

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874 **Class:** R499

Contract Number: GS-10F-121BA

Contract Period: March 31, 2014 – March 30, 2019

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

Contractor: DRT Strategies, Inc.
4245 North Fairfax Drive
Suite 800
Arlington, VA 22203 4168

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

Telephone: (571) 482-2502

Extension:

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Web Site: www.drtstrategies.com

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Contract Administration: Geoffrey McDermott

CUSTOMER INFORMATION:

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

| SIN | Recovery | SIN Description |
|-------|----------|--|
| 874-1 | 874-1RC | Integrated Consulting Services |
| 874-6 | 874-6RC | Acquisition Management Support |
| 874-7 | 874-7RC | Integrated Business Program Support Services |

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price: Refer to Item 27 – Final Pricing.

- 1c. **Included with this price list are hourly rates and a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services under the contract.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery area):** Domestic only.
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address.
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** Additional 1% for all task orders exceeding \$500,000.
8. **Prompt payment terms:** 1% 10 days, Net 30 days.
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept over \$3,000.
10. **Foreign items (list items by country of origin):** None.
- 11a. **Time of Delivery:** To be specified on the Task Order.
- 11b. **Expedited Delivery:** Items available for expedited delivery are noted in this price list. Contact Contractor for details.
- 11c. **Overnight and 2-day delivery:** Overnight and 2-day delivery are available and customers may contact the Contractor for rates for overnight and 2-day delivery. Contact Contractor for details.
- 11d. **Urgent Requirements:** Contractor offers services under the “Urgent Requirements” clause of its contract and agencies can also contact the Contractor’s representative to effect a faster delivery. Contact Contractor for details.
12. **F.O.B Points(s):** Destination.
- 13a. **Ordering Address(es):** Same as company address.
- 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(es):** Same as company address.
15. **Warranty provision:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor for details.
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services:** Contact Contractor for details.
25. **Data Universal Numbering System (DUNS) number:** 142428783
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered.
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| Item | SIN | Awarded Labor Category | Min Edu | Min Exp | Site | Year 1 |
|------|---------------------|------------------------------|-----------|---------|----------|----------|
| 1 | 874-1, 874-6, 874-7 | Program Manager 4 | Masters | 14 | Customer | \$157.99 |
| 2 | 874-1, 874-7 | Program Manager 3 | Masters | 10 | Customer | \$150.76 |
| 3 | 874-1, 874-6, 874-7 | Program Manager 2 | Bachelors | 8 | Customer | \$143.73 |
| 4 | 874-1, 874-7 | Project Manager 4 | Bachelors | 12 | Customer | \$145.19 |
| 5 | 874-1, 874-6, 874-7 | Project Manager 2 | Bachelors | 6 | Customer | \$122.95 |
| 6 | 874-1, 874-6, 874-7 | Subject Matter Expert 2 | Bachelors | 10 | Customer | \$135.68 |
| 7 | 874-1, 874-6, 874-7 | Subject Matter Expert 1 | Bachelors | 6 | Customer | \$122.95 |
| 8 | 874-1, 874-7 | Functional Expert 5 | Masters | 12 | Customer | \$151.04 |
| 9 | 874-1, 874-7 | Functional Expert 2 | Bachelors | 6 | Customer | \$116.35 |
| 10 | 874-1, 874-6, 874-7 | Consultant 4 | Bachelors | 11 | Customer | \$121.95 |
| 11 | 874-1, 874-6, 874-7 | Consultant 2 | Bachelors | 5 | Customer | \$95.24 |
| 12 | 874-1, 874-6, 874-7 | Consultant 1 | Bachelors | 3 | Customer | \$77.82 |
| 13 | 874-1, 874-7 | Project Support Specialist 3 | Bachelors | 4 | Customer | \$85.06 |
| 14 | 874-1, 874-7 | Project Support Specialist 1 | Bachelors | 1 | Customer | \$63.99 |
| 15 | 874-1, 874-7 | Analyst 2 | Bachelors | 8 | Customer | \$135.66 |

| | | | | | | |
|----|---------------------|---|-----------|---|----------|----------|
| 16 | 874-1, 874-7 | Business Process Reengineering Specialist 2 | Bachelors | 6 | Customer | \$106.69 |
| 17 | 874-1, 874-6, 874-7 | Documentation Specialist 1 | Bachelors | 2 | Customer | \$55.66 |

