General Services Administration Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

BLH TECHNOLOGIES, INC®
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Multiple Award Schedule (MAS)

FSC Groups:
Information Technology – IT Services Professional Services –
Business Administrative Services
Professional Services – Marketing and Public Relations
Professional Services - Technical and Engineering Services (non-IT)
Professional Services - Training

TYPE OF CONTRACTOR:
Small Business
Veteran-Owned Small Business (VOSB)
Service Disabled, Veteran-Owned Small Business (SDVOSB)

CONTRACT NUMBER:
GS-10F00064W

Effective as of: Modification:
PS-0060, March 13, 2025

CONTRACT PERIOD:
December 15, 2024 – December 14, 2029

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!, The website for GSA Advantage!™ is: https://www.GSAAdvantage.gov.

For more information on ordering go to the following website: https://www..gsa.gov/scheudles.

Contact for Contract Administration and Authorized Negotiator:

Benjamin L. Harris
President and CEO
bharris@blhtech.com
(240) 399-8740

BLH Technologies, Inc.®
1803 Research Boulevard, Suite 500
Rockville, Maryland 20850
www.blhtech.com

SBA U.S. Small Business Administration
SERVICE-DISABLED VETERAN-OWNED CERTIFIED

GSA

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SECTION I   CUSTOMER INFORMATION

1a.   Table of Awarded Special Item Numbers (SINs)

SIN 54151S Information Technology Professional Services

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

SIN 561920 Conference, Meeting, Event, and Trade Show Planning Services

SIN 541810ODC Other Direct Costs for Marketing and Public Relations Services

SIN Order Level Materials (OLM)

SIN 541330 ENG – Engineering Services

SIN 541990 – All Other Professional, Scientific and Technical Services (non-IT)

SIN 611430- Training

1b.   Lowest Price Model Number/Lowest Unit Price
Price shown in pricelist are net. See pages 4 – 6 and 27 for pricing.

1c.   Labor Category Descriptions
See pages 7 - 26.

2.   Maximum Order
The maximum order for 541611 is $1 million. The maximum order for 54151S is $500,000. The maximum order for OLM is $100,000. The maximum order for 561920 is $1 million. The maximum order for 541810ODC is $1 million.

3.   Minimum Order
$100

4.   Geographic Coverage
The geographic scope of this contract is domestic and overseas.

5.   Point(s) of Production (City, County, and State or Foreign Country) Rockville, MD

6.   Statement on Net Price
Prices shown in pricelist are net. Discounts have already been deducted.

7.   Quantity Discount
For labor categories under SIN 54151S: 0.5% on orders exceeding $250,000.

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.

9.   Foreign Items (List items by country) None

10a. Time of Delivery: To be negotiated per each delivery order between contracting activity and contractor.

10b. Expedited Delivery: To be negotiated per each delivery order between contracting activity and contractor.

10c.   Overnight and 2-day delivery: Not Applicable

10d.   Urgent Requirements: Contact BLH Technologies for urgent requirements.

11.   FOB Points
Destination

12a.   Ordering Address
BLH Technologies, Inc.
1803 Research Boulevard, Suite 500
Rockville, MD 20850
Telephone: (240) 399-8722
FAX: (240) 399-8723
E-Mail: BLHGSA@blhtech.com
Web Site: www.blhtech.com

12b.   Ordering Procedures
See Federal Acquisition Regulation (FAR) 8.405-3.

13.   Payment Address BLH Technologies, Inc.
1803 Research Boulevard, Suite 500
Rockville, MD 20850

14.   Warranty Provision
Not Applicable

15.   Export Packing Changes Not Applicable

16. **Terms and conditions of rental, maintenance, and repair** Not Applicable

17. **Terms and conditions of installation** Not applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices Not applicable

18b. **Terms and conditions for any other services** Not applicable

19. **List of service and distribution points** Not applicable

20. **List of participating dealers** Not applicable

21. **Preventive maintenance** Not applicable

22a. **Environmental Attributes** Not Applicable

22b. **Section 508 Compliance**
Not Applicable

23. **Unique Entity Identifier (UEI) number**
GGDEMAZJADM7

24. **Registration in System for Award Management (SAM) database**
BLH Technologies, Inc. is registered in the System for Award Management (SAM) database.

