

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

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!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is: GSAAvantage.gov.

**Management, Organizational and Business  
Improvement Services (MOBIS)**

**FSC Group: 874                      Class: R499**

**Procurement Division (10FTP-M)**

**Contract Number: GS-10F-0608N**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://fss.gsa.gov>.

**Accenture National Security Services LLC**

**11951 Freedom Square**

**Reston, VA 20190**

**703-947-2841**

**704-348-4793 Fax**

**Contract Administrator: Daryl L. Wieland**

**Email: daryl.l.wieland@accenture.com**

Contract Period: 26 September 2003 – 25 September 2008

Business Size: Large

Price List current through Modification PA-0003 dated July 24, 2008, and

Mass Modification FX54 Refresh 12 and 13, dated July, 2008

## Ordering Information

- 1a. Awarded Special Item Number (SIN): 874-1 Consulting Services, 874-2 Facilitation Services, 874-3 Survey Services, and 874-6 Acquisition Management Support
- 1b. See attached price list
2. Maximum order: \$1 million
3. Minimum order: \$100 or lowest cost of service
4. Geographic coverage (delivery area): 48 contiguous states and Washington DC
5. Point(s) of production (city, country, and State or foreign country): Same as company address
6. Discount from list prices or statement of net price: Net prices are shown in the price list.
7. Quantity discounts: N/A
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted below the micro-purchase threshold: Government purchase cards will be accepted below the micro-purchase threshold.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards will not be accepted above the micro-purchase threshold.
10. Foreign items: N/A
- 11a. Time of delivery: Will adhere to delivery schedule as specified by the purchase order
- 11b. Expedited Delivery: Contact contractor for time of delivery
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: N/A
12. F.O.B. points: Destination
- 13a. Ordering Address: Accenture National Security Services  
11951 Freedom Drive  
Reston, VA 20190  
Attn: Daryl L. Wieland  
OR  
Fax to 704-348-4793
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment Address: Accenture National Security Services  
P.O. Box 70629  
Chicago, IL 60673
15. Warranty provision: N/A
16. Export packing charges: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards will not be accepted above the micro-purchase threshold.
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:  
N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventative maintenance: N/A
- 24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov): N/A
25. Data Universal Number System (DUNS) number: 13-972-7148
26. Notification regarding registration in Central Contractor Registration (CCR) Database: Accenture National Security Services has registered in the CCR under CAGE code: 1ZD18
27. Uncompensated Overtime: N/A

# **MOBIS**

## *Summary of Labor Categories*

# BUSINESS FUNCTIONS

A key component of our ability to help our clients change to become more successful is hiring, training, and maintaining highly skilled professional personnel. We are pleased to offer you the service of our professionals using the following Business Functions labor categories. Accenture National Security Services Business Functions professionals deliver world-class business solutions through business process redesign, business architecture design implementation, and organizational design and human resource development. The general experience and functional responsibility represent the minimum qualifications for each category. In regards to Business Functions general experience, an Advanced Degree equals up to two years of experience. Resumes will be provided upon request.

## Business Functions Partner 1

**General Experience.** A Business Functions Partner 1 possess at least 12 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** A Business Functions Partner has overall accountability for business solution programs. Business Functions Partners are responsible for product delivery and financial management of client engagements. A Business Functions Partner performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. Business Functions Partners also are recognized experts in the areas of business process redesign, business architectures, organizational change or specific industries. They lend thought leadership to engagement teams in developing creative solutions to client business problems.

**Minimum Education:** Bachelor's Degree

## Business Functions Partner 2

**General Experience.** A Business Functions Partner 2 supplements the skills of a Business Functions Partner 1 with a keen understanding of and expertise in specialized package enterprise software tools and other premium market-driven technologies and may possess a security clearance.

**Functional Responsibility.** A Business Functions Partner has overall accountability for business solution programs. Business Functions Partners are responsible for product delivery and financial management of client engagements. A Business Functions Partner performs independent quality assurance reviews of program performance and deliverables to ensure that contractual obligations are being met. Business Functions Partners also are recognized experts in the areas of business process redesign, business architectures, organizational change or specific industries. They lend thought

leadership to engagement teams in developing creative solutions to client business problems.