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

Labor Category Descriptions

1. PROGRAM MANAGER 4

Functional Responsibilities: Provides oversight and executive level management to overall contract operations involving multiple, high-value, complex projects involving groups of personnel at multiple locations. Maintains and manages relationships with executive level management within the customer organization. Responsible for ensuring executive level management within the customer organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategies. Supervises the preparation of program plans by subordinate Project Managers, including the development of milestone schedules and bills of materials. Anticipates requirements for and obtains manpower resources, materials, tools, and test equipment needed to complete programs. Responsible for ensuring quality standards and work performance on all task orders and projects. Broadly supervises the planning, organizing and overseeing by subordinates of all work efforts; of recruiting, hiring, and assigning staff resources; and of meeting all risk management objectives. Planning and oversight of programs providing management consulting services, program/project management support, or acquisition management support. Specific acquisition management support requiring planning and oversight includes but is not limited to:

- Acquisition planning assistance;
- Expert assistance in supporting proposal evaluations;
- Contract administration support services;
- Contract close-out assistance; and
- Competitive sourcing support

Minimum Years of Experience: Minimum of 14 years of experience with 5 years' experience as a Program Manager.

Minimum Educational/Degree Requirements/Training: Masters Degree required, with Program Management Professional (PMP) Certification preferred. Masters Degree may be substituted by a Bachelors Degree and Program Management Professional (PMP) Certification required.

2. PROGRAM MANAGER 3

Functional Responsibilities: Provides oversight and senior level management to overall contract operations involving multiple complex projects and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the customer organization. Responsible for ensuring senior level management within the customer organization is aware of overall program status, including all relevant projects and their potential impact on the customer's organization and strategic vision, this may include demonstrating special technical knowledge. Prepares program plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and develops requisitions for manpower resources, materials, tools, and test equipment needed to complete programs. The Program Manager is responsible for developing quality assurance and risk management plans that ensure quality standards and work performance requirements are met on all projects. Leads efforts to plan, organize and oversee all work efforts; recruit, hire, and assign personnel resources; manages all senior project personnel; providing oversight on all risk management; and performing other duties as may be required.

Minimum Years of Experience: Minimum of 10 years of experience with 4 years' experience as a Program Manager.

Minimum Educational/Degree Requirements/Training: Masters Degree required, with Program Management Professional (PMP) Certification preferred. Masters Degree may be substituted by a Bachelors Degree and Program Management Professional (PMP) Certification required.

3. PROGRAM MANAGER 2

Functional Responsibilities: Provides almost daily oversight and management of contract operations frequently involving multiple projects or tasks and large groups of personnel. The Program Manager maintains and manages very close relationships with senior level staff within the customer organization. Responsible for ensuring all management levels within the customer organization are aware of the details of program being managed. Assesses the potential impact of programs on the customer's organization and strategic vision. May provide subject matter and unique technical knowledge. Prepares program plans including milestones and program schedules and bills of materials. Anticipates requirements for and requisitions appropriate manpower resources, materials, tools, and test equipment needed to complete programs. The Program Manager is responsible for developing quality assurance and risk management plans are developed that ensure quality standards and work performance requirements are met on all projects. Plans, organizes and oversee all work efforts. Recruits, hires, and assigns all personnel resources. Manages all senior and mid-level program personnel. Provides daily oversight on all risk management and quality assurance activities. Planning and oversight of programs providing management consulting services, program/project management support, or acquisition management support. Specific acquisition management support requiring planning and oversight includes but is not limited to:

- Acquisition planning assistance;
- Expert assistance in supporting proposal evaluations;
- Contract administration support services;
- Contract close-out assistance; and
- Competitive sourcing support

Minimum Years of Experience: Minimum of 8 years of experience with 2 years' experience as a Program Manager.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree. Graduate Degree or Program Management Professional (PMP) Certification preferred.

4. PROJECT MANAGER 4

Functional Responsibilities: Performs day-to-day management of single contract support operations, possibly involving large groups of personnel on multiple tasks at multiple locations, on a single project. Manages, coordinates, and establishes priorities for complete life-cycle of projects including the planning, design, and implementation of business solutions designed to meet customer requirements. Designs project plans, which identify needs and define major tasks and milestones, based on scope, resources, budget, and personnel. Demonstrates broad skills in meeting the scope of work encompassed by the project. Provides technical expertise to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and implementation of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. Maintains and manages the customer interface at the COTR and higher levels of the customer organization.

