



General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Mission Oriented Business Integration Services (MOBIS)

FSC Group: 874 Class: R499

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



Technical Services, LLC

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Business Size: 8(a) Certified Small Business

Contractor: CNI Technical Services, LLC
Contract Number: GS-10F-036AA
Contract Period: (Base) November 7, 2012 to November 6, 2017

Summary

CNI Technical Services, LLC (CNITS) was awarded a Federal Supply Schedule (Contract GS10F036AA) to provide expert advice, assistance, guidance and counseling in support of agency's mission-oriented business functions. The General Services Administration (GSA) has evaluated our technical proposal, negotiated our prices, and established CNITS as a qualified vendor at competitive, fixed labor prices. Using CNI Technical Service's MOBIS Schedule is uncomplicated and almost immediate. The customer remains in control of the process - from the definition of the requirement through the selection of the service provider.

Once you determine that you need business services, you should prepare a Purchase Requisition and a Statement of Work including a tasking statement, description of deliverables and schedule, and delivery order type (fixed price or labor hour pricing).

Because CNITS has already been qualified as a MOBIS Federal Supply Schedule vendor and our costs have been negotiated through a competitive process, a customer does not need to go through all the processes of a full and open competition. You do, however, need to consider three schedule vendors by reviewing their catalogs, or contacting them, or obtaining their oral or written proposals. You can make the award based on the vendor that offers the best value for your particular needs; you do not need to award based on the lowest cost.

You benefit from using Schedules by:

- i Access to a proven company and quality services
- i Competition: All competition requirements have been met
- i No Order Limitations: You can place an order for any dollar amount
- i Orders placed on Federal Supply Schedules count toward small business goals
- i Flexible Purchasing Options: Blanket Purchase Agreements save you time and money
- i Price Reductions: You can request price reductions from our discounted prices
- i Compliance with environmental requirements for applicable services and products
- i Easy Payment Options: Contractors accept the GSA SmartPay Card

Schedules Will Save You Time

Use of Schedules significantly reduces acquisition time and is a great tool to serve Federal customers. A study of the Schedules program, conducted by Johnson & Johnson Associates, Inc. (JJA), found that it takes a Federal agency an average of 15 days to issue an order under a GSA Schedule, 49 days to establish a BPA under a Schedule; and 13 days to issue an order against a Schedule BPA. This compares to an average of 268 days to put a contract in place.

For information about CNITS, please contact our GSA Program Manager:

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1. CUSTOMER INFORMATION

- 1.1 Awarded Special Item Numbers (SINs)
SIN 874-1 and SIN 874-1 RC: Program Integration and Project Management Services
- 1.2 Maximum order
There is no maximum task order size for the contract. A maximum threshold value of \$1,000,000 for a task order was established for the contract. When task orders exceed this value, agencies should seek additional discounts from the contractor. CNITS offers quantity discounts as explained on 1.7.
- 1.3 Minimum Order
\$100
- 1.4 Geographic coverage (delivery area)
This contract was established to be used as sources for MOBIS as described in the Statement of Work for domestic usage. The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, and Hawaii. The same terms and conditions shall apply to all orders for services within the geographic scope of this contract.
- 1.5 Point(s) of production (city, county, and state or foreign country)
Determined by individual task order.
- 1.6 Discount from list prices or statement of net price
Prices Shown Herein are Net (discount deducted).
- 1.7 Quantity Discounts
1% for orders between \$150,000 and \$499,999 and 2% for orders over \$500,000
- 1.8 Prompt Payment Terms
None
- 1.9 Notification that Government purchase cards are accepted below the micropurchase threshold of \$3,000
Accepted.
- 1.9a Notification whether Government purchase cards are accepted above the micropurchase threshold
Accepted.
- 1.10 Foreign items
All services will be provided and delivered in the U.S.A.
- 1.11 Urgent Requirements
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an Ordering Agency, agencies are encouraged, if time permits, to contact CNITS for the purpose of obtaining accelerated delivery. CNITS shall reply to the inquiry within 3 workdays after receipt. (CNITS shall confirm telephonic replies in writing.) If CNITS offers an accelerated delivery time acceptable to the Ordering Agency, any order(s) placed pursuant to the agreed-upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
- 1.12 F.O.B. points
Determined by individual task order.

- 1.13 Ordering address
CNI Technical Services, LLC
Attn: Arthur Humphries
7601 Jefferson Blvd, Suite 320
Albuquerque, New Mexico 87109
- 1.13a Ordering Procedures
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 1.14 Payment Address
Chickasaw Nation Industries, Inc.
Attn: Accounts Receivable
2600 John Saxon Blvd
Norman, OK 73071-1166
- 1.15 Warranty provision
Not applicable.
- 1.16 Export packing charges, if applicable
Not applicable.
- 1.17 Terms & conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)
None.
- 1.18 Terms & conditions of rental, maintenance, and repair (if applicable).
Not applicable
- 1.19 Terms & conditions of installation (if applicable).
Not applicable
- 1.20 Terms & conditions of repair parts (if applicable).
Not applicable
- 1.20a Terms & conditions for any other services (if applicable)
Not applicable
- 1.21 List of service and distribution points (if applicable).
Not applicable
- 1.22 List of participating dealers (if applicable).
Not applicable
- 1.23 Preventive maintenance (if applicable).
Not applicable
- 1.24 Special attributes such as environmental attributes.
Not applicable
- 1.24a Section 508 Compliance information
Not applicable

- 1.25 Data Universal Number System (DUNS) number:
808384205
- 1.26 Notification regarding registration in System for Award Management (SAM) database
CNITS is registered in the System for Award Management database. For this contract, use the following address:

CNI Technical Services, LLC
7601 Jefferson Blvd, Suite 320
Albuquerque, NM 87109
- 1.27 Uncompensated Overtime
Uncompensated overtime is not used.
- 1.28 Tax ID Number
20-029-8084
- 1.29 Security Requirements
In the event that security restrictions are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the Ordering Agency. CNITS currently holds Department of Defense (DOD) Top Secret and Department of Energy (DOE) Q clearances. All costs associated with obtaining/possessing such security clearances should be factored into the offered price.
- 1.30 Purchase Of Incidental, Non-Schedule Items
For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.
- 1.31 Statistical Data for Government Ordering Office Completion of Standard Order Forms
Block 9: G. Order/Modification Under Federal Schedule
Block 16: Contractor Establishment Code (DUNS): 80 83 84 205
Block 30: Type of Contractor: For profit
Block 31: Women-Owned Business: No
Block 36: Contractor's Taxpayer Identification Number (TIN) 20-029-8084
- 1.32 Cage Code
4YYP1
- 1.33 Blanket Purchase Agreements
Federal Acquisition Regulation (FAR) 13.201(a) defines BPAs as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of BPAs under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202 (c) (3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract." Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract,

based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

2. CNI TECHNICAL SERVICES, LLC

2.1 Who we are

CNI Technical Services, LLC (CNITS) is an American Indian tribally owned disadvantaged, SBA 8(a) company. The 8(a) certification and tribal ownership, allows Federal agencies to contract directly with CNITS for as much as \$20M. CNITS obtained its first administrative and project management contract in 2009. With Chickasaw Nation Industries, Inc. (CNI) acting as a holding company for subsidiary LLCs, CNITS has the ability to 'reach-back' to the holding company for additional support and resources. These resources have hundreds of years in combined experience in performing program management and administrative type contracts. CNI has become one of the most successful corporations of its kind in the United States, and currently employs approximately 1,500 individuals. Customers contracting with CNI and its subsidiaries for their services receive the backing of an organization that conducts in excess of \$250M of business with the Federal Government and selected private entities.

Our past contracts have allowed us to provide excellent services to customers such as the Department of Energy (DOE), Department of Defense (DOD), Department of the Interior (DOI), Department of Housing and Urban Development (HUD), and Food and Drug Administration.

2.2 What we do

CNITS has had significant successes in a variety of administrative, management and professional services. CNITS has extensive experience providing support for Federal programs of a national scope. We have a rich and successful background in managing large numbers of employees on diverse and complex tasks.

CNITS strives to offer the highest quality, lowest risk, and best value in all contract support services. We believe that our success is the direct result of effectively combining technical proficiency, seasoned management, and professional integrity. For these reasons, we are very careful to pursue only those contract opportunities in which our capabilities and experience match well with the customer's requirements and environment.

2.3 Where we are

The majority of our employees are located in the Washington, DC area and Albuquerque, New Mexico. Other employees are located throughout the United States at numerous locations.

3. SERVICES PROVIDED UNDER THE MOBIS CONTRACT

3.1 Scope of work in MOBIS

The MOBIS Schedule provides Agencies of the Federal Government with a streamlined procurement device to access management consulting, facilitation, survey and quality-related training services for the implementation of quality management and other related system change processes. The MOBIS offers a full range of management and consulting services that can improve the performance, quality, timeliness and efficiency of services provided by the Federal Government. These services will facilitate agency responses to dynamic, evolutionary influences and mandates, and will enable them to continuously improve mission performance. As these

influences and mandates evolve or are enacted, it is anticipated that the specific support provided by contractors under this schedule will evolve accordingly. These efforts should ultimately result in increased customer satisfaction and enhance the public's confidence in their government.

The contracts covered by this schedule provide services and /or products to support agencies in management or strategy consulting, program planning, audits and evaluations. Under this SIN, various studies such as mission oriented business program initiatives, defense studies, regulatory and policy studies, economic and preparedness studies can be conducted.

Training and coaching services are within the scope of MOBIS SIN. Executive training services and custom business training can be developed and marketed under this schedule.

Expert consulting services regarding policy and regulations are also within the MOBIS SIN 1 scope.

3.2 CNI TS Services Available

SIN 874-1: Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:

- i Management or strategy consulting
- i Program planning
- i Audits, and evaluations
Studies and analyses
- i Reports relating to an agency's mission-oriented business programs or initiatives, such as defense Studies Tabletop exercises or scenario simulations, educational
- i Studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- i Executive/management coaching services Customized business training as needed to successfully
- i Perform/complete a consulting engagement Policy and regulation development assistance
- i Expert Witness services in support of litigation, claims, or other formal cases
Advisory and assistance services in accordance with FAR 37.203

4. ORDERING PROCEDURES

Ordering Procedures for GSA Mission Oriented Business Integrated Services (MOBIS).

4.1 Procedures for services priced on GSA schedules at hourly rates (C.2.46.1)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404. The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mixes of labor proposed to perform the specific tasks being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable. When ordering services, ordering offices shall:

4.1.1 Prepare a Request for Quotes:

A. Include a statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. Prepare a request for quotes which includes the statement of work and requests the contractor to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

C. Determine if the request for quotes will request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

D. In the request for quotes, notify the contractors what the basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

4.1.2 Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists by the ordering office, identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. Provide the request for quotes to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

4.1.3 Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

4.2 Procedures for fixed prices on GSA Schedule (C.2.46.2)

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

4.3 Blanket Purchase Agreements

A Blanket Purchase Agreement (BPA) is yet another way to streamline your ordering process. BPAs are "accounts" that can be set up with any schedule contractor to satisfy recurring needs for services and products. Contractors may offer the best quantity/volume discounts available under

their contract based on the potential volume of business that may be generated by the BPA. Quantity discounts apply regardless of the size of the individual order. Your BPA should be reviewed annually to make sure it remains a best value for your agency. BPAs provide these discounts while eliminating the need for writing numerous task/ delivery orders. All BPAs must contain certain information, such as:

- i Description of item covered.
- i Listing of individuals authorized to purchase under the BPA.
- i Any agreed-upon price reductions.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined below are followed.

A. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance timeframes, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures above, then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

B. Review BPAs periodically. Such reviews are to be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

C. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

D. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

E. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

5. LABOR CATEGORIES

- i Management Analyst I- IV
- i Program Manager
- i Project Manager I-IV
- i Quality Assurance Specialist I- IV
- i Reports Specialists I-IV
- i Policy Analyst I-III
- i System Analyst I-IV
- i Administrative Specialist I-IV
- i Technical Writer III
- i Information Assurance System Specialist IV
- i Consultant I-V
- i Subject Matter Expert I-VIII

6. CNI MOBIS POSITION DESCRIPTIONS

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
874-1	Management Analyst I	This is the entry-level position in the Management Analyst series. This position is distinguished from the Management Analyst II position by the performance of the more routine professional tasks and duties. The Management Analyst I conducts studies of work processes and procedures. Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution. Collects and analyzes data to evaluate operational difficulties. Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution.	Bachelors Degree	2 Years
874-1	Management Analyst II	Work at the level II position is distinguished from that of a Management Analyst I by the increased complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. The Management Analyst II conducts studies of work processes and procedures. Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution. Collects and analyzes data to evaluate operational difficulties. Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution. Reviews reports and studies to ensure that user requirements are met and appropriate rules and regulations are utilized. Assists in the development of directives and the design, development, documentation, and implementation of various reporting systems. Assists in the development of program elements and program modifications as necessary to meet goals and objectives: monitor and coordinate the daily operation of assigned program area and perform analytical work and maintain appropriate records and statistics.	Bachelors Degree	3 Years
874-1	Management Analyst III	This is a more advanced level of Management Analyst positions. This position requires that the employee be performing substantially the full range of duties for the position. The Management Analyst III conducts studies of work processes and procedures. Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution. Collects and analyzes data to evaluate operational difficulties. Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution. Reviews reports and studies to ensure that user requirements are met and appropriate rules and regulations are utilized. Assists in the development of directives and the design, development, documentation, and implementation of various reporting systems. Knowledge of the specific organization's programs and missions; knowledge of pertinent laws, regulations, and policies related to program/operations area in order to analyze their impact on programs.	Bachelors Degree	4 Years
874-1	Management Analyst IV	This is the most highly advanced level of Management Analyst positions. This position requires that the employee be performing substantially the full range of duties for the position with greater independence. Management Analyst IV conducts studies of work processes and procedures. Identifies problems,	Masters Degree	4 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		<p>reviews production standards, and makes tentative recommendations for problem resolution. Collects and analyzes data to evaluate operational difficulties. Identifies problems, reviews production standards, and makes tentative recommendations for problem resolution. Reviews reports and studies to ensure that user requirements are met and appropriate rules and regulations are utilized. Assists in the development of directives and the design, development, documentation, and implementation of various reporting systems. Knowledge of the specific organization's programs and missions; knowledge of pertinent laws, regulations, and policies related to program/operations area in order to analyze their impact on programs.</p> <p>Follows established modeling and evaluation processes to determine the effectiveness of current operational activities to determine problem areas and develop solutions. Reviews reports and studies to ensure that user requirements are met and appropriate rules and regulations are utilized. Assists in the development of directives and the design, development, documentation, and implementation of various reporting systems.</p>		
874-1	Program Manager	<p>Mentors project managers and ensures that all contract requirements are delivered on time and with high standards of quality on all task order projects. Manages project management support staff. Oversees business process improvements and ensures strict conformance to PMP and CMMI processes and procedures. Possesses strong working knowledge of MS Project within an iterative development cycle. Oversees implementation of user requirements within deliverables and works with customers to define scope. Ensures the highest quality services in the conduct and delivery of the Primary Project Objectives as defined in the contract Statements of Work. Serves as the official Point of Contact and liaison between contractor staff and the Government IDIQ Contracting Officer and IDIQ Contracting Officer's Technical Representative. Responsible for strict adherence to all contractual requirements.</p>	Bachelors Degree	2 Years
874-1	Project Manager I	<p>The Project Manager I is responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Responsible for the overall project performance. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting upon successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point-of-contact with stakeholder contract and program management staff for reporting project status and negotiating change orders. Responsible for assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for the overall contract performance.</p>	Bachelors Degree	2 Years
874-1	Project Manager II	<p>The Project Manager II is responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Responsible for the overall project performance. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting upon successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point-of-contact with stakeholder contract and program management staff for reporting project status and negotiating change orders. Responsible for assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for the overall contract performance.</p> <p>General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of stakeholder documentation standards. Proven ability to work independently or under only general direction. Complex application problems involving all phases of</p>	Bachelors Degree	3 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		systems/business operations management is required. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office.		
874-1	Project Manager III	<p>The Project Manager III is responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Responsible for the overall project performance. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting upon successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point-of-contact with stakeholder contract and program management staff for reporting project status and negotiating change orders. Responsible for assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for the overall contract performance.</p> <p>General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of stakeholder documentation standards. Proven ability to work independently or under only general direction. Complex application problems involving all phases of project management is required. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office.</p>	Bachelors Degree	4 Years
874-1	Project Manager IV	Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Responsible for the overall project performance. Leads strategic planning, budgeting, and staffing efforts in response to task requirements. Formulates, communicates, and enforces quality work standards. Monitors progress and resolves any identified issues impacting upon successful product/service delivery. Ensures compliance with all administrative and contractual requirements. Serves as primary point-of-contact with stakeholder contract and program management staff for reporting project status and negotiating change orders. Responsible for assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for the overall contract performance. Experienced in managing complex contracts with complex requirements.	Masters Degree	5 Years
874-1	Quality Assurance Specialist I	Provides technical and administrative direction for personnel performing a broad array of tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure stakeholder standards/requirements are adhered to, and for progress in accordance with schedules.	Associates Degree	2 Years
874-1	Quality Assurance Specialist II	Provides technical and administrative direction for personnel performing a broad array of tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure stakeholder standards/requirements are adhered to, and for progress in accordance with schedules. Develops quality assurance standards. Defines and tracks quality assurance metrics such as defect densities and open defect counts. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of work products and deliverables. Prepares milestone status reports and deliveries/presentations on error statistics to colleagues, subordinates, and customers.	Bachelors Degree	3 Years
874-1	Quality Assurance Specialist III	Provides technical and administrative direction for personnel performing a broad array of tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure stakeholder standards/requirements are adhered to, and for progress in accordance with schedules. Develops quality assurance	Bachelors Degree	4 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		<p>standards. Defines and tracks quality assurance metrics such as defect densities and open defect counts. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of work products and deliverables. Prepares milestone status reports and deliveries/presentations on error statistics to colleagues, subordinates, and customers.</p> <p>General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of stakeholder documentation standards. Proven ability to work independently or under only general direction. Complex application problems involving all phases of systems/business operations analysis is required. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office.</p>		