SECTION II: PRICING AND LABOR CATEGORIES

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services					
LABOR CATEGORY	**Year 16 Hourly Rate**	**Year 17 Hourly Rate**	**Year 18 Hourly Rate**	**Year 19 Hourly Rate**	**Year 20 Hourly Rate**
Program Manager II	$324.32	$335.02	$346.08	$357.49	$369.29
Program Manager I	$270.27	$279.18	$288.39	$297.91	$307.75
Project Manager II	$212.40	$219.42	$226.66	$234.14	$241.86
Project Manager I	$201.51	$208.16	$215.03	$222.13	$229.46
Executive Consultant II	$324.32	$335.02	$346.08	$357.49	$369.29
Executive Consultant I	$270.27	$279.18	$288.39	$297.91	$307.75
Senior Consultant II	$212.40	$219.42	$226.66	$234.14	$241.86
Senior Consultant I	$201.51	$208.16	$215.03	$222.13	$229.46
Consultant II	$131.43	$135.76	$140.24	$144.87	$149.64
Consultant I	$96.62	$99.81	$103.10	$106.51	$110.03
Acquisition/Budget Specialist III	$101.48	$104.83	$108.28	$111.86	$115.55
Acquisition/Budget Specialist II	$82.01	$84.72	$87.51	$90.40	$93.38
Acquisition/Budget Specialist I	$64.89	$67.03	$69.25	$71.54	$73.89
Analyst III	$82.01	$84.72	$87.51	$90.40	$93.38
Analyst II	$64.89	$67.03	$69.25	$71.54	$73.89
Analyst I	$59.60	$61.56	$63.60	$65.69	$67.86
Support Staff II	$95.85	$99.01	$102.28	$105.65	$109.14
Support Staff I	$89.31	$92.26	$95.30	$98.45	$101.69
**Administrative Assistant	$62.09	$64.13	$66.25	$68.43	$70.69

** Service Contract Labor Standards

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

The wage determination number is 2015-4269

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number

| Administrative Assistant | 01020 – Administrative Assistant | 2015-4269 |

SIN 54151S Information Technology Professional Services					
LABOR CATEGORY	**Year 16 Hourly Rate**	**Year 17 Hourly Rate**	**Year 18 Hourly Rate**	**Year 19 Hourly Rate**	**Year 20 Hourly Rate**
Information Management Manager I	$118.60	$122.51	$126.55	$130.72	$135.03
Information Management Manager II	$138.04	$142.59	$147.29	$152.15	$157.17
Information Management Specialist I	$79.44	$82.06	$84.77	$87.57	$90.46
Information Management Specialist II	$96.28	$99.46	$102.74	$106.14	$109.64
IT Senior Program / Sr. Project Manager	$190.66	$196.95	$203.45	$210.16	$217.09
IT Program / Project Manager	$147.74	$152.61	$157.65	$162.85	$168.22
web Developer 1	$91.80	$94.83	$97.96	$101.20	$104.53
web Developer 2	$130.38	$134.68	$139.12	$143.72	$148.46
web Developer 3	$141.60	$146.28	$151.10	$156.09	$161.24
Network / System Admin 1	$81.56	$84.25	$87.03	$89.90	$92.87
Network / System Admin 2	$103.02	$106.42	$109.93	$113.56	$117.31
Network / System Admin 3	$149.53	$154.47	$159.57	$164.84	$170.28
Database Specialist 1	$81.09	$83.77	$86.53	$89.38	$92.33
Database Specialist 2	$99.35	$102.62	$106.01	$109.50	$113.12
Database Specialist 3	$116.52	$120.37	$124.34	$128.44	$132.69
Graphic Designer 1	$65.39	$67.55	$69.77	$72.08	$74.46
Graphic Designer 2	$83.86	$86.63	$89.49	$92.44	$95.50
IT Subject Matt. Expert 1	$145.87	$150.69	$155.67	$160.81	$166.12
IT Subject Matt. Expert 2	$183.28	$189.33	$195.58	$202.04	$208.71
IT Subject Matt. Expert 3	$211.12	$218.09	$225.28	$232.72	$240.39
IT System Analyst 1	$84.19	$86.97	$89.84	$92.81	$95.87
IT System Analyst 2	$102.62	$106.01	$109.50	$113.12	$116.85
IT System Analyst 3	$121.93	$125.95	$130.12	$134.41	$138.84
Helpdesk Manager	$109.86	$113.49	$117.24	$121.11	$125.11
Technical Writer	$77.15	$79.70	$82.33	$85.05	$87.86
Computer Programmer 1	$75.90	$78.41	$81.00	$83.67	$86.43
Computer Programmer 2	$96.95	$100.15	$103.46	$106.87	$110.40
Computer Programmer 3	$116.21	$120.05	$124.01	$128.10	$132.33
IT Specialist 1	$55.67	$57.50	$59.40	$61.36	$63.39
IT Specialist 2	$93.07	$96.14	$99.31	$102.59	$105.97