**Minimum Education:** Bachelor's Degree

#### Business Functions Associate Partner 5

**General Experience.** A Business Functions Associate Partner 5 supplements the skills of a Business Functions Associate Partner 4 with a keen understanding of and expertise in specialized package enterprise software tools and other premium market-driven technologies.

Business Functions Associate Partner (5)s possess at least 13 years of experience in business architecture design implementation, change management efforts or business process redesign, including at least 6 months of experience with ERP skills and may possess a security clearance.

**Functional Responsibility.** Business Functions Associate Partner (5)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Functions Associate Partner (4)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Functions Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

**Minimum Education:** Bachelor's Degree

#### Business Functions Associate Partner 4

**General Experience.** Business Functions Associate Partner (4)s possess at least 13 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Associate Partner (4)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Functions Associate Partner (4)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Functions Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

**Minimum Education:** Bachelor's Degree

### Business Functions Associate Partner 3

**General Experience.** Business Functions Associate Partner (3)s possess at least 12 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Associate Partner (3)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Functions Associate Partner (3)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Functions Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

**Minimum Education:** Bachelor's Degree

### Business Functions Associate Partner 2

**General Experience.** Business Functions Associate Partner (2)s possess at least 11 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Associate Partner (2)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Functions Associate Partner (2)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Functions Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

**Minimum Education:** Bachelor's Degree

#### Business Functions Associate Partner 1

**General Experience.** Business Functions Associate Partner (1)s possess at least 10 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Associate Partner (1)s have management authority for client engagements. In this capacity, they apply their extensive experience in planning and managing large scale, complex projects to control overall project scope, budgets and schedules for multi-project engagements. Business Functions Associate Partner (1)s perform such duties as:

- Set overall policy direction for client engagements
- Communicate with Business Functions Partner and client executive management to ensure critical issues are addressed
- Provide expert guidance to projects in industry and functional areas
- Act as senior client liaison
- Oversee contract and financial management of one or more client engagements.

**Minimum Education:** Bachelor's Degree

#### Business Functions Senior Manager 4

**General Experience.** A Business Functions Senior Manager 4 supplements the skills of a Business Functions Senior Manager 3 with a keen understanding of and expertise in specialized package enterprise software tools and other premium market-driven technologies and may possess a security clearance.

**Functional Responsibility.** Business Functions Senior Manager (4)s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture National Security Services projects. Business Functions Senior Managers provide subject matter expertise in industry, process

or business process redesign. A Business Functions Senior Manager (4) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Manage client contracts.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Senior Manager 3

**General Experience.** Business Functions Senior Manager (3)s at least 10 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Senior Manager (3)s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture National Security Services projects. Business Functions Senior Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Senior Manager (3) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Manage client contracts.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Senior Manager 2

**General Experience.** Business Functions Senior Manager (2)s at least 9 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Senior Manager (2)s apply their broad management skills and specialized functional and technical expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture National Security Services projects. Business Functions Senior Managers provide subject matter expertise in industry, process or business

process redesign. A Business Functions Senior Manager (2) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Manage client contracts.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Senior Manager 1

**General Experience.** Business Functions Senior Manager (1)s at least 8 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Senior Manager (1)s apply their broad management skills and specialized functional and business expertise to lead complex, large projects in delivering client solutions or to manage the operations of multiple Accenture National Security Services projects. Business Functions Senior Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Senior Manager (1) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Work with client executives to facilitate organizational change programs and realize business goals

- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects
- Manage client contracts.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Manager 5

**General Experience.** A Business Functions Manager 5 supplements the skills of a Business Functions Manager 4 with a keen understanding of and expertise in specialized package enterprise software tools and other premium market-driven technologies and may possess a security clearance.

