. Performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. Lends thought leadership to engagement teams in developing creative solutions to client business problems.</p> <p>Is a recognized expert in Business Strategy, Supply Chain, Product Development, Information Technology, Sourcing, Business Process Redesign, Business Architectures, Organizational Change, Specific Government Missions, or Specific Industry Segments.</p>		

<b>Labor Category 4</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Director</b>	<b>Bachelors</b>	<b>16 Years</b>
<p>Has overall accountability for business solution programs including service delivery and financial management of client engagements. Performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. Lends thought leadership to engagement teams in developing creative solutions to client business problems.</p> <p>Is a recognized expert in Business Strategy, Supply Chain, Product Development, Information Technology, Sourcing, Business Process Redesign, Business Architectures, Organizational Change, Specific Government Missions, or Specific Industry Segments.</p>		

<b>Labor Category5</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Senior Principal Management Consultant</b>	<b>Masters</b>	<b>8 Years</b>
<p>Provides thought leadership to engagement teams in developing creative solutions to client business problems. Evaluates and implements methodologies, frameworks, and consulting tools to institutionalize and improve analysis, evaluation, ideation, and decision making processes used to support client engagements.</p> <p>Has demonstrated expertise in multiple areas including Business Strategy, Supply Chain, Product Development, Information Technology, Sourcing, Business Process Redesign, Business Architectures, Organizational Change, Specific Government Missions, or Specific Industry Segments.</p>		

<b>Labor Category 6</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Principal Management Consultant</b>	<b>Masters</b>	<b>6 Years</b>
<p>Provides thought leadership to engagement teams in developing creative solutions to client business problems. Evaluates and implements methodologies, frameworks, and consulting tools to institutionalize and improve analysis, evaluation, ideation, and decision making processes used to support client engagements.</p> <p>Has demonstrated expertise in multiple areas including Business Strategy, Supply Chain, Product Development, Information Technology, Sourcing, Business Process Redesign, Business Architectures, Organizational Change, Specific Government Missions, or Specific Industry Segments.</p>		

<b>Labor Category 7</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Senior Management Consultant</b>	<b>Bachelors</b>	<b>7 Years</b>
<p>Manages implementation of methodologies, frameworks, and consulting tools to complete analysis, evaluation, ideation, and decision making processes in support of client engagements. Prepares engagement work products and deliverables, organizes and executes client and industry interviews, and participates in engagement planning and management.</p> <p>Has demonstrated expertise in Business Strategy, Supply Chain, Product Development, Information Technology, Sourcing, Business Process Redesign, Business Architectures, Organizational Change, Specific Government Missions, or Specific Industry Segments.</p>		

<b>Labor Category 8</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Management Consultant</b>	<b>Bachelors</b>	<b>5 Years</b>
<p>Supports implementation of methodologies, frameworks, and consulting tools to complete analysis, evaluation, ideation, and decision making processes in support of client engagements. Prepares engagement work products and deliverables, organizes and executes client and industry interviews, and participates in engagement planning and management.</p> <p>Has demonstrated expertise in Business Strategy, Supply Chain, Product Development, Information Technology, Sourcing, Business Process Redesign, Business Architectures, Organizational Change, Specific Government Missions, or Specific Industry Segments.</p>		

<b>Labor Category 9</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Senior Program Manager</b>	<b>Bachelors</b>	<b>15 Years</b>
<p>Provides oversight and executive level management to overall engagement often involving multiple projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with senior level management within the client organization. Responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects, plans, organizes and overseeing work efforts, assigning resources, manages personnel, providing risk management, and monitoring overall project and contract performance.</p> <p>Has demonstrated experience with all phases of program planning, acquisition lifecycle, PMO Program Management Body of Knowledge (PMBOK), project management IT tools, budgeting, CPIC, program controls, portfolio management, metrics, resource management, and continuous process improvement.</p>		

