Authorized Federal Supply Schedule Price List

Professional Services Schedule (PSS)

Government Contract Solutions, Inc. (GCS)
7925 Jones Branch Drive, Suite 6200
McLean, VA 22102
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www.gcsinfo.com

Industrial Group:00CORP, Class R499

SIN 874-1 Integrated Consulting Services

SIN 874-6 Acquisition Management Support

SIN 874-7 Integrated Business Program Support Services

Contract Number: GS-10F-0362R

Contract Period: December 18, 2015 through June 20, 2020

Other than Small Business

Director, Contracts: Gregory R. Anderson
ganderson@gcsinfo.com

Updated as of December 18, 2015

Federal Supply Service

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 for GSA Advantage! ™ is: GSAAdvantage.gov

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

U.S. General Services Administration

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Corporate Overview

About Government Contract Solutions

Government Contract Solutions, Inc. (GCS), founded in 1995, is a nationally certified woman owned business headquartered in Vienna, Virginia. GCS was initially founded to augment the workforce of our government contracting clients. However, in response to our clients needs, GCS began to provide more comprehensive management support in the areas of program management, acquisition, consulting and organizational planning, issue identification, and the design and implementation of integrated change strategies.

As a Prime Contractor, GCS has a proven track record of innovative, quality and flexible approaches to problem solving, responsiveness and reliability. An effective management structure, responsive reporting process and strong capital resources allow us to accommodate projects of varying size and complexity.

GCS has become a company that Government Agencies have come to rely upon for professional services; a firm that understands the nuances of federal government contract administration, compliance, programmatic and organizational issues; a firm that federal contract and acquisition organizations trust.

Integrated Consulting

GCS has a cadre of senior level consultants to assist our customers in a variety of business management areas. GCS employees provide expert assistance and recommendations in the following areas: acquisition strategies; systems alignment, organizational assessments, process and productivity improvement; strategic, business and action planning; performance measures and indicators; program audits and evaluations. GCS staff have assisted agencies by reducing procurement cycle times; identifying/minimizing potential risk areas and maximizing service/product utility.

Acquisition Management Support

GCS offers comprehensive, cost-effective and highly effective acquisition life-cycle management and contract support services that fit our customer's required skill set and budget parameters – regardless of the length or scope of the engagement. We offer expertise in the full "cradle to grave" suite of services, including, acquisition strategy and planning; development of acquisition policies, procedures, planning and implementation; requirements generation; source selection; performance-based contracting; contract compliance; cost/price analysis; grants; contract/subcontract administration, and contract closeout. In short, our wide range of services and in-depth knowledge help our customer's align their acquisition practices with agency objectives at both the individual contract and enterprise levels.

Integrated Business Program Support Services

GCS provides services in the management and integration of programs and projects. These services include program management, program oversight, and project management. GCS Program Managers manage, coordinate cross functional activities within the client organization to develop and deliver recommendations to achieve agency objectives. We utilize our in house program methodologies and practices to ensure that proactive communication on project task status is provided and those projects are completed efficiently and cost effectively.

Customer Information

1.a. Awarded Special Item Numbers (SIN):

- SIN 874-1: INTEGRATED CONSULTING SERVICES
- SIN 874-6: ACQUISITION MANAGEMENT SUPPORT
- SIN 874-7: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

1.b.	Lowest priced model and lowest unit prices:	Prices shown in Price Schedule are net.
1.c	Labor Category Descriptions	Begin on Page 10.
2.	Maximum Order:	$1,000,000 (For Awarded SINS).
3.	Minimum Order:	$100.00.
4.	Geographic Coverage:	Domestic and Overseas
5.	Points of Production:	McLean, VA and Government sites.
6.	Statement on Net Price:	Prices shown in Price Schedule are net.
7.	Quantity Discounts:	None Offered. However, discounts for Orders that exceed the maximum Order threshold shall be negotiated on an Order-by-Order basis.
8.	Prompt Payment Terms:	None.
9.a.	Government Purchase Cards:	Accepted below micro-purchase threshold.
9.b.	Government Purchase Cards:	Accepted above micro-purchase threshold.
10.	Foreign Items:	N/A
11.a.	Time of Delivery:	To be negotiated per each Order.
11.b.	Expedited Delivery:	N/A
11.c.	Overnight & Two-day Delivery:	N/A
11.d.	Urgent Requirements:	Contact GCS for urgent requirements.
12.	F.O.B Points:	Destination

