GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

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

Schedule for: Multiple Award Schedule

Federal Supply Industrial Group:
Professional Services Category
FSC Class: R704, R408

Contract Number: GS-10F-0438Y
Contract Period: 08/20/2017-08/19/2022

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

Contractor: Midtown Personnel Inc. dba The Midtown Group, Inc.
1130 Connecticut Ave NW
Suite 1101
Washington, DC 20036

Business Size: Other than Small, Woman Owned

Telephone: (202) 887-4747
Extension:
FAX Number: (202) 887-4748
Web Site: www.themidtowngroup.com
E-mail: tasha@themidtowngroup.com
Contract Administration: Latasha F Manzano

Price List Current as of Modification#PA-0020; 04/06/2020
Prices shown herein are net (discount deducted)
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:
   541611-Management and Financial Consulting, Acquisition and Grants Management Support, Business Program and Project Management Services
   541110-Legal Services
   OLM-Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See pages 4-5

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See pages 6-15

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic only

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

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

7. Quantity discounts: 2% on orders exceeding $200,000.00

8. Prompt payment terms: Net 30 days. Information for ordering offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items: None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that

1130 Connecticut Ave NW, Suite 1101, Washington, DC 20036* (202) 887-4747* themidtowngroup.com
have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in the Federal Acquisitions Regulation (FAR) 8.405-3

13. Payment address(es): PO Box 42576, Washington, DC 20015

14. Warranty provision: Contractor’s standard commercial warranty.

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

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

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

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Data Universal Numbering System (DUNS) number: 79-3586405
### PRICE LISTS

<table>
<thead>
<tr>
<th>SIN(s)</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>Unit of Issue</th>
<th>GSA Price (including IFF)</th>
</tr>
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<tbody>
<tr>
<td>541611</td>
<td>Management Consultant I</td>
<td>Bachelors</td>
<td>3 hour</td>
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<tr>
<td>SIN(s)</td>
<td>Labor Category</td>
<td>Minimum Education</td>
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</table>
Service Contract Labor Standards: The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the MAS labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

SIN 541611

Labor Category: Management Consultant – I
• **Functional Responsibility:** Primary concerns include executing strategic, structural, managerial and operational consultations within an organization. Provide objective advice, expertise and specialist skills while creating value, maximizing growth and improving the business performance of clients. Be able to operate across a wide variety of services such as business strategy, marketing, financial and management controls, human resources, information technology, e-business and operations, and supply-chain management.
• **Minimum Experience:** Three (3) years of experience in business management and analysis.
• **Minimum Education:** Bachelor’s degree in intended field of specialization.

Labor Category: Management Consultant – II
• **Functional Responsibility:** Works under the leadership of a senior professional. Review internal company procedures, mechanisms or policies and ensure these procedures are adequate and functional. Certify that corporate procedures comply with industry standards, senior management directives, human resources policies, and regulatory guidelines.
• **Minimum Experience:** Five (5) years of experience in business management and analysis.
• **Minimum Education:** Bachelor’s degree in intended field of specialization.

Labor Category: Senior Management Consultant
• **Functional Responsibility:** Provides guidance within corporate operations, specifically offering expertise in the form of knowledge, specialty skills, experience or creativity. Responsible for working as a team leader on special projects, including planning implementation and integration. Managing service or product delivery to clients, as well as performing analysis and discovery to determine needs and solutions. Additional activities include: guiding companies through building projects, advising on new technologies, determining causes of employee turnovers, providing guidance on tax strategies, helping with data management or security, or leading strategic planning projects.
• **Minimum Experience:** Ten (10) years of experience performing management and business analysis.
• **Minimum Education:** MBA with specialization in related field, will accept Bachelor’s degree for 15 years of experience.
**Labor Category: Executive Administrator**

- **Functional Responsibility:** Assisting with human resources and monitoring benefits, payroll and taxes. Prepare responses to correspondence and materials for meetings and conferences, including research reports and memos. May be required to maintain and consistently update databases, run queries, develop database reports and coordinate mailings. Depending upon location, administrators may also be required to file corporate documents and reports, answer phones and greet executives’ guests, sort and distribute incoming correspondence, and coordinate travel arrangements. Experienced executive administrative assistants may be tasked with supervising other administrative staff.

