

Alliance Consulting Corporation

(AllianceCorp)

SBA Certified 8(a) Business

GENERAL SERVICES ADMINISTRATION

Authorized Federal Supply Schedule Price List

MISSION ORIENTED BUSINESS INTEGRATED SERVICES

FSS Group: 874

SIN 874-1 Consulting Services

SIN 874-2 Facilitation Services

SIN 874-4 Training Services

SIN 874-6 Competitive Sourcing Services

SIN 874-7 Program Integration & Program Management

Contract Number: GS-10F-0526N

Base Contract Period of Performance

August 8, 2008 to August 7, 2013



ALLIANCE CONSULTING CORPORATION

13213 Maplecrest Drive

Potomac, MD 20854

Attn: Sam S. Bedi

Tel: 301-294-9290

Fax: 301-294-1950

www.alliancecorp.net

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.gsadvantage.gov>



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SECTION I - CORPORATE OVERVIEW

AllianceCorp is a SBA certified 8(a) business and is incorporated under the laws of the State of Delaware, with its principal place of business in Potomac, MD.

AllianceCorp's MOBIS Schedule offers government agencies a streamlined way to procure a wide range of effective solutions to meet increasingly complex organizational challenges. Our MOBIS Schedule gives quick and easy access to AllianceCorp's experts with extensive experience in guiding and assisting clients through a wide range of management, oriented, business integrated services.

AllianceCorp is committed to MOBIS solutions that emphasize high quality, innovative services, solution solving, and pro-active customer service:

Quality - AllianceCorp is the consultant of choice for the full range of mission oriented business integrated projects in both the public and private sectors. We are recognized for the quality of our services across the government for business improvement initiatives and a majority of our clients engage us for additional work, offering further testament to our strong reputation and the value we provide to our customers.

Experience - AllianceCorp offers a rich consulting skill base and management commitment to apply its recognized capability to innovatively resolve program objectives. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service, and effective use of leading-edge technologies.

Skilled Professionals - AllianceCorp's multidisciplinary consulting team works with clients on business improvement initiatives on a day-to-day basis. We provide a wide range of services such as business process reengineering (BPR), business case analysis, system evaluation and requirements analysis. Our team includes several distinguished organizational experts, research and policy analysts, financial analysts, training development specialists, facilitators, and other professionals with experience in performance improvement and change initiatives.

Today's Government executives are challenged on several fronts; competing in the information age, providing the highest levels of quality service, and managing with fewer and fewer resources. To meet these demands and challenges, executives and managers are constantly seeking to maximize their organizations' efficiency and effectiveness by redefining, restructuring, and reassuring their missions to achieve more effective and efficient ways to implement new ideas.

We are proud of our reputation for providing quality MOBIS Support Services. We are committed to applying the knowledge and experience we have gained over the years in helping our customers react quickly and decisively to the challenges they face. Our efforts have not gone without reward: a majority of our business is follow-on tasks from existing clients, proving that AllianceCorp delivers what we promise and achieves superior customer satisfaction, the same satisfaction that our clients have come to expect.

To find out how we can assist you in meeting your MOBIS needs, please contact us at:

301-294-9290 or visit our website at www.alliancecorp.net



SECTION II - CUSTOMER INFORMATION

1. Table of awarded special item numbers:

- SIN 874-1: Consulting Services
- SIN 874-2: Facilitation Services
- SIN 874-4: Training Services
- SIN 874-6: Competitive Sourcing Support Services
- SIN 874-7: Program Integration and Project Management Services

2. Maximum order.

\$1,000,000

3. Minimum order.

\$300

4. Geographic coverage (delivery area):

Domestic and Overseas

5. Point(s) of production (city, county, and State or foreign country):

Alliance Consulting Corp.
13213 Maplecrest Drive,
Potomac, MD 20854

6. Discount from list prices or statement of net price:

Government net prices (discounts already deducted).

7. Quantity discounts:

None

8. Prompt payment terms:

1%-10 days, NET 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the Micro- purchase threshold:

Will Accept Over \$2,500

10. Foreign items (list items by country of origin): None

11a. Time of delivery. (Contractor insert number of days.)

To be specified on each individual Task Order



11b. 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 lists that have expedited delivery.

Contact - Sam S. Bedi, President, Alliance Consulting Corp, to expedite delivery.

11c. 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 - Sam S. Bedi, President, Alliance Consulting Corp, for overnight and 2 (two) day delivery.

11d. 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 - Sam S. Bedi, President, AllianceCorp for rates.

12. F.O.B. point (s).

Destination

13a. Ordering address.

Alliance Consulting Corp
13213 Maplecrest Drive
Potomac, MD 20854

13b. 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). Contactor is to simply include this statement as Item 13b.

14. Payment address(es).

Alliance Consulting Corp
13213 Maplecrest Drive
Potomac, MD 20854

ACH Payments: Financial Information – Wachovia Bank
9-Digit ABA Routing Number: see invoice
Account No. see invoice

15. Warranty provision.

Contractor Standard Commercial warranty

16. Export packing charges, if applicable.

TBD

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

Contact Sam S. Bedi, President, Alliance Consulting Corp for rates.