13.a.	Ordering Address:	GCS, Inc 7925 Jones Branch Drive, Suite 6200 McLean, VA 22102 Attn: Gregory R. Anderson Phone: (703) 663-2777 Fax: (703) 663-2780 E-mail: ganderson@gcsinfo.com
13.b.	Ordering Procedures:	For supplies and services the ordering procedures and information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14.	Payment Address:	GCS, Inc 7925 Jones Branch Drive, Suite 6200 McLean, VA 22102 Attn: Sue Elliott Phone: (703) 663-2777 Fax: (703) 663-2780 E-mail: selliott@gcsinfo.com
15.	Warranty Provision:	N/A
16.	Export Packing Charges:	N/A
17.	Terms and conditions of Government Commercial Credit Card acceptance:	N/A
18.	Terms and conditions of Government rental, maintenance, and repair:	N/A
19.	Terms and conditions of installation:	N/A
20 .	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:	N/A
20.a.	Terms and conditions for any other services:	N/A
21.	List of service and distribution points:	N/A
22.	List of participating dealers:	N/A
23.	Preventive Maintenance:	N/A
24.a.	Environmental Attributes:	N/A

24.b.	Section 508 compliance:	N/A
25.	Data Universal Number (DUNS) Number:	94-892-8270
26.	Notification regarding registration in SAM.gov	GCS is registered in the System for Award Management (SAM) database.

27. Uncompensated Overtime:

GCS' policies are consistent with the Fair Labor and Standards Act (FLSA). Non-Exempt employees are compensated at a rate of one and one-half (1.5) times their hourly rate for hours worked over 40 in a work week.

Salaried employees are paid according to a standard 40 hour work week. Hours worked are not to exceed forty hours per week, but in the rare event that an exempt employee works extended hours, no overtime pay is provided.

Government Contract Solutions, Inc.

2016 PROFESSIONAL SERVICES SCHEDULE (PSS) Price Schedule
Professional Services Schedule (PSS)

SIN 874-1, SIN 874-6 & SIN 874-7: Skill Categories and Hourly Rates

Skill Categories	Hourly Rate Government Site	Hourly Rate GCS Site	Hourly Rate Government Site (Cleared Personnel)	Hourly Rate GCS Site (Cleared Personnel
Acquisition Analyst				
Sr. Acquisition Analyst III	$134.84	$151.02	$161.80	$181.22
Sr. Acquisition Analyst II	$113.83	$127.48	$136.59	$152.98
Sr. Acquisition Analyst I	$99.06	$110.95	$118.87	$133.14
Acquisition Analyst II	$82.86	$92.59	$99.27	$111.11
Acquisition Analyst I	$76.44	$85.66	$91.73	$102.73
Contracts Consultant				
Sr. Contracts Consultant IV	$134.98	$151.18	$161.98	$181.42
Sr. Contracts Consultant III	$98.53	$110.35	$118.24	$132.42
Sr. Contracts Consultant II	$94.00	$105.27	$112.81	$126.32
Sr. Contracts Consultant I	$84.80	$94.96	$101.76	$113.95
Contracts Consultant II	$74.44	$83.38	$89.34	$100.05
Contracts Consultant I	$63.24	$7,983	$75.89	$84.69
Principal Consultant	$210.60	$231.71	$252.72	$283.05
Subject Matter Expert				
Subject Matter Expert	$109.46	$122.58	$131.35	$147.10
Program Manager				
Program Manager IV	$113.89	$127.56	$136.67	$153.07
Program Manager III	$95.02	$106.44	$114.03	$127.73
Program Manager II	$81.57	$91.35	$97.88	$109.63
Program Manager I	$63.24	$70.83	$75.89	$85.00
Project Managers				
Project Manager III	$82.64	$92.55	$99.16	$111.06
Project Manager II	$61.09	$68.41	$73.31	$82.10
Project Manager I	$51.39	$57.55	$61.66	$69.07

Project Analyst	$71.65	$80.25	$85.98	$96.29
Pricing Analysts				
Pricing Analyst IV	$95.02	$106.44	$114.03	$127.73
Pricing Analyst III	$78.33	$87.72	$94.00	$105.27
Pricing Analyst II	$64.68	$72.45	$77.62	$86.93
Pricing Analyst I	$56.00	$62.74	$67.22	$75.30
Administrative Specialist				
Administrative Specialist III	$55.65	$62.32	$66.78	$74.78
Administrative Specialist II	$44.95	$50.35	$53.93	$60.41
Procurement Specialists				
Procurement Specialists III	$74.63	$83.58	$89.55	$100.30
Procurement Specialists II	$49.23	$55.14	$59.08	$66.16

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

LABOR CATEGORY DESCRIPTIONS

ACQUISITION ANALYST

Sr. Acquisition Analyst III
Provides advice and assistance to functional area experts (COTR and program offices) on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and/or task orders. Performs or evaluates market research and trends, conditions and technological advances as they apply to the program. Assists with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. Assists in the development of independent Government Cost Estimates. Responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Bachelor's degree plus 15-18 years of acquisition experience or Master's degree plus a minimum of 14 years of experience.