SIN 561920 Conference, Meeting, Event and Trade Show Planning Services					
LABOR CATEGORY	*Year 16 Hourly Rate*	*Year 17 Hourly Rate*	*Year 18 Hourly Rate*	*Year 19 Hourly Rate*	*Year 20 Hourly Rate*
Project Manager	$216.38	$223.53	$230.90	$238.52	$246.39
**Meeting Manager/ Meeting Planner	$157.00	$162.18	$167.53	$173.06	$178.77
**Jr. Meeting Planner	$76.61	$79.14	$81.75	$84.45	$87.24
Sr. Writer	$152.82	$157.86	$163.07	$168.45	$174.02
Jr. Writer	$131.55	$135.89	$140.37	$145.01	$149.79
Writer/ Editor	$125.75	$129.90	$134.19	$138.61	$143.18
Executive Administrative Assistant	$104.41	$107.86	$111.42	$115.09	$118.89
**Production Assistant	$86.71	$89.57	$92.52	$95.58	$98.73
Exhibit Designer	$109.75	$113.37	$117.11	$120.98	$124.97
Exhibit Production Staff	$88.02	$90.92	$93.92	$97.03	$100.23
Videographer	$109.52	$113.14	$116.88	$120.74	$124.72
Web Developer	$227.98	$235.51	$243.27	$251.30	$259.60

** Service Contract Labor Standards

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

The wage determination number is 2015-4269

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Meeting Planner **	01532 - Travel Clerk II	2015-4269
Jr. Meeting Planner**	01531 - Travel Clerk I	2015-4269
Production Assistant **	01020 - Administrative Assistant	2015-4269

SIN 541330ENG, Engineering					
LABOR CATEGORY	**Year 16 Hourly Rate**	**Year 17 Hourly Rate**	**Year 18 Hourly Rate**	**Year 19 Hourly Rate**	**Year 20 Hourly Rate**
Program Manager I	$324.32	$335.02	$346.08	$357.49	$369.29
Project Manager II	$212.40	$219.42	$226.66	$234.14	$241.86
Senior Engineer	$219.12	$226.36	$233.82	$241.54	$249.51
Project Coordinator	$127.35	$131.55	$135.89	$140.37	$145.01
Quality Assurance Specialist	$127.35	$131.55	$135.89	$140.37	$145.01
Technical Analyst	$175.81	$181.61	$187.61	$193.79	$200.19
Research Scientist	$189.89	$196.16	$202.63	$209.32	$216.23

SIN 541990, All Other Professional, Scientific, and Technical Services (Non-IT)					
LABOR CATEGORY	**Year 16 Hourly Rate**	**Year 17 Hourly Rate**	**Year 18 Hourly Rate**	**Year 19 Hourly Rate**	**Year 20 Hourly Rate**
Program Manager I	$324.32	$335.02	$346.08	$357.49	$369.29
Project Manager I	$201.51	$208.16	$215.03	$222.13	$229.46
Executive Consultant I	$270.27	$279.18	$288.39	$297.91	$307.75
Senior Consultant I	$201.51	$208.16	$215.03	$222.13	$229.46
Consultant II	$131.43	$135.76	$140.24	$144.87	$149.64
Support Staff II	$ 95.85	$ 99.01	$102.28	$105.65	$109.14
Sr. Writer	$152.82	$157.86	$163.07	$168.45	$174.02
Jr. Writer	$131.55	$135.89	$140.37	$145.01	$149.79
Writer/Editor	$125.75	$129.90	$134.19	$138.61	$143.81
**Production Assistant	$ 86.71	$ 89.57	$ 92.52	$ 95.58	$ 98.73
Web Developer	$227.98	$235.51	$243.27	$251.30	$259.60
Data Analyst	$105.72	$109.21	$112.82	$116.54	$120.39
Qualitative Analyst	$120.86	$124.85	$128.97	$133.22	$137.61
Statistician	$147.93	$152.82	$157.86	$163.07	$168.45