**Functional Responsibility.** Business Functions Manager (5)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture National Security Services projects. Business Functions Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Manager (5) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Manager 4

**General Experience.** Business Functions Manager (4)s possess at least 8 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Manager (4)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture National Security Services projects. Business Functions Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Manager (4) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Manager 3

**General Experience.** Business Functions Manager (3)s possess at least 7 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Manager (3)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture National Security Services projects. Business Functions Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Manager (3) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Manager 2

**General Experience.** Business Functions Manager (2)s possess at least 6 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Manager (2)s apply their broad management skills and specialized functional and technical expertise to guide

project teams in delivering client solutions or to manage the day-to-day operations of Accenture National Security Services projects. Business Functions Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Manager (2) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Manager 1

**General Experience.** Business Functions Manager (1)s possess at least 5 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Manager (1)s apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of Accenture National Security Services projects. Business Functions Managers provide subject matter expertise in industry, process or business process redesign. A Business Functions Manager (1) is qualified to perform such tasks as:

- Plan and manage the work of business architecture design project teams
- Design and implement new organization structures
- Conceptual design and development of training curricula
- Assist an organization translate its vision and strategy into core human resource and business processes
- Lead clients through streamlining, reengineering and transforming business processes
- Develop and execute project budgets.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Consultant 5

**General Experience.** A Business Functions Consultant 5 supplements the skills of a Business Functions Consultant 4 with a keen understanding of and expertise in specialized package enterprise software tools and other premium market-driven technologies and may possess a security clearance.

**Functional Responsibility.** Business Functions Consultant (5)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture National Security Services projects, Business Functions Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Functions Consultant (5) is qualified to perform tasks such as:

- Supervise Business Functions analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for business architecture design users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team workplans
- Perform workflow analyses
- Define business architecture design requirements
- Assist in project budget preparation.

**Minimum Education:** *Bachelor's Degree or 3 years related experience.*

#### Business Functions Consultant 4

**General Experience.** Business Functions Consultant (4)s possess at least 5 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Consultant (4)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture National Security Services projects, Business Functions Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Functions Consultant (4) is qualified to perform tasks such as:

- Supervise Business Functions analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for business architecture design users

- Participate in quality reviews to ensure work complies with specified standards
- Develop team workplans
- Perform workflow analyses
- Define business architecture design requirements
- Assist in project budget preparation.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Consultant 3

**General Experience.** Business Functions Consultant (3)s possess at least 4 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Consultant (3)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture National Security Services projects, Business Functions Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Functions Consultant (3) is qualified to perform tasks such as:

- Supervise Business Functions analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for business architecture design users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team workplans
- Perform workflow analyses
- Define business architecture design requirements
- Assist in project budget preparation.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Consultant 2

**General Experience.** Business Functions Consultant (2)s possess at least 3 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Consultant (2)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture National Security Services projects, Business Functions Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Functions Consultant (2) is qualified to perform tasks such as:

- Supervise Business Functions analysts in the development of software designs, computer programming, system testing or training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for business architecture design users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team workplans
- Perform workflow analyses
- Define business architecture design requirements
- Assist in project budget preparation.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Consultant 1

**General Experience.** Business Functions Consultant (1)s possess at least 2 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Consultant (1)s apply their advanced skills and experience in systems development, detailed knowledge of business processes, technical background and supervisory skills to implement business solutions. On Accenture National Security Services projects, Business Functions Consultants provide direction to project teams and interact with clients at the supervisory level. A Business Functions Consultant (1) is qualified to perform tasks such as:

- Supervise Business Functions analysts in the development of training curricula
- Lead business process redesign teams in the development of new business process architectures.
- Design training programs for business architecture design users
- Participate in quality reviews to ensure work complies with specified standards
- Develop team workplans
- Perform workflow analyses

- Define business architecture design requirements
- Assist in project budget preparation.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Analyst 5

**General Experience.** A Business Functions Analyst 5 supplements the skills of a Business Functions Analyst 4 with a keen understanding of and expertise in specialized package enterprise software tools and other premium market-driven technologies and may possess a security clearance.

