General Services Administration (GSA)  
Federal Supply Service  
Authorized Federal Supply Schedule Price List  
Multiple Award Schedule (MAS)  
Industrial Group: Professional Services  

Contract Number: GS-10F-053AA Price list current as of Modification #A847 effective 7/7/2022  
Contract Period: December 4, 2012 – December 3, 2027  

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

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

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URL: www.alleghenyst.com

Contract Administration:  
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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.

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. AST’s knowledgeable staff has a proven track record for implementing program management processes and delivering high-caliber technical support services directly to the Federal government through performance of prime contracts and subcontracts supporting:

Past Performance Summary

- 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 the Army’s Army Research Laboratory (ARL) – providing Analysis, Prototyping and Experimentation (APEX) system development support in the areas of concept of operations; requirements, performance and integration analysis; rapid prototyping, storage and maintenance of developed systems; and experimentation planning and execution;

- U.S. Department of the Army’s Office of Energy Initiatives (OEI)/ U.S Department of the Air Force’s Office of Energy Assurance (OEA) - providing comprehensive program management services for energy security/resiliency projects including project planning, development and execution activities;

- 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 plans to support the new CIO Acquisition Strategy, and various business process improvement initiatives;
• U.S. Department of Defense’s (DoD) Defense Intelligence Agency (DIA), Directorate for Operations (DO) Mission Support (DOMS) - providing mission support including timely, accurate and efficient processing of administration information for personnel and office/platform support in order to enable DO to conduct effective operations;

• U.S. Department of Defense’s (DoD) Defense Information Systems Agency (DISA) - providing system administration in laboratory environments in support of DISA and DoD systems, networks, and networks interfacing with DoD including technology outreach and technology transfer with DoD and federal agencies, industry, and academia to identify best practices, methodologies, material solutions, mature capabilities, and enterprise services;

• 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;

• U.S. Department of Defense’s (DoD) Office of Small Business Programs (OSBP) - providing an examination of the Superior Supplier Incentive Program (SSIP) in the NAVY/ARMY by assessing the challenges, feasibility and implications of expanding/implementing the program across all DoD components;

• U.S. Department of Energy’s (DOE) Advanced Research Project Agency or Energy (ARPA-E) – providing professional business office management and executive assistance support including program and project office support, including analysis, report writing, action tracking, and other administrative functions;

• U.S. Department of Energy’s (DOE) Idaho Operations Office (DOE-ID) – Administrative Assistance Support (ADMIN) - providing administrative assistants supporting multiple organizations, including but not limited to: Office of the Manager, Office of Chief Counsel, Contract Management Division, Human Resources, and Office of Nuclear Energy Program Support & Execution, including Strategic Partnership Projects (SPP) Support;

• U.S. Department of Energy’s (DOE) Idaho Operations Office (DOE-ID) Information Technology Support Services (ITSS) – IT support for the Idaho Operations Office for desktop, server, and network device operation and maintenance, and also Help Desk/Field Service-related functions;

• 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 Energy’s (DOE) Office of Environmental Management (EM) – providing Program Information Collections System (PICS) Support Services including assistance in implementing project management processes to assure accountability for program schedule/time management and program cost management;
• U.S. Department of Energy’s (DOE) Office of Fossil Energy (FE) National Energy Technology Laboratory (NETL); Coal-Based Power Plants of the Future – providing conceptual design(s) on advanced coal-fired power plants in order to understand the configurations, equipment features, performance characteristics, and cost implications for a future commercial coal plant;

• U.S. Department of Energy’s (DOE) Office of Fossil Energy (FE) National Energy Technology Laboratory (NETL); Mission Execution and Strategic Analysis (MESA) – providing quality and timely technical and associated administrative support services for program and project planning, execution, monitoring, and assessment; and for high quality, credible analyses of the entire economic value chain of energy, from resource assessment, extraction, and transport, to conversion, distribution, and end-use;

• U.S. Department of Energy’s (DOE) Office of Nuclear Energy (NE) – providing Project Management, Program Integration Services (PMIS), earned value management (EVM) and reporting support to the Idaho National Laboratory (INL) Idaho Operations Office;

• U.S. Department of Energy’s (DOE) Office of Nuclear Energy (NE) Management and Information Technology Support Services (MITSS) - providing expertise and services to implement industry standard program management and control principles to include program integration, earned value reporting of costs and quality management, resource management, communications management, and risk management to NE programs;

• U.S. Department of Energy’s (DOE) Office of Nuclear Energy (NE) - providing Engineering and Facilitation Services (EFS) including technical assistance in the performance of engineering reviews and analysis, technical evaluations, regulatory reviews, cost estimating, program management, management assessments, and technical monitoring to the Idaho National Laboratory (INL) Idaho Operations Office;


• U.S. Department of Energy’s (DOE) Office of Technology Transitions (OTT) – supporting mission related activities consisting of programmatic program analysis staff support; executive administrative staff support; communications specialist support; public relations and marketing support; specialized /strategic communications and marketing support and program and project management support;

• Department of Health & Human Services (DHHS) Centers for Medicare & Medicaid Services (CMS) - providing rapid cloud based independent verification and validation to support consisting of systematic validation of new and existing Salesforce functionality being leveraged by CMMI while ensuring quality through analysis of information and related dependencies;

• Department of Health & Human Services (DHHS) Centers for Medicare & Medicaid Services (CMS) - performing data validation for the End State Renal Disease (ESRD) Quality Incentive Program (QIP) data sources by validating the data submitted and determining the extent to which these ESRD data sources contain reliable and accurate administrative and clinical information;
• U.S. Department of the Navy’s, Naval Sea Logistics Center (NSLC) – providing offsite professional support services for the correction of information assurance issues including providing recommendations for the correction of software modules and evaluation of installation program procedures and technical documentation to ensure installation on servers;

• Tennessee Valley Authority (TVA) – supporting the “Low Income Pilot Initiative” by demonstrating viable funding to leverage and match TVA funding for pilots, evaluating additional partnerships needed, assisting in the development of grant applications, and helping execute and monitor ensuing grants and partnerships.

