



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

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

**MANAGEMENT, ORGANIZATIONAL AND
BUSINESS IMPROVEMENT SERVICES (MOBIS)**

**FSC Group 874
Special Item Numbers (SINs) 874 - 1, 2, 4, 6 and 7**

CONTRACT NUMBER: GS-10F-0624P

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

CONTRACT PERIOD:

September 28, 2004 to September 27, 2009 (Base Period)

September 28, 2009 to September 27, 2014 (Option Period I)

September 28, 2014 to September 27, 2019 (Option Period II)

September 28, 2019 to September 27, 2024 (Option Period III)



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**Contract Administration: David R. Blaha, Director of Contracts
Business Size Relative to MOBIS: Large Business**

CORPORATE OVERVIEW

Our mission

Capstone's mission is to assist organizations in achieving their short and long-term objectives by delivering high quality, responsive services and solutions through team-oriented relationships. Our core values of Integrity, Respect and Responsiveness describe the high standards championed by our corporate leadership and embraced by every employee. Our motto, "*Working for Your Success*," is exemplified through our intense customer focus, resource stewardship, and above all, an uncompromising commitment to the Team.

What we do

Capstone Corporation is a ***leading global services and solutions provider*** delivering services and solutions for military and civil operations, enterprise technical requirements, and organization and mission support services.

Capstone is a ***premier provider of Command and Control operational and technical support*** services. We manage over 27 major operations centers and support over 18 operational planning groups around the world. We have the refined capabilities, processes and tools that enhance commander and civilian manager capabilities to identify, prioritize and achieve strategic, operational and tactical objectives. We offer a complete Command and Control solution to our customers - from functional design of a command and control capability to 100% staffing, training and certification of tools and processes to meet operational requirement. Our capabilities include:

- Command Center design, management, and training and certification
- Portal/collaborative network design
- Knowledge Management Systems Engineering

Capstone ***specializes in both military and federal planning and operations*** for real world events and threats – from crisis action and deliberate planning, to incident management and mobilization/deployment operations. Our capabilities include:

- Operations, plans and orders development
- Effects-based and adaptive planning
- Force Protection vulnerability assessments

Capstone ***plays a decisive role supporting emergency response and civil operations requirements*** to include: developing training simulations for local first responders, coordinating interagency support for natural and man-made disasters, and managing operations to respond to natural and man-made disasters. Our capabilities include:

- Defense Support to Civil Authorities/National Incident Management System execution
- Critical Infrastructure Protection

- Interagency coordination

Capstone ***offers the full spectrum of training and exercise support*** to ensure federal, military and private critical infrastructure managers are prepared to shape, prevent or respond to any type of incident that threatens safety, lives, and property or support operations. Our capabilities include:

- Individual/collective training, planning, execution, and assessment
- Life-Cycle Exercise Management
- Exercise design, scenario/storyline development, scripting and order preparation

We ***champion a full spectrum of information technology solutions and support services*** to meet customer technology, communication and security requirements – as stand alone or enterprise-wide services. Our IT professionals are trained, experienced, and certified in the latest technology, hardware, tools, and applications to implement and maintain effective operational enterprise IT systems. Our capabilities include:

- Network Engineering and Database Management/Administration
- Systems Installation, Testing, Integration, Administration, and Tier 1- 3 Help Desk Services
- Information Security/Assurance, Software Design-Development-Engineering and Life Cycle Support

Capstone ***maintains a ready-bench of highly skilled consultants that conduct studies***, analyze findings, make recommendations, implement sound recommendations, and manage change for large organizations. Our capabilities include:

- Concepts of Operation (CONOPS) development
- Concept-Based Analysis (CBA)
- Organization Transformation Studies

Capstone can be your key strategic ***partner on a full range technical and administrative support service*** projects. Whether your agency's personnel support requirement is small or large, we offer customer-focused services and solutions for a full spectrum of technical and administrative requirements. Our capabilities include:

- Professional, Administrative & Management
- Human Services (including Call-Centers)
- Health (Clinical and Non-clinical) Services

Capstone is ***the single vendor solution*** for customer requirements.

SECTION I – CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) (SINs):

<u>SINs</u>	<u>SIN Description</u>
874-1	Consulting Services
874-2	Facilitation Services
874-4	Training Services
874-6	Privatization Support Services and Documentation (A-76)
874-7	Program Integration and Project Management Services

See Sections II and III of this Price List for SIN Descriptions and SIN Pricing, respectively.

1b. Identification of the Lowest Priced Model: For awarded pricing, see Section III.

1c. Labor Category Descriptions: Descriptions of all job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services are provided in Section IV of this Price List.

2. Maximum Order: The maximum order under this schedule is \$1,000,000 for all Management, Organizational and Business Improvement Services. Ordering activities may seek a price reduction for orders placed over this amount.

3. Minimum Order: The minimum dollar value of orders to be issued is \$300.00.

4. Geographic Coverage (Delivery Area): Domestic and Overseas.

5. Point(s) of Production: Services will be performed at Capstone office locations, customer locations, and/or other locations, as specified in individual task orders.