874-1	Quality Assurance Specialist IV	<p>Provides technical and administrative direction for personnel performing a broad array of tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure stakeholder standards/requirements are adhered to, and for progress in accordance with schedules. Develops quality assurance standards. Defines and tracks quality assurance metrics such as defect densities and open defect counts. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of work products and deliverables. Prepares milestone status reports and deliveries/presentations on error statistics to colleagues, subordinates, and customers.</p> <p>General experience includes increasing responsibilities in assignments of technical nature. Proven understanding and applications of stakeholder documentation standards. Proven ability to work independently or under only general direction. Complex application problems involving all phases of systems/business operations analysis is required. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office. Supervises other quality assurance specialists. Experienced in quality control methodologies such as ISO and Six Sigma</p>	Masters Degree	5 Years
874-1	Reports Specialist I	<p>The Reports Specialist will have primary responsibility for collecting, maintaining, and analyzing accurate project metrics, task financials, and data for project reporting. Compile, analyze and report data to track progress, create and distribute project reports to track key performance metrics. Collaborate with management on implementation of reporting and metrics tracking. Design and work with internal and external cross-functional groups to identify the metrics, work with data management on report structures, systems and format, manage stakeholder inputs and timelines and make recommendations on reporting tools and systems. Monitor and troubleshoot reporting systems and processes. Support ad-hoc requests for metrics, operational and customer experience data.</p> <p>Assist in identifying corporate and field reporting needs and provide report design, development and analysis work to help fill these needs. Design, develop and maintain reports built wholly or in part on the following platforms: Microsoft Word, Excel, and Access.</p> <p>Use the appropriate software tools to efficiently collect and analyze data. Automate manual reporting tasks within the Microsoft Office Suite. Assist in troubleshooting and resolving data and functional issues with existing reports. Assist in the implementation of new reporting projects as needed. Collect reporting requirements from customer groups. Help determine direction and the proper solutions to enterprise reporting needs. Must have ability to ensure that all reporting is in compliance with not only contract requirements but also any applicable GAAP, and Federal statutory and or regulatory requirements.</p> <p>Knowledge of management analysis techniques to identify, consider and</p>	High School	1 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		<p>resolve issues or problems. Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office.</p>		
874-1	<p>Reports Specialist II</p>	<p>The Reports Specialist will have primary responsibility for collecting, maintaining, and analyzing accurate project metrics, task financials, and data for project reporting. Compile, analyze and report data to track progress, create and distribute project reports to track key performance metrics. Collaborate with management on implementation of reporting and metrics tracking. Design and work with internal and external cross-functional groups to identify the metrics, work with data management on report structures, systems and format, manage stakeholder inputs and timelines and make recommendations on reporting tools and systems. Monitor and troubleshoot reporting systems and processes. Support ad-hoc requests for metrics, operational and customer experience data.</p> <p>Assist in identifying corporate and field reporting needs and provide report design, development and analysis work to help fill these needs. Design, develop and maintain reports built wholly or in part on the following platforms: Microsoft Word, Excel, and Access.</p> <p>Use the appropriate software tools to efficiently collect and analyze data. Automate manual reporting tasks within the Microsoft Office Suite. Assist in troubleshooting and resolving data and functional issues with existing reports. Assist in the implementation of new reporting projects as needed. Collect reporting requirements from customer groups. Help determine direction and the proper solutions to enterprise reporting needs. Must have ability to ensure that all reporting is in compliance with not only contract requirements but also any applicable GAAP, and Federal statutory and or regulatory requirements.</p> <p>Knowledge of management analysis techniques to identify, consider and resolve issues or problems. Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office.</p>	High School	2 Years
874-1	<p>Reports Specialist III</p>	<p>The Reports Specialist will have primary responsibility for collecting, maintaining, and analyzing accurate project metrics, task financials, and data for project reporting. Compile, analyze and report data to track progress, create and distribute project reports to track key performance metrics. Collaborate with management on implementation of reporting and metrics tracking. Design and work with internal and external cross-functional groups to identify the metrics, work with data management on report structures, systems and format, manage stakeholder inputs and timelines and make recommendations on reporting tools and systems. Monitor and troubleshoot reporting systems and processes. Support ad-hoc requests for metrics, operational and customer experience data.</p> <p>Assist in identifying corporate and field reporting needs and provide report design, development and analysis work to help fill these needs. Design, develop and maintain reports built wholly or in part on the following platforms: Microsoft Word, Excel, and Access.</p> <p>Use the appropriate software tools to efficiently collect and analyze data. Automate manual reporting tasks within the Microsoft Office Suite. Assist in troubleshooting and resolving data and functional issues with existing reports. Assist in the implementation of new reporting projects as needed. Collect reporting requirements from customer groups. Help determine direction and the proper solutions to enterprise reporting needs. Must have ability to ensure that all reporting is in compliance with not only contract requirements but also any applicable GAAP, and Federal statutory and or regulatory requirements.</p> <p>Knowledge of management analysis techniques to identify, consider and resolve issues or problems. Skill in briefing managers and in communicating</p>	Bachelors Degree	3 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		tentative recommendations regarding efficiency in program operations. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office.		
874-1	Reports Specialist IV	<p>The Reports Specialist will have primary responsibility for collecting, maintaining, and analyzing accurate project metrics, task financials, and data for project reporting. Compile, analyze and report data to track progress, create and distribute project reports to track key performance metrics. Collaborate with management on implementation of reporting and metrics tracking. Design and work with internal and external cross-functional groups to identify the metrics, work with data management on report structures, systems and format, manage stakeholder inputs and timelines and make recommendations on reporting tools and systems. Monitor and troubleshoot reporting systems and processes. Support ad-hoc requests for metrics, operational and customer experience data. Assist in identifying corporate and field reporting needs and provide report design, development and analysis work to help fill these needs. Design, develop and maintain reports built wholly or in part on the following platforms: Microsoft Word, Excel, and Access.</p> <p>Uses the appropriate software tools to efficiently collect and analyze data. Automate manual reporting tasks within the Microsoft Office Suite. Assist in troubleshooting and resolving data and functional issues with existing reports. Assist in the implementation of new reporting projects as needed. Collect reporting requirements from customer groups. Help determine direction and the proper solutions to enterprise reporting needs. Must have ability to ensure that all reporting is in compliance with not only contract requirements but also any applicable GAAP, and Federal statutory and or regulatory requirements.</p> <p>Knowledge of management analysis techniques to identify, consider and resolve issues or problems. Skill in briefing managers and in communicating tentative recommendations regarding efficiency in program operations. Excellent people skills. Excellent communication skills (verbal, presentation, and written) and a demonstrated proficiency in Microsoft Windows/Office.</p>	Bachelors Degree	4 Years
874-1	Senior Strategist	This position performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. Provides value-added strategic leadership during the management of client engagements and relationships. Identifies procedural problems in program operations, using quantitative or qualitative methods. Conducts studies on operating programs. Analyzes findings. Make recommendations in reports. Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations. Must possess demonstrated knowledge and experience applying analytic methodologies and principles to address client needs.	Bachelors Degree	3 Years
874-1	Policy Analyst I	This entry level position provides analysis of client data, processes, or regulations to confer with and assist managers. Work is focused on specific trends or initiatives affecting the customer. Performs a variety of tasks that requires both practical and specialized experience. Provide guidance to staff regarding policy changes according to state and federal guidelines. Review, and communicate policies and practices concerning policy changes to related parties. This position identifies procedural problems in program operations, using quantitative or qualitative methods. Conducts studies on operating programs, analyzes findings, and makes recommendations in reports. Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations.	Bachelors Degree	2 Years