2 Customer Information

1a Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Titles</th>
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<tr>
<td>541219</td>
<td>Budget and Financial Management Services</td>
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<td>Engineering Services</td>
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<td>541380</td>
<td>Testing Laboratory Services</td>
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<tr>
<td>541420</td>
<td>Engineering System Design and Integration Services</td>
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<tr>
<td>54151S</td>
<td>Information Technology (IT) Professional Services</td>
<td>12</td>
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<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>10</td>
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<tr>
<td>541620</td>
<td>Environmental Consulting Services</td>
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<td>541690</td>
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<td>541715</td>
<td>Engineering Research and Development and Strategic Planning</td>
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<tr>
<td>562910REM</td>
<td>Environmental Remediation Services</td>
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<tr>
<td>562112</td>
<td>Hazardous Waste Disposal Services</td>
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<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
<td>12</td>
</tr>
</tbody>
</table>
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 14-15 for Professional Services (All SINs except 54151S) and Price List on pages 32-33 for Information Technology (IT) Professional Services (54151S).

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 16 - 31 for Professional Services (All SINs except 54151S) and Labor Category Descriptions on pages 34 - 50 for Information Technology (IT) Professional Services (54151S).

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery area):
   - Professional Services (All SINs except 54151S): Domestic Only (CONUS)
   - Information Technology (IT) Professional Services (54151S): Worldwide

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. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

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

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-day Delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

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

12a. Ordering Address(es): Same as Contractor
12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment address(es):** Same as company address

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

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

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

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

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

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

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

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

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

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

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

23. **Unique Identifier (UEI) number:** GLPKRZJL8GM3

24. **Notification regarding registration in System for Award Management (SAM) database:** Registered
3 Description of Products & Services

Testing and Design Services

**SIN 541420: Engineering System Design and Integration Services**

Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.

Associated tasks include, but are not limited to computer-aided design, e.g., CADD, 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, consulting, analysis of single or multi spacecraft missions and mission design analysis.

**NOTE:** Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

An implementation guide for Space launch Integration Services (SLIS) can be found at www.gsa.gov/psschedule - click on “Professional Engineering Solutions.”

**SIN 541330ENG: Engineering Services**

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

**NOTE:** Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

**SIN 541330EMI: Engineering Services Related to Military, Aerospace Equipment, or Military Weapons, the National Energy Policy Act of 1992, Marine Engineering and/or Naval Architecture**

Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems specifically relating to military aerospace equipment and/or military weapons, and/or engineering services awarded under the National Energy Policy Act of 1992, and/or marine engineering or naval Architecture. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation, and related services.
SIN 541380: Testing Laboratory Services

Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services.

Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences).

Examples of labor categories include, but are not limited to: Scientific Researchers, Biologists, Physicists, Mathematicians, Statisticians, Research Engineers, Meteorologists, Lab Technicians, Veterinarians and Veterinary Services, Chemists, Biochemical Engineers, Research Nurses."

Business Consulting and Management Services

SIN 541219: Budget and Financial Management Services

Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

SIN 541611: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. 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.

Personal services as defined in FAR 37.104 are prohibited.
Energy and Environmental Services

SIN 541620: Environmental Consulting Services

Services include providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials; Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans. This includes identifying problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. Multi-disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, ecological restoration, and environmental law such as Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA).

SIN 541690: Technical Consulting Services

Services include providing advice and assistance on technical domains and issues (except those covered by the environmental, energy, and IT consulting SINs on this Schedule). Typical associated tasks include, but are not limited to: strategic planning, feasibility analysis, requirements determination, policy interpretation and support, process analysis and/or development, research studies, testing (other than laboratory testing), program analysis, and associated support tasks.

SIN 541690E: Energy Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514.

SIN 562112: Hazardous Waste Disposal Services

Services include but are not limited to: Management and oversight of Hazardous Material (HAZMAT) disposal operations, and management, oversight and recycling of universal waste (e.g., batteries, cell phones, cathode ray tubes (CRTs), and compact fluorescent light bulbs (CFLs)). This includes reuse assessments and inventory, destruction, inventory transfer and/or disposal after compliance with GSA Office of Personal Property Management requirements outlined in Federal Management Regulations 101-42, 102-36, and 102-37 (as applicable). Examples of types of material waste services include, but are not limited to: Solid waste, industrial waste, mining waste, and oilfield waste (e.g., drill cuttings); Liquid waste (e.g., wastewater containing less than 1% solids); Excess inventory; Surplus inventory; Non-hazardous materials that pose no immediate threat to human health and the environment, excluding household waste (e.g., routine refuse collection and disposal); Hazardous materials and/or those that contain leachable toxic components; Plastics such as acrylic, nylon, high-density polyethylene (HDPE) and low-density polyethylene (LDPE); Confiscated materials; and Construction debris such as asphalt, drywall and/or metal.

NOTE: Services offered under this scope shall NOT include any transportation / disposal of radioactive waste, asbestos and/or paint abatement, radon mitigation.
SIN 562910REM Environmental Remediation Services

Remediation services include site preparation, characterization, field investigation, conservation and closures, emergency response cleanup (ERC), underground storage tank/above-ground storage tank (UST/AST) removal, air monitoring, soil vapor extraction, stabilization/solidification, bio-venting, carbon absorption, containment, monitoring and/or reduction of hazardous waste sites, unexploded ordnance removal, and remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include creating new land from sea or riverbeds, wetland restoration, and restoring areas to a more natural state (e.g., after pollution, desertification, or salinization have made it unusable). Remediation services encompassing three (3) or more industries/NAICS codes, where the preponderance of work is at least 50% under NAICS 562910, should be solicited and performed under SIN 562910RMI.