**Functional Responsibility.** Business Functions Analyst (5)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Functions Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Functions Analyst (5) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Identify and document functional requirements for business architecture design
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to Business Functions development teams
- Perform program management support tasks, such as status reporting and workplan maintenance.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Analyst 4

**General Experience.** Business Functions Analysts (4)s possess at least 2 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Analyst (4)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Functions Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Functions Analyst (4) is qualified to perform tasks such as:

- Document an organization's current business process flows

- Identify and document functional requirements for business architecture design
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to Business Functions development teams
- Perform program management support tasks, such as status reporting and workplan maintenance.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Analyst 3

**General Experience.** Business Functions Analysts (3)s possess 1 to 2 years of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Analyst (3)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Functions Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Functions Analyst (3) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Identify and document functional requirements for business architecture design
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Perform program management support tasks, such as status reporting and workplan maintenance.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Business Functions Analyst 2

**General Experience.** Business Functions Analysts (2)s possess at least 1 year of experience in business architecture design implementation, change management efforts or business process redesign and may possess a security clearance.

**Functional Responsibility.** Business Functions Analyst (2)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Functions Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Functions Analyst (2) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Identify and document functional requirements for business architecture design
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to software development teams
- Perform program management support tasks, such as status reporting and workplan maintenance.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Business Functions Analyst 1

**General Experience.** Business Functions Analysts (1)s have been trained in systems development and/or training methodologies and may possess a security clearance.

**Functional Responsibility.** Business Functions Analyst (1)s apply their strong analytical and technical skills to assist in implementing business solutions. Business Functions Analysts are directed to exercise core skills on projects, or they may direct small teams. A Business Functions Analyst (1) is qualified to perform tasks such as:

- Document an organization's current business process flows
- Identify and document functional requirements for business architecture design
- Develop project documentation and user training materials according to program specifications
- Conduct user training sessions
- Prepare communications plans
- Produce database extracts
- Provide technical support to software development teams
- Perform program management support tasks, such as status reporting and workplan maintenance.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

# Client Financial Management

## Client Financial Management Associate Partner

**General Experience.** Client Financial Management Associate Partners possess at least 10 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management Associate Partners oversee the administrative and financial management of client engagements. A Client Financial Management Associate Partner is qualified to perform such tasks as:

- Provide expert counsel to Client Financial Management teams in the areas of work management activities, financial management, human resources management, contract management, facilities management and other administrative support functions for one or more client engagements
- Conduct Client Financial Management reviews and recommend specific improvement strategies
- Recognize internal and external trends, and adjust Client Financial Management strategies accordingly
- Oversee the management of one or more Client Financial Management teams.

**Minimum Education:** Bachelor's Degree.

## Client Financial Management Senior Manager

**General Experience.** Client Financial Management Senior Managers possess at least 7 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management Senior Managers support project personnel in the administrative and financial management of client engagements. A Client Financial Management Senior Manager is qualified to perform such tasks as:

- Develop standards for and manage work management activities, financial management, human resources management, contract management, facilities management and other administrative support functions for one or more client engagements
- Provide quality management review for engagements
- Develop best practices for Client Financial Management
- Manage one or more Client Financial Management teams.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Client Financial Management Manager

**General Experience.** Client Financial Management Managers possess at least 5 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management professionals support project personnel in the administrative, financial management and other administrative support functions of client engagements. A Client Financial Management Manager is qualified to perform such tasks as:

- Ensure contractual compliance for an engagement
- Establish and monitor key performance indicators and engagement metrics
- Establish facilities management process and responsibilities
- Develop an engagement's quality plan
- Manage the Client Financial Management team.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Client Financial Management Specialist 2

**General Experience.** Client Financial Management Specialist (2)s possess at least 4 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management Specialist (2)s support project personnel in the administrative, financial management and other administrative support functions of client engagements. A Client Financial Management Specialist (2) is qualified to perform such tasks as:

- Set up and coordinate an engagement's work management processes, tools and reporting structure
- Set up and coordinate an engagement's financial accounting process
- Establish and manage human resources management processes for an engagement
- Support the development of an engagement's quality plan, procedures and metrics
- Supervise Client Financial Management analysts and assistants.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