18. **Terms and conditions of rental, maintenance, and repair (if applicable).**
N/A
19. **Terms and conditions of installation (if applicable).**
N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**
N/A
- 20a. **Terms and conditions for any other services (if applicable).**
N/A
21. **List of service and distribution points (if applicable).**
N/A
22. **List of participating dealers (if applicable)**
N/A
23. **Preventive maintenance (if applicable).**
N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
N/A
- 24b. **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. Contractor s website or other location.) The EIT standards can be found at:**
www.Section508.gov/. N/A
25. **Data Universal Number System (DUNS) number.**
118861942
26. **Notification regarding registration in Central Contractor Registration (CCR) database.**
Registered with CCR.



SECTION III - MOBIS LABOR RATES

Alliance Consulting Corp. (AllianceCorp) proposes to provide services under the following GSA MOBIS Special Item Numbers (SINS):

SIN 874-1: CONSULTING SERVICES

SIN 874-2: FACILITATION SERVICES

SIN 874-4: TRAINING SERVICES

SIN 874-6 COMPETITIVE SOURCING SERVICES

SIN 874-7: PROGRAM INTEGRATION & PROJECT MANAGEMENT SERVICES



LABOR HOUR RATES

	OPTION PERIOD 1				
	8/8/2008 to 8/7/2009	8/8/2009 to 8/7/2010	8/8/2010 to 8/7/2011	8/8/2011 to 8/7/2012	8/8/2012 to 8/7/2013
SIN 874-1					
Consultant - I	\$226.60	\$233.40	\$240.40	\$247.61	\$255.04
Consultant - II	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87
Consultant - III	\$115.26	\$118.71	\$122.28	\$125.94	\$129.72
Analyst - I	\$137.10	\$141.21	\$145.45	\$149.81	\$154.31
SIN 874-2					
Functional Subject Matter Expert - I	\$294.88	\$303.72	\$312.84	\$322.22	\$331.89
Subject Matter Expert - I	\$219.80	\$226.40	\$233.19	\$240.18	\$247.39
Functional Subject Matter Expert - II	\$176.93	\$182.23	\$187.70	\$193.33	\$199.13
Analyst - I	\$137.10	\$141.21	\$145.45	\$149.81	\$154.31
SIN 874-4					
See Table No. 1 & 2					
SIN 874-6					
Subject Matter Expert - I	\$219.80	\$226.40	\$233.19	\$240.18	\$247.39
Subject Matter Expert - II	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87
Analyst - I	\$137.10	\$141.21	\$145.45	\$149.81	\$154.31
Analyst - II	\$115.26	\$118.71	\$122.28	\$125.94	\$129.72
Procurement Specialist - I	\$76.66	\$78.96	\$81.33	\$83.77	\$86.28
SIN 874-7					
Project Manager - I	\$226.60	\$233.40	\$240.40	\$247.61	\$255.04
Project Manager - II	\$180.25	\$185.66	\$191.23	\$196.96	\$202.87
Project Manager - III	\$137.10	\$141.21	\$145.45	\$149.81	\$154.31
Project Analyst - I	\$139.05	\$143.22	\$147.52	\$151.94	\$156.50
Project Analyst - II	\$133.90	\$137.92	\$142.05	\$146.32	\$150.71
Project Analyst - III	\$98.67	\$101.63	\$104.68	\$107.82	\$111.06
Computer Analyst - I	\$91.00	\$93.73	\$96.54	\$99.44	\$102.42
Computer Analyst - II	\$85.73	\$88.30	\$90.95	\$93.68	\$96.49