NOTE: Services offered under this scope shall not include any remediation/transportation/disposal of radioactive waste, asbestos and/or paint abatement, radon mitigation, or construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). This SIN does not include Davis-Bacon work as defined in Federal Acquisition Regulation Subpart 22.4. Ordering agencies must ensure the work being required is not covered by the Davis-Bacon Act.

Research and Development Services

SIN 541715: Engineering Research and Development and Strategic Planning

Services include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as: agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.

Typical 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; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; 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.

NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

Information Technology (IT) Services

SIN 54151S: Information Technology Professional Services

Information Technology Professional Services include Cloud services (all associated labor); cognitive computing; conversion and implementation support; database planning and design; Internet of Things (IoT); IT project management; migration services (of all kinds); network services; programming; resources and facilities management; systems analysis, design, and implementation; and other services relevant to 29 CFR 541.400.
Order Level Materials

OLM: Order Level Materials

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA.
# 4 Professional Services (All SINs except 54151S) Price List

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
<th>Year 13</th>
<th>Year 14</th>
<th>Year 15</th>
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**Service Contract Labor Standards (SCLS):** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
5 Professional Services (All SINs except 54151S) 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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with twenty-eight (28) years; Bachelor’s Degree with thirty-two (32) years; Associate’s Degree with thirty-four (34) years; or thirty-five (35) years of experience.

**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:** 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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with twenty-eight (28) years; Bachelor’s Degree with thirty-two (32) years; Associate’s Degree with thirty-four (34) years; or thirty-five (35) years of experience.

**Certifications/Clearances:** Professional certification in areas as required by the delivery/task order.
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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with twenty-three (23) years; Bachelor’s Degree with twenty-seven (27) years; Associate’s Degree with twenty-nine (29) years; or thirty (30) years of experience.

**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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with eighteen (18) years; Bachelor’s Degree with twenty-two (22) years; Associate’s Degree with twenty-four (24) years; or twenty-five (25) years of experience.

**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 equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with thirteen (13) years; Bachelor’s Degree with seventeen (17) years; Associate’s Degree with nineteen (19) years; or twenty (20) years of experience.

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

Technical Subject Matter Expert Series

Technical Subject Matter Expert VI

Functional Responsibility: 1) Lead and/or provide scientific, engineering, and technical analysis consulting to directors and senior managers on implementation of agency wide initiatives; 2) Design, organize, lead, conduct, and/or attend workshops, seminars, peer reviews, conferences, and other program and project meetings; 3) Supervise and/or provide technology research, analysis and evaluation support including collecting and analyzing information related to agency funded projects and technologies; 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) Supervise and/or provide research and development (R&D) support, including conducting engineering analyses, regulatory analyses, and cost analyses; 7) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 8) Establish technical approaches and standards; 9) Support through research and suggestions updates to agency’s Multi-Year Program Plan; 10) Support project/program management activities, including review of scopes, budgets, financial reports, and schedules; 11) Lead and/or conduct analysis and prepare data to meet stakeholder communication needs and internal reporting.
Minimum Experience: Fourteen (14) years of direct engineering/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 engineering/business/analytical areas.

Minimum Education: Doctorate Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Master’s Degree with sixteen (16) years; Bachelor’s Degree with eighteen (18) years; Associate’s Degree with twenty (20) years; or twenty-one (21) years of experience.

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

Technical Subject Matter Expert V

Functional Responsibility: 1) Lead and/or provide scientific, engineering, and technical analysis consulting to directors and senior managers on implementation of agency wide initiatives; 2) Design, organize, lead, conduct, and/or attend workshops, seminars, peer reviews, conferences, and other program and project meetings; 3) Supervise and/or provide technology research, analysis and evaluation support including collecting and analyzing information related to agency funded projects and technologies; 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) Supervise and/or provide research and development (R&D) support, including conducting engineering analyses, regulatory analyses, and cost analyses; 7) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 8) Establish technical approaches and standards; 9) Support through research and suggestions updates to agency’s Multi-Year Program Plan; 10) Support project/program management activities, including review of scopes, budgets, financial reports, and schedules; 11) Lead and/or conduct analysis and prepare data to meet stakeholder communication needs and internal reporting.

Minimum Experience: Twelve (12) years of direct engineering/business/analytical experience, of which at least eight (8) must be specialized. Specialized experience includes demonstrated experience in areas specifically relevant to the order’s tasks.

Minimum Education: Doctorate Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Master’s Degree with fourteen (14) years; Bachelor’s Degree with sixteen (16) years; Associate’s Degree with eighteen (18) years; or nineteen (19) years of experience.

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

Technical Subject Matter Expert IV

Functional Responsibility: 1) Lead and/or provide scientific, engineering, and technical analysis consulting to directors and senior managers on implementation of agency wide initiatives; 2) Design, organize, lead, conduct, and/or attend workshops, seminars, peer reviews, conferences, and other program and project meetings; 3) Supervise and/or provide technology research, analysis and evaluation support including collecting and analyzing information related to agency funded projects and technologies; 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) Supervise and/or
provide research and development (R&D) support, including conducting engineering analyses, regulatory
analyses, and cost analyses; 7) Apply current disciplines and methodologies to the planning analysis,
evaluation, and implementation of projects; 8) Establish technical approaches and standards; 9) Support
project/program management activities, including review of scopes, budgets, financial reports, and
schedules; 10) Lead and/or conduct analysis and prepare data to meet stakeholder communication needs and
internal reporting.

Minimum Experience: Eight (8) years of direct engineering/business/analytical experience, of which at
least four (4) must be specialized. Specialized experience includes demonstrated experience in areas
specifically relevant to the order’s tasks.

Minimum Education: Doctorate Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Master’s Degree with ten (10) years; Bachelor’s Degree with
twelve (12) years; Associate’s Degree with fourteen (14) years; or fifteen (15) years of experience.

