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**General Services Administration (GSA)
Federal Acquisition Service
Authorized Federal Supply Schedule Price List
Professional Services Schedule
Industrial Group: 00CORP**

**Contract Number: GS-10F-053AA thru MOD #PS-0019
Contract Period: December 4, 2012 – December 3, 2017**



Business Size: Small, Economically Disadvantaged, 8(a), Woman Owned

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Table of Contents

1 Introduction to Allegheny Science & Technology	3
2 Customer Information.....	4
3 Description of Products & Services.....	7
Professional Engineering Services	7
Mission Oriented Business Integrated Services.....	9
4 PSS Price List	11
5 PSS Labor Category Descriptions	13

1 Introduction to Allegheny Science & Technology

Allegheny Science & Technology (AST) has an extensive track record of success across a spectrum of management and technology areas including: program, project and financial management; software development and information technology (IT) solutions; science and engineering solutions; and, training and performance management. AST has, as a core tenet, excellence in program, project and financial management and understands how effectively executed programs and projects serve to propel organizations forward. AST's skill and understanding in the use and implementation of project management tools and processes are applied within customer organizations to help them manage their program and project portfolios.

AST's program, project and financial management skills include: project, task and contract management; project planning, estimation and control; risk analysis and mitigation; acquisition support and management; and, earned value management. With certification through the Project Management Institute (PMI), AST's Project Management Professional (PMP) certified staff allows AST to execute programs and communicate progress/status in ways that are well-defined. AST is focused on providing sound management and technical solutions based on having a good understanding of each customer's organizational drivers, dynamics and measures of success. AST has demonstrated an ability to communicate honestly and openly with customers, working collaboratively and dynamically to solve challenging technical and organizational challenges.

Past Performance Summary

- U.S. Department of Energy's (DOE) Office of Nuclear Energy (NE) – providing project management, program integration services, earned value management (EVM) and reporting support to the Idaho National Laboratory (INL) Idaho Operations Office;
- National Aeronautics and Space Administration (NASA) Goddard Space Flight Center's (GSFC) NASA IV&V Facility – providing program and knowledge management support;
- U.S. Department of Energy (DOE), Office of Energy Efficiency and Renewable Energy (EERE) – providing mission-critical professional and engineering support across EERE's technology areas and offices. Performing technology development and demonstration analyses, market deployment activities, project monitoring and tracking, R&D portfolio management, NEPA support, program planning, cost estimating, training development and implementation, and alternative finance and project feasibility analysis.;
- U.S. Department of Defense's (DoD) National Geospatial-Intelligence Agency (NGA), U.S. Department of Justice's (DOJ) Federal Bureau of Investigation (FBI) and U.S. Department of Homeland Security's (DHS) Customs and Border Protection (CBP) – providing contract closeout and acquisition management support; and
- U.S. Department of Defense's (DoD) Defense Intelligence Agency (DIA), Office of CIO leadership – providing high-level advisory and technical assistance, such as developing an implementation plan to support the new CIO Acquisition Strategy, and various business process improvement initiatives

2 Customer Information

1a Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	SIN Description	Page
871-1	Strategic Planning for Technology Programs/Activities	7
871-2	Concept Development and Requirements Analysis	7
871-3	System Design, Engineering and Integration	7
871-4	Test and Evaluation	8
871-6	Acquisition and Life Cycle Management	8
874-1	Integrated Consulting Services (includes SIN 874-1RC)	9
874-6	Acquisition Management Support (includes SIN 874-6RC)	9
874-7	Integrated Business Program Support Services (includes SIN 874-7RC)	10

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. Please see Price List on page 11.

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. Please see Labor Category Descriptions on pages 13 – 24.

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: 1% for orders over \$1,000,000

8. Prompt payment terms: 0.5% 15-day, net 30 days

- 9a Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Accepted
- 10. Foreign items (list items by country of origin):** None
- 11a Time of Delivery (Contractor insert number of days):** Specified on the 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 list that have expedited delivery: Contact Contractor
- 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 Contractor
- 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 effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a Ordering Address(es):** Same as Contractor
- 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 <http://www.gsa.gov/portal/content/199353>.
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 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 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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
- 25. Data Universal Numbering System (DUNS) number: 014435882**
- 26. Notification regarding registration in System for Award Management (SAM) database: Registered**

3 Description of Products & Services

Professional Engineering Services

SIN 871-1: Strategic Planning for Technology Programs / Activities

Services required under this SIN involve the definition and interpretation of high level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to:

Analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.

Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference.

NOTE: Professional Engineering Services (PES) does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-2 Concept Development & Requirements Analysis

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to:

Requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services, regulatory compliance support, technology/system conceptual designs, training, and consulting.

Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

NOTE: Professional Engineering Services (PES) does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-3 System Design, Engineering & Integration

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis, mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to:

Computer-aided design, e.g. CADD, design studies and analysis, design review services, shop drawing review services, submittal review services, conducting fire protection facility surveys, developing risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, and consulting.

Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

NOTE: Professional Engineering Services (PES) does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-4 Test & Evaluation

Services required under this SIN involve the application of various techniques demonstrating that a system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to:

Testing of a prototype, first article(s) testing, environmental testing, performing inspections and witnessing acceptance testing of fire protection and life safety systems as they relate to professional engineering services, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system, quality assurance, physical testing of the product system, training, and consulting.

Example: The navigation satellite-working model will be subjected to a series of tests, which may simulate and ultimately duplicate its operational environment.

NOTE: Professional Engineering Services (PES) does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

SIN 871-6 Acquisition Life Cycle Management

Services required under this SIN involve all of the planning, budget, contract and systems/program management functions required to procure and or/produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to (technology based) systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to:

Operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions.

NOTE: Professional Engineering Services (PES) does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

Mission Oriented Business Integrated Services

SIN 874-1: Integrated Consulting Services

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include, but are not limited to:

- Management or Strategy Consulting – includes research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Facilitation – includes related decision support services.
- Survey services – includes using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.
- Advisory and assistance services – in accordance with FAR 37.203.

NOTE 1: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE 2: Legal, expert witness, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to C520 SINS. Consulting services relating to public relations are not covered under this SIN. Refer to SIN C541-2, Public Relations Services.

SIN 874-6: Acquisition Management Support

Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN include, but are not limited to:

- Acquisition Planning Assistance – includes market research and recommending procurement strategy.
- Acquisition Document Development – includes cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.
- Expert Assistance in Supporting Proposal Evaluations – includes including price/cost analysis or technical proposal analysis.
- Contract Administration Support Services – includes assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies.
- Contract Close-out Assistance

- Competitive Sourcing Support – includes OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

NOTE 1: Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under PSS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see www.gsa.gov/psschedule

NOTE 2: Grants management services are not covered under this SIN. Refer to, SIN 520-22, Grants Management Support Services.

SIN 874-7: Integrated Business Program Support Services

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management from planning to closeout
- Operational/administrative business support services in order to carry out program objectives.

NOTE 1: Program support services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractors Project or Program Manager. Personal services as defined in FAR are prohibited under PSS.

4 PSS Price List

Labor Category Title	Year 1 12/4/12 - 12/3/13	Year 2 12/4/13 - 12/3/14	Year 3 12/4/14 - 12/3/15	Year 4 12/4/15 - 12/3/16	Year 5 12/4/16 - 12/3/17
Senior Executive Management Series					
Senior Executive Management Consultant IV			\$303.81	\$311.41	\$319.19
Senior Executive Management Consultant III			\$293.81	\$301.16	\$308.68
Senior Executive Management Consultant II			\$254.79	\$261.16	\$267.69
Senior Executive Management Consultant 1			\$254.32	\$260.68	\$267.19
Subject Matter Expert Series					
Subject Matter Expert V			\$239.92	\$245.92	\$252.07
Subject Matter Expert IV			\$226.34	\$232.00	\$237.80
Subject Matter Expert III			\$197.48	\$202.42	\$207.48
Subject Matter Expert II	\$153.04	\$153.04	\$156.87	\$160.79	\$164.81
Subject Matter Expert I	\$139.27	\$139.27	\$142.75	\$146.32	\$149.98
Program Manager Series					
Senior Program Manager	\$160.33	\$164.34	\$168.45	\$172.66	\$176.97
Program Manager	\$138.62	\$142.09	\$145.64	\$149.28	\$153.01
Project Manager Series					
Senior Project Manager	\$139.64	\$143.13	\$146.71	\$150.38	\$154.14
Project Manager	\$125.82	\$128.97	\$132.19	\$135.49	\$138.88
Associate Project Manager	\$101.65	\$104.19	\$106.80	\$109.47	\$112.20
Management Consultant Series					
Principal Management Consultant	\$163.88	\$167.98	\$172.18	\$176.48	\$180.89
Senior Management Consultant	\$153.64	\$157.48	\$161.42	\$165.45	\$169.59
Management Consultant	\$137.94	\$141.39	\$144.92	\$148.55	\$152.26
Associate Management Consultant	\$124.02	\$127.12	\$130.30	\$133.56	\$136.89
Project Analyst Series					
Senior Project Analyst	\$114.96	\$117.83	\$120.78	\$123.80	\$126.89
Project Analyst	\$102.48	\$102.48	\$105.04	\$107.67	\$110.36
Associate Project Analyst	\$95.97	\$98.37	\$100.83	\$103.35	\$105.93
Analyst Series					
Senior Analyst	\$115.74	\$118.63	\$121.60	\$124.64	\$127.76
Analyst	\$99.49	\$101.98	\$104.53	\$107.14	\$109.82
Associate Analyst	\$78.54	\$80.50	\$82.52	\$84.58	\$86.69
Support Services Specialist Series					
Support Services Specialist	\$68.88	\$70.60	\$72.37	\$74.18	\$76.03