6. Discount from List Prices or Statement of Net Price: Prices shown in Section III are net (discounts deducted).

7. Quantity Discounts: None.

8. Prompt Payment Terms: Net 30. 1 % discount - 20 days from receipt of invoice.

9a. Government Purchase Cards At or Below the Micro-Purchase Threshold: Capstone will accept Government purchase cards at or below the micro-purchase threshold.

9b. Government Purchase Cards Above the Micro-Purchase Threshold: Capstone will accept Government purchase cards above the micro-purchase threshold.

10. Foreign Items: None.

11a. Time of Delivery: As negotiated between the ordering agency and Capstone Corporation for individual task orders.

11b. Expedited Delivery: Situation specific, based upon availability of qualified staff and accommodations. The ordering agency will be advised of and charged for any extraordinary expenses associated with expedited delivery of services, other direct costs, travel, or products. All items in the Price List are available for expedited delivery under the conditions noted above.

11c. Overnight and 2-Day Delivery: Overnight and 2-day delivery are available at ordering agency expense, if requested by the ordering agency. Ordering agencies may contact Capstone to obtain estimated rates for overnight and 2-day delivery.

11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact Capstone for the purpose of obtaining accelerated delivery. Capstone shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by Capstone in writing.) If Capstone offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Ordering agencies are encouraged to contact Capstone's Director of Contracts to affect a faster delivery, if required.

12. F.O.B. Point(s): Destination

13a. Ordering Address:

Capstone Corporation
635 Slaters Lane, Suite 100
Alexandria, VA 22314
Tel: (703) 683-4220
Fax: (703) 683-4430

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).

14. Payment Address: Electronic payment information will be provided to ordering agencies, when applicable. Payments made by check should be mailed to:

Capstone Corporation
635 Slaters Lane, Suite 100
Alexandria, VA 22314

15. Warranty Provision: Not applicable.

16. **Export Packing Charges:** Not applicable.
17. **Terms and Conditions of Government Purchase Card Acceptance (Any Thresholds Above the Micro-Purchase Level):** None.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Described at the Task Order-level if required.
19. **Terms and Conditions of Installation:** Described at the Task Order-level if required.
20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices:** Not applicable.
- 20a. **Terms and Conditions for any Other Services (if applicable):** Not applicable.
21. **List of Service and Distribution Points:** Services will be performed at Capstone office locations, customer locations, and/or other locations, as specified in individual task orders.
22. **List of Participating Dealers:** Not applicable.
23. **Preventive Maintenance:** Not applicable.
- 24a. **Special Attributes such as Environmental Attributes:** Not applicable.
- 24b. **Section 508 Compliance:** The professional services offered by Capstone are technical, managerial and advisory services which are not generally considered Electronic and Information Technology (EIT) and which are not provided by the government to employees or to the public. Section 508 compliance does not typically apply to the offered services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, then, Capstone will address Section 508 compliance requirements as set out in a Task Order or Statement of Work (SOW). The EIT standards can be found at: www.Section508.gov/.
25. **Data Universal Number System (DUNS) number:** 181764697
26. **Registration in Central Contractor Registration (CCR) database:** Capstone Corporation is registered in the CCR database, under CAGE Code 0CYN3.
27. **Uncompensated Overtime:** Not used.

SECTION II –SIN DESCRIPTIONS

SIN 874-1: CONSULTING SERVICES

Capstone Corporation’s consulting services support the entire 4-phase life-cycle of organization transformation – requirements definition, planning, execution, and assessment. Across each of these phases, we provide expert advice, assistance, guidance and mentoring in support of evolving organization business functions, capabilities, and organization design. This may also include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts. Examples of consultation include but are not limited to:

- a. Strategic/business goals, planning, policy, and management consulting
- b. Executive management and staff coaching, mentoring, and team-building services
- c. Performance measures, indicators, and decision-support processes
- d. Program and project organization, assessments, audits, and evaluations
- e. Comprehensive studies, analyzes, assessments, and reports supporting mission-oriented business processes or initiatives
- f. Table-top exercises or scenario simulations to investigate mission capabilities, vulnerabilities, and futures innovations
- g. Assessment and augmentation of current operations, future operations, and future plans in support of command and control requirements
- h. Preparedness studies that provide assessment, alternative approaches, and recommendations
- i. Customized executive staff training as part of a consulting engagement
- j. Strategic and operational studies

SIN 874-2: FACILITATION SERVICES

Capstone Corporation provides facilitation and related decision-support services that support process improvement – from process analysis and approaches for improvement, to implementation and assessment. We are experienced working with agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. The Capstone facilitator/team will provide the informed and independent structure to guide continuous process change management. Examples of Capstone’s facilitation services include, but are not limited to:

- a. Use of problem-solving techniques to prepare a strategic plan
- b. Resolving disagreements and divergent views to develop effective alternatives and solutions
- c. Streamlining management and decision processes
- d. Providing technical and administrative support services for professional staffing, human services, and health care staffing (clinical and on-clinical)
- e. Convening and leading large and small group conferences, briefings and discussions
- f. Reaching sound decisions consistent with corporate strategy, goals, and objectives
- g. Providing documentation and tools that sustain continuous process improvement

