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!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: [http://www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

### Schedule:
- Multiple Award Schedule

### FSC Group:
- MAS

### Contract Number:
- GS-23F-0027Y

### Contract Period:
- May 15, 2012 through May 14, 2022

### Contractor:
- Integrated Finance and Accounting Solutions, LLC
- 4500 Pond Way Suite 270
- Woodbridge, VA 22192-5596

### Business Size:
- Small Business

### Telephone:
- 703-583-4327

### FAX Number:
- 703-583-4328

### Web Site:
- [www.ifas-llc.com](http://www.ifas-llc.com)

### E-mail:
- ehoyt@ifas-llc.com

### Contract Administration:
- Edward Hoyt

Pricelist current through **Modification PS-A812** dated **February 11, 2020**

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

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded prices.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541211</td>
<td>Auditing Services</td>
</tr>
<tr>
<td>541219</td>
<td>Management and Financial Consulting, Acquisition, and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition, and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541990RISK</td>
<td>Risk Assessment and Mitigation Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training Services</td>
</tr>
<tr>
<td>NEW</td>
<td>Introduction of New Supplies and Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Pricing begins on page 7.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. Labor category descriptions begin on page 9.

2. Maximum Order: $1,000,000

3. Minimum Order: $100

4. Geographic Coverage (delivery Area): Domestic and International

5. Point(s) of production (city, county, and state or foreign country): United States

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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: No

10. Foreign items (list items by country of origin): N/A

11a. Time of Delivery (Contractor insert number of days): 30 days ARO

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: To be negotiated with the ordering activity.
11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: To be negotiated with the ordering activity.

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: To be negotiated with the ordering activity.

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

13a. Ordering Address(es):

IFAS
Tabatha Turman
4500 Pond Way, Suite 270
Woodbridge, VA 22192
USA
Phone: (703) 583-4327
Fax: (703) 583-4328
tturman@ifas-llc.com

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es):

IFAS
Tabatha Turman
4500 Pond Way, Suite 270
Woodbridge, VA 22192
USA
Phone: (703) 583-4327
Fax: (703) 583-4328
tturman@ifas-llc.com

15. Warranty Provision: N/A

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

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

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

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

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. 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., contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 79-047-3453

26. Notification regarding registration in System for Award Management (SAM) database: Registered
Company Information

Founded in January 2007, Integrated Finance and Accounting Solutions (IFAS) is a professional firm which provides specialized services business and financial operations, IT support services, acquisition/logistical support, and project management to meet the specific needs of our clients both domestically and internationally. Since inception, we have provided essential and quality on-time services to multiple Department of Defense (DoD), Federal Agencies and Private Organizations. Our core competencies and expertise has allowed IFAS to emerge as a first-class industry leader, which consistently help our clients meet and exceed their requirements by remaining, *Mission Focused, Results Driven.*

This proposal provides evidence of IFAS’ relevant expertise in supporting multiple DoD and Federal agencies under the proposed Special Item Numbers (SINs). We are committed to providing direct related services required by the SINs and are mindful of the many priorities and programs which must compete within the framework of a constrained federal budget. Accordingly, we are determined to implement a cost-effective program plan to deliver professional Financial and Business Solutions Services.

Organization Description

IFAS currently has seventy-six (76) employees with the required expertise in supporting multiple organizations within the Financial and Business industry. We have readily available professional consultants which are industry leading experts in their respective fields. Our carefully selected employees are fully capable of handling the depth and complexity of each SINs proposed. Additionally, our Program Management Team has over fifteen years of experience working in high level financial management positions within numerous DoD and Federal organizations.

Company Background

IFAS is an award winning, rapidly growing, Small 8(a), WOSB, EDWOSB, VOSB, SDB, SDVOSB professional services firm. We were founded in 2007 and have experienced exponential revenue growth closing out 2010 with a 300% revenue growth over 2009. The Prince William Regional Chamber of Commerce nominated IFAS as the “Best New Business of the Year” in 2008. In 2009, we received the Best of Business Award in the Business and Finance Operations category by the Small Business Commerce Association. Diversitybusiness.com awarded us “Top 500 Emerging Business” and “Top 500 Veteran Owned Business” in 2010.

