



**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 electric delivery order is available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: <http://www.gsaadvantage.gov>

THE PROFESSIONAL SERVICES SCHEDULE

Contract Number: GS-23F-0096V

Contract Period: 09/15/2014 through 09/14/2019

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

Contractor's Information:

Alexton Incorporated
5600B General Washington Drive, Suite B201
Alexandria, VA 22312
Phone Number: 703-405-6745
Fax Number: 703-299-4188
Email: smarnell@alexton.com
Website: www.alexton.com

Contractor's Point of Contact for Contract Administration:

Sophia Marnell
President
Phone Number: 703-405-6745
Email: smarnell@alexton.com

Business Size: Small



Information for Ordering Activities:

1a. Table of Awarded Special Item Numbers (SIN's):

| <u>SIN</u> | <u>Description</u> |
|------------|--|
| 520-11/RC | Accounting Services |
| 520-12/RC | Budgeting |
| 520-13/RC | Complimentary Financial Management Services |
| 520-21/RC | Program Management Services |
| 874-7/RC | Integrated Business Program Support Services |

1b. Lowest Priced Model, Number and Price for each SIN: **Research Specialist \$37.23

1c. Hourly Rates: See pages 4 for labor rates

2. Maximum Order Per SIN: \$1,000,000.00

3. Minimum Order: \$100

4. Geographic Coverage (delivery area): Domestic, 50 states, Washington D.C., Puerto Rico, US Territories.

5. Point(s) of Production (city, county, and state or foreign country): N/A

6. Discount from List Prices or statement of Net Price: Government net prices

7. Quantity Discount(s): None

8. Prompt Payment Terms: 0.25% - 15 days, Net 30 days

9a. Government Purchase Cards are accepted Below the micropurchase threshold. Government Purchase Card is accepted.

9b. Government Purchase Cards are accepted Above the micropurchase threshold.

10. Foreign Items: N/A

11a. Time of Delivery: 30 Days ARO

11b. Expedited Delivery: 15 Days ARO

11c. Overnight and 2-Day Delivery: N/A



- 11d. Urgent Delivery: Agencies can contact the Contractors representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. FOB Point(s): N/A
- 13a. Ordering Address(es): 5600B General Washington Drive, Suite B201 Alexandria, VA 22312
14. Payment Address(es): 5600B General Washington Drive, Suite B201 Alexandria, VA 22312
15. Warranty Provision: N/A
16. Expert Packaging Charges: N/A
17. Terms and Conditions of Government Purchase Card Acceptance ABOVE the micropurchase level: Contact contractor for acceptance of larger orders
18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A
19. Terms and Conditions of Instillation: N/A
- 20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices (if applicable): N/A
- 20b. Terms and Conditions for any other services: N/A
21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
- 24a. Special Attributes: N/A
- 24b. Section 508 Compliance: Yes, we are Section 508 compliant.
25. Data Universal Numbering System (DUNS) Number: 780763897
26. Notification Regarding Registration in System for Award Management (SAM): Contractor has an Active Registration in the SAM database



GSA PRICE LIST

| SIN(s) Includes Recovery SIN(s) | Labor Category | Price Offered to GSA (including IFF) |
|--|---------------------------------------|---|
| 520-13, 520-12, 520-11 & 520-21 | Program Manager | \$174.95 |
| 520-13, 520-12, 520-11 & 520-21 | Junior Program Manager | \$104.07 |
| 520-13, 520-12, 520-11 & 520-21 | Project Manager /Operations Support | \$119.64 |
| 520-13, 520-12, 520-11 & 520-21 | Financial Manager | \$153.14 |
| 520-13, 520-12, 520-11 & 520-21 | Subject Matter Expert, Level III | \$160.40 |
| 520-13, 520-12, 520-11 & 520-21 | Subject Matter Expert, Level II | \$143.21 |
| 520-13, 520-12, 520-11 & 520-21 | Subject Matter Expert, Level I | \$107.89 |
| 520-13, 520-12, 520-11 & 520-21 | Senior Financial Analyst | \$95.46 |
| 520-13, 520-12, 520-11 & 520-21 | Financial Analyst | \$73.52 |
| 520-13, 520-12, 520-11 & 520-21 | Junior Financial Analyst | \$58.24 |
| 520-13, 520-12, 520-11 & 520-21 | Senior Financial Sys Analyst | \$107.90 |
| 520-13, 520-12, 520-11 & 520-21 | Financial Systems Analyst | \$76.38 |
| 520-13, 520-12, 520-11 & 520-21 | Junior Financial Sys Analyst | \$63.02 |
| 520-13, 520-12, 520-11 & 520-21 | Senior Cost Analyst | \$100.25 |
| 520-13, 520-12, 520-11 & 520-21 | Cost Analyst | \$79.24 |
| 520-13, 520-12, 520-11 & 520-21 | Junior Cost Analyst | \$67.78 |
| 520-13, 520-12, 520-11 & 520-21 | Senior Accounting Analyst | \$99.29 |
| 520-13, 520-12, 520-11 & 520-21 | Accounting Analyst | \$77.34 |
| 520-13, 520-12, 520-11 & 520-21 | Junior Accounting Analyst | \$64.92 |
| 520-13, 520-12, 520-11 & 520-21 | Technical Writer | \$37.23 |
| 520-13, 520-12, 520-11 & 520-21 | Financial Internal Controls Developer | \$63.08 |
| 520-13, 520-12, 520-11 & 520-21 | ** Administration | \$49.65 |
| 520-13, 520-12, 520-11 & 520-21 | **Research Specialist | \$37.23 |
| 874-7 | Program Manager | \$174.95 |
| 874-7 | Project Manager | \$128.26 |
| 874-7 | Junior Program Manager | \$104.07 |
| 874-7 | Business Specialist III | \$74.03 |
| 874-7 | Subject Matter Expert, Level III | \$160.40 |
| 874-7 | Subject Matter Expert, Level II | \$143.21 |
| 874-7 | Subject Matter Expert, Level I | \$107.89 |