- **Minimum Experience:** Four (4) years of experience in business administration.
- **Minimum Education:** High School Diploma or GED

**Labor Category: Data Analyst – I**

- **Functional Responsibility:** Collecting and analyzing data to benefit companies in perfecting their marketing, insurance, political and/or business practices. Running various mathematical calculations to determine how data samples might best be applied to profit the business. Dedicating special attention to evaluating risk – culling statistical information to prevent a company from causing itself accidental harm; works directly with clients, project, and business leaders to identify analytical requirements.

- **Minimum Experience:** One (1) year of experience in data analysis or related technical field.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Data Analyst – II**

- **Functional Responsibility:** Perform quantitative and qualitative analysis of data; functions as an internal consultant to the organization; develops reporting solutions and analytic methodologies; establishes and presents data analysis for internal and external customers. Responsible for the process of business needs collection and documentation; data and systems analysis; report design and creation; data findings formatting, aggregation and presentation; results analysis; documentation of processes and findings. Works directly with clients, project, and business leaders to identify analytical requirements.

- **Minimum Experience:** Four (4) years of experience as a data analyst.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Management Analyst**

- **Functional Responsibility:** Performs mathematical tasks and financial tracking to develop budget and project cost reports for management. Conducts analysis on work procedures; identify options and provide management with additional resources to aid in the implementation of recommendations and/or solutions to increase efficiency. Ensures costs and expenses meet project requirements and suggests improvements for management tools and planning.

- **Minimum Experience:** Five (5) years of experience performing business and management analysis.
- **Minimum Education:** Bachelor’s degree business or in related field.
**Labor Category: Senior Management Analyst**

- **Functional Responsibility:** Performs mathematical tasks and financial tracking to develop budget and project cost reports for management. Conducts analysis on work procedures; identify options and provide management with additional resources to aid in the implementation of recommendations and/or solutions to increase efficiency. Ensures costs and expenses meet project requirements and suggests improvements for management tools and planning. Develops and performs top level management analysis, evaluation, and risk management.
- **Minimum Experience:** Eight (8) years of experience performing business and management analysis.
- **Minimum Education:** Master’s degree business or in related field.

**Labor Category: Technical Writer**

- **Functional Responsibility:** Writing or editing technical materials, such as reports of research findings; scientific or technical articles; news releases; and/or periodicals on scientific, research, or technical subjects. Maintain records and files of work and revisions; May be responsible for coordinating the display of graphics and production of the document.
- **Minimum Experience:** Two (2) years of experience in a technical/scientific field.
- **Minimum Education:** Bachelor’s degree in related field.

**Labor Category: Senior Technical Writer**

- **Functional Responsibility:** Conduct audience analysis to identify the needs of users; interview subject matter experts to ensure technical accuracy and document formatting; create style guides and manage documentation projects; writing or editing technical materials; supervise and mentor other writers.
- **Minimum Experience:** Four (4) years of experience as a technical writer or with specialization in the technical field.
- **Minimum Education:** Bachelor’s degree with specialization in a scientific or technical field.

**Labor Category: Research Administrator**

- **Functional Responsibility:** Study actions of consumers and competitors to keep up with occurrences and economic conditions within the industry. Simultaneously manage primary and secondary research projects; analyze and report data; present research findings to management.
- **Minimum Experience:** Four (4) years of experience as a performing research administration and analysis.
- **Minimum Education:** Bachelor’s degree in a related field.

**Labor Category: Communication Specialist**

- **Functional Responsibility:** Creates communications programs that effectively describe and promote the organization and its products and programs. Responsible for overseeing and/or creating necessary graphics, brochures, company or product fact sheets, logos or any other promotional products. Researches and develops content for publication of products. Prepares presentations and/or speeches geared toward employees regarding communications efforts.
Minimum Experience: Two (2) years of experience in communications or business related field.

Minimum Education: Bachelor’s degree with specialization in communications or related field.