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

Technical Subject Matter Expert III

Functional Responsibility: 1) Lead and/or provide scientific, engineering, and technical analysis consulting
to directors and senior managers on implementation of agency wide initiatives; 2) Design, organize, conduct,
and/or attend workshops, seminars, peer reviews, conferences, and other program and project meetings; 3)
Supervise and/or provide technology research, analysis and evaluation support including collecting and
analyzing information related to agency funded projects and technologies; 4) Facilitate process improvement
efforts requiring a mastery of technical subject matter and experience in specific programs and processes; 5)
Conduct research and development (R&D) support, including conducting engineering analyses, regulatory
analyses, and cost analyses; 6) Apply current disciplines and methodologies to the planning analysis,
evaluation, and implementation of projects; 7) Establish technical approaches and standards; 8) Support
project/program management activities, including review of scopes, budgets, financial reports, and
schedules; 9) Lead and/or conduct analysis and prepare data to meet stakeholder communication needs and
internal reporting.

Minimum Experience: Five (5) years of direct engineering/business/analytical experience, of which at
least one (1) must be specialized. Specialized experience includes demonstrated experience in areas
specifically relevant to the order’s tasks.

Minimum Education: Doctorate Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Master’s Degree with seven (7) years; Bachelor’s Degree with
nine (9) years; Associate’s Degree with eleven (11) years; or twelve (12) years of experience.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.
**Technical Subject Matter Expert II**

**Functional Responsibility:** 1) Provide scientific, engineering, and technical analysis consulting to directors and senior managers on implementation of agency wide initiatives; 2) Design, conduct, and/or attend workshops, seminars, peer reviews, conferences, and other program and project meetings; 3) Support process improvement efforts requiring a mastery of technical subject matter and experience in specific programs and processes; 4) Conduct research and development (R&D) support, including conducting engineering analyses, regulatory analyses, and cost analyses; 5) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 6) Establish technical approaches and standards; 7) Support project/program management activities, including review of scopes, budgets, financial reports, and schedules; 8) Conduct analysis and prepare data to meet stakeholder communication needs and internal reporting.

**Minimum Experience:** Three (3) years of direct engineering/business/analytical experience.

**Minimum Education:** Doctorate Degree (or equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Master’s Degree with five (5) years; Bachelor’s Degree with seven (7) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

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**Technical Subject Matter Expert I**

**Functional Responsibility:** 1) Provide scientific, engineering, and technical analysis consulting to directors and senior managers on implementation of agency wide initiatives; 2) Design, conduct, and/or attend workshops, seminars, peer reviews, conferences, and other program and project meetings; 3) Conduct research and development (R&D) support, including conducting engineering analyses, regulatory analyses, and cost analyses; 4) Apply current disciplines and methodologies to the planning analysis, evaluation, and implementation of projects; 5) Establish technical approaches and standards; 6) Support project/program management activities, including review of scopes, budgets, financial reports, and schedules; 7) Conduct analysis and prepare data to meet stakeholder communication needs and internal reporting.

**Minimum Experience:** One (1) year of direct engineering/business/analytical experience.

**Minimum Education:** Doctorate Degree (or equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Master’s Degree with three (3) years; Bachelor’s Degree with five (5) years; Associate’s Degree with seven (7) years; or eight (8) years of experience.

**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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with twelve (12) years; Bachelor’s Degree with sixteen (16) years; Associate’s Degree with eighteen (18) years; or nineteen (19) years of experience.

**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 equivalent) in a discipline related to the delivery/task order.
Experience and Education Equivalency: Doctorate Degree with eleven (11) years; Bachelor’s Degree with fifteen (15) years; Associate’s Degree with seventeen (17) years; or eighteen (18) years of experience.

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 equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with eleven (11) years; Bachelor’s Degree with fifteen (15) years; Associate’s Degree with seventeen (17) years; or eighteen (18) years of experience.

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 discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with one (1) year; Master’s Degree with three (3) years; Associate’s Degree with seven (7) years; or eight (8) years of experience.

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 discipline related to the delivery/task order.

**Experience and Education Equivalency:** Master’s Degree with one (1) year; Associate’s Degree with five (5) years; or six (6) years of experience.

**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 makes 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 a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with six (6) years; Master’s Degree with eight (8) years; Associate’s Degree with twelve (12) years; or thirteen (13) years of experience.

**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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with four (4) years; Master’s Degree with six (6) years; Associate’s Degree with ten (10) years; or eleven (11) years of experience.

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 broad 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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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 broad 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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with one (1) year; Master’s Degree with three (3) years; Associate’s Degree with seven (7) years; or eight (8) years of experience.

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 broad 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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Master’s Degree with one (1) year; Associate’s Degree with five (5) years; or six (6) years of experience.

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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with ten (10) years; Bachelor’s Degree with fourteen (14) years; Associate’s Degree with sixteen (16) years; or seventeen (17) years of experience.
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. Requires significant experience in consulting and providing advice to top-level decision-makers.

**Minimum Education:** Master’s Degree (or equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with eight (8) years; Bachelor’s Degree with twelve (12) years; Associate’s Degree with fourteen (14) years; or fifteen (15) years of experience.

**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 a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with six (6) years; Master’s Degree with eight (8) years; Associate’s Degree with twelve (12) years; or thirteen (13) years of experience.

**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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with four (4) years; Master’s Degree with six (6) years; Associate’s Degree with ten (10) years; or eleven (11) years of experience.

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. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

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

Experience and Education Equivalency: Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

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

Experience and Education Equivalency: Doctorate Degree with zero (0) years; Master’s Degree with two (2) years; Associate’s Degree with six (6) years; or seven (7) years of experience.

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 Experience: One (1) year of experience in applying operational research principles to investigate, analyze, plan, develop, implement for evaluate systems. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

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

Experience and Education Equivalency: Associate’s Degree with three (3) years; or four (4) years of experience.