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

5 PSS Labor Category Descriptions

Senior Executive Management Consultant Series

Senior Executive Management Consultant IV

Functional Responsibility: 1) Provide consulting to agency heads, directors, and senior managers on implementation of agency wide quality and process improvement;. 2) Design, organize, lead, and conduct executive level workshops, seminars, training sessions, and facilitation; 3) Tailor quality improvement workshops and courses for an agency and its specific needs; 4) Design, organize, lead, and conduct benchmarking and surveys for an organization; 5) Facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area; 6) Manage a team of senior consultants and analysts supporting an agency's process improvement and quality training efforts; 7) Give lectures or speeches, or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service; 8) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects. 9) Establish a strong working relationship with clients; 10) Contribute to the growth and vitality of the practice in various roles such as collateral development, recruiting, and methodology development; 11) Account for the project planning process and provide insight to new and emerging best practices and their potential business benefits; 12) Formulation and implementation of strategic plans.

Minimum Experience: Thirty (30) years of direct business/analytical experience, of which at least twenty (20) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business / analytical areas.

Minimum Education: Master's Degree or one year's additional experience for every year of degree deficiency. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Senior Executive Management Consultant III

Functional Responsibility: 1) Provide consulting to agency heads, directors, and senior managers on implementation of agency wide quality and process improvement initiatives; 2) Design, organize, lead, and conduct executive level workshops, seminars, training sessions, and facilitation; 3) Tailor quality improvement workshops and courses for an agency and its specific needs; 4) Design, organize, lead, and conduct benchmarking and surveys for an organization; 5) Facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area; 6) Manage a team of senior consultant and analysts supporting an agency's process improvement and quality training efforts; 7) Give lectures, speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service; 8) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects. 9) Establish a strong working relationship with clients; 10) Contribute to the growth and vitality of the practice in various roles such as collateral development, recruiting, and methodology development; 11) Account for the project planning process and provide insight to new and emerging best practices and their potential business benefits; 12) Formulation and implementation of strategic plans.

Minimum Experience: Twenty-five (25) years of direct business/analytical experience, of which at least eighteen (18) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business / analytical areas.

Minimum Education: Master's Degree or one year's additional experience for every year of degree deficiency. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Senior Executive Management Consultant II

Functional Responsibility: 1) Provide consulting to agency heads, directors, and senior managers on implementation of agency wide quality and process improvement initiatives; 2) Design, organize, lead, and conduct executive level workshops, seminars, training sessions, and facilitation; 3) Tailor quality improvement workshops and courses for an agency and its specific needs; 4) Design, organize, lead, and conduct benchmarking and surveys for an organization; 5) Facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area; 6) Manage a team of senior consultant and analysts supporting an agency's process improvement and quality training efforts; 7) Give lectures, speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service; 8) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 9) Establish a strong working relationship with clients; 10) Contribute to the growth and vitality of the practice in various roles such as collateral development, recruiting, and methodology development; 11) Account for the project planning process and provide insight to new and emerging best practices and their potential business benefits; 12) Formulation and implementation of strategic plans.

Minimum Experience: Twenty (20) years of direct business/analytical experience, of which at least fifteen (15) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business / analytical areas.