**Labor Category: Acquisition Specialist – I**

- **Functional Responsibility:** Provide direction and guidance to develop buying strategies of goods and services, including research and analysis for best pricing; adhering to budgetary guidelines; reporting findings to senior management.
- **Minimum Experience:** 0 year of experience working in business management and acquisition.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Acquisition Specialist – II**

- **Functional Responsibility:** Oversee acquisition management functions of contract(s). Work with clients to formulate acquisition strategies; assist in advising senior management of potential acquisition risk factors internal and/or external to the organization.
- **Minimum Experience:** Three (3) years of experience working in business management and acquisition.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Acquisition Specialist – III**

- **Functional Responsibility:** Manage all aspects of the organization’s policies toward achieving growth through mergers, acquisitions, and divestitures; assist in business integration strategies; assist senior management in evaluating the potential internal and/or external risk factors of mergers, acquisitions or divestitures.
- **Minimum Experience:** Seven (7) years of experience working in business management and acquisition.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Contracts Administrator**

- **Functional Responsibility:** Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating contractual specifications and provisions. Examine performance requirements and delivery schedules; estimate material costs and production rates; negotiate contracts with customer or bidder. May act as a liaison between company and subcontractors.
- **Minimum Experience:** Five (5) years of experience.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Cost Analyst**

- **Functional Responsibility:** Provides cost analysis results to assist senior management in decision making or other financial initiatives. Monitors, analyzes and reports on inventory valuation, production and other various costs; performs variance analysis between actual and standard costs; provides productivity analysis.
- **Minimum Experience:** Two (2) years of experience working in cost analysis or related field.
- **Minimum Education:** Bachelor’s degree in intended field of specialization.
Labor Category: Sr. Cost Analyst

- **Functional Responsibility:** Oversees and provides cost analysis results to assist senior management in decision making or other financial initiatives. Monitors, analyzes and reports on inventory valuation, production and other various costs; provides productivity analysis. May be responsible for leading a team of analysts.
- **Minimum Experience:** Four (4) years of experience performing cost analysis or work in a related field.
- **Minimum Education:** Bachelor’s degree; will accept Associates degree with 10 years of experience.

Labor Category: Acquisition Analyst

- **Functional Responsibility:** Explores potential benefits and costs of combining internal and external business or organizational liabilities and assets, including identifying trends and developments in competitive environments and performing financial forecasting and reconciliation of internal accounts. May be responsible for acquiring new customers or clients; work as part of an acquisitions team, often the team leader; conduct significant research into external companies’ financial, management, employee and client records to aid in mergers.
- **Minimum Experience:** Two (2) years of experience performing acquisition analysis or work in a related field.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

Labor Categories: Senior Acquisition Analyst

- **Functional Responsibility:** Compiles and analyzes data regarding companies to be acquired; uses data to develop integrated revenue/expense analyses, projections, reports and presentations in regard to acquisition impact on the company or organization. Aids in identifying feasibility of possible mergers and contributes to merger and acquisition negotiations.
- **Minimum Experience:** Six (6) years of experience as an acquisition analyst or related position.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

Labor Category: Program Manager – I

- **Functional Responsibility:** Assist senior level management with program administration or several projects. Oversee implementation of program proposals; aid in the negotiation of contracts and contractual changes; document all program and contract-related assignments; follow up on program components and track issues. Develops and implements quality assurance processes for risk management and problem solving. Broadly manages personnel, work performance, contractual obligations, cost appropriation, and overall contract performance. Communicates directly with senior management within organization.
- **Minimum Experience:** Five (5) years of experience in program management or business administration.
- **Minimum Education:** Bachelor’s degree; specialization in business administration or management.

Labor Category: Program Manager – II

- **Functional Responsibility:** Responsible for the direction, oversight and outcome of a
large program or several small programs. Coordinates and monitors the scheduling, pricing and technical performance of company programs. Develops new business and expands product line; ensures adherence to master plans and schedules; develops solutions to program problems; ensures projects are completed on time and within budget. Advises program team in regards to projects, tasks and operations. Assumes ultimately responsibility for administrative, financial, and contractual obligations. Communicates directly with senior management within organization.

- **Minimum Experience:** Ten (10) years of experience in program management or business administration.
- **Minimum Education:** Bachelor’s degree; specialization in business administration or management is preferred.