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

Minimum Education: Bachelor's Degree (or equivalent) in a discipline related to the delivery/task order.
Experience and Education Equivalency: Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

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

**Experience and Education Equivalency:** Doctorate Degree with zero (0) years; Master’s Degree with two (2) years; Associate’s Degree with six (6) years; or seven (7) years of experience.

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

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

**Experience and Education Equivalency:** Associate’s Degree with three (3) years; or four (4) years of experience.

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

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

Experience and Education Equivalency: Master’s Degree with one (1) year; Associate’s Degree with five (5) years; or six (6) years of experience.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.
# 6 Information Technology (IT) Professional Services (SIN 54151S) Price List

<table>
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<tr>
<th>Labor Category Title</th>
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7 Information Technology (IT) Professional Services (SIN 54151S) Labor Category Descriptions

Senior Executive Management Series (IT)

Senior Executive Management Consultant IV (IT)

**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 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:** This position requires a minimum of 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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with twenty-eight (28) years; Bachelor’s Degree with thirty-two (32) years; Associate’s Degree with thirty-four (34) years; or thirty-five (35) years of experience.

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

Senior Executive Management Consultant III (IT)

**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: This position requires a minimum of 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 equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with twenty-three (23) years; Bachelor’s Degree with twenty-seven (27) years; Associate’s Degree with twenty-nine (29) years; or thirty (30) years of experience.

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

Senior Executive Management Consultant II (IT)

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: This position requires a minimum of 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 equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with eighteen (18) years; Bachelor’s Degree with twenty-two (22) years; Associate’s Degree with twenty-four (24) years; or twenty-five (25) years of experience.

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

Senior Executive Management Consultant I (IT)

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:** This position requires a minimum of 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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with thirteen (13) years; Bachelor’s Degree with seventeen (17) years; Associate’s Degree with nineteen (19) years; or twenty (20) years of experience.

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

### Subject Matter Expert (SME) Series (IT)

#### Subject Matter Expert (SME) V (IT)

**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:** This position requires a minimum of 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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with twelve (12) years; Bachelor’s Degree with sixteen (16) years; Associate’s Degree with eighteen (18) years; or nineteen (19) years of experience.

**Certifications/Clearances:** Professional certification in areas as required by the delivery/task order.
Subject Matter Expert (SME) IV (IT)

**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:** This position requires a minimum of 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. Required service as a team leader in directly related business/analytical areas.

**Minimum Education:** Master’s Degree (or equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with eleven (11) years; Bachelor’s Degree with fifteen (15) years; Associate’s Degree with seventeen (17) years; or eighteen (18) years of experience.

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

Subject Matter Expert (SME) III (IT)

**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:** This position requires a minimum of ten (10) 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 equivalent) in a discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with eight (8) years; Bachelor’s Degree with twelve (12) years; Associate’s Degree with fourteen (14) years; or fifteen (15) years of experience.

**Certifications/Clearances:** Professional certification in areas as required by the delivery/task order.
Subject Matter Expert (SME) II (IT)

**Functional Responsibility:** Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. 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:** Seven (7) years of experience. Individual must have a full working knowledge of the specified field. Must be an acknowledged expert in the specified field and possess expert knowledge of that field.

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

**Experience and Education Equivalency:** Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

Subject Matter Expert (SME) I (IT)

**Functional Responsibility:** Responsible for providing expert guidance and insight into specific technology application or technical area where a specific subject matter expertise is necessary. Provides technical knowledge and analysis of specialized applications and operational environments, or high-level functional systems analysis, design, integration, or implementation advice that requires extensive knowledge of the subject matter. 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 have a full working knowledge of the specified field. Must be an acknowledged expert in the specified field and possess expert knowledge of that field.

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

**Experience and Education Equivalency:** Doctorate Degree with one (1) year; Master’s Degree with three (3) years; Associate’s Degree with seven (7) years; or eight (8) years of experience.

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

Program Manager Series (IT)

Senior Program Manager (IT)

**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 technical 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. Experienced 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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with six (6) years; Master’s Degree with eight (8) years; Associate’s Degree with twelve (12) years; or thirteen (13) years of experience.

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

Mid-Level Program Manager (IT)

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 technical 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. Experienced 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 a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with four (4) years; Master’s Degree with six (6) years; Associate’s Degree with ten (10) years; or eleven (11) years of experience.

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

Project Manager Series (IT)

Senior Project Manager (IT)

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. Possesses experience in the aspects of project planning, directing, monitoring, and reporting.

Minimum Education: Bachelor's Degree (or equivalent) in a discipline related to the delivery/task order.
Experience and Education Equivalency: Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

Mid-Level Project Manager (IT)

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. Possesses experience in the aspects of project planning, directing, monitoring, and reporting.

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

Experience and Education Equivalency: Doctorate Degree with one (1) year; Master’s Degree with three (3) years; Associate’s Degree with seven (7) years; or eight (8) years of experience.

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

Associate Project Manager (IT)

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. Possesses experience in the aspects of project planning, directing, monitoring, and reporting.

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

Experience and Education Equivalency: Master’s Degree with one (1) year; Associate’s Degree with five (5) years; or six (6) years of experience.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.
**Management Consultant Series (IT)**

**Principal Management Consultant (IT)**

**Functional Responsibility:** This position will provide consulting services to directors and senior managers of the client in the following areas: 1) Develop, lead and conduct quality workshops, seminars, training sessions, and facilitation relating to improvement of efficiencies of processes; 2) It will tailor quality improvement workshops and courses for the client and its specific needs; 3) It will lead and conduct benchmarking surveys; 4) It will facilitate process improvement efforts requiring a sufficient level of technical expertise needed to support the process; 5) It will manage a team of junior and senior consultants and analysts supporting the client process improvement and quality training efforts; 6) It will establish technical approaches and standards in collaboration with the client; 7) It will generate papers and documents as needed for the client; 8) It will establish a strong working relationship with clients.