<b>Labor Category 10</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Program Manager</b>	<b>Bachelors</b>	<b>5 Years</b>
<p>Provides oversight and executive level management to overall engagement often involving multiple projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with senior level management within the client organization. Responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects, plans, organizes and overseeing work efforts, assigning resources, manages personnel, providing risk management, and monitoring overall project and contract performance.</p> <p>Has demonstrated experience with all phases of program planning, acquisition lifecycle, PMO Program Management Body of Knowledge (PMBOK), project management IT tools, budgeting, CPIC, program controls, portfolio management, metrics, resource management, and continuous process improvement.</p>		

<b>Labor Category 11</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Senior Project Analyst</b>	<b>Bachelors</b>	<b>3 Years</b>
<p>Provides coordination of multiple project tasks including planning, schedule, resources, change control, risk identification and risk management. Responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.</p>		

<b>Labor Category 12</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Project Analyst</b>	<b>Bachelors</b>	<b>1 Years</b>
<p>Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.</p>		

<b>Labor Category 13</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Project Management Support</b>	<b>Bachelors</b>	<b>0 Years</b>
<p>Responsible for ensuring successful project or program task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.</p>		

<b>Labor Category 14</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Senior Business Analyst</b>	<b>Bachelors</b>	<b>7 Years</b>
<p>Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.</p> <p>Possesses knowledge, experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations.</p>		

<b>Labor Category 15</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Business / Process Analyst</b>	<b>Bachelors</b>	<b>5 Years</b>
<p>Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.</p> <p>Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations.</p>		

<b>Labor Category 16</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Research Analyst</b>	<b>Bachelors</b>	<b>4 Years</b>
<p>Performs a variety of tasks that require practical experience and theoretical technical knowledge in a specialty area. Understands overall purpose of task assignment and locates, assess, and collates primary and secondary research at the direction of senior team members.</p>		

<b>Labor Category 17</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Senior Technical Writer</b>	<b>Bachelors</b>	<b>12 Years</b>
<p>Works closely with consulting team leadership to understand business issues, technical issues, analyses, findings, relationships, data, and recommendations and to create effective documents to effectively communicate complex concepts. Provide support to branding, strategic communications, and project communications as required.</p> <p>Experienced in supporting consulting and technical projects across several industries or mission areas.</p>		

<b>Labor Category 18</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Technical Writer</b>	<b>Bachelors</b>	<b>5 Years</b>
<p>Works closely with consulting team leadership to understand business issues, technical issues, analyses, findings, relationships, data, and recommendations and to create effective documents to effectively communicate complex concepts. Provide support to branding, strategic communications, and project communications as required.</p> <p>Possesses excellent written communication skills and experience with MS Word.</p>		

<b>Labor Category 19</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Graphic Designer</b>	<b>Associate Degree</b>	<b>3 Years</b>
<p>Works closely with consulting team leadership to understand business issues, analyses, findings, relationships, data, and recommendations and to create effective graphics and infographics to effectively communicate complex concepts. Provide support to branding, strategic communications, and project communications as required.</p> <p>Possesses training and expertise in multiple graphics, video, presentation, and publication programs. Demonstrates understanding of complex business, technology, and consulting concepts.</p>		

<b>Labor Category 20</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Senior Administrative Support</b>	<b>High School</b>	<b>9 Years</b>
<p>Provides administrative support to senior leaders on client engagements. Manages team correspondence, coordinates all aspects of on-site and off-site group meetings, creates or designs presentation formats, and coordinates preparation of complex reports.</p> <p>Possess good verbal and written communication skills, professional presence to interact effectively with senior executives, training and proficiency with Microsoft Office programs including Microsoft Project, and ability to understand abstract business and consulting concepts and terminology</p>		

<b>Labor Category 21</b>	<b>Minimum Education</b>	<b>Minimum Experience</b>
<b>Administrative Support</b>	<b>High School</b>	<b>5 Years</b>
<p>Provides administrative support to client engagement teams. Manages team correspondence, coordinates group meetings, and coordinates preparation of complex reports.</p> <p>Possess good verbal and written communication skills, training and proficiency with Microsoft Office programs including Microsoft Project, and ability to understand abstract business and consulting concepts and terminology.</p>		