Minimum Education: Master's Degree or one year's additional experience for every year of degree deficiency. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Senior Executive Management Consultant I

Functional Responsibility: 1) Provide consulting to agency heads, directors, and senior managers on implementation of agency wide quality and process improvement initiatives; 2) Design, organize, lead, and conduct executive level workshops, seminars, training sessions, and facilitation; 3) Tailor quality improvement workshops and courses for an agency and its specific needs; 4) Design, organize, lead, and conduct benchmarking and surveys for an organization; 5) Facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area; 6) Manage a team of senior consultant and analysts supporting an agency's process improvement and quality training efforts; 7) Give lectures, speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service; 8) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 9) Establish a strong working relationship with clients; 10) Contribute to the growth and vitality of the practice in various roles such as collateral development, recruiting, and methodology development; 11) Account for the project planning process and provide insight to new and emerging best practices and their potential business benefits.

Minimum Experience: Fifteen (15) years of direct business/analytical experience, of which at least twelve (12) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business / analytical areas.

Minimum Education: Master's Degree or one year's additional experience for every year of degree deficiency. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Subject Matter Expert Series

Subject Matter Expert V

Functional Responsibility: 1) Provide consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives; 2) Design, organize, lead, and conduct executive-level workshops, seminars, training sessions, and facilitation; 3) Tailor quality improvement workshops and courses for an agency and its specific needs; 4) Design, organize, lead, and conduct benchmarking and surveys for an organization; 5) Facilitate process improvement efforts requiring a mastery of technical subject matter and experience in specific programs and processes; 6) Manage a team of senior consultant and analysts supporting an agency's process improvement and quality training efforts; 7) Apply current disciplines and methodologies to the planning, analysis, evaluation, and implementation of projects.; 8) Formulate performance measurement strategies and plans based on business needs and directions; 9) Establish a strong working relationship with clients; 10) Contribute to the growth and vitality of the practice in various roles such as collateral development, recruiting, and methodology development; 11) Account for the project planning process and provide insight to new and emerging best practices and their potential business benefits.

Minimum Experience: Fourteen (14) years of direct business/analytical experience, of which at least eleven (11) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas.

Minimum Education: Master's Degree or one year's additional experience for every year of degree deficiency. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Subject Matter Expert IV

Functional Responsibility: 1) Provide consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives; 2) Design, organize, lead, and conduct workshops, seminars, training sessions, and facilitation; 3) Tailor quality improvement workshops and courses for an agency and its specific needs; 4) Lead and conduct benchmarking and surveys for an organization; 5) Facilitate process improvement efforts requiring a mastery of technical subject matter and experience in specific programs and processes; 6) Manage a team of consultants and analysts supporting an agency's process improvement and quality training efforts; 7) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 8) Establish technical approaches and standards; 9) Formulate performance measurement strategies and plans based on business needs and directions; 10) Establish a strong working relationship with clients; 11) Contribute to the growth and vitality of the practice in various roles such as collateral development, recruiting, and methodology development.

Minimum Experience: Thirteen (13) years of direct business/analytical experience, of which at least ten (10) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related business/analytical areas.

Minimum Education: Master's Degree or one year's additional experience for every year of degree deficiency. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Subject Matter Expert III

Functional Responsibility: 1) Provide consulting to managers on implementation of agency wide quality and process improvement initiatives; 2) Design, organize, lead, and conduct workshops, seminars, training sessions, and facilitation; 3) Tailor quality improvement workshops and courses for an agency and its specific needs; 4) Lead and conduct benchmarking and surveys for an organization; 5) Facilitate process improvement efforts requiring a mastery of technical subject matter and experience in specific programs and processes; 6) Manage a team of consultants and analysts supporting an agency's process improvement and quality training efforts; 7) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 8) Establish technical approaches and standards; 9) Establish a strong working relationship with clients; 10) Contribute to the growth and vitality of the practice in various roles such as collateral development, recruiting, and methodology development.

Minimum Experience: Thirteen (13) years of direct business/analytical experience, of which at least nine (9) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order's tasks. Must have served as a team leader in directly related Business/analytical areas.

Minimum Education: Master's Degree or one year's additional experience for every year of degree deficiency. Advanced degrees may be substituted for direct experience using a year-to-year equivalence.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Subject Matter Expert II

Functional Responsibility: Responsible for providing expert guidance and insight into specific subject areas. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with clients, analyzes data and advises and/or recommends innovative solutions. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.