In our short history, IFAS’ commitment to successful Financial and Business Solutions has already made a difference coast to coast in several large government and civilian organizations including the United States Army, Drug Enforcement Agency (DEA), Veterans Administration (VA), Substance Abuse and Mental Health Services Administration (SAMHSA). We are keenly aware that much of our success is due to our responsiveness and close working relationships with our customers.
## GSA Pricing

<table>
<thead>
<tr>
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NOTE 1:  
SINS = 541211, 541219, 541611, 541990RISK

NOTE 2:  
SINS = 541211, 541219, 541611, 541990RISK

NOTE 3:  
SINS = 541611

"The Service Contract Labor Standards (SCLS) is applicable to this contract and as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract."
# Labor Category Descriptions

LABOR CATEGORIES, POSITION DESCRIPTIONS, AND EDUCATIONAL REQUIREMENTS

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>POSITION DESCRIPTION/REQUIREMENTS</th>
</tr>
</thead>
</table>
| **Principal II** | **Functional Duties:** Provide primary interface with client management personnel regarding strategic accounting and financial management issues and/or high level financial subject matter expertise. Responsible for delivery, presentations, and leading strategic level client meetings. Responsible to plan, organize, execute, review and control multiple projects.  
**Qualifications:** Minimum of fifteen (15) years of relevant experience in providing business and/or financial management services to commercial and/or government organizations. Advanced knowledge and experience in area of expertise.  
**Education/ Degrees:** B.A. or B.S. degree (Master’s degree desired). |
| **Principal I** | **Functional Duties:** Provide primary interface with client management personnel regarding strategic accounting and financial management issues and/or high level financial subject matter expertise. Responsible for delivery, presentations, and leading strategic level client meetings. Responsible to plan, organize, execute, review and control multiple projects.  
**Qualifications:** Minimum of eleven (11) years of relevant experience in providing business and/or financial management services to commercial and/or government organizations. Advanced knowledge and experience in area of expertise.  
**Education/ Degrees:** B.A. or B.S. degree (Master’s degree optional). |
| **Program Manager II** | **Functional Duties:** Provide interface with client management personnel regarding accounting and financial management issues. Responsible for planning, organizing, executing and the overall management of multiple projects in the areas of financial planning, budget and cost accounting. Direct the completion of projects within estimated time frames and budget constraints.  
**Qualifications:** Minimum of ten (10) years of relevant program management experience in providing business and/or financial management services to commercial and/or government organizations. Strong written and oral communication skills.  
**Education/ Degrees:** B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree. |
| **Program Manager I** | **Functional Duties:** Provide interface with client management personnel regarding accounting and financial management issues. Responsible for planning, organizing, executing and the overall management of multiple projects in the areas of financial planning, budget and cost accounting. Direct the completion of projects within estimated time frames and budget constraints. |
### Project Manager II

**Qualifications:** Minimum of eight (8) years of relevant program management experience in providing business and/or financial management services to commercial and/or government organizations. Strong written and oral communication skills.  
**Education/ Degrees:** B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree.

**Functional Duties:** Design, implement, and manage project. Responsible to plan, organize, execute, control, and perform project efforts to result in successful delivery of professional services. Interface with client on project issues. Manage staff and determine resources needed. Serve as liaison between team members and functional management. Develop project schedules and direct completion of project and project tasks within estimated time frames and budget. Review work product for completeness and adherence to applicable regulations and customer requirements.  
**Qualifications:** Minimum of seven (7) years of relevant project management experience in performing business and/or financial project management services at the project level for commercial or government organizations. Strong written and oral communication skills.  
**Education/ Degrees:** B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree.

### Project Manager I

**Qualifications:** Minimum of four (4) years of relevant project management experience in performing business and/or financial project management services at the project level for commercial or government organizations. Strong written and oral communication skills.  
**Education/ Degrees:** B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree.

**Functional Duties:** Design, implement, and manage project. Responsible to plan, organize, execute, control, and perform project efforts to result in successful delivery of professional services. Interface with client on project issues. Manage staff and determine resources needed. Serve as liaison between team members and functional management. Develop project schedules and direct the completion of project and project tasks within estimated time frames and budget. Review work product for completeness and adherence to applicable regulations and customer requirements.