SIN 874-4: TRAINING SERVICES

Capstone Corporation’s training service solutions are based on approved federal and defense training policies, concepts, doctrine and procedures, and our extensive operational expertise and

adaptation of best practices from the front-line force. We provide full life-cycle management for individual and collective/organization training and exercise programs that support the organization's mission essential task list. Our training service capabilities include customer service, performance management, and IT training, to operational-focused leadership, functional/special staff and organization training, and life-cycle exercise management through live-virtual-constructive and gaming mediums. Our services may include:

- a. Life-cycle exercise planning and execution
- b. Mobilization, deployment, and mission rehearsal training and field exercises
- c. Staff individual and collective training programs that exploit commercial-off-the-shelf (COTS) and government-off-the-shelf (GOTS) capabilities
- d. Traditional instructor-led conference/seminar-based academic courses that are either customer provided or Capstone-developed
- e. Training for operations centers personnel and supporting staffs
- f. Integrated instructor-led and web-based academic/training courses offered at a single or distributed sites using videoconference, teleconference, or data-exchange type technologies

SIN 874-6: PRIVATIZATION SUPPORT SERVICES AND DOCUMENTATION (A-76)

Capstone Corporation provides a broad collection of expert advice, consultation, assistance, and documentation services in support of studies conducted under OMB Circular A-76 and other privatization or commercial activities studies, projects, or efforts. These services may include, but are not limited to:

- a. Strategic, operational, and tactical-level resource planning support
- b. Strategic sourcing studies, privatization studies, public-private partnership assessments
- c. Development of in-house/Government cost estimates
- d. Acquisition document development, including cost/price estimates, quality assurance surveillance plans (QASP), performance work statement (PWS)/statements of work (SOW), synopses, solicitations, price negotiation memoranda
- e. Performance of management studies to determine the Government's Most Efficient Organization (MEO)
- f. Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis
- g. Administrative appeal process support

SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Capstone Corporation has extensive experience adapting proven processes and tools to implement expert program integration and project management support. Stewardship and accountability define our program management services.. These services may include, but are not limited to:

- a. Program and Project Management including performance monitoring and management
- b. Project planning and scheduling
- c. Program oversight
- d. Stakeholders briefings, participation in required meetings, and related project
- e. support services
- f. Reporting and documentation associated with project/program objectives
- g. Program integration and close-out services

ON-SITE (Client Site)

LABOR CATEGORY	Current On-Site	9/28/09 - 9/27/10	9/28/10 - 9/27/11	9/28/11 - 9/27/12	9/28/12 - 9/27/13	9/28/13 - 9/27/14
Program Manager	\$75.58	\$75.58	\$77.85	\$80.19	\$82.60	\$85.08
Project Manager	\$51.77	\$51.77	\$53.32	\$54.92	\$56.57	\$58.27
Project Task Leader	\$43.49	\$43.49	\$44.79	\$46.13	\$47.51	\$48.94
Principal Management Analyst	\$55.91	\$55.91	\$57.59	\$59.32	\$61.10	\$62.93
Program Management Analyst	\$49.70	\$49.70	\$51.19	\$52.73	\$54.31	\$55.94
Management Analyst	\$35.20	\$35.20	\$36.26	\$37.35	\$38.47	\$39.62
Assoc. Management Analyst	\$24.85	\$24.85	\$25.60	\$26.37	\$27.16	\$27.97
Principal Logistics Analyst	\$52.81	\$52.81	\$54.39	\$56.02	\$57.70	\$59.43
Sr. Logistics Analyst	\$48.66	\$48.66	\$50.12	\$51.62	\$53.17	\$54.77
Logistics Analyst	\$34.17	\$34.17	\$35.19	\$36.25	\$37.34	\$38.46
Assoc. Logistics Analyst	\$26.92	\$26.92	\$27.73	\$28.56	\$29.42	\$30.30
Subject Matter Expert, Level III	\$140.00	\$140.00	\$144.20	\$148.53	\$152.99	\$157.58
Subject Matter Expert, Level II	\$105.00	\$105.00	\$108.15	\$111.39	\$114.73	\$118.17
Subject Matter Expert, Level I	\$75.58	\$75.58	\$77.85	\$80.19	\$82.60	\$85.08
Technical Writer	\$31.06	\$31.06	\$31.99	\$32.95	\$33.94	\$34.96
Technical Writer/Editor	\$45.56	\$45.56	\$46.92	\$48.33	\$49.78	\$51.27
Documentation Specialist	\$33.13	\$33.13	\$34.13	\$35.15	\$36.20	\$37.29
Sr. Graphic Artist	\$41.42	\$41.42	\$42.66	\$43.94	\$45.26	\$46.62
Graphic Artist	\$35.20	\$35.20	\$36.26	\$37.35	\$38.47	\$39.62
Key Operator	\$21.74	\$21.74	\$22.40	\$23.07	\$23.76	\$24.47
Sr. Administrative Assistant	\$30.03	\$30.03	\$30.93	\$31.86	\$32.82	\$33.80
Administrative Assistant	\$26.92	\$26.92	\$27.73	\$28.56	\$29.42	\$30.30
Associate Administrative Assistant	\$24.85	\$24.85	\$25.60	\$26.37	\$27.16	\$27.97
Principal Functional Analyst	\$114.00	\$114.00	\$117.42	\$120.94	\$124.57	\$128.31
Sr. Functional Analyst	\$93.00	\$93.00	\$95.79	\$98.66	\$101.62	\$104.67
Functional Analyst	\$87.00	\$87.00	\$89.61	\$92.30	\$95.07	\$97.92
Associate Functional Analyst	\$81.00	\$81.00	\$83.43	\$85.93	\$88.51	\$91.17
Principal Business Process Engineer	\$107.44	\$107.44	\$110.66	\$113.98	\$117.40	\$120.92
Sr. Business Process Engineer	\$95.04	\$95.04	\$97.89	\$100.83	\$103.85	\$106.97
Business Process Engineer	\$82.64	\$82.64	\$85.12	\$87.67	\$90.30	\$93.01
Associate Business Process Engineer	\$70.25	\$70.25	\$72.36	\$74.53	\$76.77	\$79.07
Principal Contract Negotiator	\$80.17	\$80.17	\$82.57	\$85.05	\$87.60	\$90.23
Sr. Contract Negotiator	\$70.25	\$70.25	\$72.36	\$74.53	\$76.77	\$79.07
Contract Negotiator	\$65.29	\$65.29	\$67.25	\$69.27	\$71.35	\$73.49
Principal Contracts Administrator	\$61.16	\$61.16	\$62.99	\$64.88	\$66.83	\$68.83
Sr. Contracts Administrator	\$57.02	\$57.02	\$58.74	\$60.50	\$62.32	\$64.19
Contracts Administrator	\$47.11	\$47.11	\$48.52	\$49.98	\$51.48	\$53.02
Associate Contracts Administrator	\$34.71	\$34.71	\$35.75	\$36.82	\$37.92	\$39.06
Principal Procurement Specialist	\$62.81	\$62.81	\$64.69	\$66.63	\$68.63	\$70.69
Sr. Procurement Specialist	\$58.68	\$58.68	\$60.44	\$62.25	\$64.12	\$66.04
Procurement Specialist	\$49.59	\$49.59	\$51.07	\$52.60	\$54.18	\$55.81
Associate Procurement Specialist	\$31.40	\$31.40	\$32.35	\$33.32	\$34.32	\$35.35