Minimum Years of Experience: Minimum of 12 years of experience with four years' experience as a Project Manager.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree. Program Management Professional (PMP) Certification preferred.

5. PROJECT MANAGER 2

Functional Responsibilities: Performs day-to-day management of single contract support operations, possibly involving groups of personnel at single locations, on a single project. Manages, coordinates, and establishes priorities for complete life-cycle of projects including the planning, design, and implementation of business solutions designed to meet customer requirements. Designs project plans, which identify needs and define major tasks and milestones, based on scope, resources, budget, and personnel. Demonstrates skills in the scope of work encompassed by the project. Provides technical guidance to the project team in performance of the work. Develops detailed risk and quality assurance plans and manages the daily implementation of those plans. Reviews the quality of all work products. Organizes, directs, and coordinates the daily planning and implementation activities of all contract support activities. Responsible for all resource and other project planning activities. Develops resource plans and manages the implementation of those plans. Maintains and manages the customer interface at the COTR levels of the customer organization. Planning and oversight of projects providing management consulting services, program/project management support, or acquisition management support. Specific acquisition management support requiring planning and oversight includes but is not limited to:

- Acquisition planning assistance;
- Expert assistance in supporting proposal evaluations;
- Contract administration support services;
- Contract close-out assistance; and
- Competitive sourcing support

Minimum Years of Experience: Minimum of 6 years of experience with three years' experience as a Project Manager.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree. Program Management Professional (PMP) Certification preferred.

6. SUBJECT MATTER EXPERT 2

Functional Responsibility: Is a recognized expert in the subject matter involved. May coordinate the work of small groups in developing programs and implementing creative and innovative solutions to the customer's problems. Independently researches and analyzes customer requirements. Applies knowledge and experience to determine the accuracy and reasonableness of the data and solution. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. May lead a team or work independently to develop and implement programs or work in support of a customer. May develop and present special presentations to senior project or customer personnel. Subject management expertise may be required for management consulting services, program/project management support, or acquisition management support. Specific acquisition management expertise may be focused upon but not limited to:

- Acquisition planning, market research, and procurement strategy recommendations;
- Acquisition document planning and development;
- Expert technical assistance for proposal evaluation;
- Presentation of executive level briefings of acquisition activities/proposal evaluation results; and
- Competitive sourcing support.

Minimum/General Experience: Requires 10 years of work experience directly related to the subject in which the customer needs assistance. Possesses expertise in any of a variety of subjects such as: business operations, business management, general management, systems management, operations research, physics, math, behavioral science, or related areas. May have made presentations at professional conferences.

Minimum Education/Degree Requirements/Training: This position requires a Bachelor's Degree. A Master of Science, Master of Arts, or Masters in Business Administration in a related field to customer's requirement or problem is preferred.

7. SUBJECT MATTER EXPERT 1

Functional Responsibility: Has substantial working knowledge of the subject matter involved. Assists in developing programs and implementing creative and innovative solutions to the customer's problems by researching and analyzing customer requirements. Applies knowledge and experience to determine the accuracy and reasonableness of the data and solution. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. Typically works individually or contributes as a team member to develop programs or work in support of a customer. May develop or support the development of special presentations to senior project or customer personnel. Subject management expertise may be required for management consulting services, program/project management support, or acquisition management support. Specific acquisition management expertise may be focused upon but not limited to:

- Acquisition planning, market research, and procurement strategy recommendations;
- Acquisition document planning and development;
- Expert technical assistance for proposal evaluations;
- Competitive sourcing support.

Minimum/General Experience: Requires 6 years of work experience directly related to the subject in which the customer needs assistance. Possesses expertise in any of a variety of subjects such as: business operations, business management, general management, systems management, operations research,

physics, math, behavioral science, or related areas. May have made presentations at professional conferences.

Minimum Education/Degree Requirements/Training: This position requires a Bachelor's Degree.

8. FUNCTIONAL EXPERT 5

Functional Responsibility: Serves as lead functional expert and provides expert and independent analytical services in one of many specialized technical or business management areas that relate directly to the customer requirement. Provides functional expertise on an as-needed basis covering all task assignments. May interact with a wide range of customer representatives to ensure that the customer problem has been properly defined and analyzed functionally and that the solution will satisfy the customer's functional requirements. May lead or assist in developing detailed functional specifications to be used in creating new management processes or systems or re-engineering existing processes or systems. May prepare and make presentations.