### Client Financial Management Specialist 1

**General Experience.** Client Financial Management Specialist (1)s possess at least 3 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management Specialist (1)s support project personnel in the administrative, financial management and other administrative support functions of client engagements. A Client Financial Management Specialist (1) is qualified to perform such tasks as:

- Set up and coordinate an engagement's work management processes, tools and reporting structure
- Set up and coordinate an engagement's financial accounting process
- Establish and manage human resources management processes for an engagement
- Support the development of an engagement's quality plan, procedures and metrics
- Supervise Client Financial Management analysts and assistants.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Client Financial Management Analyst 2

**General Experience.** Client Financial Management Analyst (2)s possess at least 2 years of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management Analyst (2)s support project personnel in the administrative, financial management and other administrative support functions of client engagements. A Client Financial Management Analyst (2) is qualified to perform such tasks as:

- Prepare engagement reporting, trend analysis, costing and forecasting
- Prepare Accenture National Security Services billings based upon contractual requirements
- Perform and monitor an engagement's internal financial accounting processes
- Perform and monitor an engagement's human resources and facilities management activities
- Track and monitor quality management checkpoints and metrics.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Client Financial Management Analyst 1

**General Experience.** Client Financial Management Analyst (1)s possess up to 1 year of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management Analyst (1)s support project personnel in the administrative, financial management and other administrative support functions of client engagements. A Client Financial Management Analyst (1) is qualified to perform such tasks as:

- Prepare engagement reporting, trend analysis, costing and forecasting
- Prepare Accenture National Security Services billings based upon contractual requirements
- Perform and monitor an engagement's internal financial accounting processes
- Perform and monitor an engagement's human resources and facilities management activities
- Track and monitor quality management checkpoints and metrics.

**Minimum Education:** Bachelor's Degree or 3 years related experience.

#### Client Financial Management Assistant

**General Experience.** Client Financial Management Assistants possess up to 1 year of experience in the administrative and financial management of client engagements and may possess a security clearance.

**Functional Responsibility.** Client Financial Management Assistants support project personnel in the administrative, financial management and other administrative support functions of client engagements. A Client Financial Management Assistant is qualified to perform such tasks as:

- Assist in maintaining and reconciling an engagement's work management records
- Assist in financial tracking and reporting
- Assist in an engagement's human resources management activities, such as performance evaluation tracking and team member scheduling
- Assist in facilities management for an engagement.

**Minimum Education:** High School Diploma.

# Executive Assistance

## Executive Assistant 3

**General Experience.** Executive Assistant (3)s possess 6 or more years of administrative experience and may possess a security clearance.

**Functional Responsibility.** Executive Assistants provide administrative support to project managers, associate partners and partners on client engagements. Executive Assistant (3)s perform tasks such as tasks:

- Manage an executive's correspondence

Coordinate all aspects of on-site and off-site group meetings

Create or design presentation formats using advanced graphics

Analyze data and prepare complex reports.

**Minimum Education:** High School Diploma.

## Executive Assistant 2

**General Experience.** Executive Assistant (2)s possess 1 to 5 years of administrative experience and may possess a security clearance.

**Functional Responsibility.** Executive Assistants provide administrative support to project managers, associate partners and partners on client engagements. Executive Assistant (2)s perform tasks such as:

- Liaison with executive's clients
- Transcribe dictation from tape, voicemail, etc.
- Manage and coordinate calendars for one or more executives
- Arrange all aspects of on-site and off-site group meetings
- Prepare advanced graphics and other complex documents, such as tables and presentations.

**Minimum Education:** High School Diploma.

## Executive Assistant 1

**General Experience.** Executive Assistant (1)s possess up to 1 year of administrative experience and may possess a security clearance.

**Functional Responsibility.** Executive Assistants provide administrative support to project managers, associate partners and partners on client engagements. Executive Assistant (1)s perform tasks such as:

- Draft Executive correspondence
- Transcribe dictation from tape, voicemail, etc.
- Arrange domestic and international travel plans
- Maintain files and records relating to projects and engagements
- Produce and assemble documents such as spreadsheets and presentations using standard personal computer software.