SECTION IV – LABOR CATEGORY DESCRIPTIONS

This section presents detailed labor category descriptions, including experience, functional responsibility, and education requirements for all labor categories being offered on the MOBIS schedule. Capstone is offering the following labor categories for SINS 874-1, 874-2, 874-6, and 874-7, which directly corresponds to Capstone's proposed MOBIS prices.

Labor Category Description:	Program Manager
Minimum/General Experience:	Nine (9) or more years of experience in the management and direction of large or complex, multi-task programs. Experience includes program planning, management and oversight, as well as contract staffing, and quality standards compliance.
Functional Responsibility:	Responsible for ensuring that project plans are developed, implemented and updated monthly and as required. Determine all resources needed to complete the contract in accordance with regulatory, contractual, client and corporate requirements.
Minimum Education:	Bachelor's Degree or equivalent
Order No:	MO01-GS, MO01-CS
Labor Category Description:	Project Manager
Minimum/General Experience:	Five (5) or more years of experience in overall management of complex projects. Experience includes project planning, scheduling and control, contract compliance, deliverables and client relations.
Functional Responsibility:	Develops a project management plan for each contract which identifies project staff, staffing hours, tasks outlines, contract deliverables and due dates.
Minimum Education:	Bachelor's degree or equivalent
Order No:	MO02-GS, MO02-CS
Labor Category Description:	Project Task Leader
Minimum/General Experience:	Up to five (5) years of experience in the management of component tasks of large projects. Experience in a specific management or business discipline
Functional Responsibility:	Assists Project and Program Managers in the management and direction of large projects by assuming responsibility for successful completion of a component tasks. Responsibilities include tracking progress, developing management reports, providing team leadership and guidance, and client and staffing interaction.
Minimum Education:	Bachelor's degree or equivalent experience
Order No:	MO03-GS, MO03-CS

Labor Category Description: **Principal Management Analyst**
Minimum/General Experience: Five (5) to ten (10) years experience in implementing, updating and maintaining spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of business management and contract principles. May supervise one or more individuals.
Functional Responsibility: Works independently, and will perform program analysis and control functions. Individual will create, manage and maintain project information related to contractual requirements.
Minimum Education: Bachelor's or Master's degree or equivalent and 5 years of experience
Order No: MO62-GS, MO62-CS

Labor Category Description: **Program Management Analyst**
Minimum/General Experience: Four (4) to seven (7) years experience in implementing, updating and maintaining spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of business management and contract principles. May supervise one or more individuals.
Functional Responsibility: Works under limited supervision, will perform program analysis and control functions. Individual will create, manage and maintain project information related to contractual requirements.
Minimum Education: Bachelor's degree or equivalent and 3 years of experience
Order No: MO08-GS, MO08-CS