874-1	Policy Analyst II	Reviews client data, processes, and regulations to confer with managers. This Mid-Level position utilizes years of experience to provide guidance to staff regarding policy changes according to state and federal guidelines. Review, and communicate policies and practices concerning policy changes to related parties. Work focuses on specific trends or initiatives affecting the customer. Performs a variety of tasks that require both practical and specialized experience. This position identifies procedural problems in program	Bachelors Degree	4 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		operations, using quantitative or qualitative methods. Conducts studies on operating programs, analyzes findings, and makes recommendations in reports. Studies proposed legislation and/or regulations for impact on programs. Researches and provides feedback on current or new management practices for application to programs or operations.		
874-1	Policy Analyst III	Provides analysis of client data, processes, and regulations to managers. This advanced position utilizes years of experience to advise staff regarding policy changes according to state and federal guidelines. Studies proposed legislation and/or regulations for impact on programs. Provides guidance and recommendations on current or new management practices for application to programs or operations. Reviews, and communicate policies and practices concerning policy changes to related parties. Identifies specific trends or initiatives affecting the customer. Performs a variety of tasks that require both practical and specialized experience. Identifies procedural problems in program operations, using quantitative or qualitative methods. Conducts studies on operating programs, analyzes findings, and makes recommendations in reports.	Bachelors Degree	6 Years
874-1	System Analyst I	Provide analysis of customer processes, or regulations to confer with and assist managers. Work may be focused on specific trends or initiatives affecting the customers overall business strategies. Performs a variety of tasks that require both practical and specialized experience. This developmental position performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. Identifies procedural problems in program operations. Conducts studies on operating programs. Analyzes findings. Familiar with database concepts and analyzing information exported from databases. Provides information to make recommendations in reports to managers and peers. Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations.	Bachelors Degree	2 Years
874-1	System Analyst II	Provide analysis of customer processes or regulations to confer with and assist managers. Work may be focused on specific trends or initiatives affecting the customers overall business strategies. Performs and reviews a variety of tasks that are both practical and specialized experience. This developmental position performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. Identifies procedural problems in program operations. Conducts studies on operating programs. Analyzes findings. Familiar with database concepts and analyzing information exported from databases. Provides information to make recommendations in reports to managers and peers. Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations.	Bachelors Degree	4 Years
874-1	System Analyst III	Provide analysis of customer processes or regulations to confer with and assist managers. Work may be focused on specific trends or initiatives affecting the customers overall business strategies. Performs and reviews a variety of tasks that require both practical and specialized experience. This advanced position performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. Identifies procedural problems in program operations. Conducts studies on operating programs. Analyzes findings. Familiar with database concepts and analyzing information exported from databases. Makes recommendations in reports to managers and peers. Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations.	Bachelors Degree	6 Years
874-1	System Analyst IV	Provide analysis of customer processes or regulations to confer with and assist managers. Work may be focused on specific trends or initiatives affecting the customers overall business strategies. Oversees and performs a variety of tasks that require both practical and specialized experience. This advanced position performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. Identifies procedural problems in program operations. Conducts and reviews studies on operating programs. Analyzes findings. Familiar with database concepts and analyzing information exported from databases.	Bachelors Degree	8 years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		Makes recommendations in reports to managers and peers. Studies proposed legislation and/or regulations for impact on programs and provides feedback. Researches current or new management practices for application to programs or operations.		
874-1	*Administrative Support I	Provides entry level clerical support to visitors, managers, and staff on multiple tasks. Responsibilities include coordinating meetings, providing management support and services. Preferred experience using MS Office products to include Word, Excel, Outlook, and PowerPoint and other office hardware items such as fax, copy, and scanner. Works under close supervision.	High School	2 Years
874-1	*Administrative Support II	Provides Mid-Level clerical support to visitors, managers, and staff on multiple tasks. Responsibilities include coordinating executive meetings, providing management support and services. Reviews documents for clarity. Preferred experience using MS Office products to include Word, Excel, Outlook, and PowerPoint and other office hardware items such as fax, copy, and scanner. Generally works under supervision, but performs some clerical duties without supervision.	Associates Degree	4 Years
874-1	*Administrative Support III	Provides advanced clerical support to visitors, managers, and staff on multiple tasks. Responsibilities include coordinating executive meetings, providing management support and services. Reviews, proof-reads, and drafts documents for managers. Experienced using MS Office products to include Word, Excel, Outlook, and PowerPoint and other office hardware items such as fax, copy, and scanner.	Associates Degree	5 Years
874-1	*Administrative Specialist I	Performs entry level clerical duties. Provides clerical and administrative support to managers and staff. Assists with office operations, projects and special assignments, and maintains the filing system. Assists in coordinating logistical details associated with the departmental operations. Must type at least 40 WPM. Must have experience using MS Office products to include Word, Excel, Outlook, and PowerPoint and other office peripherals such as fax, copy, and scanner. Works under close supervision.	High School	2 Years
874-1	*Administrative Specialist II	Performs entry level clerical duties. Provides clerical and administrative support to managers and staff. Assists with office operations, projects and special assignments, and maintains the filing system. Assists in coordinating logistical details associated with the departmental operations, assists in preparing documents and forms. Must type at least 40 WPM. Must have experience using MS Office products to include Word, Excel, Outlook, and PowerPoint and other office peripherals such as fax, copy, and scanner. Will perform very basic clerical duties individually but generally works under close supervision.	Associates Degree	4 Years
874-1	*Administrative Specialist III	Performs Mid-Level clerical duties. Provides clerical and administrative support to managers and staff. Assists with office operations, projects and special assignments, and maintains the filing system. Coordinates logistical details associated with the departmental operations, and prepares and reviews paperwork and forms. Must type at least 40 WPM. Must have experience using MS Office products to include Word, Excel, Outlook, and PowerPoint and other office peripherals such as fax, copy, and scanner. This individual works with and without supervision.	Associates Degree	5 Years
874-1	*Administrative Specialist IV	Performs advanced clerical duties. Provides clerical and administrative support to managers and staff. Assists with office operations, projects and special assignments, and maintains the filing system. Reviews filing system for accuracy. Coordinates logistical details associated with the departmental operations, and prepares and reviews paperwork and forms. Must type at least 40 WPM. Must have experience using MS Office products to include Word, Excel, Outlook, and PowerPoint and other office peripherals such as fax, copy, and scanner.	Bachelors Degree	6 Years
874-1	Executive Assistant	Provides administrative guidance and support to senior level managers and supervisors, with minimal direction. Takes responsibility for handling administrative tasks with autonomy, including scheduling meetings, interviews, and appointments. Prepares and finalizes draft replies to correspondence and maintains and action item tracking systems. Provides technical and production support for the development of presentations, briefings or reports using MS Office products including Word, Excel and	Associates Degree	3 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		PowerPoint.		
874-1	*Technical Writer I	Provides Low-level transcripts of subject matter meetings and supports the technical development of programs. Writing and/or editing work, which requires the application of subject matter knowledge. Provides technical writing and/or editing support for defined tasks. Material created may include at a minimum: program orders, regulations, briefings, handbooks, technical standards, advisory circulars, policies and procedures, and correspondence. Depending on level of expertise and experience, this position may work without direct supervision.	Associates Degree	2 Years
874-1	*Technical Writer II	Provides transcripts of subject matter meetings and supports the technical development of programs. Writing and/or editing work, which requires the application of subject matter knowledge. Provides technical writing and/or editing support for defined tasks. Material created may include at a minimum: program orders, regulations, briefings, handbooks, technical standards, advisory circulars, policies and procedures, and correspondence. Depending on level of expertise and experience, this position may work without direct supervision.	Bachelors Degree	4 Years