SCA Matrix

| SCA Eligible Contract Labor Category | SCA Equivalent Code – Title | WD Number |
|--|--------------------------------|-----------|
| Administration | 01020 Administrative Assistant | 05-2103 |
| Research Specialist | 01613 Word Processor III | 05-2103 |
| The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly. | | |

GSA 520 SIN LABOR DESCRIPTIONS

PROGRAM MANAGER

Education: B.A. or B.S. degree in business or information technology related field. Master's Degree optional.

Basic Experience: Twelve years of accounting or financial experience, including 8 years of increasing responsibilities in assignment supervision and management.

Specialized Experience: Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

JUNIOR PROGRAM MANAGER



Education: B.A. or B.S. degree in business or information technology related field.

Basic Experience: Six years of accounting or financial experience, including 4 years of increasing responsibilities in assignment supervision and management.

Specialized Experience: Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

PROJECT MANAGER/OPERATIONS SUPPORT

Education: B.A. or B.S. degree.

Basic Experience: Ten years of accounting or financial experience, including 5 years of increasing responsibilities in assignment supervision and management.

Specialized Experience: Experience in the direct supervision of Cost Estimating, Procurement Strategic Planning and Execution, or Business Management.

Duties: Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and insuring that the technical/financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

FINANCIAL MANAGER

Education: B.A/B.S, M.B.A. or M.P.A.



Basic Experience: Twelve years of financial management experience, including 7 years of increasing responsibilities including supervisory duties.

Specialized Experience: Experience in financial management with demonstrated ability to supervise or lead a team of financial management professionals. Possess a thorough knowledge of Federal financial and accounting systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

Duties: Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates. Can present material before oversight authority for the client and/or prepare Program Managers for briefings and presentations. Is thoroughly familiar with activity based costing, business case analysis and outsourcing requirements.

SUBJECT MATTER EXPERT, LEVEL III

Education: B.A. or B.S. degree. Masters Degree or specialized field certification, or equivalent.

Basic Experience: Fifteen years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems and Financial Operations management.

Duties: Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, business process improvement, networking, telecommunications, automation, communication protocols, risk management/electronic analysis, software, life cycle management, software



development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

SUBJECT MATTER EXPERT, LEVEL II

Education: B.A. or B.S. degree. Masters Degree or specialized field certification, or equivalent.

Basic Experience: Twelve years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems and/or Business/Operations Management.

Duties: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex financial systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

SUBJECT MATTER EXPERT, LEVEL I

Education: B.A. or B.S. degree. Masters Degree or specialized field certification, in SCEA, CGFM, CPA, CISA, or equivalent.

Basic Experience: Eight years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications.

Specialized Experience: Experience in new and related legacy technology directly related to financial systems and/or Business/Operations Management.

Duties: Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex financial systems. Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-



cycle management, software development methodologies, and modeling and simulation.

SENIOR FINANCIAL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Eight years of financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor.

Specialized Experience: Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts. Possess a thorough knowledge of Federal financial and accounting policies and systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

Duties: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity based costing, business case analysis and outsourcing requirements.

FINANCIAL ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Five years of financial management experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment with a demonstrated ability in areas such as Cost Estimating, Procurement Strategic Planning and Execution or Business Management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements.



Duties: Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses through knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensure that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity based costing, business case analysis and outsourcing requirements.

JUNIOR FINANCIAL ANALYST

Education: B.A. or B.S. degree.

General Experience: Up to two years of financial management experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment.