LABOR HOUR RATES

	OPTION PERIOD 2				
	8/8/2013 to 8/7/2014	8/8/2014 to 8/7/2015	8/8/2015 to 8/7/2016	8/8/2016 to 8/7/2017	8/8/2017 to 8/7/2018
SIN 874-1					
Consultant - I	\$262.69	\$270.57	\$278.69	\$287.05	\$295.66
Consultant - II	\$208.96	\$215.23	\$221.68	\$228.34	\$235.19
Consultant - III	\$133.61	\$137.62	\$141.75	\$146.00	\$150.38
Analyst - I	\$158.94	\$163.70	\$168.62	\$173.67	\$178.88
SIN 874-2					
Functional Subject Matter Expert - I	\$341.84	\$352.10	\$362.66	\$373.54	\$384.75
Subject Matter Expert - I	\$254.81	\$262.46	\$270.33	\$278.44	\$286.79
Functional Subject Matter Expert - II	\$205.11	\$211.26	\$217.60	\$224.12	\$230.85
Analyst - I	\$158.94	\$163.70	\$168.62	\$173.67	\$178.88
SIN 874-4					
See Table No. 1 & 2					
SIN 874-6					
Subject Matter Expert - I	\$254.81	\$262.46	\$270.33	\$278.44	\$286.79
Subject Matter Expert - II	\$208.96	\$215.23	\$221.68	\$228.34	\$235.19
Analyst - I	\$158.94	\$163.70	\$168.62	\$173.67	\$178.88
Analyst - II	\$133.61	\$137.62	\$141.75	\$146.00	\$150.38
Procurement Specialist - I	\$88.87	\$91.54	\$94.28	\$97.11	\$100.02
SIN 874-7					
Project Manager - I	\$262.69	\$270.57	\$278.69	\$287.05	\$295.66
Project Manager - II	\$208.96	\$215.23	\$221.68	\$228.34	\$235.19
Project Manager - III	\$158.94	\$163.70	\$168.62	\$173.67	\$178.88
Project Analyst - I	\$161.20	\$166.03	\$171.01	\$176.14	\$181.43
Project Analyst - II	\$155.23	\$159.88	\$164.68	\$169.62	\$174.71
Project Analyst - III	\$114.39	\$117.82	\$121.36	\$125.00	\$128.75
Computer Analyst - I	\$105.49	\$108.66	\$111.92	\$115.28	\$118.74
Computer Analyst - II	\$99.39	\$102.37	\$105.44	\$108.60	\$111.86



LABOR HOUR RATES

	OPTION PERIOD 3				
	8/8/2018 to 8/7/2019	8/8/2019 to 8/7/2020	8/8/2020 to 8/7/2021	8/8/2021 to 8/7/2022	8/8/2022 to 8/7/2023
SIN 874-1					
Consultant - I	\$304.53	\$313.67	\$323.08	\$332.77	\$342.75
Consultant - II	\$242.24	\$249.51	\$256.99	\$264.70	\$272.64
Consultant - III	\$154.89	\$159.54	\$164.33	\$169.26	\$174.34
Analyst - I	\$184.25	\$189.78	\$195.47	\$201.34	\$207.38
SIN 874-2					
Functional Subject Matter Expert - I	\$396.29	\$408.18	\$420.42	\$433.04	\$446.03
Subject Matter Expert - I	\$295.40	\$304.26	\$313.39	\$322.79	\$332.47
Functional Subject Matter Expert - II	\$237.77	\$244.91	\$252.25	\$259.82	\$267.62
Analyst - I	\$184.25	\$189.78	\$195.47	\$201.34	\$207.38
SIN 874-4					
See Table No. 1 & 2					
SIN 874-6					
Subject Matter Expert - I	\$295.40	\$304.26	\$313.39	\$322.79	\$332.47
Subject Matter Expert - II	\$242.24	\$249.51	\$256.99	\$264.70	\$272.64
Analyst - I	\$184.25	\$189.78	\$195.47	\$201.34	\$207.38
Analyst - II	\$154.89	\$159.54	\$164.33	\$169.26	\$174.34
Procurement Specialist - I	\$103.03	\$106.12	\$109.30	\$112.58	\$115.96
SIN 874-7					
Project Manager - I	\$304.53	\$ 313.67	\$323.08	\$332.77	\$342.75
Project Manager - II	\$242.24	\$249.51	\$256.99	\$264.70	\$272.64
Project Manager - III	\$184.25	\$189.78	\$195.47	\$201.34	\$207.38
Project Analyst - I	\$186.87	\$192.48	\$198.25	\$204.20	\$210.33
Project Analyst - II	\$179.95	\$185.35	\$190.91	\$196.64	\$202.54
Project Analyst - III	\$132.61	\$136.59	\$140.69	\$144.91	\$149.25
Computer Analyst - I	\$122.30	\$125.97	\$129.74	\$133.64	\$137.65
Computer Analyst - II	\$115.22	\$118.67	\$122.23	\$125.90	\$129.68
The above prices include an Industrial Funding Fee (IFF) of 3/4 of 1%.					



TABLE No.1

ACC Course Number	Title of Training Course	GSA Price	Additional Student Price After Minimum Participant	Minimum Participant	Maximum Participant
	Schedule of Two-Day Training Courses				
ACC-001	Implementing Task Orders Better Than Ever	\$16,500	\$550.00	10	30
ACC-002	Capital Programming Workshop	\$16,500	\$550.00	10	30
ACC-003	Effective Implementation of Strategic Planning: Guide to Long Term Viability	\$16,500	\$550.00	10	30
ACC-004	Strategic Visioning: A Catalyst for Effective Change	\$16,500	\$550.00	10	30
ACC-005	Independent Government Cost Estimating	\$16,500	\$550.00	10	30
ACC-006	COR Refresher Seminar: Handling the Procurement Changes Better	\$16,500	\$550.00	10	30
ACC-007	Doing Market Research: Expanded Ways to Define Requirements & Find and Select Sources	\$16,500	\$550.00	10	30
ACC-008	Effective Proposal Preparation & Negotiation	\$16,500	\$550.00	10	30
ACC-009	Project Management Tools for Program Managers	\$19,500	\$650.00	12	30
	Schedule of Three-Day Training Courses				
ACC-010	Performance Management: Making it Happen Across Planning, Investment and Acquisition Activities	\$19,500	\$650.00	12	30
ACC-011	Performance Based SOWs: Making it Happen For Current Acquisitions--In New Buys and Task Offering	\$19,500	\$650.00	12	30
ACC-012	Performance Management Techniques and Best Practices for Performance-Based Contracts and Task Orders	\$19,500	\$650.00	12	30
ACC-013	Contracting for Up and Coming Contracting Officer's Representatives (CORs)	\$19,500	\$650.00	12	30
ACC-014	Advanced Contract Administration	\$19,500	\$650.00	12	30
ACC-015	Basic Contract Administration - For Those On the Fast Track	\$19,500	\$650.00	12	30
ACC-016	Developing Effective Performance-Based Proposals& Performing Them	\$19,500	\$650.00	12	30
ACC-017	Doing Quality Assurance Right	\$19,500	\$650.00	12	30
ACC-018	Project Management Training for Emerging Leaders	\$22,500	\$750.00	12	30