Labor Category Description: **Management Analyst**
Minimum/General Experience: Two (2) to seven (7) years experience in implementing, updating and maintaining spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have rudimentary understanding of business management and contract principles.
Functional Responsibility: Works under general supervision in performing analysis and control functions. Creates, organizes and manages program and project information for client review and decision support. May supervise one or more individuals.
Minimum Education: Bachelor's Degree or equivalent
Order No: MO09-GS, MO09-CS

Labor Category Description: **Associate Management Analyst**
Minimum/General Experience: Up to four (4) years of experience in supporting management operations through the development and creation of reports, tracking information and direct assistance to a Management Analyst, Program Management Analyst or Program Manager.
Functional Responsibility: Works under close supervision in performing analysis and control functions. Assists in the creation, organization and management of program and project information.
Minimum Education: A.A. Degree or equivalent
Order No: MO10-GS, MO10-CS

Labor Category Description: **Principal Logistics Analyst**
Minimum/General Experience: Over Ten (10) years of related experience performing logistic support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property.
Functional Responsibility: Works independently. Performs tasks in support of logistics, meeting, or conference support projects. Utilizes systems for tracking and reporting material, material handling procedures and scheduling. Directs and supervises other Logistics Analysts or logisticians.
Minimum Education: Bachelor's degree or equivalent.
Order No: MO11-GS, MO11-CS

Labor Category Description: **Sr. Logistics Analyst**
Minimum/General Experience: Four (4) to twelve (12) years of related experience performing logistics support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property.
Functional Responsibility: Works under limited supervision. Performs tasks in support of logistics, meeting, or conference support projects. Utilizes systems for tracking and reporting material, material handling procedures and scheduling. May supervise other Logistics Analysts or Logisticians.
Minimum Education: B.S. degree or equivalent.
Order No: MO12-GS, MO12-CS

Labor Category Description:	Logistics Analyst
Minimum/General Experience:	Three (3) to six (6) years performing logistics support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property.
Functional Responsibility:	Works under general supervision. Performs tasks in support of logistics, meeting, or conference support projects. Utilizes systems for tracking and reporting material, material handling procedures and scheduling.
Minimum Education:	A. A. Degree or equivalent
Order No:	MO13-GS, MO13-CS
Labor Category Description:	Associate Logistics Analyst
Minimum/General Experience:	Up to five (5) years of related experience assisting in planning, coordinating and implementing procedures necessary to assist with logistics support functions.
Functional Responsibility:	Works under direct supervision. Assists in the accurate preparation and maintenance of records and data in support of logistics, meeting, or conference support projects.
Minimum Education:	A. A. Degree or equivalent
Order No:	MO14-GS, MO14-CS
Labor Category Description:	Subject Matter Expert, Level III
Minimum/General Experience:	Fifteen (15) or more years of specialized management experience in a specific area of expertise.
Functional Responsibility:	Provides expert consultation, advice, and recommendations for improvement. Works closely with project teams, particularly senior and management staff, to identify the best solutions to various management, organizational, and business problems. Expertise may fall within functional areas such as, but not limited, to: strategic planning; organizational assessment and alignment; Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Knowledge Management (KM), e-Government; Business Process Improvement/Reengineering (BPI/BPR); management consulting; training and education; exercise management; supply chain management and logistics; performance measurement and management; homeland security, national security/intelligence, etc...
Minimum Education:	Advanced degree in relevant area or Bachelor's Degree or equivalent and 25 or more years of relevant experience
Order No:	MO75-GS, MO75-CS

Labor Category Description: **Subject Matter Expert , Level II**
Minimum/General Experience: Twelve (12) or more years of specialized management experience in a specific area of expertise.
Functional Responsibility: Provides expert consultation, advice, and recommendations for improvement. Works closely with project teams, particularly senior and management staff, to identify the best solutions to various management, organizational, and business problems. Expertise may fall within functional areas such as, but not limited, to: strategic planning; organizational assessment and alignment; Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Knowledge Management (KM), e-Government; Business Process Improvement/Reengineering (BPI/BPR); management consulting; training and education; exercise management; supply chain management and logistics; performance measurement and management; homeland security, national security/intelligence, etc...
Minimum Education: Advanced degree in relevant area or Bachelor's Degree or equivalent and 20 or more years of relevant experience
Order No: MO76-GS, MO76-CS

Labor Category Description: **Subject Matter Expert, Level I**
Minimum/General Experience: Ten (10) years of specialized management experience in a specific area of expertise.
Functional Responsibility: Provides expert consultation, advice, and recommendations for improvement. Works closely with project teams, particularly senior and management staff, to identify the best solutions to various management, organizational, and business problems. Expertise may fall within functional areas such as, but not limited, to: strategic planning; organizational assessment and alignment; Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Knowledge Management (KM), e-Government; Business Process Improvement/Reengineering (BPI/BPR); management consulting; training and education; exercise management; supply chain management and logistics; performance measurement and management; homeland security, national security/intelligence, etc...
Minimum Education: Advanced degree in relevant area or Bachelor's Degree or equivalent and 20 years of relevant experience
Order No: MO15-GS, MO15-CS