Duties: Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses an understanding of the budget allocation, execution, and administration process. Has the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers.

Under supervision, must be able to assess products and procedures for compliance with government standards, accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

SENIOR FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree or related experience.



Basic Experience: Eight years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting for the Federal Government. Possess a thorough knowledge of Federal financial and accounting systems and current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Directs the gathering of user requirements and translating them into workable automated solutions. In-depth knowledge of database architectures, object oriented design, and systems implementation. Capable of assessing products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to lead all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

FINANCIAL SYSTEMS ANALYST

Education: B.A. or B.S. degree or related experience.

Basic Experience: Five years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment. Possess a thorough knowledge of Federal financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Leads small teams of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Capable of gathering user requirements and translating them into workable automated solutions. Familiar with database architectures, object oriented design, and systems implementation. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must have understanding of all stages of a project's life cycle, including the creation of schedules, requirements documents, system designs and specifications, and project status reports.

JUNIOR FINANCIAL SYSTEMS ANALYST



Education: B.A. or B.S. degree, or related experience.

Basic Experience: Up to 2 years of combined financial management and systems engineering experience.

Specialized Experience: Experience in Financial Management/Accounting in a Federal Government environment. Possess a thorough knowledge of Federal financial and accounting systems and understanding of current technological environments such as the Internet, Client/Server, and Object Oriented related systems.

Duties: Works as a junior member of a team of analysts to optimize and automating business practices given deadlines and milestones specified by their supervisor. Must be able to research specifications and requirements and effectively report their findings. Must be able to execute individual phases of a projects life cycle.

SENIOR COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field.

Basic Experience: Eight years of professional experience or 8 years and M.B.A. or Masters degree in related field. SCEA certification can be substituted for Masters degree.

Specialized Experience: Experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

Duties: Must satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting status of cost analysts/estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Must have understanding of the Office of Management and Budget and Department of Defense cost estimating circulars including OMB A-11, OMB A-76, OMB A-94 and DoD 5000. May also have knowledge of cost estimating tools such as SEER, ACE-IT or their methodologies.

COST ANALYST



Education: B.A. or B.S. degree in business, economics, engineering or related field.

Basic Experience: Eight years of professional experience or 8 years or Masters degree in related field. SCEA certification can be substituted for Masters degree.

Specialized Experience: Experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

Duties: Must satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting status of cost analysts/estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis and Business Case Analysis. Must have understanding of the Office of Management and Budget and Department of Defense cost estimating circulars including OMB A-11, OMB A-76, OMB A-94 and DoD 5000. May also have knowledge of cost estimating tools such as SEER, ACE-IT or their methodologies.

JUNIOR COST ANALYST

Education: B.A. or B.S. degree in business, economics, engineering or related field.

Basic Experience: Up to 2 years of cost analyses/estimating experience.

Specialized Experience: None

Duties: Must be able to collect and analyze data and organize it in a standard work breakdown structure. Must be knowledgeable of cost methodologies and cost modeling applications, including Microsoft Excel. Must also be knowledgeable of time value of money, net present value, real US nominal dollars and other common cost estimating practices.

SENIOR ACCOUNTING ANALYST

Education: B.A. or B.S. degree, CPA, CGFM or equivalent experience.

Basic Experience: Eight years of accounting and financial management experience, including at least 5 years of increasing responsibilities as a team leader or first level supervisor.



Specialized Experience: Experience in operational accounting or auditing with demonstrated ability to supervise or lead a team of accounting analysts. Possess a thorough knowledge of Federal financial and accounting policies, standards, and systems requirements, such as the CFO Act 1990, OMB Regulations, GAAP, FASAB. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement), and a thorough understanding of budgetary and proprietary accounting principles.

Duties: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Will be able to provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Must be able to assess operational weaknesses, perform process improvement analysis, and recommend corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Has the ability to correlate the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity based costing, business case analysis and outsourcing requirements.

ACCOUNTING ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Five years of accounting and financial management experience.

Specialized Experience: Experience in Accounting/Financial Management in a Federal Government environment with a demonstrated ability in areas such as Cost and Financial Accounting Techniques, Accounting Operations, and Business Management. Possess thorough knowledge of Federal financial and accounting policies and system requirements.

Duties: Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Can provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation.



Possess the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Completes work within the time frame specified by the client, ensuring that all requirements are met. Is familiar with activity based costing, business case analysis and outsourcing requirements.

JUNIOR ACCOUNTING ANALYST

Education: B.A. or B.S. degree.

Basic Experience: Up to 2 years of accounting experience.

Specialized Experience: Experience in Accounting/ Financial Management in the Federal Government environment.