874-1	*Technical Writer III	Provides advanced level transcripts of subject matter meetings and supports the technical development of programs. Writing and/or editing work, which requires the application of subject matter knowledge. Provides technical writing and/or editing support for defined tasks. Material created may include at a minimum: program orders, regulations, briefings, handbooks, technical standards, advisory circulars, policies and procedures, and correspondence. Depending on level of expertise and experience, this position may work without direct supervision.	Bachelors Degree	5 Years
874-1	Info Assurance System Specialist III	Completes various security implementations documentation, including Operating procedures, and prepares recommendations including documentation, plans, and milestones for improvements, as well reviewing the client network information systems security. Provides security testing and evaluation support, includes control reviews of network configuration, systems design and setup. Recommends, writes, and reviews security systems policies and procedures for managers and other staff. Has the ability to evaluate security, and provides security management plans.	Bachelors Degree	2 Years
874-1	Info Assurance System Specialist IV	Completes various security implementations documentation, including Operating procedures, and prepares and reviews recommendations including documentation, plans, and milestones for improvements, as well reviewing the client network information systems security. Provides security testing and evaluation support, includes control reviews of network configuration, systems design and setup. Recommends, writes, and reviews security systems policies and procedures for managers and other staff. Is an expert in evaluating security, and providing security management plans.	Bachelors Degree	4 Years
874-1	Consultant I	Low-level technical consultant in his/her professional field of expertise, with specialized and unique capabilities to perform highly complex professional services in operational, functional, or organizational areas. Designs and implements organizational strategies to maximize the potential for meeting an organization's vision, mission, and goals. Conducts studies, analyses, research; provides expert professional and consulting services; and prepares presentations. Drafts inputs to program/organizational documentation as it relates to any of the operational support functions. Applicable operational areas include acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, acquisition logistics, and configuration support and/or program management.	Bachelors Degree	4 Years
874-1	Consultant II	Low-level technical consultant in his/her professional field of expertise, with specialized and unique capabilities to perform and/or integrate highly complex professional services in operational, functional, or organizational areas. Evaluates, designs, and implements organizational strategies to maximize the potential for meeting an organization's vision, mission, and goals. Conducts studies, analyses, research; provides expert professional and consulting services; and prepares presentations. Drafts inputs to program/organizational documentation as it relates to any of the operational support functions. Applicable operational areas include acquisition	Bachelors Degree	6 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, acquisition logistics, and configuration support and/or program management.		
874-1	Consultant III	Mid-Level technical expert consultant in his/her professional field of expertise, with specialized and unique capabilities to perform and/or integrate highly complex professional services in operational, functional, or organizational areas. Evaluates, designs, and implements organizational strategies to maximize the potential for meeting an organization's vision, mission, and goals. Designs and conducts studies, analyses, research; provides expert professional and consulting services; and prepares presentations and drafts recommendations. Develops draft inputs to program/organizational documentation as it relates to any of the operational support functions. Applicable operational areas include acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, acquisition logistics, and configuration support and/or program management..	Bachelors Degree	8 Years
874-1	Consultant IV	High-level technical expert consultant in his/her professional field of expertise, with specialized and unique capabilities to perform and/or integrate highly complex professional services in several operational, functional, or organizational areas. Evaluates, designs, and implements organizational strategies to maximize the potential for meeting an organization's vision, mission, and goals. Designs and conducts studies, analyses, research; provides expert professional and consulting services; and prepares presentations and recommendations. Develops draft inputs to program/organizational documentation as it relates to any of the operational support functions. Applicable operational areas include acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, acquisition logistics, and configuration support and/or program management.	Bachelors Degree	10 Years
874-1	Consultant V	Highly advanced technical expert consultant in his/her professional field of expertise, with specialized and unique capabilities to perform and/or integrate highly complex professional services in several operational, functional, or organizational areas. Evaluates, designs, and implements organizational strategies to maximize the potential for meeting an organization's vision, mission, and goals. Designs and conducts studies, analyses, research; provides expert professional and consulting services; and prepares presentations and recommendations. Develops inputs to program/organizational documentation as it relates to any of the operational support functions. Applicable operational areas include acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, acquisition logistics, and configuration support and/or program management.	Bachelors Degree	12 Years
874-1	Senior Advisor	This position performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. Provides recommendations to leadership. Identifies procedural problems in program operations, using quantitative or qualitative methods. Conducts studies on operating programs. Analyzes findings. Make recommendations in reports and presentations. Studies proposed legislation and/or regulations for impact on programs. Researches current or new management practices for application to programs or operations. Must possess demonstrated knowledge and experience applying business methodologies and principles to address specific client needs.	Bachelors Degree	3 Years
874-1	Subject Matter Expert I	Low-level functional specialist who supports the senior members of a project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in business knowledge	Bachelors Degree	4 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides technical knowledge and analysis of specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.		
874-1	Subject Matter Expert II	Low-level functional specialist who is capable of serving as a Low-level member of a project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in scientific, business, and knowledge management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides technical knowledge and analysis of specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Performs assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.	Bachelors Degree	5 Years
874-1	Subject Matter Expert III	Mid-Level functional specialist who is capable of serving as a Low-level member of a project team, providing specialized functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in scientific, business, and knowledge management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides technical knowledge and analysis of specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Performs assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.	Bachelors Degree	6 Years
874-1	Subject Matter Expert IV	Mid-Level functional specialist who serves as a Mid-Level member of a project team, providing specialized functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in scientific, business, and knowledge management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides specialized technical knowledge and analysis of specific and specialized applications and	Bachelors Degree	7 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Performs assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.		
874-1	Subject Matter Expert V	High-level functional specialist who sometimes advises the project team leader. Serves as a Mid-Level member of a project team, providing specialized functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in scientific, business, and knowledge management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides specialized technical knowledge and analysis of specific and specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Drafts the development of assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have advanced knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.	Bachelors Degree	8 Years
874-1	Subject Matter Expert VI	High-level functional specialist who advises the project team leader. Serves as a Mid-Level member of a project team, providing specialized functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in scientific, business, and knowledge management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides specialized technical knowledge and analysis of specific and specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Develops and performs assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have advanced knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Develops and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.	Bachelors Degree	9 Years
874-1	Subject Matter Expert VII	Advanced functional specialist who indirectly advises the project team leader. Relies heavily on years of experience and advanced subject knowledge. Serves as a Mid-Level member of a specialized project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in scientific, business, and knowledge management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides specialized technical knowledge and analysis of specific and specialized applications and operational environment, high-	Bachelors Degree	10 Years