### Senior Manager II

**Functional Duties:** Responsible for management and implementation of complex project deliverables in the areas of financial planning, budget and cost accounting to ensure project team’s conformance with work standards. Coordinate work effort to ensure problem resolution and client satisfaction. Direct the completion of project tasks within estimated time frames and budget; manage the day-to-day activities of the project team. Review work products for quality, completeness, and adherence to applicable regulations and customer requirements. Interface with the client on a regular basis.
<table>
<thead>
<tr>
<th>Position</th>
<th>Functional Duties</th>
<th>Qualifications</th>
<th>Education/Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Manager I</td>
<td>Responsible for management and implementation of project deliverables in the areas of financial planning, budget and cost accounting to ensure project team’s conformance with work standards. Coordinate work effort to ensure problem resolution and client satisfaction. Direct the completion of project specific tasks within estimated time frames and budget; manage the day-to-day activities of the project team. Review work products for quality, completeness, and adherence to applicable regulations and customer requirements. Interface with the client on a regular basis.</td>
<td>Minimum of seven (7) years of relevant experience in performing business and/or financial management tasks for commercial or government organizations. Demonstrated in-depth knowledge of analytical skill related to business, finance, and/or information technology. Strong written and oral communication skills.</td>
<td>B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree.</td>
</tr>
<tr>
<td>Manager II</td>
<td>Apply specific expertise to practical issues identified, or those presented by the client. Assist in formulating solutions, preparing reports, studies, analysis and documentation while supporting presentations and client meetings. Assist drafting and preparing project deliverables. Develops required corrective or support actions. Interface with the client on a day-to-day basis and direct the completion of project specific tasks within estimated time frames and budget constraints.</td>
<td>Minimum of five (5) years of relevant experience in performing business and/or financial management tasks for commercial or government organizations. Demonstrated in-depth knowledge of analytical skill related to business, finance, and/or information technology. Strong written and oral communication skills.</td>
<td>B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree.</td>
</tr>
<tr>
<td>Manager I</td>
<td>Apply specific expertise to practical issues identified, or those presented by the client. Assist in formulating solutions, preparing reports, studies, analysis and documentation while supporting presentations and client meetings. Assist drafting and preparing project deliverables. Develops required corrective or support actions. Interface with the client on a day-to-day basis and direct the completion of project specific tasks within estimated time frames and budget constraints.</td>
<td>Minimum of four (4) years of relevant experience in performing business and/or financial management tasks for commercial or government organizations. Solid skills related to business, finance, and/or information technology area of expertise. Strong written and oral communication skills.</td>
<td>Associates degree or minimum of two (2) years of college (BA/BS degree desired).</td>
</tr>
</tbody>
</table>
specific tasks within estimated time frames and budget constraints.

**Qualifications:** Minimum of two (2) years of relevant experience in performing business and/or financial management tasks for commercial or government organizations. Solid skills related to business, finance, and/or information technology area of expertise. Strong written and oral communication skills.

**Education/Degrees:** Associates degree or minimum of two (2) years of college (BA/BS degree desired).

| Consultant II | **Functional Duties:** Provide technical knowledge in their area of financial and accounting expertise. Work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. Develop and implement systems and create and maintain databases. Prepare technical documentation, reports, and other deliverables for client approval. Support team and help administer implementation and testing. Participate in planning of engagement and is responsible for all tasks delegated by Managers.

**Qualifications:** Minimum of four (4) years of relevant experience in performing business and/or financial management tasks for commercial or government organizations. Strong written and oral communication skills.

**Education/Degrees:** Associates degree or minimum of two (2) years of college (BA/BS degree desired).

| Consultant I | **Functional Duties:** Provide technical knowledge in their area of financial and accounting expertise. Work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. Develop and implement systems and create and maintain databases. Prepare technical documentation, reports, and other deliverables for client approval. Support team and help administer implementation and testing. Participate in planning of engagement and is responsible for all tasks delegated by Managers.

**Qualifications:** Minimum of two (2) years of relevant experience in performing business and/or financial management tasks for commercial or government organizations. Strong written and oral communication skills.