Sr. Acquisition Analyst II
Supplies technical expertise and often assumes managerial duties. Responsible for the planning, preparing and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Provides advice and assistance to functional area technical experts (COTR and program offices) on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and/or task orders. Performs or evaluates market research and trends, conditions and technological advances as they apply to the program. Assists with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Bachelor's degree plus 12- 15 years of acquisition experience or Master's degree plus a minimum of 11 years of experience.

Sr. Acquisition Analyst I
Supplies technical expertise and often assumes managerial duties. Responsible for the planning, preparing and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Provides advice and assistance to functional experts (COTR and program offices) on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statements of Work and/or task orders.

May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. Bachelor's degree plus 10-12 years of acquisition experience or Master's degree plus a minimum of 9 years of experience.

Acquisition Analyst II
Provides advice and assistance to functional area technical experts and assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and/or task orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Bachelor's degree with 8- 10 years of acquisition/contracting experience.

Acquisition Analyst I
Provides advice and assistance to functional area technical experts and assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and/or task orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Bachelor's degree with 6-8 years of acquisition/contracting experience.

CONTRACTS CONSULTANT

Sr. Contracts Consultant IV
Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negations; proposal guidance,

preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required. Bachelor's degree with 18-20 years of progressive government contracting experience including managerial experience. Significant Contracts Management experience beyond 20 years of experience may be substituted for education requirement.

Sr. Contracts Consultant III
Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required. Bachelor's degree plus 12-15 years of progressive government contract experience including management experience. Frequently advanced degrees and certifications may be required and consequently may be substituted for years of experience. Significant Contracts Management experience beyond 15 years of experience may be substituted for education requirement.

Sr. Contracts Consultant II
Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required. Bachelor's degree plus 10-12 years of progressive government contract experience.

Sr. Contracts Consultant I
Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and

administration of terms and conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required. Bachelor's degree plus 6-8 years of progressive government contract experience.

Contracts Consultant II
Provides direction to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. Bachelor's degree plus 4-6 years of progressive government contracting experience.

Contracts Consultant I
Provides support to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirement from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research /analysis, and selection and administration of terms and conditions. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required. Bachelor's degree plus 2-3 years of progressive experience in government contracts.

Principal Consultant
Provides expert advice to agency senior staff in a wide variety of department level activities and/or major programs. Delivers senior level management and oversight to agency leadership as needed. Analyzes project requirements and develops strategic solutions and tactical plans to meet agencies needs. Capable of planning, directing and implementing initiatives having served in an executive/leadership role in high levels of government or the private sector. Duties may include researching legislative and organizational matters, recommending alternatives and best practices, reviewing organizational effectiveness and recommending improvement, and developing communication strategies for both internal and external audiences. Master's degree or equivalent experience plus 10-15 years of government contracting experience.

SUBJECT MATTER EXPERT

Subject Matter Expert
Delivers expert leadership and support to agency directors and senior managers for organizational optimization and business improvement services. Experts in either functional domain. Provides program management oversight for complex projects and offers specialized knowledge in technical area. Analyzes project requirements from inception to closeout, develops solutions to agencies requirements, and coordinates project resolution. May design and lead executive level workshops. Bachelor's degree plus 10-15 years of progressive experience in the functional area related to the area of subject matter specialty or a Master's degree plus a minimum of 9 years experience.

PROGRAM MANAGER

Program Manager IV
Directs the planning and management of multiple projects and retains overall responsibility for the performance including the cost, schedule, deliverables, and contract compliance. Responsible for overall success of the project (s) and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel. Bachelor's degree in business, accounting, economics or other related discipline plus 12- 15 years of progressive project management experience. Specialized experience required includes: complete project management from inception to deployment, proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Program Manager III
Directs the planning and management of single or multiple projects and retains overall responsibility for the performance including the cost, schedule, deliverables, and contract compliance. Responsible for overall success of the project (s) and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel. Bachelor's degree in business, accounting, economics or other related discipline plus 10- 12 years of progressive project management experience. Specialized experience required includes: complete project management from inception to deployment, proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Program Manager II
Directs the planning and management of single or multiple projects and retains overall responsibility for the performance including the cost, schedule, deliverables, and contract compliance. Responsible for overall success of the project(s) and ensures goals and standards are successfully implemented. Serves as liaison to government and outside