Labor Category Description: Minimum/General Experience:	Technical Writer Three (3) to six (6) years of experience in the preparation of original text based on technical data, review of graphic design, and organization of text and graphic elements.
Functional Responsibility:	Writes, rewrites, and edits technical materials, including operations and maintenance of manuals and technical publications.
Minimum Education:	Bachelor's degree in technical field and 2-4 years related experience.
Order No:	MO50-GS, MO50-CS
Labor Category Description: Minimum/General Experience:	Technical Writer/Editor Seven (7) or more years of experience in the coordination of efforts of technical writers, artists and illustrators in preparing reports, articles, and books for internal and external distribution
Functional Responsibility:	Writes analytical, interpretive, documentary, and promotional copy. Writes/rewrites and edits technical materials. Works under management supervision to organize text, graphic elements, and mechanical layout of camera-ready copy.
Minimum Education:	Bachelor's degree in a technical field and 3-5 years related experience.
Order No:	MO51-GS, MO51-CS
Labor Category Description: Minimum/General Experience:	Documentation Specialist Five (5) or more years of experience in writing of technical materials, preparation of mechanical layout of camera-ready copy, and review of graphic design.
Functional Responsibility:	Writes/rewrites and edits technical materials. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution.
Minimum Education:	Bachelor's degree in technical field and 1-2 years related experience
Order No:	MO52-GS, MO52-CS
Labor Category Description: Minimum/General Experience:	Sr. Graphic Artist Six (6) or more years experience in graphic conceptual design, PC graphics program utilization, and organizational skills and expertise in various Multimedia applications.
Functional Responsibility:	Works independently on, or supervises management of, design projects. Performs creative design layout and electronic prepress for a variety of design projects.
Minimum Education:	AA or specialized training and 3 or more years of experience.
Order No:	MO53-GS, MO53-CS

Labor Category Description:	Graphic Artist
Minimum/General Experience:	Three (3) or more years experience in using various graphic software packages such as PageMaker, CorelDraw, and Freehand.
Functional Responsibility:	Assists in the implementation of designs in graphic programs/software, troubleshoot graphic system problems, assists and provides quality control on electronic pre-press issues, and assists in the management of the graphics system and file organization.
Minimum Education:	AA or specialized training and 1-2 years experience
Order No:	MO54-GS, MO54-CS
Labor Category Description:	Key Operator
Minimum/General Experience:	One (1) year of experience in the use and operation of automated typing equipment.
Functional Responsibility:	Operates automated typing equipment to produce or maintain current documents, reports, statistical summaries, and correspondence. Proofreads finished materials for conformance with established standards and corrects errors.
Minimum Education:	High School
Order No:	MO57-GS, MO57-CS
Labor Category Description:	Sr. Administrative Assistant
Minimum/General Experience:	Requires knowledge of specialized administrative support functions. Must have a minimum of three (3) to seven (7) years related administrative assistant experience.
Functional Responsibility:	Performs analytical and specialized administrative support functions. Plans and coordinates special projects, planning of meetings conferences and employee functions. May direct or supervise other administrative personnel. Prepares reports using word processing and data entry activities including importing graphics, making tables, and typing technical documents. Must be able to develop solutions to problems and maintain high quality in work.
Minimum Education:	Associates Degree and relevant courses
Order No:	MO71-GS, MO71-CS

Labor Category Description: **Administrative Assistant**
Minimum/General Experience: Requires knowledge of common administrative support functions. Must have a minimum of two (2) to five (5) years related administrative assistant experience.
Functional Responsibility: Performs analytical and specialized administrative support functions. Coordinates special projects, planning of meetings conferences and employee functions. Prepares reports using word processing and data entry activities including importing graphics, making tables, and typing technical documents. Must be able to develop solutions to simple problems and maintain high quality in work.
Minimum Education: Associates Degree and relevant courses
Order No: MO72-GS, MO72-CS

Labor Category Description: **Associate Administrative Assistant**
Minimum/General Experience: Requires knowledge of common administrative support functions. Must have a minimum of one (1) to three (4) years related administrative assistant experience.
Functional Responsibility: Performs analytical and administrative support functions. Assists with special projects, planning of meetings conferences and employee functions. Prepares reports using word processing and data entry activities including importing graphics, making tables, and typing technical documents. Keys, formats, revises, prints, and stores documents. Must be able to develop solutions to simple problems and maintain high quality in work.
Minimum Education: High School and relevant courses
Order No: MO73-GS, MO73-CS

Labor Category Description: **Principal Functional Analyst**
Minimum/General Experience: Twelve (12) or more years experience, of which at least six years must be specialized in functional analysis.
Functional Responsibility: Specialized expertise includes analyzing and developing functional and cross-functional requirements for complex management and business systems. General experience includes increasing responsibility in functional analysis. Must demonstrate the ability to work independently and may lead project teams.
Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific, technical, or functional discipline, or equivalent related experience.
Order No: MO77-GS, MO77-CS