SECTION IV - LABOR CATEGORIES

AllianceCorp recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. Increasingly, we find that the skills needed to meet Task Order performance requirements, in order to address today's problems, and tomorrow's challenges require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, AllianceCorp's MOBIS Schedule utilizes equivalencies between experience and education that allow us to take the full measure of an individual's capabilities. The job descriptions defined in this section provide the general guidelines for each labor category; however reasonable consideration may be used for determining the optimal combination of experience and education for each task.



SIN 874-1: CONSULTING SERVICES

Labor Category: Consultant – I

- **Education:** MBA / MS degree with specialization in related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 15 to 20 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 12 to 15 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis and strategic planning.
- **Duties:** Responsible for the design, development and technical execution of complex MOBIS related projects. Manages multiple consulting assignments and clients within one or more specialty areas. Applies sophisticated technical and management methods and techniques to develop and implement solutions to complex, consultative, facilitation or training problems and challenges. Responsible for determining technical project objectives and overseeing conceptual and methodical design for the MOBIS project execution. Conducts and/or directs the technical aspects of the MOBIS project. Provides overall managerial direction to members of the project team.

Labor Category: Consultant – II

- **Education:** MA / MS degree with specialization in related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 12 to 15 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 10 to 12 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis and strategic planning.
- **Duties:** Responsible for the design, development and technical execution of complex MOBIS related projects. Determines objectives and methodology; selects and assigns staff; establishes and monitors schedules and processes and taking corrective action as necessary. Responsible for determining technical project objectives and overseeing conceptual and methodical design for the MOBIS project execution. Focuses on effective client relations and proposal process. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Responsible for multiple project output and deliverables.



Labor Category: Consultant – III

- **Education:** MA / MS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 10 to 12 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 8 to 10 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis and strategic planning.
- **Duties:** Responsible for the technical execution of MOBIS related projects. Applies technical and management methods and techniques to develop and implement solutions to consultative, facilitation or training problems and challenges. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Establishes and monitors schedules and process, taking corrective action as necessary. Responsible for project output and deliverables and focuses on client relations and proposal process.

Labor Category: Analyst – I

- **Education:** MA / MS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 10 to 12 years experience performing business and management analysis.
- **Specialized Knowledge:** At least 8 to 10 years of specialized management analysis experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis and strategic planning.
- **Duties:** Develops and/or applies analytic approaches in a MOBIS-related consulting environment. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. Experience in development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes through experimentation. May act as the senior research analyst, or senior researcher on the project.



SIN 874-2: FACILITATION SERVICES

Labor Category: Functional Subject Matter Expert I

- **Education:** Bachelor of Law (LLB) or Juris Doctor (JD) degree. Applicable experience may be substituted for degree requirements.
- **General Experience:** At least 20 years of experience providing legal advice and professional services to corporate and/or government clients. Professional services include reviewing documents, drafting documents, negotiating documents, providing advice concerning the legality of an action, litigating disputes and settling disputes.
- **Specialized Experience:** At least 10 years of experience providing legal advice and professional services to corporate and/or government clients regarding Federal Government procurements.
- **Duties:** Perform as lead counsel for the resolution of disputes between Federal Government Agencies and their Prime Contractors. Advise Government officials of the legal issues and risks in a specific dispute; negotiate an alternate dispute resolution procedure with the contractor; direct the collection and review of relevant documents for the dispute; interview, depose and question witnesses; and lead the legal presentation at the forum for the alternate dispute resolution.

Labor Category: Subject Matter Expert – I

- **Education:** MA / MS degree with specialization in related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 12 to 15 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 10 to 12 years of specialized management analysis experience in areas such as facilitation, training, organizational performance assessments, mission analysis and strategic planning.
- **Duties:** Provides innovative approaches in performing MOBIS-related consultative services. Applies extensive knowledge of MOBIS disciplines and topics to address objectives of MOBIS consultations. Analyzes, assesses, evaluates as part of a team providing MOBIS services in a consulting environment. Utilizes skills as a facilitator to support client efforts to integrate advanced skills into the performance of day-to-day tasks. Works with the clients to effectively implement new procedures and technology. Interacts with management and other subject matter experts.