SIN	Labor Category	Description	Minimum Education / Certification Level	Minimum Year(s) Experience
		level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Reviews the performance of assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have advanced knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Develops and prepares technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.		
874-1	Subject Matter Expert VIII	Advanced, highest level functional specialist who directly advises the project team leader. Relies heavily on years of experience and advanced subject knowledge. Serves as a senior member of a specialized project team, providing functional knowledge to the project and team leadership of a functional area. Such functional/subject matters require specialized knowledge and multiple years of experience in scientific, business, and knowledge management. Applicable functional areas include: acquisition management, business process, quality assurance, organizational planning, acquisition logistics, major enterprise-wide technology deployments, or strategic enterprise infrastructure redesign. Provides specialized technical knowledge and analysis of specific and specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems. Reviews the performance of assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the tasks. Must have expertise knowledge of policies and procedures of a given program/project and must collect data, analyze it, and provide reports on project status. Works under general guidelines established by the customer management or project leader. Develops and reviews technical reports, studies, and related documentation, makes charts and graphs to record results, prepares and delivers presentations, training, and briefings as required by the task order.	Bachelors Degree	11 Years

7. LABOR CATEGORY RATES

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		11/7/2012 - 11/6/2013	11/7/2013 - 11/6/2014	11/7/2014 - 11/6/2015	11/7/2015 - 11/6/2016	11/7/2016 - 11/7/2017
874-1	Management Analyst I	\$54.78	\$55.87	\$56.99	\$58.13	\$59.29
874-1	Management Analyst II	\$68.98	\$70.36	\$71.77	\$73.20	\$74.67
874-1	Management Analyst III	\$75.70	\$77.22	\$78.76	\$80.34	\$81.94
874-1	Management Analyst IV	\$89.53	\$91.32	\$93.15	\$95.01	\$96.91
874-1	Program Manager	\$105.70	\$107.81	\$109.97	\$112.17	\$114.41
874-1	Project Manager I	\$69.96	\$71.36	\$72.78	\$74.24	\$75.72
874-1	Project Manager II	\$86.99	\$88.73	\$90.51	\$92.32	\$94.16
874-1	Project Manager III	\$95.14	\$97.05	\$98.99	\$100.97	\$102.99
874-1	Project Manager IV	\$99.43	\$101.42	\$103.45	\$105.52	\$107.63
874-1	Quality Assurance Specialist I	\$52.85	\$53.91	\$54.99	\$56.09	\$57.21
874-1	Quality Assurance Specialist II	\$60.46	\$61.67	\$62.90	\$64.16	\$65.44
874-1	Quality Assurance Specialist III	\$71.55	\$72.98	\$74.44	\$75.93	\$77.45
874-1	Quality Assurance Specialist IV	\$83.18	\$84.84	\$86.54	\$88.27	\$90.04