**Minimum Experience:** This position requires at least twelve (12) years of directly related experience eight (8) of which must be specialized. The specialized experience would include demonstrated experience in areas relevant to the order's tasks. The individual in the position must have team leader experience in a directly related area.

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

**Experience and Education Equivalency:** Doctorate Degree with ten (10) years; Bachelor's Degree with fourteen (14) years; Associate's Degree with sixteen (16) years; or seventeen (17) years of experience.

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

**Senior Management Consultant (IT)**

**Functional Responsibility:** This position will provide consulting services to directors and senior managers of the client in the following areas: 1) It will design, organize, lead and conduct executive level workshops, seminars, training sessions and facilitation in support of the client; 2) It will tailor quality improvement courses and workshops for the client and its specific needs; 3) It will design, organize, lead and conduct benchmarking and surveys for an organization; 4) It will facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area; 5) It will manage a team of senior consultants and analysts supporting the client's process improvement and quality training efforts; 6) It will also give lectures, speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service on behalf of the client.

**Minimum Experience:** This position requires at least twelve (12) years of directly related experience eight (8) of which must be specialized. The specialized experience would include demonstrated experience in areas relevant to the order's tasks. The individual in the position must have team leader experience in a directly related area.

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

**Experience and Education Equivalency:** Doctorate Degree with ten (10) years; Bachelor's Degree with fourteen (14) years; Associate's Degree with sixteen (16) years; or seventeen (17) years of experience.

**Certifications/Clearances:** Professional certification in areas as required by the delivery/task order.
Management Consultant (IT)

Functional Responsibility: This position will provide consulting services to managers of the client in the following areas: 1) It will design, organize, lead and conduct workshops, seminars, training sessions and facilitation in support of the client; 2) It will tailor quality improvement courses and workshops for the client and its specific needs; 3) It will design, organize, lead and conduct benchmarking and surveys for an organization; 4) It will directly interface with other client financial personnel who require assistance from time to time; 5) It will facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area; 6) It will manage a team of consultants and analysts supporting the client's process improvement and quality training efforts; 7) It will also give lectures, speeches or write original articles or documents relating to quality implementation or technical enhancements to process improvement and customer service on behalf of the client.

Minimum Experience: This position requires at least ten (10) years of directly related experience six (6) of which must be specialized. The specialized experience would include demonstrated experience in areas relevant to the order's tasks. The individual in the position must have team leader experience in a directly related area.

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

Experience and Education Equivalency: Doctorate Degree with eight (8) years; Bachelor's Degree with twelve (12) years; Associate's Degree with fourteen (14) years; or fifteen (15) years of experience.

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

Associate Management Consultant (IT)

Functional Responsibility: This position will provide consulting services to managers of the client in the following areas: 1) It will develop, lead and conduct quality workshops, seminars, training sessions and facilitation in support of the client; 2) It will tailor quality improvement courses and workshops for the client and its specific needs; 3) It will lead and conduct benchmarking and surveys for an organization; 4) It will facilitate process improvement efforts requiring a mastery of technical subject matter and experience in specific programs and processes; 6) It will manage a team of consultants and analysts supporting the client's process improvement and quality training efforts; 7) It will also serve as a project manager in support of the client’s program; 8) It will generate white papers and documents as needed for client management.

Minimum Experience: This position requires at least eleven (11) years of directly related experience seven (7) of which must be specialized. The specialized experience would include demonstrated experience in areas relevant to the order's tasks. The individual in the position must have team leader experience in a directly related area.

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

Experience and Education Equivalency: Doctorate Degree with seven (7) years; Master's Degree with nine (9) years; Associate's Degree with thirteen (13) years; or fifteen (15) years of experience.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.
Software Engineer Series (IT)

Senior Software Engineer (IT)

**Functional Responsibility:** Provides analysis, design, programming, and modification of computer programs. Provides complete code writing, testing and debugging of software applications. Provides interface, as appropriate, to existing systems, including legacy systems, to gather/provide needed information and data. Provides forms, procedures, and other documentation needed for installation and maintenance. Manages or assists with the implementation and roll-out of solutions. Responsible for troubleshooting a broad range of technical issues.

**Minimum Experience:** Seven (7) years of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.

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

**Experience and Education Equivalency:** Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

Mid-Level Software Engineer (IT)

**Functional Responsibility:** Provides analysis, design, programming, and modification of computer programs. Provides complete code writing, testing and debugging of software applications. Provides interface, as appropriate, to existing systems, including legacy systems, to gather/provide needed information and data. Provides forms, procedures, and other documentation needed for installation and maintenance. Manages or assists with the implementation and roll-out of solutions. Responsible for troubleshooting a broad range of technical issues.

**Minimum Experience:** Four (4) years of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.

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

**Experience and Education Equivalency:** Doctorate Degree with zero (0) years; Master’s Degree with two (2) years; Associate’s Degree with six (6) years; or seven (7) years of experience.

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

Associate Software Engineer (IT)

**Functional Responsibility:** Provides analysis, design, programming, and modification of computer programs. Provides complete code writing, testing and debugging of software applications. Provides interface, as appropriate, to existing systems, including legacy systems, to gather/provide needed information and data. Provides forms, procedures, and other documentation needed for installation and maintenance. Manages or assists with the implementation and roll-out of solutions. Responsible for troubleshooting a broad range of technical issues.

**Minimum Experience:** One (1) year of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.
Minimum Education: Bachelor's Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Associate’s Degree with three (3) years; or four (4) years of experience.

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

### Systems Engineer Series (IT)

#### Senior Systems Engineer (IT)

**Functional Responsibility:** Performs software engineering assignments relative to the modification and/or development of software systems. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems. Evaluates software activities so as to ensure compliance with software engineering standards.