representatives and coordinates activities of support personnel. Bachelor's degree in business, accounting, economics or other related discipline plus 8-10 years of progressive project management experience. Specialized experience required includes: complete project management from inception to deployment, proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Program Manager I
Directs the planning and management of projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Ensures that goals and standards are successfully implementation and is responsible for the overall success of the project. Serves as liaison to government representatives. Bachelor's degree in business, accounting, economics or other related discipline plus 6-8 years of previous project management experience. Specialized experience required includes: complete project management from inception to deployment, proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

PROJECT MANAGER

Project Manager III
Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Indentifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities task assignments sand completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, and GCS policies and procedures. Participates in contract negotiations. Bachelor's degree in a related discipline and a minimum of 9-12 years of progressive experience in complete project development from inception to deployment; proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Project Manager II
Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Indentifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities task assignments sand completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality

assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, and GCS policies and procedures. Participates in contract negotiations. Bachelor's degree in a related discipline and a minimum of 6-9 years of progressive experience in complete project development from inception to deployment; proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Project Manager I
Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Indentifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities task assignments sand completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, and GCS policies and procedures. Participates in contract negotiations. Bachelor's degree a related discipline and a minimum of 3-6 years of progressive experience in complete project development from inception to deployment; proven expertise in the management and control of funds and resources and demonstrated capability in managing multi-task contracts.

Project Analyst
Operates independently or in direct support of the Project/Program Manger. Participates in all phases of the project including providing research, lending technical expertise and assistance in project management, contracts acquisitions, and procurement. Assists in defining scope of the project and delivers ideas and solutions for project resolution. Bachelor's degree plus 2-4 years progressive experience as a project analyst.

PRICE ANALYST

Pricing Analyst IV
Responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues. Bachelor's degree in business or related discipline with 12-15 years of government contracting pricing experience with a working knowledge of the FAR, management bids and proposals.

Pricing Analyst III
As a fully competent analyst, responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues. Bachelor's degree in business or related discipline with 9-12 years of government contracting pricing experience with a working knowledge of the FAR, management bids and proposals.

Pricing Analyst II
Under very general supervision, responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues. Bachelor's degree in business or related discipline with 6-9 years of government contracting pricing experience with a working knowledge of the FAR, management bids and proposals.

Pricing Analyst I
Under close supervision, responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues. Bachelor's degree in business or related discipline with 3-6 years of government contracting pricing experience with a working knowledge of the FAR, management bids and proposals.

ADMINSITRATIVE SPECIALIST

Administrative Specialist III
Provides advice, oversight, and technical knowledge of the installation, application, and operations of word processing systems. Assists in establishing and maintaining both centralized and decentralized office files and management and record keeping systems including automated record management systems. Assists in the development of various guidelines and procedures. May also provide direct support to consultants and senior managers. AA degree in business or liberal arts is preferred plus a minimum of 5-7 years of experience providing administrative support.

Administrative Specialist II
Under limited supervision, provides advice, oversight, and technical knowledge of the installation, application, and operations of word processing systems. Assists in establishing and maintaining both centralized and decentralized office files and management and record keeping systems including automated record management systems. Assists in the development of various guidelines and procedures. May also provide direct support to consultants and senior managers. AA degree in business or

liberal arts is preferred plus a minimum of 3-5 years of experience providing administrative support.

PROCUREMENT SPECIALIST

Procurement Specialist III
Develops strategic planning for material acquisition, internal invoice processes, and funding procedures. Provides direction to senor staff regarding procurement selections and negotiations of procured services. Often interfaces with Contracting Officers, COTR's, Contractors, and Program Mangers. May have experience in the following areas: procurement systems, Excel, CPM, CostPoint and other automated data bases. High school diploma or equivalent with 5-7 years procurement experience.

Procurement Specialist I
Under close supervision, develops strategic planning for material acquisition, internal invoice processes, and funding procedures. Provides direction to senor staff regarding procurement selections and negotiations of procured services. Often interfaces with Contracting Officers, COTR's, Contractors, and Program Mangers. May have experience in the following areas: procurement systems, Excel, CPM, CostPoint and other automated data bases. This position requires a high school diploma or equivalent with 1-3 years procurement experience.