Labor Category: Functional Subject Matter Expert II

- **Education:** Bachelor of Law (LLB) or Juris Doctor (JD) degree. Applicable experience may be substituted for degree requirements.
- **General Experience:** At least 10 years of experience providing legal advice and professional services to corporate and/or government clients. Professional services include reviewing documents, drafting documents, negotiating documents, providing advice concerning the legality of an action, litigating disputes and settling disputes.
- **Specialized Experience:** At least 5 years of experience providing legal advice and professional services to corporate and/or government clients regarding Federal Government procurements.
- **Duties:** Assist the lead counsel for the resolution of disputes between Federal Government Agencies and their Prime Contractors. Advise Government employees of the legal issues and risks in a specific dispute; assist in the negotiation of an alternate dispute resolution procedure with the contractor; participate in the collection and review of relevant documents for the dispute; interview, depose and question witnesses; and assist the lead counsel in the legal presentation at the forum for the alternate dispute resolution.

Labor Category: Analyst – I

- **Education:** MA or MS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 10 to 12 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 8 to 10 years of specialized management analysis experience in areas such as facilitation, organizational performance assessments, mission analysis and strategic planning.
- **Duties:** Develop procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. Experience in development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes through experimentation. May act as the senior research analyst, or senior researcher on the project.



SIN 874-4: TRAINING SERVICES

SCHEDULE OF TWO-DAY TRAINING COURSES:

Title of Course:	IMPLEMENTING TASK ORDERS BETTER THAN EVER	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-001	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
Description of course: Many current contracts have posed the need for more effective management. To ensure that the contracts awarded are successfully performed, stronger insight and capability is essential from the start. This two-day class is focused to "level-up" all participants' understanding and capabilities to create timely and complete task orders and then to monitor and problem solve to successfully meet the current performance challenges.			
NOTE: Pricing herein assumes maximum participant attendance.			

Title of Course:	CAPITAL PROGRAMMING WORKSHOP	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-002	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
Description of course: Well-suited for Managers, Planners and Support Staff. Like the assets purchased, the field of Capital Programming planning, budgeting & implementation is rapidly changing due to increased emphases on prior complete justification and subsequent accountability for results. Understanding and implementing successfully these changes is, in large part, the purpose of this two day seminar. The "current waves" of strategic planning, investment analysis and performance measurement will be covered with an emphasis on obtaining the highest quality capital asset performance. Use of a sample process gives acute focus & immediate application for the information presented.			
NOTE: Pricing herein assumes maximum participant attendance.			



Title of Course:	EFFECTIVE IMPLEMENTATION OF STRATEGIC PLANNING: GUIDE TO LONG TERM VIABILITY	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-003	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
<p>Description of course: For highly trained management or engineering professionals, planning is not one of the primary skills practiced. Why? Because the emphasis is on delivery not management of systems. This comprehensive, two-day workshop will close the knowledge and skill gap in conveying to participants what it takes to define, develop, implement and update strategic and operational plans. The thrust is: successful planning occurs through the appropriate mixture of skill, communication, motivation and action.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			

Title of Course:	STRATEGIC VISIONING: A CATALYST FOR EFFECTIVE CHANGE	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-004	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
<p>Description of course: Visioning is usually considered an activity done by leaders—only! But, this comprehensive, two-day seminar will close the knowledge and skill gap in conveying to participants what it takes to define, develop, implement and update a vision. The thrust is: successful visioning occurs through the appropriate mixture of skill, communication, motivation and action. If successful, such visioning becomes a constant motivator toward gaining the desired success from organizational evolution.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			



Title of Course:	INDEPENDENT GOVERNMENT COST ESTIMATING	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-005	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
<p>Description of course: One of the major gaps in effectively carrying out the procurement process is cost estimating. The reason it is a gap stems from the realization that it must be done but how do we do it? This two-day workshop will close this knowledge and skill gap by briefly, yet completely explaining the why, what, how, where and when. In addition, connections to the selection and administration phases will be emphasized.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			

Title of Course:	COR REFRESHER SEMINAR: HANDLING THE PROCUREMENT CHANGES BETTER	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-006	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
<p>Description of course: All agencies appoint representatives of the contracting officer whose job is to evaluate how well the contractor is fulfilling the contract. Yet, obtaining timely teaming effort from the contractor and procurement representatives alike is a challenge. This two-day forum is organized to give CORs, POCs and contractors a direct opportunity to discover better ways of communicating in resolving contractor concerns and problems between the program/project offices and the contracts area. Recent contracts will be used to illustrate the topics and concerns presented throughout the seminar.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			