** Service Contract Labor Standards
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with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

The wage determination number is 2015-4269

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Production Assistant **	01020 - Administrative Assistant	2015-4269

SIN 611430, Training					
LABOR CATEGORY	*Year 16 Hourly Rate*	*Year 17 Hourly Rate*	*Year 18 Hourly Rate*	*Year 19 Hourly Rate*	*Year 20 Hourly Rate*
Program Manager II	$324.32	$335.02	$346.08	$357.49	$369.29
Project Manager II	$212.40	$219.42	$226.66	$234.14	$241.86
Executive Consultant II	$324.32	$335.02	$346.08	$357.49	$369.29
Senior Consultant II	$212.40	$219.42	$226.66	$234.14	$241.86
Consultant II	$131.43	$135.76	$140.24	$144.87	$149.64
Consultant I	$ 96.62	$99.81	$103.10	$106.51	$110.03
Analyst III	$ 82.01	$ 84.72	$ 87.51	$ 90.40	$ 93.38
Support Staff I	$ 89.31	$92.26	$ 95.30	$ 98.45	$101.69
Sr. Writer	$152.82	$157.86	$163.07	$168.45	$174.02
Jr. Writer	$131.55	$135.89	$140.37	$145.01	$149.79
Writer/Editor	$125.75	$129.90	$134.19	$138.61	$143.18
Executive Administrative Assistant	$104.41	$107.86	$111.42	$115.09	$118.89
**Production Assistant	$ 86.61	$ 89.57	$ 92.52	$ 95.58	$ 98.73
Web Developer	$227.98	$235.51	$243.27	$251.30	$259.60
Instructional Designer	$114.24	$118.01	$121.89	$125.91	$130.07
Training Coordinator	$ 83.94	$ 86.71	$ 89.57	$ 92.52	$ 95.58
Training Facilitator/Instructor	$114.26	$118.03	$121.92	$125.94	$130.11
Evaluation Specialist	$ 83.94	$ 86.71	$ 89.57	$ 92.52	$ 95.58
E-Learning Specialist	$120.86	$124.85	$128.97	$133.22	$137.61

** Service Contract Labor Standards
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S.

Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

The wage determination number is 2015-4269

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Production Assistant **	01020 - Administrative Assistant	2015-4269

SECTION III   LABOR CATEGORY DESCRIPTIONS

SIN 541611

Program Manager II
Functional Responsibility: Provides leadership and authority to the development of large program initiatives. Uses subject matter expertise to direct client solutions and ensure state-of-the-art practices from extensive industry knowledge and experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects. Facilitate understanding across a wide range of disciplines and program stakeholders. Responsible for seeking authorization at top executive levels for direction and/or redirection of costly resources.

Minimum Education/Experience: Master's Degree with a minimum of 15 years' experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects.

Program Manager I
Functional Responsibility: Manages contractual relationships with clients and oversees several projects at the programmatic level. Meets and confers with clients regarding the status of specific program and management activities and problems, issues or conflicts regarding resolution. Conducts quality assurance over key project deliverables. Resolves issues with staff, tools and methods. Conducts and participates in project staff meetings and client meetings to resolve issues through application of company resources or experience gained on other projects.

Minimum Education/Experience: Master's Degree with a minimum of 12 years' experience in management, business consulting and/or organizational development environment with record of achievement in the management of large consulting, facilitation management and business process improvement projects.

Project Manager II

Functional Responsibility: Manages the day-to-day operations of the project. For large-scale projects that might require layered management, responsible for training and supervising PM I level staff. PM II position will have ultimate responsibility for the strategic direction of the project and PM I position will act as the operations manager. Prepares project estimates and work plans using company experience on prior projects and the proprietary company methods and tools for planning and estimating projects. Prepares and presents project status reports to company and client management. Resolves project staffing and planning issues. Manages the company staff assigned to the project. Conducts preliminary quality assurance over project deliverables and project activities.