**Minimum Experience:** Seven (7) years of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.

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

**Experience and Education Equivalency:** Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

#### Mid-Level Systems Engineer (IT)

**Functional Responsibility:** Performs software engineering assignments relative to the modification and/or development of software systems. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems. Evaluates software activities so as to ensure compliance with software engineering standards.

**Minimum Experience:** Four (4) years of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.

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

**Experience and Education Equivalency:** Doctorate Degree with zero (0) years; Master’s Degree with two (2) years; Associate’s Degree with six (6) years; or seven (7) years of experience.

**Certifications/Clearances:** Professional certification in areas as required by the delivery/task order.
Associate Systems Engineer (IT)

**Functional Responsibility:** Performs software engineering assignments relative to the modification and/or development of software systems. Reviews and evaluates proposed system interoperability from both data exchange and communications support capabilities. Formulates and develops systems or subsystems architecture, requirements, and design documents. Performs software algorithm development, design, coding, and documentation work of systems. Evaluates software activities so as to ensure compliance with software engineering standards.

**Minimum Experience:** One (1) year of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.

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

**Experience and Education Equivalency:** Associate’s Degree with three (3) years; or four (4) years of experience.

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

Application Engineer Series (IT)

**Senior Application Engineer (IT)**

**Functional Responsibility:** Coordinates and provides administration, planning and development of computerized databases. Works independently or as part of a team, to execute various database projects. Work may involve the development and maintenance of database software, as well as problem resolution. Assists in administering database organizations, standards, controls, procedures, and current, complete documentation. Maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, periodic back-ups, organization, protection and security, documentation, dictionaries, statistical methods and integration of systems.

**Minimum Experience:** Seven (7) years of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.

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

**Experience and Education Equivalency:** Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

**Mid-Level Application Engineer (IT)**

**Functional Responsibility:** Coordinates and provides administration, planning and development of computerized databases. Works independently or as part of a team, to execute various database projects. Work may involve the development and maintenance of database software, as well as problem resolution. Assists in administering database organizations, standards, controls, procedures, and current, complete documentation. Maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, periodic back-ups, organization, protection and security, documentation, dictionaries, statistical methods and integration of systems.

**Minimum Experience:** Four (4) years of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.
Minimum Education: Bachelor's Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Doctorate Degree with zero (0) years; Master’s Degree with two (2) years; Associate’s Degree with six (6) years; or seven (7) years of experience.

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

Associate Application Engineer (IT)

Functional Responsibility: Coordinates and provides administration, planning and development of computerized databases. Works independently or as part of a team, to execute various database projects. Work may involve the development and maintenance of database software, as well as problem resolution. Assists in administering database organizations, standards, controls, procedures, and current, complete documentation. Maintains databases with respect to access methods, access time, batch processes, device allocation, validation checks, periodic back-ups, organization, protection and security, documentation, dictionaries, statistical methods and integration of systems.

Minimum Experience: One (1) years of experience. Individual must be highly skilled in the programming language specified. Must be familiar with structured programming techniques and current development tools.

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

Project Analyst Series (IT)

Senior Project Analyst (IT)

Functional Responsibility: Assists customer in the planning, coordinating and implementation of 1) This position will provide consulting services to the client on implementation of an organization's quality and process improvement initiatives; 2) It will provide feedback on system security documentation; 3) It will also participate in weekly meetings with the client; 4) It may be used as a general information technology resource for the contract; 5) It may present quality workshops, seminars and training; 6) It may also conduct and assist with benchmarking and surveys for the client organization; 7) It will facilitate process improvement efforts requiring a sufficient level of technical expertise needed to support the process; 8) It may lead a team of junior consultants and analysts supporting the client's process improvement and quality training efforts.

Minimum Experience: Five (5) years of experience or equivalent.

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

Experience and Education Equivalency: Doctorate Degree with one (1) year; Master’s Degree with three (3) years; Associate’s Degree with seven (7) years; or eight (8) years of experience.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.
Project Analyst (IT)

**Functional Responsibility:** 1) This position will provide consulting services to the client on implementation of an organization's quality and process improvement initiatives; 2) It will present quality workshops, seminars and training; 3) It will conduct and assist with benchmarking and surveys for the client organization; 4) It will be involved in programming and development of a system / program; 5) It will facilitate process improvement efforts requiring a sufficient level of technical expertise needed to support the process; 6) It will lead a team of junior consultants and analysts supporting the client's process improvement and quality training efforts.

**Minimum Experience:** Three (3) years of experience or equivalent.

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

**Experience and Education Equivalency:** Master’s Degree with one (1) year; Associate’s Degree with five (5) years; or six (6) years of experience.

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

Associate Project Analyst (IT)

**Functional Responsibility:** 1) This position will work under guidance from a more senior Program Analyst and with all levels of personnel to understand the functions and needs of the organization; 2) It will provide oversight, administration, and management assistance to the client to include providing basic project and program management support in tracking project and program status, data integration issues, financial matters, and ensuring compliance with client guidelines and requirements; 3) Includes analyzing and tracking project costs, budgets, schedules and deliverables, and conducting research into specific areas; 4) Provide review and support of the annual work package planning and execution process to ensure consistency and timely integration into project models; 5) Coordinate, integrate and monitor programmatic baseline and funding changes throughout the Fiscal Year(s); 6) Participate in monthly program progress reviews and other program related meetings with the client; 7) Participate in design and implementation enhancements for tracking and management tools used by the client, including requirements gathering, system testing, and communication of new release functionality to the end users; 8) Provides direct support to the programming team on an as required basis; 9) Creates and maintains master files/schedules related to program history, execution and status for the life of the program.

**Minimum Experience:** One (1) year of experience or equivalent number of years of experience working in support of mission related programs/projects.

