

**Government Contracts Consultants (GCC)**

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**Business Size:** Small, Woman Owned, SBA Certified HUBZone

**Awarded SIN(s):** 874-1 and 874-7

**Contract Number:** GS-10F-0404R

**Contract Period:** 07/28/2005--07/27/2010



**KEYWORDS**

Program Management, policy, performance based, performance based services, PBSA, hubzone, HUBZone, woman owned, metrics, documentation, program oversight, templates, OMB300, IRB, earned value, EVM, project, project control



Government Contract Consultants (GCC) is a small, woman-owned, SBA certified HUBZone business concern with a proven record of outstanding performance. GCC is headquartered in McHenry, MD with field support locations in San Diego, CA, Washington, DC, Norfolk VA, Groton, CT, and Patuxent River, MD. GCC offers a wide range of program management support services. GCC offers stability, superior management, and quality services.

The primary focus of our business practice over the past seven years has been performance-based acquisition and procurement support. In this capacity we have developed numerous Performance-Based Service Acquisition (PBSA) documents for multiple government agency customers and have developed and delivered a family of PBSA training courses and workshops to assist government activities in transitioning to PBSA contracts that are standardized, consistent and compliant with laws and regulations. In May 2005, the U. S. Navy's Space and Naval Warfare Systems Command (SPAWAR), Contract's Directorate awarded GCC a multi-year contract to assist them in facilitating and implementing PBSA task orders under two (2) major command-wide Multiple Award Contracts (MACs). As part of this effort GCC has developed templates and models for a broad range of services that support all aspects of SPAWAR's mission and is coordinating with all SPAWAR Program/Project Offices to assist them in transitioning the technical requirements (historically LOE) to performance requirements. The outstanding success of this and its predecessor projects have been brought to the attention of the Navy's Assistant Secretary for Acquisition/Logistics to be used as a possible model to demonstrate that services like Program Management, Engineering, Logistics, Installations and Test and Evaluation can be written as performance-based requirements.

**GOVERNMENT CONTRACTS CONSULTANTS  
LABOR CATEGORIES AND RATES**

<b>CATEGORY</b>	<b>CONTRACTOR SITE RATES</b>	<b>CUSTOMER SITE RATES</b>
Principal Associate/Program Manager	\$142.74	\$127.60
Project Manager/SME's	\$114.18	\$102.05
Senior Associate	\$97.05	\$86.75
Associate	\$74.22	\$66.34
Junior Associate	\$53.95	\$48.22
Administrative Support Staff	\$41.96	\$37.51

## LABOR CATEGORY DESCRIPTIONS

<b>Principal Associate/Program Manager</b>	
<b>Minimum/General Experience</b>	A minimum of fifteen (15) years of intensive and progressive experience in career specialty. Works independently or manages a group of subordinates, coordinating directly with the customer or Program Manager as assigned. Position is functional equivalent to Federal Government GS-14 to SES grade. Individual is skilled in management, scheduling, reporting, negotiation, problem analysis, problem resolution and is capable of developing and presenting management seminars and training.
<b>Functional Responsibility</b>	<p>A Principal Associate/Program Manager has subject matter expertise for his/her field of expertise, capable of analyzing complex situations and using broad knowledge, understanding and interpretation of the applicable subject to recommend the best course of action to resolve the task. Develops project priorities and critical project milestones. Once plans are reviewed and approved, independently carries out or supervises subordinates in all aspects of the work, coordinating with other agencies, groups and personnel as necessary. Resolves problems or conflicts when necessary. Supports negotiations and meets with high-level business, industry, scientific and government officials in performance of their duties.</p> <p>For a given order, the Program Manager may serve as the single contract manager, and will be the authorized interface with the Government's Contracting Officer's Representative (COR/COTR), other government management personnel, and customer agency representatives, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors. Responsible for the overall contract performance. Manages ADP services and support operations, which may include multiple concurrent projects. Organizes, directs, and coordinates planning and production of all contract support functions. Conducts oral and written communications with all levels of management for planning and control of projects. Communicates with all levels of Government management personnel, other contract personnel, and customer agency representatives. Formulates and reviews project feasibility studies, determines costs, and ensures conformance to work standards. Assigns, schedules, and reviews work of subordinate Project Managers including subcontractors. Prepares and delivers presentations to colleagues, subordinates, and government representatives.</p>
<b>Minimum Education Level Required</b>	Master's Degree. Additional years of experience may be applied to Master's Degree.

### Project Manager/Subject Matter Experts

<b>Minimum/General Experience</b>	<p>Twelve (12) years of progressive experience in managing, directing, and implementing specialized projects. Experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. Project Managers are senior personnel who not only have responsibility for managing projects, but also possess strong technical skills.</p> <p>Subject Matter Experts I (SME's) have twelve (12) years of progressive experience in supporting large specialized projects related to the individual's subject matter expertise. These senior personnel are renowned experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.) with many years of experience. Many have advanced degrees. They all have extensive experience as technical leaders and/or senior Project Managers.</p>
<b>Functional Responsibility</b>	<p>A Project Manager serves as the leader of a delivery order and assists the Program Manager in working with the Government's Contracting Officer's Representative (COR), other government management personnel, and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise-wide horizontal integration planning and interfaces to other functional systems. Provides overall managerial direction for a specific project. Manages ADP services and support operations, which may include multiple task orders. Organizes resources to support multiple concurrent task orders and manages the execution of those task orders. Organizes, directs, and coordinates planning and production of all project support activities. Conducts oral and written communications with the Program Manager for planning and control of the project or multiple, concurrent task orders. Communicates with all levels of Government management personnel, other contract personnel, and customer agency representatives. Formulates project feasibility studies, determines costs, and ensures conformance to work standards. Assigns, schedules, and reviews work of subordinates including subcontractors. Prepares and delivers presentations to colleagues, subordinates, and government representatives. Assures the proper use of current or requested programming, testing and documentation techniques.</p> <p>Subject Matter Experts serve as technical experts in areas relevant to a particular project. SMEs produce and/or review substantive and/or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include but are not limited to systems design, system architecture, feasibility studies, and system specifications. SME's report to the designated Program/Project Manager.</p>
<b>Minimum Education Level Required</b>	<p>Bachelors Degree in Business, Engineering, Computer Science, Information Systems, Social Science, or other related analytical, scientific, or technical disciplines.</p>