Minimum Education/Experience: Bachelor's degree with a minimum of 11 years' experience in management, business consulting and/or organization transformational environment.

Project Manager I

Functional Responsibility: Manages the day-to-day operations of the project. Prepare project estimates and work plans using company experience on prior projects and the proprietary company methods and tools for planning and estimating projects. Prepares and presents project status reports to company and client management. Resolves project staffing and planning issues. Manages the company staff assigned to the project. Conducts preliminary quality assurance over project deliverables and project activities.

Minimum Education/Experience: Bachelor's degree with a minimum of 9 years' experience in management, business consulting and organization transformational environments.

Executive Consultant II

Functional Responsibility: Ability to establish and implement agency and department goals and objectives. Ability to effect and manage change and perform in complex cross – functional business environment. Proven management and delegation authority. Global perspective of business environment and technology. Motivational and visionary leadership skills with significant ability to influence and make recommendations to senior management.

Provide expert guidance and direction in project/program management and integration, knowledge and peer review management, change management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting areas. Serves in a program and project consulting capacity and may manage multitask projects of high complexity. Provides facilitation services and serves as primary interface with client management personnel regarding strategic issues and ensures that critical issues are addressed. Provides leadership to engagement teams in developing creative solutions to client business problems. Delivers presentations and leads strategic level client meetings. May also serve in a supervisory, project management or training capacity.

Minimum Education/Experience: Master's Degree with a minimum of 15 years experience or Bachelors Degree with a minimum of 18 years of experience in leading and providing business consulting services.

Executive Consultant I

Functional Responsibility: Ability to establish and implement agency and department goals and objectives. Ability to effect and manage change and perform in complex cross – functional business environment. Proven management and delegation authority. Global perspective of business environment and technology.

Provide guidance and direction in project/program management and integration, knowledge and peer review management, change management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting areas. Serves in a program and project consulting capacity. Provides facilitation services and serves as primary interface with client management personnel regarding strategic issues and ensures that critical issues are addressed. Provides leadership to engagement teams in developing creative solutions to client business problems. Delivers presentations and leads strategic level client meetings. May also support EC II position in a supervisory, project management or training capacity.

Minimum Education/Experience: Master's Degree with a minimum of 12 years experience or Bachelors Degree with a minimum of 15 years of experience in leading and providing business consulting services.

Senior Consultant II

Functional Responsibility: Possess subject matter expertise, such as analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide services in the areas of project/program management, knowledge and peer review management and integration, change management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Provide facilitation services and interface with client management personnel regarding strategic issues and ensure that critical issues are addressed. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Provides thoughts and analysis to engagement teams in developing creative solutions to client business problems. Function as a domain expert on selected business areas and issues. May also serve in a supervisory, project management or training capacity.

Minimum Education/Experience: Bachelors degree with a minimum of 11 years' experience in providing business consulting services.

Senior Consultant I

Functional Responsibility: Possess specialized knowledge, such as analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide services in the areas of project/program management, knowledge and peer review management and integration, change

management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Provide facilitation services and interface with client management personnel regarding strategic issues and ensures that critical issues are addressed. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Provides thoughts and analysis to engagement teams in developing creative solutions to client business problems. May also support SC II position in a supervisory, project management or training capacity.

Minimum Education/Experience: Bachelors degree with a minimum of 9 years experience in providing business consulting services.

Consultant II

Functional Responsibility: Possess knowledge, such as analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide strategic direction in the areas of change management, knowledge and peer review management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Provides facilitation services and interface with client personnel regarding strategic issues.

Minimum Education/Experience: Bachelors Degree with a minimum of 7 years of experience in providing business consulting services.

Consultant I

Functional Responsibility: Possess familiarity with analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide support services in the areas of change management, knowledge and peer review management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Interface with client personnel regarding strategic issues.

Minimum Education/Experience: Bachelors Degree with a minimum of 3 years of experience in providing business consulting services.