**Education/Degrees:** Associates degree or minimum of two (2) years of college (BA/BS degree desired).

| Staff II | **Functional Duties:** Work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. Assist in formulating solutions, preparing reports, studies and
<table>
<thead>
<tr>
<th>Role</th>
<th>Functional Duties</th>
<th>Qualifications</th>
<th>Education/Degrees</th>
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</thead>
<tbody>
<tr>
<td>Staff I</td>
<td>Functional Duties: Work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. Assist in formulating solutions, preparing reports, studies and documentation while supporting presentations and client meetings. Analyzes information and other project requirements. Prepare technical documentation, reports, and other deliverables for client approval.</td>
<td>Qualifications: Less than one (1) year of experience in performing business and/or financial management tasks for commercial or government organizations. Strong written and oral communication skills.</td>
<td>Education/Degrees: High school diploma (B.A. or B.S. degree desired).</td>
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<tr>
<td>Senior Contract Specialist III</td>
<td>Functional Duties: Develop, negotiate, award and administer all contract types; perform acquisition functions from pre-award, to post-award, to the final contract termination/close-out. Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Provide expertise in acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms &amp; conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Determine the suitability of set-asides (e.g., small business, small and disadvantaged business, labor surplus) in accordance with applicable laws. Review justifications for other than full and open competition and make recommendations on approval/disapproval.</td>
<td>Qualifications: Minimum of fifteen (15) years of relevant experience in performing business and contract management tasks for commercial or government organizations. Demonstrated in-depth knowledge of analytical skill related to business, contracts, and technology. Strong written and oral communication skills.</td>
<td>Education/Degrees: B.A. or B.S. degree. An additional four (4) years of</td>
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<tr>
<td>Role</td>
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<td>Qualifications</td>
<td>Education/Degrees</td>
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<tr>
<td>Senior Contract Specialist II</td>
<td>Develop, negotiate, award and administer all contract types; perform acquisition functions from pre-award, to post-award, to the final contract termination/close-out. Review procurement requests to ensure compliance with procedures and regulations and sufficiency of technical specifications or purchase description and supporting information. Provide expertise in acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms &amp; conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout.</td>
<td>Minimum of eleven (11) years of relevant experience in performing business and contract management tasks for commercial or government organizations. Demonstrated in-depth knowledge of analytical skill related to business, contracts, and technology. Strong written and oral communication skills.</td>
<td>B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree.</td>
</tr>
<tr>
<td>Senior Contract Specialist I</td>
<td>Provide expertise in acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms &amp; conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout.</td>
<td>Minimum of five (5) years of relevant experience in performing business and contract management tasks for commercial or government organizations. Demonstrated in-depth knowledge of analytical skill related to business, contracts, and technology. Strong written and oral communication skills.</td>
<td>B.A. or B.S. degree. An additional four (4) years of experience can be substituted for a B.A. or B.S. degree.</td>
</tr>
<tr>
<td>Program Manager</td>
<td>The Program Manager (Site Lead) shall manage the contractor personnel to ensure performance is in accordance with the PWS. The individual is responsible for managing all contractual responsibilities and delivery of all contract deliverables listed in the Deliverables. The Program Manager shall inform the COR if it is necessary to realign and adjust staffing to meet and maintain the budget. The Program Manager (Site Lead) shall have experience with acquisition programs, and milestone events. The individual shall possess acquisition expertise that is equivalent to a minimum of Defense Acquisition</td>
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**Workforce Improvement Act Level III for Program Management.** The individual must have experience in creating and managing IMS and Defense Acquisition System milestones. The experience should be in the areas of cross-functional analysis of acquisition strategy, Program of Record documentation, Joint Capabilities Integration Development System, life cycle cost modeling, programmatic risk, configuration management, requirements, and budget documentation.

The individual shall support the organization in determining staff requirements, priorities, manage workloads, prepare plans for activities and events and manage the project office calendars.

**Qualifications:** Minimum of five (5) years of experience providing oversight of large, multi-functional project teams, preferably in a systems development environment, and planning and managing complex tasks sometimes under tight budget and time constraints.

**Education/ Degrees:** Bachelor’s degree in business, management or related field.

| **Lifecycle Manager** | **Functional Duties:** The Lifecycle Manager shall possess total life cycle systems management expertise based on training and experience equivalent to or meeting Defense Acquisition Workforce Improvement Act Level III for Life Cycle Logistics. The individual must have experience in the areas of cross-functional analysis of acquisition strategy, Program of Record documentation, lifecycle cost modeling, programmatic risk and configuration management, requirements and budget documentation. The Lifecycle Manager must be capable to provide detailed strategic plans and communicate with internal/external stakeholders for Program of Record and the Quick Reaction Capability Programs.