Title of Course:	DOING MARKET RESEARCH: EXPANDED WAYS TO DEFINE REQUIREMENTS & FIND AND SELECT SOURCES	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-007	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
<p>Description of course: Like the technology purchased, the field of procurement is rapidly changing. Keeping up with the changes is, in large part, the purpose of this seminar. More and more, federal agencies are beginning to operate as businesses. In this context, the timely and effective gathering and use of market data for purchasing becomes even more essential to doing procurement effectively. This two-day seminar will present the basics of market research as currently utilized and augment the information with application to E-commerce using the Internet, commercial contracting and streamlined negotiated procurement.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			

Title of Course:	EFFECTIVE PROPOSAL PREPARATION & NEGOTIATION	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 16,500.	Minimum Number of Participants:	10
Course Number	ACC-008	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 550.
<p>Description of course: In order to fulfill your marketing objectives, aspiring firms not only have to make contact well, they have to demonstrate their abilities well before performing. This demonstration primarily consists of: first, describing how the company can meet the requirement and its capabilities to do so; and second, through effective communication and rapport-building gained during the orals/discussion/negotiation processes. This two-day workshop is designed to level up each participant's skills in closing the deal through achieving excellent proposal and negotiation presentations. The insights and techniques imparted are of use in "winning" various kinds of contracting situations.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			



Title of Course:	PROJECT MANAGEMENT TOOLS FOR PROGRAM MANAGERS	Length of Course (# of Hrs/Days):	16 hours/ 2 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	10
Course Number	ACC-009	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: Project management is fast evolving into a primary area of managerial competency. The reasons are: i) more emphasis on effective planning, ii) greater need for systematic approach to identify and solve problems, iii) influence of past failures to indicate project management techniques for stronger future successes and iv) program manager functions are acquiring more project management skills. This two-day seminar will introduce participants to the lifecycle of project management in strengthening their understanding of the ideas and applications herein oriented to specific program management concerns.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			

SCHEDULE OF THREE-DAY TRAINING COURSES:

Title of Course:	PERFORMANCE MANAGEMENT: MAKING IT HAPPEN ACROSS PLANNING, INVESTMENT AND ACQUISITION ACTIVITIES	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-010	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: Doing a better job of defining and measuring performance has been an “eternal” challenge in federal activities. Currently, however there is more than simply hoping to do so soon. Stronger performance management has become a mandate of effectively implementing legislation, policy and sound business practice for any substantial program. Given agencies current performance initiatives and the motivation to develop the “pieces” for effective performance management, this three-day seminar will create synergy as proof positive that performance management can work and work better. To ensure that the maximum benefits accrue to stakeholders, this workshop inspires: 1) increased familiarity and facility, 2) demonstrated benefits through direct connections to current buys & programs, and 3) discovered means of strengthening its future use. The results are to connect with the emerging Best Practices and Lessons Learned in finding stronger ways of serving federal programs.</p> <p>NOTE: Pricing herein assumes maximum participant attendance.</p>			



Title of Course:	PERFORMANCE BASED SOWs: MAKING IT HAPPEN FOR CURRENT ACQUISITIONS-- IN NEW BUYS AND TASK ORDERING	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-011	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: Performance-based Service Acquisition (PBSA) has become a major mandate of effectively implementing Acquisition Reform throughout the government. To ensure that the maximum benefits accrue to purchasing <u>and</u> program activities, this three-day workshop is presented to: 1) increase familiarity and facility, 2) demonstrate its benefits through direct connections to current buys, and 3) discover means of strengthening its future use. The results are to connect with OMB Best Practices in finding stronger ways of serving future PBSA buying needs.</p>			
NOTE: Pricing herein assumes maximum participant attendance.			

Title of Course:	PERFORMANCE MANAGEMENT TECHNIQUES AND BEST PRACTICES FOR PERFORMANCE-BASED CONTRACTS AND TASK ORDERS	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-012	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: With the increasing pressure to make PBSA contracting more accountable, the challenge is to enlist the support of a team of technical & procurement personnel to use state-of-the-art contract administration methods and techniques to assure: quality, better relationships between contractor and Government personnel <u>and</u> between technical support personnel and procurement, as well as stronger project management practices applied to the procurement lifecycle. An ever-more-frequent means of achieving these objectives is using Task Ordering. The concepts and best practices will be presented in this three-day workshop with an emphasis toward immediate, effective, application in a performance context. Learning “take away” is increased accountability for results through contract, investment and strategic planning performance measurement.</p>			
NOTE: Pricing herein assumes maximum participant attendance.			