### Senior Associate

<b>Minimum/General Experience</b>	<p>A minimum of ten (10) years of intensive and progressive experience in supporting and developing large, major, or complex government procurements. Works independently or manages a group of subordinates, coordinating directly with the customer or Program Manager as assigned. Position is functional equivalent to Federal Government GS-12/5 to GS-13/10 grade. Individuals possess an in-depth knowledge of the Federal Acquisition Regulation (FAR), agency specific regulations, and have current and demonstrated experience with acquisition streamlining initiatives and reforms. The Senior Associate has practical knowledge of the various acquisition approaches to include full and open competition; cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and are able to formulate the appropriate documentation for the various approaches. The Senior Associate has experience in leading and managing other acquisition professionals, and has demonstrated good organization skills and excellent communications skills.</p>
<b>Functional Responsibility</b>	<p>A Senior Associate has subject mastery for his/her field of expertise, capable of analyzing complex situations and using broad knowledge, understanding and interpretation of the applicable subject to recommend the best course of action to resolve the task. Develops project priorities and critical project milestones. Once plans are reviewed and approved, independently carries out or supervises subordinates in all aspects of the work, coordinating with other agencies, groups, and personnel as necessary. Resolves problems or conflicts when necessary. Supports negotiations and meets with high-level business, industry, scientific and government officials in performance of their duties.</p>
<b>Minimum Education Level Required</b>	<p>Bachelors Degree. An advanced degree or acquisition certification is preferred (CPCM, CACM, or certificate program) and an advanced degree (Masters, Doctorate) may be substituted on a one-to-one basis for years of experience</p>

### Associate

<b>Minimum/General Experience</b>	Ten (10) years of general experience or 6 years of intensive and progressive experience in career specialty. Works independently, under the supervision of a Program Manager or Senior Associate as assigned. Position is functional equivalent to Federal Government 10/5 to GS-12/4 grade. Individual implements general project/program plan using experience to resolve most problems encountered, with nominal guidance from senior management. Experienced in supervising and directing subordinate assigned personnel. Possess knowledge of the organization and contents of the Federal Acquisition Regulation (FAR), agency specific regulations, and be current and knowledgeable of acquisition streamlining initiatives and reforms. The Associate has understanding of the uses of the various acquisition approaches, e.g. full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and are able to formulate documentation for the various approaches. Demonstrates good organization and writing skills.
<b>Functional Responsibility</b>	An Associate has general mastery for his/her field of expertise, and is capable of analyzing complex situations and using broad knowledge, understanding and interpretation of the applicable subject to recommend the best course of action to resolve the task. Implements project priorities and critical project milestones under nominal supervision. Responsible for completing or supervising subordinates in all aspects of the work, coordinating with other agencies, groups, and personnel as necessary. Resolves problems or conflicts when necessary, but confers with management on complex problems when necessary.
<b>Minimum Education Level Required</b>	Bachelors Degree. An advanced degree (Masters, Doctorate) may be substituted on a one-to-one basis for years of experience. Four years of experience and attendance at federal government acquisition workforce training (e.g. DAWIA) may be substituted for a degree.

### Junior Associate

<b>Minimum/General Experience</b>	Three (3) years of general experience or one (1) year of intensive and progressive experience in career specialty preferably supporting government procurement activities. Position is functional equivalent to Federal Government GS-07/1 to GS-10/4 grade. Individual implements general project/program plan using experience to resolve problems encountered, referring to management for guidance when other than general problems are encountered.
<b>Functional Responsibility</b>	A Junior Associate has general knowledge in his/her field of expertise, including applicable instructions, regulations and law, and performs daily work assignments as directed, deferring to management for guidance when necessary. Possess a basic understanding of organization and contents of the Federal Acquisition Regulation (FAR) and agency specific regulations. The Junior Associate has a basic understanding of various subject matters within his/her field of expertise.
<b>Minimum Education Level Required</b>	Associates Degree. Bachelors Degree can substitute for one (1) year of general work experience in specialty. Up to 2 years of experience and attendance at federal government acquisition workforce training (e.g. DAWIA) may be substituted for a degree.

**Administrative Support Staff**

<b>Minimum/General Experience</b>	High school degree and (3) or more years of general experience in career specialty. Qualified with office skills necessary for specialty, such as keyboarding; ten key; general office procedures, correspondence formats, general/specialty computer software necessary for efficient position performance. Works under supervision. Position is functional equivalent to Federal Government GS-03/5 to GS-06/10 grade. Individual performs daily tasks required to ensure successful, economical project completion.
<b>Functional Responsibility</b>	Administrative Support Staff has general knowledge in his/her field of expertise, including applicable instructions and regulations required to perform daily work assignments as directed, deferring to management for guidance when necessary. Implements project tasks, and work is reviewed for completeness and accuracy. Works independently or as part of a team, under supervision.
<b>Minimum Education Level Required</b>	High School degree, some college preferred. General work experience in specialty can substitute on a year for year basis for each year of college.