**Labor Category: Project Manager – I**

- **Functional Responsibility:** Plan, execute and finalize specific project objectives according to strict deadlines and budget requirements. Acquiring resources and coordinating team efforts and third-party contractors or consultants in order to deliver desirable project outcomes. Defines specific project objectives and monitors quality control progress throughout its life cycle. Identifies obstacles and problems and informs management as required. Implements senior management directives and policies.
- **Minimum Experience:** Two (2) years of experience in project management or business administration.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Project Manager – II**

- **Functional Responsibility:** Responsible for the coordination and completion of projects. Oversees aspects of projects; sets deadlines and assigns responsibilities; monitors and summarizes progress to be delivered to senior management in the form of status reports. Supports project staff by facilitating logistics meetings. Develops strategies and quality assurance processes for project specifications. Communicates with COTR or client managers to foster project progression and adherence to strict government policies and regulations.
- **Minimum Experience:** Four (4) years of experience in project management or business administration.
- **Minimum Education:** Bachelor’s degree with specialization in related field.

**Labor Category: Senior Project Manager**

- **Functional Responsibility:** Directly supervises, directs, and manages large and complex projects. Sets and manages project deadlines, costs, and delegates responsibility to junior project managers. Possesses highest level of communication with contractors and clients concerning project cost, staffing and scheduling. Prepares project status reports and works to ensure plans adhere to project specifications. Ensures final project and deliverables met deadlines, costs, and client expectations.
- **Minimum Experience:** Seven (7) years of experience working in project management or business administration.
- **Minimum Education:** Bachelor’s degree with specialization in business management or related field.
Labor Category: Project Analyst

- **Functional Responsibility:** Responsible for the coordination and completion of project analysis. Monitors and summarizes project progress to be reported to senior analysts. Build and maintain working relationships with vendors, analysts, and other departments involved in the projects.
- **Minimum Experience:** Two (2) years of experience working in project analysis or related technical field.
- **Minimum Education:** Bachelor’s degree with specialization in technical or related field.

Labor Category: Senior Project Analyst

- **Functional Responsibility:** Responsible for the coordination and oversight of projects. Sets deadlines; assigns responsibilities; monitors and summarizes progress reports; presents status reports to senior management.
- **Minimum Experience:** Seven (7) years of experience working in project analysis or related technical field.
- **Minimum Education:** Bachelor’s degree with specialization in technical or related field.

SIN 541110

Labor Category: Attorney I

- **Functional Responsibility:** Provides assistance to attorneys in preparing legal documents. Performs legal research and compiles data from a variety of reference sources such as digests, encyclopedias, and practice manuals. Performs document preparation (especially during discovery and production support) including reviewing, organizing, numbering, and indexing). Document conversion involving capturing documents on some sort of media: magnetic, CD, microfilm, and converting documents to image (such as tiff or pdf) or to text. Performs computer-assisted research on systems such as Lexis and Westlaw. Formal training in legal research and methods. May be required to lead others.
- **Minimum Experience:** Six (6) years of Experience
- **Minimum Education:** Juris Doctorate (JD) and admitted into the state BAR

Labor Category: Attorney II

- **Functional Responsibility:** Provides assistance to attorneys in preparing legal documents. Performs legal research and compiles data from a variety of reference sources such as digests, encyclopedias, and practice manuals. Performs document preparation (especially during discovery and production support) including reviewing, organizing, numbering, and indexing). Assists with trial preparation. Document conversion involving capturing documents on some sort of media: magnetic, CD, microfilm, and converting documents to image (such as tiff or pdf) or to text. Performs computer-assisted research on systems such as Lexis and Westlaw. Relies on experience and judgment to plan and accomplish goals. Reports to a legal executive and is able to manage other legal assistants. A wide degree of creativity and latitudes is expected.
- **Minimum Experience:** Eight (8) years of Experience
- **Minimum Education:** Juris Doctorate (JD) and admitted into the state BAR
**Labor Category: Paralegal I**

- **Functional Responsibility:** Provides assistance to attorneys in preparing legal documents. Performs legal research and compiles data from a variety of reference sources such as digests, encyclopedias, and practice manuals. Performs document preparation (especially during discovery and production support) including reviewing, organizing, numbering, and indexing. Document conversion involving capturing documents on some sort of media: magnetic, CD, microfilm, and converting documents to image (such as tiff or pdf) or to text. Performs computer-assisted research on systems such as Lexis and Westlaw. Formal training in legal research and methods.