**Minimum Education:** High School Diploma.

# **MOBIS**

## *Schedule Rates*

Rates are applicable to the following SINS:

- 874-1 Consulting Services
- 874-2 Facilitation Services
- 874-3 Survey Services
- 874-6 Acquisition Management Support

MOBIS Labor Categories Applicable to SINs 874-1, 874-2, 874-3, 874-6	Year One Through Dec 31, 2003		Year One 1/1/04 - 9/25/04 After Jan 1, 2004	
	Gov't Hourly Rate	Gov't Daily Rate	Gov't Hourly Rate	Gov't Daily Rate
Business Functions Analyst 1	\$81.71	\$653.68	\$81.51	\$652.08
Business Functions Analyst 2	\$81.71	\$653.68	\$81.51	\$652.08
Business Functions Analyst 3	\$92.56	\$740.48	\$92.33	\$738.64
Business Functions Analyst 4	\$98.01	\$784.08	\$97.77	\$782.16
Business Functions Analyst 5	\$111.11	\$888.88	\$110.83	\$886.64
Business Functions Consultant 1	\$92.56	\$740.48	\$92.33	\$738.64
Business Functions Consultant 2	\$111.11	\$888.88	\$110.83	\$886.64
Business Functions Consultant 3	\$122.21	\$977.68	\$121.91	\$975.28
Business Functions Consultant 4	\$158.92	\$1,271.36	\$158.53	\$1,268.24
Business Functions Consultant 5	\$158.92	\$1,271.36	\$158.53	\$1,268.24
Business Functions Manager 1	\$163.33	\$1,306.64	\$162.93	\$1,303.44
Business Functions Manager 2	\$174.50	\$1,396.00	\$174.07	\$1,392.56
Business Functions Manager 3	\$191.26	\$1,530.08	\$190.79	\$1,526.32
Business Functions Manager 4	\$208.01	\$1,664.08	\$207.50	\$1,660.00
Business Functions Manager 5	\$235.93	\$1,887.44	\$235.35	\$1,882.80
Business Functions Senior Manager 1	\$224.76	\$1,798.08	\$224.20	\$1,793.60
Business Functions Senior Manager 2	\$247.10	\$1,976.80	\$246.49	\$1,971.92
Business Functions Senior Manager 3	\$291.78	\$2,334.24	\$291.06	\$2,328.48
Business Functions Senior Manager 4	\$342.05	\$2,736.40	\$341.20	\$2,729.60
Business Functions Associate Partner 1	\$340.90	\$2,727.20	\$340.06	\$2,720.48
Business Functions Associate Partner 2	\$385.97	\$3,087.76	\$385.01	\$3,080.08
Business Functions Associate Partner 3	\$446.43	\$3,571.44	\$445.32	\$3,562.56
Business Functions Associate Partner 4	\$537.48	\$4,299.84	\$536.15	\$4,289.20
Business Functions Associate Partner 5	\$335.25	\$2,682.00	\$334.42	\$2,675.36
Business Functions Partner 1	\$515.44	\$4,123.52	\$514.16	\$4,113.28
Business Functions Partner 2	\$515.44	\$4,123.52	\$514.16	\$4,113.28
Client Financial Management Assistant	\$78.25	\$626.00	\$78.06	\$624.48
Client Financial Management Analyst 1	\$89.62	\$716.96	\$89.40	\$715.20
Client Financial Management Analyst 2	\$96.58	\$772.64	\$96.34	\$770.72
Client Financial Management Specialist 1	\$119.37	\$954.96	\$119.07	\$952.56
Client Financial Management Specialist 2	\$142.56	\$1,140.48	\$142.21	\$1,137.68
Client Financial Management Manager	\$183.16	\$1,465.28	\$182.71	\$1,461.68
Client Financial Management Senior Manager	\$256.58	\$2,052.64	\$255.94	\$2,047.52
Client Financial Management Associate Partner	\$357.82	\$2,862.56	\$356.93	\$2,855.44
Executive Assistant 1	\$66.76	\$534.08	\$66.59	\$532.72