Title of Course:	CONTRACTING FOR UP AND COMING CONTRACTING OFFICER'S REPRESENTATIVES (CORs)	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-013	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: Programs have posed the need for more effective acquisition activity. To ensure that the contracts awarded are successfully performed, stronger insights and capability is essential from the start. This three-day class is focused to "level-up" all participants' understanding and insights to monitor/problem solve to successfully meet the current challenges facing the management of contracts and task orders.</p>			
<p>NOTE: Pricing herein assumes maximum participant attendance.</p>			

Title of Course:	ADVANCED CONTRACT ADMINISTRATION	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-014	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: With the increasing pressure on the federal government to make contractors more accountable, a growing response has been to enlist the support of a team of technical & procurement personnel with ever greater frequency. These persons are being asked to do a wider array of contract administration functions as well as becoming more knowledgeable about how contractors are selected. This three-day course is tailored to reflect the current duties and challenges this "team" faces: increasing emphasis on quality, better relationships between contractor and Government personnel <u>and</u> between technical support personnel and procurement, as well as stronger project management practices applied to contract management. In addition, the learning will occur in the context of greater understanding and facility with actual contracts and task orders.</p>			
<p>NOTE: Pricing herein assumes maximum participant attendance.</p>			



Title of Course:	BASIC CONTRACT ADMINISTRATION—FOR THOSE ON THE FAST TRACK	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-015	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: The critical area for the success of any Government contract is the contractor's performance. Most attempts to define, in advance, a portfolio of evaluation techniques and duties which reflect the purchase have been few and far between. This three-day course seeks to "close the gaps" in doing a stronger job of ensuring the Government gets what it is paying for. Particular emphasis is paid to planning and carrying it out to increase evaluation capabilities. Special attention will be placed on early-warning skills for performance concerns.</p>			
NOTE: Pricing herein assumes maximum participant attendance.			

Title of Course:	DEVELOPING EFFECTIVE PERFORMANCE-BASED PROPOSALS & PERFORMING THEM	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-016	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: In order to fulfill your marketing objectives, firms not only have to make contact well, they have to demonstrate their abilities well before performing. This “demonstration” primarily consists of: first, describing how the company can meet the requirement and its capabilities to do so; and second, through effective communication and rapport-building gained during the orals/discussion/negotiation processes. This hands-on, three-day workshop is designed to level up the skills to close the competitive deal through achieving excellent proposal and negotiation presentations—IN A PERFORMANCE-BASED CONTRACTING ENVIRONMENT. The insights and techniques imparted are of immediate use to the pending procurement opportunities.</p>			
NOTE: Pricing herein assumes maximum participant attendance.			



Title of Course:	DOING QUALITY ASSURANCE RIGHT	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 19,500.	Minimum Number of Participants:	12
Course Number	ACC-017	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 650.
<p>Description of course: With the increasing pressure on the federal government to make contractors more accountable, a growing response has been to enlist the support of quality inspectors with ever greater frequency. These persons are being asked to do a wider array of functions to assure quality. This three-day learning session is tailored to reflect the current duties and challenges inspectors face:</p> <ul style="list-style-type: none"> - knowing the current trends about and measures of quality - understanding what the contract mandates about quality - learning to interpret each quality situation to protect the Government's interest - knowing what actions to take to sustain the Government's right for quality and - realizing how actions and regulations can be better connected. 			
NOTE: Pricing herein assumes maximum participant attendance.			

Title of Course:	PROJECT MANAGEMENT TRAINING for EMERGING LEADERS	Length of Course (# of Hrs/Days):	24Hours/ 3 days
Total Price of Course:	\$ 22,500.	Minimum Number of Participants:	12
Course Number	ACC-018	Maximum Number of Participants:	30
Price per each additional participant in excess of the minimum (if applicable)			\$ 750.
<p>Description of course: Project leadership is fast evolving into a primary area of managerial competency. The reasons are: i) the greater frequency of using project teams to accomplish organizational tasks, ii) more emphasis on effective planning, iii) greater need for systematic approach to identify and solve problems, iv) influence of past failures to indicate project management techniques for stronger future successes and v) program manager functions are acquiring more project management skills. Enhancing the "text" portion of the training will be a computer-based simulation of a "cradle to grave" project situation that is designed to enhance the learner's project leadership decision-making. Together, the lecture and simulation portions of this three-day seminar will strengthen the participants' leadership potential to better use the ideas and applications shown here.</p>			
NOTE: Pricing herein assumes maximum participant attendance.			



SIN 874-6: COMPETITIVE SOURCING SERVICES

Labor Category: Subject Matter Expert – I

- **Education:** MBA / MS degree with specialization in related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 15 to 20 years of experience performing business and management analysis.
- **Specialized Knowledge:** **At least 12 to 15 years of specialized experience in areas such as Competitive Sourcing / A-76.**
- **Duties:** Serves as a senior advisor/analyst to client’s management personnel in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, strategic planning, process improvement, change management and consolidation of functions. Leads and participates in government and industry forums and briefings. Develops analytical approaches to include the selection of techniques to analyze data and prepare findings. Performs quality review on all work to ensure compliance and professional standards. Serves as task lead and primary customer point of contact on task orders/contracts.

Labor Category: Subject Matter Expert – II

- **Education:** MA / MS degree with specialization in related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 12 to 15 years of experience performing business and management analysis.
- **Specialized Knowledge:** **At least 10 to 12 years of specialized experience in areas such as Competitive Sourcing / A-76.**
- **Duties:** Serves as an advisor/analyst to client’s management personnel in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, strategic planning, process improvement, change management and consolidation of functions. Leads and participates in government and industry forums and briefings. Develops analytical approaches to include the selection of techniques to analyze data and prepare findings. Performs quality review on all work to ensure compliance and professional standards. Serves as task lead and primary customer point of contact on task orders/contracts.