**Qualifications:** Minimum of eight (8) years direct logistics experience of planning, testing, deploying, and sustaining a system.

**Education/ Degrees:** Bachelor’s degree in management or business administration. |

<p>| <strong>Senior Business Financial Management Analyst</strong> | <strong>Functional Duties:</strong> The Business Financial Management Analyst is responsible for leading assigned projects, preparing, supporting, and coordinating budget and financial management reports, processes and activities on a daily basis to meet mission requirements in a timely and accurate manner. The analyst supports all financial management efforts by developing and managing scope, time, cost, quality, deliverables, resources, communications, risks, and procurements for financial products to achieve targeted outcomes. The analyst will support meetings as contributor and coordinator for acquisition lifecycle planning with a focus on the business management financial planning aspects. |</p>
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<th>Position</th>
<th>Qualifications: Minimum of seven (7) years of experience in budgeting, formulation and execution.</th>
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<td><strong>Education/ Degrees:</strong> Bachelor’s degree in business, finance or accounting related field.</td>
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| **Cost Analyst**              | **Functional Duties:** The Cost Analyst shall be responsible for providing cost estimations and analysis. The following tasks/documents/products that will be required, but not limited to:  
  • Cost Support to Capability Production Document;  
  • Cost Support to Capability Development Document;  
  • Life Cycle Cost Modeling  
  • Economic Analysis;  
  • Program Office Estimate (POE);  
  • Cost Analysis Requirements Description (CARD);  
  • Affordability Assessment;  
  • Cost Estimates;  
  • Analyses to support Business Case Analysis (BCA), Course of Actions (COAs), Long-range Investment Requirements Analysis, and Acquisition Strategies;  
  • Data Calls/Funding Projections  |
| **Information Management Specialist** | **Qualifications:** Minimum of seven (7) years relevant cost experience.  
**Education/ Degrees:** Bachelor’s degree in math, engineering, or business discipline. |
| **Functional Duties:** The Information Management Specialist is responsible for providing information technology support, in order to maintain Government owned equipment (e.g., Laptops, Printers, Multi-Functional Units, Video Teleconferencing and Secured Video Teleconferencing and Network Access).  |
| **Knowledge Management Specialist** | **Qualifications:** Minimum of five (5) years’ experience in supporting office automation and IT service request.  
**Education/ Degrees:** High School diploma.  |
| **Functional Duties:** The Knowledge Management Specialist (KMS) creates, captures, shares and collaborates data transfer to ensure intellectual capital is accessible. The KMS, using SharePoint or other platforms, recommends knowledge content; how it will be structured, shared, controlled, and made easily accessible for the needs of the staff personnel. The KMS ensures that content of knowledge repositories are current, relevant, iterative, non-duplicative, and follows review and approval processes by leveraging current information technologies and collaboration tools to provide access to knowledge products by the product offices. The KMS will support creation and version control of |
| **Senior Administrative Specialist** | **Functional Duties:** Provide executive assistance support to senior officials. The Administrative Specialist shall handle all administrative functions for clerical work, calendar appointments, travel arrangements, providing logistical support and managing logistical sustainment program operations. Must have experience in word-processing, graphics, desktop publishing, editing and coordination. The Administrative Specialist completes the following tasks: coordinates conference rooms and maintains coverage at the reception desk. Ensures security adherence to visitors and contractors entering and exiting control point at reception desk.

**Qualifications:** Minimum four (4) years’ experience in performing clerical and administrative duties.

**Education/ Degrees:** High school diploma. |
|---|---|
| **Acquisition Specialist** | **Functional Duties:** The Acquisition Specialist is responsible for providing support services in support of Government’s oversight and assessment of technical design and acquisition development. The Acquisition Specialist shall coordinate and assist in providing support services in the planning, coordination, and facilitation of in product/program reviews, working groups, events, and other activities.

**Qualifications:** Minimum of 7 years direct experience of deploying and sustaining information systems.

**Education/ Degrees:** Bachelor’s degree in computer science, or information systems, or relevant technical field. |