Executive Assistant 2	\$89.62	\$716.96	\$89.40	\$715.20
Executive Assistant 3	\$108.01	\$864.08	\$107.74	\$861.92

MOBIS Labor Categories Applicable to SINs 874-1, 874-2, 874-3, 874-6	Year Two - 9/26/04 - 9/25/05		Year Three - 9/26/05 - 9/25/06	
	Gov't Hourly Rate	Gov't Daily Rate	Gov't Hourly Rate	Gov't Daily Rate
Business Functions Analyst 1	\$84.47	\$675.76	\$87.68	\$701.44
Business Functions Analyst 2	\$84.47	\$675.76	\$87.68	\$701.44
Business Functions Analyst 3	\$95.68	\$765.44	\$99.31	\$794.48
Business Functions Analyst 4	\$101.32	\$810.56	\$105.17	\$841.36
Business Functions Analyst 5	\$114.86	\$918.88	\$119.21	\$953.68
Business Functions Consultant 1	\$95.68	\$765.44	\$99.31	\$794.48
Business Functions Consultant 2	\$114.86	\$918.88	\$119.21	\$953.68
Business Functions Consultant 3	\$126.34	\$1,010.72	\$131.13	\$1,049.04
Business Functions Consultant 4	\$164.28	\$1,314.24	\$170.53	\$1,364.24
Business Functions Consultant 5	\$164.28	\$1,314.24	\$170.53	\$1,364.24
Business Functions Manager 1	\$168.84	\$1,350.72	\$175.26	\$1,402.08
Business Functions Manager 2	\$180.38	\$1,443.04	\$187.24	\$1,497.92
Business Functions Manager 3	\$197.70	\$1,581.60	\$205.21	\$1,641.68
Business Functions Manager 4	\$215.03	\$1,720.24	\$223.20	\$1,785.60
Business Functions Manager 5	\$243.88	\$1,951.04	\$253.15	\$2,025.20
Business Functions Senior Manager 1	\$232.34	\$1,858.72	\$241.17	\$1,929.36
Business Functions Senior Manager 2	\$255.44	\$2,043.52	\$265.14	\$2,121.12
Business Functions Senior Manager 3	\$301.62	\$2,412.96	\$313.08	\$2,504.64
Business Functions Senior Manager 4	\$353.57	\$2,828.56	\$367.01	\$2,936.08
Business Functions Associate Partner 1	\$352.40	\$2,819.20	\$365.78	\$2,926.24
Business Functions Associate Partner 2	\$398.98	\$3,191.84	\$414.14	\$3,313.12
Business Functions Associate Partner 3	\$461.47	\$3,691.76	\$479.01	\$3,832.08
Business Functions Associate Partner 4	\$555.60	\$4,444.80	\$576.71	\$4,613.68
Business Functions Associate Partner 5	\$346.55	\$2,772.40	\$359.73	\$2,877.84
Business Functions Partner 1	\$532.81	\$4,262.48	\$553.06	\$4,424.48
Business Functions Partner 2	\$532.81	\$4,262.48	\$553.06	\$4,424.48
Client Financial Management Assistant	\$80.89	\$647.12	\$83.96	\$671.68
Client Financial Management Analyst 1	\$92.64	\$741.12	\$96.16	\$769.28
Client Financial Management Analyst 2	\$99.83	\$798.64	\$103.62	\$828.96
Client Financial Management Specialist 1	\$123.39	\$987.12	\$128.08	\$1,024.64
Client Financial Management Specialist 2	\$147.36	\$1,178.88	\$152.97	\$1,223.76
Client Financial Management Manager	\$189.33	\$1,514.64	\$196.52	\$1,572.16
Client Financial Management Senior Manager	\$265.22	\$2,121.76	\$275.31	\$2,202.48
Client Financial Management Associate Partner	\$369.88	\$2,959.04	\$383.94	\$3,071.52
Executive Assistant 1	\$69.01	\$552.08	\$71.63	\$573.04