Minimum/General Experience: Must have a minimum of 12 years work experience in one specific functional area related directly to the customer's issue or problem. Specific qualifications will then be determined on a case-by-case basis dependent on the customer's specific functional area. Must have experience working on multi-disciplinary teams to support customer requirements. Must have experience presenting to executive level stakeholders orally and in writing. Supervisory experience preferred.

Minimum Education/Degree Requirements/Training: Bachelor's Degree plus a Master's Degree, or comparable professional certification in a subject matter related field is required.

9. FUNCTIONAL EXPERT 2

Functional Responsibility: Serves as functional expert and frequently provides expert and independent analytical services in one of many specialized technical or business management areas that relate directly to the customer requirement. Provides functional expertise on an as-needed basis covering all task assignments. May coordinate with customer personnel to ensure that the customer problem has been properly defined and analyzed functionally and that the solution will satisfy the functional requirements. Assists in developing detailed functional specifications to be used in creating new management processes or systems or re-engineering existing processes or systems. Supports the preparation and presentation of customer briefings or briefings to customers.

Minimum/General Experience: Must have a minimum of 6 years work experience in one specific functional area related directly to the customer's issue or problem. Specific qualifications will then be determined on a case-by-case basis dependent on the customer's specific functional area. Must have experience working on teams to support customer requirements. Must have good communications skills and abilities.

Minimum Education/Degree Requirements/Training: Bachelor's degree in a specific subject matter related field required. A Master's Degree or comparable professional certification in a subject matter related field is preferred.

10. CONSULTANT 4

Functional Responsibilities: Frequently helps define project objectives, defines and evaluates options available, and provides strategic direction on a task or activity. Is responsible for providing leadership and vision to customer and project teams and serves as a key facilitator between multiple teams to achieve the objectives of complex efforts. Frequently leads or directs the activities of more junior staff as necessary to complete a specific task. An expert that possesses demonstrated knowledge and extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Planning and analysis skills may be required for management consulting services, program/project management support, or acquisition management support. Specific acquisition management support may include but not limited to:

- Acquisition planning, market research, and procurement strategy documentation;
- Acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work synopsis, solicitations, price negotiation memoranda, etc; and
- Assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis, reports/briefings of evaluation results, etc.

Minimum Years of Experience: Minimum of 11 years of general experience. Possess 7 years' experience in at least one subject related to the customer issue or problem.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree. Advanced degree in management or a related discipline is preferred.

11. CONSULTANT 2

Functional Responsibilities: Frequently helps define project objectives and occasionally provides strategic direction on a task or activity. Is responsible for providing leadership and vision to customer and project teams and serves as a key facilitator between multiple teams to achieve the objectives of complex efforts. Occasionally directs the activities of more junior staff as necessary to complete a specific task. An expert that possesses demonstrated knowledge and extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Planning and analysis skills may be required for management consulting services, program/project management support, or acquisition management support. Specific acquisition management support may include but not limited to:

- Acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work synopsis, solicitations, price negotiation memoranda, etc;
- Assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis, reports/briefings of evaluation results, etc;
- Contract administration support services; and
- Contract close-out assistance.

Minimum Years of Experience: Minimum of 5 years of general experience. Possess 2 years' experience in at least one subject related to the customer issue or problem.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree required. Related professional training preferred.

12. CONSULTANT 1

Functional Responsibilities: Evaluates options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting

interviews, gathering data, and developing recommendations in support of project objectives. May direct the activities of other staff as necessary. Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Planning and analysis skills may be required for management consulting services, program/project management support, or acquisition management support. Specific acquisition management support may include but not limited to:

- Assistance with acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work synopsis, solicitations, price negotiation memoranda, etc;
- Assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis, reports/briefings of evaluation results, etc;
- Contract administration support services; and
- Contract close-out assistance.

Minimum Years of Experience: Minimum of 3 years of general experience. Possess 1 year experience in at least one subject related to the customer issue or problem.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree.

13. PROJECT SUPPORT SPECIALIST 3

Functional Responsibilities: Helps analyze customer functions, processes, and activities to improve business programs and processes for the most effective use of budget and personnel resources. Utilizes available resources and personnel to support the analysis of data supporting meeting customer's goal for performance improvement. Helps review and analyze information, forecasts, methods, schedules, systems, processes, and procedures. Assists in determining the most useful business solutions for the customer. Supports developing alternative solutions for management as to courses of action that best meet the organization's goals. Helps produce briefing slides and deliverables.