Acquisition/Budget Specialist III

Functional Responsibility: Provides advice and assistance on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. May be responsible for assisting with performance measurements to include financial planning and the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate cost benefit/risk assessments, life cycle analysis, earned value analysis, internal control procedures, market research, and trends, conditions and technological advances as they apply to the program. Provide expert assistance in evaluating proposals; contract administration services; and competitive sourcing support, including OMB Circular A-76 studies, and strategic sourcing studies. May assist in the development of independent

government cost estimates, budget, planning and scheduling and activity-based accounting. May also be responsible for assisting with contract and grants management and providing overall program office acquisition administration functions to include program control and budget tracking.

Minimum Education/Experience: Bachelors degree is required with a minimum of 8 years of experience in providing acquisition/budget or business consulting services.

Acquisition/Budget Specialist II

Functional Responsibility: Provides advice and assistance on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. May perform or evaluate cost benefit/risk assessments, life cycle analysis, earned value analysis, internal control procedures, market research, and trends, conditions and technological advances as they apply to the program. May assist in the development of independent government cost estimates, budget, planning and scheduling and activity-based accounting. May also be responsible for assisting with contract and grants management and providing overall program office acquisition administration functions to include program control and budget tracking.
Minimum Education/Experience: Bachelors degree is required with at least 6 years of experience in providing acquisition/budget or business consulting services.

Acquisition/Budget Specialist I

Functional Responsibility: Provides advice and assistance on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. May perform or evaluate cost benefit/risk assessments, life cycle analysis, earned value analysis, internal control procedures, market research, and trends, conditions and technological advances as they apply to the program. May assist in the development of independent government cost estimates, budget, planning and scheduling and activity-based accounting.

Minimum Education/Experience: Bachelors degree is required with at least 4 years of experience in providing acquisition/budget or business consulting services.

Analyst III

Functional Responsibility: Extensive knowledge and experience developing and applying analytic methodologies and principles to most phases of business improvement and organizational systems analysis. Consider the business implications of innovative tools and technologies to the current and future business environment. Under general direction formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of business transformation processes and systems and industry requirements. With this knowledge, devises or modifies procedures to solve problems considering systems, processes, limitations, operation time, quality assurance and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system or business process requirements. Resolves complex 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.

Minimum Education/Experience: Bachelors Degree with a Minimum of 6 years experience as a business/management analyst/consultant within a project/consulting environment.

Analyst II

Functional Responsibility: Under general supervision, assists in formulating and defining business processes to include systems analysis and objectives through research and fact-finding combined with a basic understanding of business transformation processes and industry requirements. Includes analysis of business and user needs; organizational resources; products and services; operational and management processes. May also produce and document requirements and or findings. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives and identify area for productivity improvements. Conducts activities in support of project team's objectives.

Minimum Education/Experience: Bachelors Degree with a Minimum of 4 years experience as a business/management analyst/consultant within a project/consulting environment.

Analyst I

Functional Responsibility: Under general supervision, assists in formulating and defining business processes to include systems analysis and objectives through research and fact-finding combined with a basic understanding of business transformation processes and industry requirements. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives and identify area for productivity improvements.

Minimum Education/Experience: Bachelors Degree with a Minimum of 2 years experience as a business/management analyst/consultant within a project/consulting environment.

Support Staff II

Functional Responsibility: Performs supporting PSS project and program management functions. This includes but is not limited to graphical/documentation, planning and support, project administration, program management support, event planning and administration, records and data input, technical editing and writing for deliverables.

Minimum Education/Experience: Bachelors Degree, with technical training or certifications with 5 years of experience in area of support.

Support Staff I

Functional Responsibility: Performs supporting PSS project and program management functions. This includes but is not limited to graphical/documentation, planning and support, event planning and administration, records and data input, and formatting deliverables.

Minimum Education/Experience: Bachelors Degree, with technical training or certifications with 3 years of experience in area of support.

Administrative Assistant

Functional Responsibility: Provides executive administrative-type support to business and management-level personnel. Progressive experience in office automation tools as well as participating in projects. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing.

Minimum Education/Experience: High School Diploma with two years of experience working in a professional office environment.