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

**Experience and Education Equivalency:** Associate’s Degree with three (3) years; or four (4) years of experience.

**Certifications/Clearances:** Professional certification in areas as required by the delivery/task order.
Analyst Series (IT)

Senior Analyst (IT)

**Functional Responsibility:** Assists customer in the planning, coordinating and implementation of systems. Conducts analytical investigations and develops analysis methods and techniques. Provides analysis, evaluation and recommendations for client-specific information systems. Consults with clients, analyzes data and advises and/or recommends innovative solutions. Makes recommendations for improved efficiency. Interprets information and informally arbitrates between system users when conflicts exist. Prepares material for presentations or discussions relative to the organization’s information systems.

**Minimum Experience:** Seven (7) years of experience. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

**Minimum Education:** Bachelor’s Degree (or equivalent) in related scientific or technical discipline related to the delivery/task order.

**Experience and Education Equivalency:** Doctorate Degree with three (3) years; Master’s Degree with five (5) years; Associate’s Degree with nine (9) years; or ten (10) years of experience.

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

Analyst (IT)

**Functional Responsibility:** Assists customer in the planning, coordinating and implementation of systems. Conducts analytical investigations and develops analysis methods and techniques. Provides analysis, evaluation and recommendations for client-specific information systems. Consults with clients, analyzes data and advises and/or recommends innovative solutions. Makes recommendations for improved efficiency. Interprets information and informally arbitrates between system users when conflicts exist. Prepares material for presentations or discussions relative to the organization’s information systems.

**Minimum Experience:** Four (4) years of experience. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

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

**Experience and Education Equivalency:** Doctorate Degree with zero (0) years; Master’s Degree with two (2) years; Associate’s Degree with six (6) years; or seven (7) years of experience.

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

Associate Analyst (IT)

**Functional Responsibility:** Assists customer in the planning, coordinating and implementation of systems. Conducts analytical investigations and develops analysis methods and techniques. Provides analysis, evaluation and recommendations for client-specific information systems. Consults with clients, analyzes data and advises and/or recommends innovative solutions. Makes recommendations for improved efficiency. Interprets information and informally arbitrates between system users when conflicts exist. Prepares material for presentations or discussions relative to the organization’s information systems.
Minimum Experience: One (1) year of experience. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods.

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

Experience and Education Equivalency: Associate’s Degree with three (3) years; or four (4) years of experience. Certifications/Clearances: Professional certification in areas as required by the delivery/task order.

**Technician Series (IT)**

**Mid-Level Technician (IT)**

**Functional Responsibility:** Provides general technical support for engineering tasks. Support functions may include: various logistics support functions and automated support systems involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support; assisting in design, development and evaluation of experimental apparatus, equipment, experimental facilities and instrumentation systems; repairs, rebuilds or overhauls major assemblies of machines or automobiles; and other general engineering support functions.

Minimum Experience: Four (4) years of experience.

Minimum Education: Associate’s Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Master’s degree with zero (0) years; Bachelor’s Degree with two (2) years; or five (5) years of experience.

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

**Associate Technician (IT)**

**Functional Responsibility:** Provides general technical support for engineering tasks. Support functions may include: various logistics support functions and automated support systems involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support; assisting in design, development and evaluation of experimental apparatus, equipment, experimental facilities and instrumentation systems; repairs, rebuilds or overhauls major assemblies of machines or automobiles; and other general engineering support functions.

Minimum Experience: One (1) years of experience.

Minimum Education: Associate’s Degree (or equivalent) in a discipline related to the delivery/task order.

Experience and Education Equivalency: Two (2) years of experience.

Certifications/Clearances: Professional certification in areas as required by the delivery/task order.
Support Services Specialist Series (IT)

Support Services Specialist (IT)

**Functional Responsibility:** 1) This position advises, manages and mentors personnel assigned to technical documentation function; 2) It interfaces with client engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports); 3) It oversees in-house production flow of technical publications in support of the client; 4) It tracks and monitors flow of all documents from inception to distribution of final copies; 5) Identifies and corrects problem areas as they arise; 6) It provides final quality assurance check for all document deliverables; 7) It utilizes appropriate computer software for document production; 8) It investigates and implements best ways to produce documentation electronically; 9) The incumbent in this position provides senior-level technical writing/editing support; and 10) It also directs the classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media including electronic.

**Minimum Experience:** Five (5) years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word-processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required.

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

**Experience and Education Equivalency:** Doctorate Degree with one (1) year; Master’s Degree with three (3) years; Associate’s Degree with seven (7) years; or eight (8) years of experience.

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

Test Support Specialist Series (IT)

Associate Test Support Specialist (IT)

**Functional Responsibility:** 1) Perform manual software application testing and evaluation to identify and report potential defects across multiple platforms; 2) Conduct functional, end-to-end, integration, regression, user acceptance, and other testing as deemed necessary; 3) Create and utilize test plans, use cases, and test scripts to guide the testing process and execute testing strategies; 4) Develop, implement, and maintain test data throughout testing activities; 5) Participate in requirement reviews, functional demonstrations, user acceptance sessions, and test planning discussions; and 6) Assist in the creation of technical documentation and work flows for software applications, test plans, or security testing.

**Minimum Experience:** One (1) to two (2) years of professional experience.

**Minimum Education:** High School Diploma.

**Experience and Education Equivalency:** Associate’s Degree with zero (0) years of experience.

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

The labor category definitions in our Price List describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category. Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa.

In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence*</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate's</td>
<td>1-year relevant experience</td>
<td>Vocational or technical training in work related field</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Associate's Degree + 2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification</td>
</tr>
<tr>
<td>Master's</td>
<td>Bachelor's Degree + 2 years relevant experience, or Associate's + 4 years relevant experience</td>
<td>Professional license</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master's Degree + 2 years relevant experience, or Bachelor's + 4 years relevant experience</td>
<td></td>
</tr>
</tbody>
</table>

* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience. Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.