Executive Assistant 2	\$92.64	\$741.12	\$96.16	\$769.28
Executive Assistant 3	\$111.64	\$893.12	\$115.89	\$927.12

MOBIS Labor Categories Applicable to SINs 874-1, 874-2, 874-3, 874-6	Year Four - 9/26/06 - 9/25/07		Year Five - 9/26/07 - 9/25/08	
	Gov't Hourly Rate	Gov't Daily Rate	Gov't Hourly Rate	Gov't Daily Rate
Business Functions Analyst 1	\$91.01	\$728.08	\$94.47	\$755.76
Business Functions Analyst 2	\$91.01	\$728.08	\$94.47	\$755.76
Business Functions Analyst 3	\$103.08	\$824.64	\$107.00	\$856.00
Business Functions Analyst 4	\$109.16	\$873.28	\$113.31	\$906.48
Business Functions Analyst 5	\$123.75	\$990.00	\$128.45	\$1,027.60
Business Functions Consultant 1	\$103.08	\$824.64	\$107.00	\$856.00
Business Functions Consultant 2	\$123.75	\$990.00	\$128.45	\$1,027.60
Business Functions Consultant 3	\$136.11	\$1,088.88	\$141.29	\$1,130.32
Business Functions Consultant 4	\$177.00	\$1,416.00	\$183.72	\$1,469.76
Business Functions Consultant 5	\$177.00	\$1,416.00	\$183.72	\$1,469.76
Business Functions Manager 1	\$181.91	\$1,455.28	\$188.82	\$1,510.56
Business Functions Manager 2	\$194.36	\$1,554.88	\$201.74	\$1,613.92
Business Functions Manager 3	\$213.01	\$1,704.08	\$221.11	\$1,768.88
Business Functions Manager 4	\$231.68	\$1,853.44	\$240.47	\$1,923.76
Business Functions Manager 5	\$262.78	\$2,102.24	\$272.76	\$2,182.08
Business Functions Senior Manager 1	\$250.34	\$2,002.72	\$259.85	\$2,078.80
Business Functions Senior Manager 2	\$275.22	\$2,201.76	\$285.67	\$2,285.36
Business Functions Senior Manager 3	\$324.97	\$2,599.76	\$337.32	\$2,698.56
Business Functions Senior Manager 4	\$380.95	\$3,047.60	\$395.44	\$3,163.52
Business Functions Associate Partner 1	\$379.69	\$3,037.52	\$394.11	\$3,152.88
Business Functions Associate Partner 2	\$429.88	\$3,439.04	\$446.22	\$3,569.76
Business Functions Associate Partner 3	\$497.22	\$3,977.76	\$516.11	\$4,128.88
Business Functions Associate Partner 4	\$598.62	\$4,788.96	\$621.38	\$4,971.04
Business Functions Associate Partner 5	\$373.39	\$2,987.12	\$387.58	\$3,100.64
Business Functions Partner 1	\$574.08	\$4,592.64	\$595.89	\$4,767.12
Business Functions Partner 2	\$574.08	\$4,592.64	\$595.89	\$4,767.12
Client Financial Management Assistant	\$87.15	\$697.20	\$90.47	\$723.76
Client Financial Management Analyst 1	\$99.81	\$798.48	\$103.60	\$828.80
Client Financial Management Analyst 2	\$107.56	\$860.48	\$111.65	\$893.20
Client Financial Management Specialist 1	\$132.95	\$1,063.60	\$138.01	\$1,104.08
Client Financial Management Specialist 2	\$158.78	\$1,270.24	\$164.81	\$1,318.48
Client Financial Management Manager	\$203.99	\$1,631.92	\$211.74	\$1,693.92
Client Financial Management Senior Manager	\$285.76	\$2,286.08	\$296.62	\$2,372.96
Client Financial Management Associate Partner	\$398.53	\$3,188.24	\$413.67	\$3,309.36
Executive Assistant 1	\$74.36	\$594.88	\$77.18	\$617.44

Executive Assistant 2	\$99.81	\$798.48	\$103.60	\$828.80
Executive Assistant 3	\$120.29	\$962.32	\$124.86	\$998.88