SIN 54151S

Information Management Manager I

*General Experience/Functional Responsibility***:** Oversees the timely delivery of information management support services to increase knowledge throughout the information lifecycle. Primary functions include managing tasks related to information delivery, analysis, receiving, interpreting, and distributing information and messages. Other duties include reporting and completing administrative tasks, managing confidential and timely information, recordkeeping, tracking, and using collaborative tools, information technologies, and systems that facilitate information sharing. Duties include staff supervision, budget monitoring, planning, and project implementation. Requires knowledge of information management processes, resource management, and communication systems. Requires the ability to manage information flow, collaborate within a team, and maintain close contact with the customer.

*Minimum Education/ Experience***:** Requires a Master's degree in Information Management, Information Technology, Computer Science, or related field. At least 7 years of management experience providing information management support services.

Information Management Manager II

*General Experience/Functional Responsibility***:** Oversees the timely delivery of information management support services to increase knowledge throughout the information lifecycle. Primary functions include managing tasks related to information delivery, analysis, receiving, interpreting, and distributing information and messages. Other duties include reporting and completing administrative tasks, managing confidential and timely information, recordkeeping, tracking, and using collaborative tools, information technologies, and systems that facilitate information sharing. Duties include staff supervision, budget monitoring, planning, and project implementation. Requires knowledge of information management processes, resource management, and communication systems. Requires the ability to manage information flow, collaborate within a team, and maintain close contact with the customer.

*Minimum Education/ Experience***:** Requires a Master's degree in Information Management, Information Technology, Computer Science, or related field. At least 10 years of management experience providing information management support services.

Information Management Specialist I

*General Experience/Functional Responsibility***:** Serves as a source of expertise and knowledge for information management support. Primary functions include performing complex technical efforts, such as maintaining communication with the client and diverse stakeholders, conducting information analysis, and receiving, interpreting, and distributing information and messages. Other duties include reporting and completing administrative tasks, managing confidential and timely information, recordkeeping, tracking, and using collaborative tools, information technologies and systems that facilitate information sharing. Provides administrative support to senior leadership and staff. Requires knowledge of information management processes, resource management, and communication systems.

*Minimum Education/Experience***:** Requires a B.S. in Information Management, Information Technology, Computer Science, or related field. At least 3 years of work experience providing information management support services.

Information Management Specialist II

*General Experience/Functional Responsibility***:** Serves as a source of expertise and knowledge for information management support. Primary functions include performing complex technical efforts, such as maintaining communication with the client and diverse stakeholders, conducting information analysis, and receiving, interpreting, and distributing information and messages. Other duties include reporting and completing administrative tasks, managing confidential and timely information, recordkeeping, tracking, and using collaborative tools, information technologies, and systems that facilitate information sharing. Provides administrative support to senior leadership and staff. Requires knowledge of information management processes, resource management, and communication systems.

*Minimum Education/ Experience***:** Requires a B.S. in Information Management, Information Technology, Computer Science, or related field. At least 5 years of work experience providing information management support services.

Web Developer I

*General Experience/ Functional Responsibility***:** Write code to generate web pages, access databases and business logic servers. Work with designers and content producers. Test and document software for websites. Write, modify, and debug software for websites.

Minimum Education/ Experience: BS in Computer Science or related field. Two to four years of experience in web and graphics development.

Web Developer II

*General Experience/ Functional Responsibility***:** Contribute to the design, implementation, testing, and deployment of an application, working closely with others to ensure the code produced is maintainable, reliable, and understandable. Strong understanding of current web technologies and the ability to translate design into other languages.

*Minimum Education/ Experience***:** BS in Computer Science or related field. Four and up to six years of experience in web and graphics development. Good knowledge of new tools and technologies applied in Web Development.

Web Developer III

*General Experience/ Functional Responsibility***:** Develop technical architecture of internet websites including scripting and user interface design. Refresh internet website content to ensure accuracy and timeliness of information and images. Develop modifications or enhancements to existing internet web programs. Collaborate with back-end developers and other team members. Ensure that the layout of content is accessible and logical and recommend improvements.

Minimum Education/ Experience: BS in Computer Science or related field. MS preferred but not required. Six to eight or more years of experience in web and graphics development. String knowledge of new tools and technologies applied in Web Development.

Database Specialist I

*General Experience/ Functional Responsibility***:** Support database services in the design, delivery, and operation of database solutions. Code, test, debug, and refine computer programs to produce the product required by the written specifications. Document work of operational responsibilities.