Minimum Years of Experience: Minimum of 4 years of experience.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree required. Related professional training preferred.

14. PROJECT SUPPORT SPECIALIST 1

Functional Responsibilities: Usually works with others to assist in analyzing customer functions, processes, and activities to improve business programs and processes for the most effective use of budget and personnel resources but may work independently. Utilizes available resources and personnel to carry out assigned analysis activities to support customer's goal for performance improvement. Supports others who review and analyze information, forecasts, methods, schedules, systems, processes, and procedures. Supports determining the most useful business solutions for the customer. Participates with groups assigned to recommend alternative solutions to management as to courses of action that best meet the organization's goals. Tracks deliverable requirements. Helps produce briefing slides and deliverables.

Minimum Years of Experience: Minimum of 1 year of experience.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree required.

15. ANALYST 2

Functional Responsibilities: Leads the application of analytic techniques to a customer's problem. Is responsible for providing leadership and vision to customer and project teams around the analytical methodology used on a project or task. Resolves complex analytical problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills. Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles.

Minimum Years of Experience: Minimum of 8 years of analytical experience.

Minimum Educational/Degree Requirements/Training: Bachelor's Degree, with a preference for a professional certification. Professional certifications may include but are not limited to:

- Lean Six Sigma Green Belt Certified, Black Belt Certified or Master Black Belt Certified
- Defense Acquisition Workforce Improvement Act (DAWIA) certifications
- International Institute of Business Analysis (IIBA) Certified Business Analysis Professional and/or Certification of Competency in Business Analysis

16. BUSINESS PROCESS REENGINEERING SPECIALIST 2

Functional Responsibilities: Consults across technical and business facets of a project, applying wide understanding of different disciplines for the planning, analysis, design, implementation and support of management or technical solutions to business problems, especially those requiring process redesign or reengineering. May draw on skill sets in e-government, e-service, or e-commerce. May develop analytical and computational techniques and methods for solutions. May plan or assist in planning enterprise wide management or technical systems and perform complex business analysis. Performs process and data modeling in support of business solutions. Applies understanding of government regulatory policies to customer's business functions.

Minimum/General Experience: Minimum of 6 years' work experience in projects requiring business process reengineering. Demonstrated technical experience throughout the life cycle of multiple projects in areas such as the following: procurement and contracting, business process re-engineering, communications, knowledge management, operations research or other functional activities specific to the customer's business or functional mission needs. Should have experience working both in teams and independently directly for a customer. Must have excellent written and oral communications skills and experience developing policy papers, research studies, and formal presentations.

Minimum Education/Degree Requirements/Training: Bachelor's degree in a technical or management discipline. Master's degree or MBA preferred.

17. DOCUMENT SPECIALIST 1

Functional Responsibilities: With supervision and guidance, assists in developing, writing, and editing material for reports, manuals, briefs, instruction books, catalogs, and related technical and administrative deliverables concerned with work methods, processes, and procedures. Observes production, developmental, and experimental activities to help determine operating procedure and detail. Interviews personnel and reads journals, reports, and other material to become familiar with management processes, procedures, activities, and methods. Works with others to organize material and complete writing

assignments according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and may recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication, and distribution of material. May assist in the writing of speeches, articles, management policies, and public or employee relations releases. May prepare documentation for consulting engagements, program/project management support, or acquisition management support. Acquisition management support is generally for relatively non-complex acquisition documentation such as market research results, quality assurance surveillance plans, statements of work, synopsis, solicitations, meeting minutes and other acquisition related documents.

Minimum Years of Experience: Minimum of 2 years of experience

Minimum Educational/Degree Requirements/Training: Bachelor’s Degree

EXPERIENCE & DEGREE SUBSTITUTION

The above describes the functional responsibilities, experience requirements, and educational/degree/training requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category. Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Degree/Experience Equivalency*

| <u>Degree</u> | <u>Experience Equivalence</u> | <u>Other Equivalence</u> |
|---------------|---|----------------------------|
| Associate | 2 years’ relevant experience | |
| Bachelors | Associate degree +2 years’ relevant experience or 4 years’ relevant experience | Professional certification |
| Masters | Bachelors +2 years’ relevant experience, or Associated + 4 years’ relevant experience | Professional license |
| Doctorate | Masters + 2 years’ relevant experience Bachelors + 4 years’ relevant experience | |

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 for 1 year of experience for each year of college completed.