Labor Category Description:	Sr. Functional Analyst
Minimum/General Experience:	Ten (10) or more years experience, of which at least five years must be specialized in functional analysis.
Functional Responsibility:	Specialized expertise includes analyzing and developing functional and cross-functional requirements for complex management and business systems. General experience includes increasing responsibility in functional analysis. Must demonstrate the ability to work independently and may supervise other personnel.
Minimum Education:	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific, technical, or functional discipline, or equivalent related experience.
Order No:	MO78-GS, MO78-CS
Labor Category Description:	Functional Analyst
Minimum/General Experience:	Eight (8) or more years experience, of which at least four years must be specialized in functional analysis.
Functional Responsibility:	Specialized expertise includes analyzing and developing functional and cross-functional requirements for complex management and business systems. General experience includes increasing responsibility in functional analysis. Must demonstrate the ability to work independently or under only general direction.
Minimum Education:	Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific, technical, or functional discipline, or equivalent related experience.
Order No:	MO79-GS, MO79-CS
Labor Category Description:	Associate Functional Analyst
Minimum/General Experience:	Six (6) or more years experience, of which at least three years must be specialized in functional analysis.
Functional Responsibility:	Specialized expertise includes analyzing and developing functional and cross-functional requirements for complex management and business systems. General experience includes increasing responsibility in functional analysis. Must demonstrate the ability to work independently or under only general direction.
Minimum Education:	Associate's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific, technical, or functional discipline, or equivalent related experience.
Order No:	MO80-GS, MO80-CS

Labor Category Description: Minimum/General Experience:	Principal Business Process Engineer Ten (10) or more years of experience. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or management system development methods and practices.
Functional Responsibility:	Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Responsible for effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.
Minimum Education: Order No:	Bachelor's Degree or Equivalent Relevant Experience MO81-GS, MO81-CS
Labor Category Description: Minimum/General Experience:	Sr. Business Process Engineer Eight (8) or more years of experience. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or management system development methods and practices.
Functional Responsibility:	Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Responsible for effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.
Minimum Education: Order No:	Bachelor's Degree or Equivalent Relevant Experience MO82-GS, MO82-CS

Labor Category Description: **Business Process Engineer**
Minimum/General Experience: Six (6) or more years of experience. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or management system development methods and practices.

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Responsible for effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: Bachelor's Degree or Equivalent Relevant Experience
Order No: MO83-GS, MO83-CS

Labor Category Description: **Associate Business Process Engineer**
Minimum/General Experience: Four (4) or more years of experience. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or management system development methods and practices.

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Supports effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Supports group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates among multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: Associates Degree or Equivalent Related Experience
Order No: MO84-GS, MO84-CS

Labor Category Description: **Principal Contract Negotiator**
Minimum/General Experience: Five (5) to ten (10) years related work experience.
Functional Responsibility: Has full knowledge of negotiation process including legal aspects and ramifications of contractual obligations. Assumes responsibility through entire process of negotiating procurement contracts with vendors, and manages business relationships with vendor companies across entire product line on a worldwide basis. Evaluates contract performance to determine necessity for amendments, extensions or termination of contracts and approves or rejects requests for deviations from contract specifications. Arbitrates claims or complaints occurring in performance of contracts. Works independently and may lead and supervise one or more individuals or team of individuals.

Minimum Education: Bachelor's or Master's Degree and Relevant Courses
Order No: MO89-GS, MO89-CS

Labor Category Description: **Sr. Contract Negotiator**
Minimum/General Experience: Three (3) to seven (7) years related work experience.
Functional Responsibility: Has full knowledge of negotiation process including legal aspects and ramifications of contractual obligations. Assumes responsibility through entire process of negotiating procurement contracts with vendors, and manages business relationships with vendor companies across entire product line. Evaluates contract performance to determine necessity for amendments, extensions or termination of contracts and approves or rejects requests for deviations from contract specifications. Arbitrates claims or complaints occurring in performance of contracts. Works under limited supervision and may supervise one or more individuals.

Minimum Education: Bachelor's Degree and Relevant Courses
Order No: MO90-GS, MO90-CS

Labor Category Description:	Contract Negotiator
Minimum/General Experience:	Two (2) to five (5) years related work experience.
Functional Responsibility:	Has full knowledge of negotiation process including legal aspects and ramifications of contractual obligations. Assumes responsibility through entire process of negotiating procurement contracts with vendors, and manages business relationships with vendor companies across entire product line. Evaluates contract performance to determine necessity for amendments, extensions or termination of contracts and approves or rejects requests for deviations from contract specifications. Arbitrates claims or complaints occurring in performance of contracts.
Minimum Education:	Bachelor's Degree and Relevant Courses
Order No:	MO91-GS, MO91-CS
Labor Category Description:	Principal Contracts Administrator
Minimum/General Experience:	Five (5) to Ten (10) years related work experience.
Functional Responsibility:	Has full knowledge of the contract administration area. Examines estimates for all contract costs and schedules. Provides interpretations of contracts, directs contract negotiations, organizes and processes correspondence with contracting parties and monitors fulfillment of contractual obligations. May supervise and train personnel in the contract administration area.
Minimum Education:	Bachelor's Degree and Relevant Courses
Order No:	MO92-GS, MO92-CS
Labor Category Description:	Sr. Contracts Administrator
Minimum/General Experience:	Three (3) to seven (7) years related work experience.
Functional Responsibility:	Has full knowledge of the contract administration area. Examines estimates for all contract costs and schedules. Provides interpretations of contracts, directs contract negotiations, organizes and processes correspondence with contracting parties and monitors fulfillment of contractual obligations. May supervise and train personnel in the contract administration area.
Minimum Education:	Bachelor's Degree and Relevant Courses
Order No:	MO93-GS, MO93-CS