Labor Category: Analyst – I

- **Education:** MA / MS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 10 to 12 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 8 to 10 years of specialized experience in areas such as Competitive Sourcing / A-76.
- **Duties:** Participates as a team member by performing consulting services. Researches and analyzes data via the latest analytical techniques for use in management, organizational, and privatization studies. Drafts papers, reports, and briefings that present findings, conclusions, and recommendations to client. Prepares milestones status reports and presentations for end user.

Labor Category: Analyst – II

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 4 to 6 years of specialized experience in areas such as Competitive Sourcing / A-76.
- **Duties:** Participates as a team member by performing consulting services. Researches and analyzes data via the latest analytical techniques for use in management, organizational, and privatization studies. Drafts papers, reports, and briefings that present findings, conclusions, and recommendations to client. Prepares milestones status reports and presentations for end user.



Labor Category: Procurement Specialist – I

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience supporting and developing large, major, or complex government procurements. In depth knowledge of the FAR, agency specific regulations and hands on experience with acquisition streamlining initiatives and reforms. Working knowledge of various acquisitions approaches to include full and open competition, fixed price and cost type contracts, GWACS and blanket purchase agreements, and is able to formulate the appropriate documentation for the various approaches. Supervisory experience to include demonstrated excellent organization and communication skills.
- **Specialized Knowledge:** At least 6 to 8 years of specialized experience handling complex procurements in a variety of industries from procurement planning through contract execution. Demonstrated expertise in all life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, source selection and award), and post award contract administration, as well as contract problem identification, analysis and resolution.
- **Duties:** Performs strategic planning on acquisition approaches, for complex and first time procurements. Participates in the structuring of RFPs for complex procurements and develops RFP and contract documentation. For major procurements, develops contract line item structures, reduces technical requirements into logical frameworks and unambiguous specifications and statements of work, leads development of evaluation criteria and evaluation schemes, and crafts project unique contract clauses. Develops the requisite planning and justification documentation for approval of major procurements, and supports and defends the procurement to approval authorities.

SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT

Labor Category: Project Manager – I

- **Education:** MBA / MS degree with specialization in related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 15 to 20 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 10 to 12 years of specialized experience in advanced project management and analysis.
- **Duties:** Plans, organizes, and controls the overall activities of the MOBIS program or contract. Responsible for program management, contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Primary client interface on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction and ultimate management for all MOBIS projects, and reviews all services and products for conformance to client requirements.



Labor Category: Project Manager – II

- **Education:** MA / MS degree with specialization in related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 12 to 15 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 10 to 12 years of specialized experience in advanced project management and analysis.
- **Duties:** Plans, organizes, and controls the overall activities of the MOBIS program or contract. Responsible for program management, contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Primary client interface on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction and ultimate management for all MOBIS projects, and reviews all services and products for conformance to client requirements.

Labor Category: Project Manager – III

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 10 to 12 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 8 to 10 years of specialized experience in areas such as project management and analysis.
- **Duties:** Responsible for program management, contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Prepares milestones status reports and deliveries and presentations of the finished MOBIS service product.



Labor Category: Project Analyst – I

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 12 to 15 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 10 to 12 years of specialized experience in areas such as project analysis.
- **Duties:** Develops procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. The analyst assigned will have experience in the development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes through experimentation.

Labor Category: Project Analyst – II

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 10 to 12 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 8 to 10 years of specialized experience in areas such as project analysis.
- **Duties:** Develops procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. The analyst assigned will have experience in the development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes through experimentation.



Labor Category: Project Analyst – III

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 2 to 5 years of specialized experience in areas such as project analysis.
- **Duties:** Independent contributor to client assignments. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. The analyst assigned will have experience in the development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes through experimentation.

Labor Category: Computer Analyst – I

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 8 to 10 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 6 to 8 years of specialized experience in Information Technology.
- **Duties:** Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, installation, integration and testing. Experience in performing requirements analysis for a wide range of users in areas of office automation and business processes. Must be capable of performing configuration management, integrating software, and interpreting software test results. Must be knowledgeable in life-cycle support, including maintenance, administration and management.



Labor Category: Computer Analyst – II

- **Education:** BA / BS degree in business or related field. Applicable experience may be substituted for degree requirements.
- **General Experience:** Typically has 6 to 8 years of experience performing business and management analysis.
- **Specialized Knowledge:** At least 4 to 6 years of specialized experience in Information Technology.
- **Duties:** Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, installation, integration and testing. Experience in performing requirements analysis for a wide range of users in areas of office automation and business processes. Must be capable of performing configuration management, integrating software, and interpreting software test results. Must be knowledgeable in life-cycle support, including maintenance, administration and management.