- **Minimum Experience:** Zero (0) years of Experience or Paralegal Certificate
- **Minimum Education:** Bachelors Degree or Paralegal Certificate Accepted

**Labor Category: Project Manager**

- **Functional Responsibility:** Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues. Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.

- **Minimum Experience:** Seven (7) years of consulting and/or directly relevant industry experience
- **Minimum Education:** Bachelor’s Degree in technical field

**Labor Category: FOIA Analyst**

- **Functional Responsibility:** Provides FOIA/PA review and process pending, complex FOIA cases. Scans FOIA support documents related to cases assigned into the FOIA database. Prepare documentation for, and draft responses to, FOIA/PA requests, coordinating proposed disclosures of information for several entities within the agency. Process submitter notices associated with specific FOIA cases and provide initial analysis of submitter objections. Redact documents in accordance with agency/entity FOIA protocols which include annotating appropriate FOIA exemptions on records. Process draft responses to submitters of objections to release of information in records and generate draft response letters to requestors detailing the FOIA review and release determination. Maintain complete and detailed case notes on all assigned cases. Support agency litigation efforts, in coordination with the office of disclosure, by crafting Vaughn indices, declarations, affidavits, answers to complaints, and supplemental releases.

- **Minimum Experience:** Three (3) years Freedom of Information Act (FOIA) analyst experience required.
- **Minimum Education:** Bachelor’s Degree
Labor Category: FOIA Attorney


- **Minimum Experience:** Five (5) years experience dealing with the FOIA administrative process
- **Minimum Education:** Juris Doctor (JD) degree

Labor Category: eDiscovery Specialist

- **Functional Responsibility:** Provides intake of electronic data received from outside parties; ensuring requirements from both technical and non-technical stakeholders are satisfied. Educate examiners about eDiscovery best practices and procedures. Provide first-level support to our examiners for CPU-supported review platforms, routing users to the appropriate resources as needed. Responsible for communicating to both technical and non-technical audiences verbally and in writing about the nature of work performed and the issues encountered. Expected to leverage the CPU team's expertise by involving technical staff in discussions with our examiners and outside parties related to technical issues. Communicate non-technical matter-related information to CPU team members to assist in the development of technical procedures and solutions as needed. Regularly work with Client examiners to educate and inform about eDiscovery best practices and CPU services that support these best practices. Plan and coordinate meetings with examiners, CPU team members and outside parties to resolve production issues. Ensure relevant experts on matter-related and technical/data issues are involved in major decision-making. Stage and ingest data into appropriate platforms. Troubleshoot and detail issues with data, providing solutions where applicable. Assist in the identification of automation opportunities. Participate in regular meetings with CPU team member.

- **Minimum Experience:** Five (5) years of electronic discovery experience in a law firm or processing vendor environment
- **Minimum Education:** Bachelor's Degree required

Labor Category: Senior Counsel

- **Functional Responsibility:** Provides management compliance, oversight and counsel across a myriad of compliance areas. Provides advice on legal issues to the Board of Directors, all levels of management and staff of the organization and applicable subsidiaries, including the legal aspects of activities within their assigned areas such as grant funding, charitable projects, human resources, taxes, insurance, intellectual property, and company agreements. Directs and manages all company legal functions and supports the risk management and compliance functions to protect the organization’s interest and
minimize risk worldwide. Leads the defense of the organization in lawsuits and the prosecution of lawsuits on behalf of the organization against others. Selects and manages outside counsel. Champions the importance of legal, regulatory, and ethical practices company-wide. Has primary responsibility for managing and negotiating complex investment transactions. Reviews corporate documents for compliance with legal requirements, and ensures they remain current with applicable laws and regulations. Other duties as necessary or assigned.

- **Minimum Experience:** Ten (10) years of experience in the practice of law with a reputable law firm, non-profit, or commercial institution of legal practice as an attorney, and not suspended or disbarred
- **Minimum Education:** Juris Doctor degree