Minimum Experience: Five (5) years of experience. Individual must be an acknowledged expert and have a full working knowledge of the specified field and possess expert knowledge of that field.

Minimum Education: Bachelor's Degree (or equivalent) in a field related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Subject Matter Expert I

Functional Responsibility: Responsible for providing expert guidance and insight into specific subject areas. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with clients, analyzes data and advises and/or recommends innovative solutions. Applies principles, methods and knowledge of the functional area of expertise to specific task order requirements. Develops and recommends creative and innovative solutions to customer's problems.

Minimum Experience: Three (3) years of experience. Individual must be an acknowledged expert and have a full working knowledge of the specified field and possess expert knowledge of that field.

Minimum Education: Bachelor's Degree (or equivalent) in a field related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Program Manager Series

Senior Program Manager

Functional Responsibility: Plans, organizes, directs and tracks all aspects of the project, including technology, schedule, cost, and customer satisfaction. Interfaces with task and functional leaders, subcontractors, and support personnel. Provides pro-active leadership and direction of personnel performing complex tasks. Plans, implements and maintains project organization structure, and selects and recruits team members. Evaluates effectiveness of project organization, and make changes when needed. Interacts frequently with senior management and customers. Assesses performance of subordinates, and coaches them as needed. Directs personnel training, mentoring, and assigns increased responsibilities as appropriate.

Minimum Experience: Ten (10) years of experience leading, managing, and administering program efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues.

Minimum Education: Bachelor's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Program Manager

Functional Responsibility: Plans, organizes, directs, and tracks all aspects of the project, including technology, schedule, cost, and customer satisfaction. Interfaces with task and functional leaders, subcontractors, and support personnel. Provides pro-active leadership and direction of personnel performing complex tasks. Plans, implements and maintains project organization structure, and selects and recruits team members. Evaluates effectiveness of project organization, and make changes when needed. Interacts frequently with senior management and customers. Assesses performance of subordinates, and coaches them as needed. Directs personnel training, mentoring, and assigns increased responsibilities as appropriate.

Minimum Experience: Eight (8) years of experience in leading, managing, and administering program efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues.

Minimum Education: Bachelor's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Project Manager Series

Senior Project Manager

Functional Responsibility: Responsible for managing many tasks or functions of a project. Performs board range of tasks assigned by the Program Manager. Manages technical, cost and schedule of the assigned tasks or functions. Communicates with task leaders and support personnel. Interfaces frequently with customer. Interfaces with client and program management on analytic and technical requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents organization at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program.

Minimum Experience: Seven (7) years of experience in the aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Bachelor's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Project Manager

Functional Responsibility: Responsible for managing many tasks or functions of a project. Performs board range of tasks assigned by the Program Manager. Manages technical, cost and schedule of the assigned tasks or functions. Communicates with task leaders and support personnel. Interfaces frequently with customer. Interfaces with client and program management on analytic and technical requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents organization at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program.

Minimum Experience: Five (5) years of experience in the aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Bachelor's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Associate Project Manager

Functional Responsibility: Responsible for managing many tasks or functions of a project. Performs board range of tasks assigned by the Program Manager. Manages technical, cost and schedule of the assigned tasks or functions. Communicates with task leaders and support personnel. Interfaces frequently with customer. Interfaces with client and program management on analytic and technical requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables. Represents organization at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program.

Minimum Experience: Three (3) years of experience in the aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Bachelor's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: *Professional certification in areas as required by the delivery/task order.*

Management Consultant Series

Principal Management Consultant

Functional Responsibility: Provides consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives. Leads and conducts benchmarking and surveys for an organization. Facilitates process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generates papers and documents.

Minimum Experience: Twelve (12) years of experience in consulting and providing advice to top-level decision-makers. Possesses experience in all aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Master's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Senior Management Consultant

Functional Duties/ Responsibilities: Provides consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives. Leads and conducts benchmarking and surveys for an organization. Facilitates process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of

consultants and analysts supporting an agency's process improvement and quality training efforts. Generates papers and documents.

Minimum Experience: Ten (10) years of experience in consulting and providing advice to top-level decision-makers. Possesses experience in all aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Master's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order. Professional certification in areas as required by the delivery/task order. Requires significant experience in consulting and providing advice to top-level decision-makers. Possesses experience in all aspects of project planning, directing, monitoring, and reporting.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Management Consultant

Functional Responsibility: Provides consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives. Leads and conducts benchmarking and surveys for an organization. Facilitates process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generates papers and documents.