Labor Category Description:	Contracts Administrator
Minimum/General Experience:	Two (2) to five (5) years related work experience.
Functional Responsibility:	Has full knowledge of the contract administration area. Examines estimates for all contract costs and schedules. Provides interpretations of contracts, directs contract negotiations, organizes and processes correspondence with contracting parties and monitors fulfillment of contractual obligations. May supervise and train personnel in the contract administration area.
Minimum Education:	Bachelor's Degree and Relevant Courses
Order No:	MO94-GS, MO94-CS
Labor Category Description:	Associate Contracts Administrator
Minimum/General Experience:	One (1) to three (3) years related work experience.
Functional Responsibility:	Under general direction, develops, monitors, and modifies contracts for goods and services by interacting with customers, contractors, sub-contractors, and internal groups. Examines and verifies customer and vendor estimates of material, equipment, costs, performance requirements, and delivery schedules to ensure completeness and accuracy. Reviews bids for conformity to contract requirements and recommends acceptable bids to management. Reviews and verifies customers' and contractors' adherence to contractual obligations and identifies areas of non-conformance. Recommends solutions to non conformance issues and discusses with customers, contractors, and management. Identifies, recommends, and develops amendments and extensions to contracts. Responds to inquiries from customers and contractors on contract interpretation and advises internal groups of contractual rights and obligations. Compiles and analyzes data and prepares reports and estimates for presentation to management. May negotiate contracts with customer or contractor.
Minimum Education:	Associate's Degree and Relevant Courses
Order No:	MO95-GS, MO95-CS

Labor Category Description: **Principal Procurement Specialist**
Minimum/General Experience: Five (5) to ten (10) years related work experience.
Functional Responsibility: Under broad direction, develops and executes procurement strategies, processes and services for accounts and clients. Proposes and implements supplier strategies, leading supplier market analysis and creating contingency plans for product alternatives and supply continuity. Evaluates suppliers and products/services to leverage buying power across the enterprise, minimizing total cost of ownership. Identifies supplier development opportunities and conducts client procurement capability assessment. Leads the negotiation strategy development. Develops and proposes total cost model strategies.

Minimum Education: Bachelor's Degree and Relevant Courses
Order No: MO96-GS, MO96-CS

Labor Category Description: **Sr. Procurement Specialist**
Minimum/General Experience: Three (3) to seven (7) years related work experience.
Functional Responsibility: Under broad direction, develops and executes procurement strategies, processes and services for accounts and clients. Proposes and implements supplier strategies, leading supplier market analysis and creating contingency plans for product alternatives and supply continuity. Evaluates suppliers and products/services to leverage buying power across the enterprise, minimizing total cost of ownership. Identifies supplier development opportunities and conducts client procurement capability assessment. Leads the negotiation strategy development. Develops and proposes total cost model strategies.

Minimum Education: Bachelor's Degree and Relevant Courses
Order No: MO97-GS, MO97-CS

Labor Category Description:	Procurement Specialist
Minimum/General Experience:	Two (2) to five (5) years related work experience.
Functional Responsibility:	Under broad direction, develops and executes procurement strategies, processes and services for accounts and clients. Proposes and implements supplier strategies, leading supplier market analysis and creating contingency plans for product alternatives and supply continuity. Evaluates suppliers and products/services to leverage buying power across the enterprise, minimizing total cost of ownership. Identifies supplier development opportunities and conducts client procurement capability assessment. Leads the negotiation strategy development. Develops and proposes total cost model strategies.
Minimum Education:	Bachelor's Degree and Relevant Courses
Order No:	MO98-GS, MO98-CS
Labor Category Description:	Associate Procurement Specialist
Minimum/General Experience:	Two (2) to four (4) years related work experience.
Functional Responsibility:	Under broad direction, develops and executes procurement strategies, processes and services for accounts and clients. Proposes and implements supplier strategies, leading supplier market analysis and creating contingency plans for product alternatives and supply continuity. Evaluates suppliers and products/services to leverage buying power across the enterprise, minimizing total cost of ownership. Identifies supplier development opportunities and conducts client procurement capability assessment. Leads the negotiation strategy development. Develops and proposes total cost model strategies.
Minimum Education:	HS Diploma and relevant courses
Order No:	MO99-GS, MO99-CS