Duties: Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. In the performance of task work, applies an understanding of accounting practices and principles when conducts data gathering, analysis, and reconciliation. Provides support to process improvement analysis assessments. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. May be familiar with activity based costing, business case analysis and outsourcing requirements.

TECHNICAL WRITER

Education: B.A. or B.S. degree.

Basic Experience: Five (5) years of experience in technical writing and editing.

Specialized Experience: Experience in editing documents, including technical documents.

Duties: Assist in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.



Financial Controls Developer



Education: B.A. or B.S. degree.

Basic Experience: Up to 2 years of experience in this area.

Specialized Experience: N/A

Duties: Conducts research tasks assigned by more senior members of the consulting staff. Searches literature; conducts surveys and experimental tasks; collects analyzes and summarizes data. Contributes to client reports as directed including documentation preparation, writing, editing, production coordination, and graphics. Provide support in analyzing budgetary and assists in the preparation of reports and presentations. Involved in areas such as database design/management and evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues for Financial Systems or products.

Administration Support

Education: B.A. or B.S. degree.

Basic Experience: Up to 1 year work experience in a business environment.

Specialized Experience: None

Duties: Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. May be familiar with government financial management, activity based costing, business case analysis and/or outsourcing requirements.

RESEARCH SPECIALIST

Education: High School diploma or A.A. in business or related field.

Basic Experience: Up to 1 year of work experience in a business environment.

Specialized Experience: Experience in word processing, using electronic spreadsheets and other administrative software products. General knowledge of governmental documents and procedures.



Duties: Collates information into meaningful reports and presentation material.

GSA 874 SIN LABOR DESCRIPTIONS

PROGRAM MANAGER

Education: B.A. or B.S. degree

Minimum/General Experience: A Program Manager requires a minimum of twelve (12) years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. A Program Manager maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. Other experience includes communication with client and project managers and management of multiple projects across various industry lines.

Functional Responsibility: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

PROJECT MANAGER

Education: B.A. or B.S. degree

Minimum/General Experience: A Project Manager requires a minimum of eight (8) years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. A Project Manager maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. Other experience includes communication with client and



project managers and management of multiple projects across various industry lines.

Functional Responsibility: Experience in negotiation of delivery/task orders. Experience or formal training in planning, organizing, management, and performing work associated with one or more subtask relevant to subject matter domain of the project. Must have or be able to obtain a security clearance, if applicable.

JR PROGRAM MANAGER

Education: B.A. or B.S. degree

Minimum/General Experience: A Jr. Program Manager requires a minimum of six (6) years of consulting and/or directly relevant industry experience includes: engagement experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. Other experience includes communication with client and project managers and management of multiple projects across various industry lines.

Functional Responsibility: Experience in negotiation of delivery/task orders. Experience or formal training in planning, organizing, management, and performing work associated with one or more subtask relevant to subject matter domain of the project. Must have or be able to obtain a security clearance, if applicable.

BUSINESS SPECIALIST III

Education: B.A. or B.S. degree

Minimum/General Experience: A Business Specialist III require a minimum of five (5) years in the consulting field or other related work experience. Experience includes: proficiency in analysis and defining business needs, applying methodologies, support of program management, consulting support, strategy, guidance, exposure to client issues, and development of project deliverables. Experience includes: proficiency in analysis and defining business needs, applying methodologies, support of program management, consulting support, strategy, guidance, exposure to client issues, and development of project deliverables. Provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Other experience includes process improvement diagnoses, process modeling



and documentation, benchmarking activities, and exposure to change management principles.

Functional Responsibility: A Business Specialist III provides and has the ability to lead analytical and program support, and is focused on high performance work. In Consulting Services, this position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in project management to organizational assessments, and performance measures and indicators. Significant, wide ranging experience in providing expert advice, assistance, guidance or counseling in support of management, organizational, and business improvement that may include studies, strategic, business and action planning. Must have or be able to obtain a security clearance, if applicable.

SUBJECT MATTER EXPERT III

Education: B.A. or B.S. degree

Minimum/General Experience: Fifteen (15) years of consulting and/or directly relevant industry experience

Functional Responsibility: Well-read and published in subject field. Recognized as bona fide expert. Provides highest level functional expertise Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and government management.

SUBJECT MATTER EXPERT II

Education: B.A. or B.S. degree

Minimum/General Experience: Twelve (12) years of consulting and/or directly relevant industry experience

Functional Responsibility: Well-read and published in subject field. Recognized as bona fide expert. Provides highest level functional expertise Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and



provides assistance to highest levels of corporate and government management.

SUBJECT MATTER EXPERT I

Education: High School

Minimum/General Experience: Eight (8) years of consulting and/or directly relevant industry experience

Functional Responsibility: Well-read and published in subject field. Recognized as bona fide expert. Provides highest level functional expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and government management.