Minimum Experience: Ten (10) years of experience in consulting and providing advice to top-level decision-makers. Possesses experience in all aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Bachelor's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Associate Management Consultant

Functional Responsibility: Provides consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives. Leads and conducts benchmarking and surveys for an organization. Facilitates process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes. Manages a team of consultants and analysts supporting an agency's process improvement and quality training efforts. Generates papers and documents.

Minimum Experience: Eight (8) years of experience in consulting and providing advice to top-level decision-makers. Possesses experience in all aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Bachelor's Degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Project Analyst Series

Senior Project Analyst

Functional Responsibility: Collaborates daily with customer to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, papers, procedures, etc.; organizes, consolidates and adjudicates comments from various organizations and prepares reports. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

Minimum Experience: Seven (7) years of experience in applying operational research principles to investigate, analyze, plan, develop, implement or evaluate systems.

Minimum Education: Bachelor's degree (or equivalent) in a discipline related to the delivery/task order. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Project Analyst

Functional Responsibility: Collaborates daily with customer to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, papers, procedures, etc.; organizes, consolidates and adjudicates comments from various organizations and prepares reports. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

Minimum Experience: Four (4) years of experience in applying operational research principles to investigate, analyze, plan, develop, implement or evaluate systems.

Minimum Education: Bachelor's degree (or equivalent) in a discipline related to the delivery/task order. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Associate Project Analyst

Functional Responsibility: Collaborates daily with customer to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Develops and/or reviews program reports, papers, procedures, etc.; organizes, consolidates and adjudicates comments from various organizations and prepares reports. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

Minimum Education: Bachelor's degree (or equivalent) in a discipline related to the delivery/task order. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

Minimum Experience: One (1) year of experience in applying operational research principles to investigate, analyze, plan, develop, implement for evaluate systems.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Analyst Series

Senior Analyst

Functional Responsibility: Provides analysis, evaluation and recommendations for improvements and optimization. Consults with clients, analyzes data and advises and/or recommends innovative solutions. Makes recommendations for effective distribution of organizational resources. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program.

Minimum Education: Bachelor's degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Minimum Experience: Seven (7) years of experience in analyzing policies, systems, operations, and management problems.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Analyst

Functional Responsibility: Provides analysis, evaluation and recommendations for improvements and optimization. Consults with clients, analyzes data and advises and/or recommends innovative solutions. Makes recommendations for effective distribution of organizational resources. Represents company at

meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program.

Minimum Education: Bachelor's degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Minimum Experience: Four (4) years of experience of experience in analyzing policies, systems, operations, and management problems.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Associate Analyst

Functional Responsibility: Advises, manages and mentors personnel assigned to technical documentation function. Interfaces with engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports). Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically. Provides senior-level technical writing/editing support. Directs the classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media including electronic.

Minimum Education: Bachelor's degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Minimum Experience: One (1) year of experience of experience in analyzing policies, systems, operations, and management problems.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Support Services Specialist Series

Support Services Specialist

Functional Responsibility: Advises, manages and mentors personnel assigned to technical documentation function. Identifies and corrects problem areas as they arise. Provides final quality assurance check for all document deliverables. Provides senior-level technical writing/editing support.

Minimum Education: Bachelor's degree (or equivalent) in Business Administration, Management, Finance, Accounting, Information Systems or other related scientific or technical discipline related to the delivery/task order.

Minimum Experience: Three (3) years of experience in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

Education Equivalency / Substitution Methodology

Bachelor’s Equivalency / Acceptable Substitution:
<ul style="list-style-type: none"> • A.A. and 3 years additional work experience in the specified field in the delivery/task order. • No degree and 6 years additional work experience in the specified field in the delivery/task order.
Master’s Equivalency / Acceptable Substitution:
<ul style="list-style-type: none"> • Bachelor’s degree and 3 years additional work experience in the specified field in the delivery/task order. • A.A. and 6 years additional work experience in the specified field in the delivery/task order. • No degree and 9 years additional work experience in the specified field in the delivery/task order.
Ph.D. Equivalency / Acceptable Substitution:
<ul style="list-style-type: none"> • Bachelor’s degree and 10 years additional work experience in the specified field in the delivery/task order. • Master’s degree and 5 years additional work experience in the specified field in the delivery/task order.