SIN	Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
		11/7/2012 - 11/6/2013	11/7/2013 - 11/6/2014	11/7/2014 - 11/6/2015	11/7/2015 - 11/6/2016	11/7/2016 - 11/7/2017
874-1	Reports Specialist I	\$54.92	\$56.01	\$57.13	\$58.28	\$59.44
874-1	Reports Specialist II	\$64.24	\$65.52	\$66.84	\$68.17	\$69.54
874-1	Reports Specialist III	\$77.80	\$79.35	\$80.94	\$82.56	\$84.21
874-1	Reports Specialist IV	\$87.40	\$89.15	\$90.93	\$92.75	\$94.61
874-1	Senior Strategist	\$128.44	\$131.01	\$133.63	\$136.30	\$139.03
874-1	Policy Analyst I	\$43.76	\$44.64	\$45.53	\$46.44	\$47.37
874-1	Policy Analyst II	\$78.54	\$80.11	\$81.71	\$83.35	\$85.01
874-1	Policy Analyst III	\$98.17	\$100.14	\$102.14	\$104.18	\$106.27
874-1	System Analyst I	\$33.48	\$34.15	\$34.84	\$35.53	\$36.24
874-1	System Analyst II	\$50.23	\$51.24	\$52.26	\$53.31	\$54.38
874-1	System Analyst III	\$50.57	\$51.58	\$52.61	\$53.66	\$54.74
874-1	System Analyst IV	\$74.21	\$75.69	\$77.21	\$78.75	\$80.33
874-1	*Administrative Support I	\$29.99	\$30.59	\$31.21	\$31.83	\$32.47
874-1	*Administrative Support II	\$31.50	\$32.13	\$32.77	\$33.43	\$34.10
874-1	*Administrative Support III	\$34.07	\$34.75	\$35.45	\$36.16	\$36.88
874-1	*Administrative Specialist I	\$32.86	\$33.51	\$34.19	\$34.87	\$35.57
874-1	*Administrative Specialist II	\$36.69	\$37.42	\$38.17	\$38.93	\$39.71
874-1	*Administrative Specialist III	\$45.98	\$46.90	\$47.84	\$48.80	\$49.77
874-1	*Administrative Specialist IV	\$57.11	\$58.25	\$59.41	\$60.60	\$61.81
874-1	Executive Assistant	\$76.36	\$77.89	\$79.44	\$81.03	\$82.65
874-1	*Technical Writer I	\$39.88	\$40.67	\$41.49	\$42.32	\$43.16
874-1	*Technical Writer II	\$52.36	\$53.40	\$54.47	\$55.56	\$56.67
874-1	*Technical Writer III	\$62.42	\$63.67	\$64.94	\$66.24	\$67.57
874-1	Info Assurance System Specialist III	\$76.23	\$77.76	\$79.31	\$80.90	\$82.52
874-1	Info Assurance System Specialist IV	\$78.37	\$79.94	\$81.54	\$83.17	\$84.83
874-1	Consultant I	\$63.00	\$64.26	\$65.54	\$66.85	\$68.19
874-1	Consultant II	\$66.15	\$67.47	\$68.82	\$70.19	\$71.60
874-1	Consultant III	\$108.40	\$110.56	\$112.77	\$115.03	\$117.33
874-1	Consultant IV	\$113.82	\$116.10	\$118.42	\$120.79	\$123.20
874-1	Consultant V	\$134.58	\$137.27	\$140.02	\$142.82	\$145.67
874-1	Senior Advisor	\$144.64	\$147.54	\$150.49	\$153.50	\$156.57
874-1	Subject Matter Expert I	\$64.38	\$65.66	\$66.98	\$68.32	\$69.68
874-1	Subject Matter Expert II	\$67.00	\$68.34	\$69.70	\$71.10	\$72.52
874-1	Subject Matter Expert III	\$94.94	\$96.84	\$98.77	\$100.75	\$102.76
874-1	Subject Matter Expert IV	\$110.99	\$113.21	\$115.47	\$117.78	\$120.13
874-1	Subject Matter Expert V	\$137.16	\$139.90	\$142.70	\$145.55	\$148.46
874-1	Subject Matter Expert VI	\$223.73	\$228.20	\$232.77	\$237.42	\$242.17
874-1	Subject Matter Expert VII	\$210.85	\$215.07	\$219.37	\$223.75	\$228.23
874-1	Subject Matter Expert VIII	\$272.51	\$277.96	\$283.52	\$289.19	\$294.97

8. SCA MATRIX AND APPLICABILITY STATEMENT

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Reports Specialist I	01311 - Secretary I	WD 2005-2361
Reports Specialist II	01312 - Secretary II	WD 2005-2361
Reports Specialist III	01312 - Secretary III	WD 2005-2361
Administrative Support I	01111 - General Clerk I	WD 2005-2361
Administrative Support II	01112 - General Clerk II	WD 2005-2361
Administrative Support III	01113 - General Clerk III	WD 2005-2361
Administrative Specialist I	01261 - Personnel Assistant I	WD 2005-2361
Administrative Specialist II	01262 - Personnel Assistant II	WD 2005-2361
Administrative Specialist III	01263 - Personnel Assistant III	WD 2005-2361
Administrative Specialist IV	01020 - Administrative Assistant	WD 2005-2361
Technical Writer I	30461 - Technical Writer I	WD 2005-2361
Technical Writer II	30462 - Technical Writer II	WD 2005-2361
Technical Writer III	30463 - Technical Writer III	WD 2005-2361

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.