*Minimum Education/ Experience***:** Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. This position requires four years of experience, of which at least two years must be specialized experience including demonstrated experience using current DBMS technologies, application design utilizing various DBMS and experience with DBMS internals.

Database Specialist II

*General Experience/ Functional Responsibility***:** Lead database services in the design, delivery, and operation of database solutions. Responsible for justification, feasibility, and proof of concept, and data warehouse design and development. Make technical recommendations. Translate detailed design into computer program coded instructions; test, debug, and refine the computer program to produce the product required by the written specifications. May interact with client representatives and business analyst to assist in development of database solution requirements.

*Minimum Education/ Experience***:** BS degree in Computer Science, Information Systems, Engineering, Business, or other related disciplines with six years of experience. With MS degree, four years general experience in Information Technology is required, with one year specialized in Database Management.

Database Specialist III

*General Experience/ Functional Responsibility***:** Lead the database services in the design, delivery, and operation of database solutions. Responsible for justification, feasibility and proof of concept, and data warehouse design and development. Implement technical recommendations.

Translate detailed design into computer program coded instructions; test, debug, and refine the computer program to produce the product required by the written specifications. Will require supervisory responsibility over other Programmers. Interact with client representatives and business analysts to develop database solutions that meet business requirements. Expected to maintain expertise in current database concepts and technologies.

*Minimum Education/ Experience***:** BS degree in computer science, information systems, engineering, business, or related discipline with eight years of experience. With a MS degree, ten years' general experience in Information Technology, of which seven are specialized in Database Management is required.

IT System Analyst I

General Experience/ Functional Responsibility: Review, analyze, and evaluate business systems and user needs. Write detailed description of user needs, program functions, and steps required to develop or modify computer programs.

Minimum Education/ Experience: A bachelor's degree and four years related experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

IT System Analyst II

*General Experience/ Functional Responsibility***:** Review, analyze, and evaluate business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program functions, and steps required to develop or modify computer programs.

*Minimum Education/ Experience***:** A bachelor's degree and six or more years related experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

IT System Analyst III

*General Experience/ Functional Responsibility***:** Review, analyze, and evaluate business systems and user needs. Formulate systems to parallel overall business strategies. Write detailed description of user needs, program functions, and steps required to develop or modify computer programs.

*Minimum Education/ Experience***:** A bachelor's degree and ten or more years related experience in Information Technology in areas of analysis and design of business applications, use of programming languages and DBMS.

Help Desk Manager

*General Experience/ Functional Responsibility***:** Lead the team that provides support to end users on a variety of issues. Identify, research, and resolve technical problems. Respond to phone calls, emails, and other requests for technical support. Ensure all problems are properly documented, tracked, and monitored for a timely resolution.

*Minimum Education/ Experience***:** A bachelor's degree and ten or more years related experience in Information Technology or Engineering.

Technical Writer

*General Experience/ Functional Responsibility***:** Develop style guides, document templates, and quality assurance standards. Manage the documentation approval process and set priority tasks for a team. Recommend formats and content responsive to technical and customer requirements. Recommend and implement processes to handle complex information in customer documents for best reader comprehension. Write a variety of technical articles, reports, brochures and/or manuals for documentation for a wide range of users.

*Minimum Education/ Experience***:** A bachelor's degree in English, literature or other related discipline. This position requires a minimum of five years' experience, of which at least two years must be specialized experience including demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction. With a master's degree two years' general experience, of which at least one must be specialized experience, is required.

Network / System Administrator I

*General Experience/ Functional Responsibility***:** Set up, configure, and support internal and/or external networks. Troubleshoot network performance issues. Perform maintenance procedures such as daily back of file servers and networked workstations.

*Minimum Education/ Experience***:** Bachelor's degree in computer science, information systems, business, or other related discipline and two years of experience.

Network / System Administrator II

*General Experience/ Functional Responsibility***:** Set up, configure, and support internal and/or external networks. Develop and maintain all systems, applications, security, and network configurations. Troubleshoot network performance issues and create and maintain a disaster recovery plan. Diagnose network problems and initiate repairs. Recommend upgrades, patches, and new applications and equipment. Provide technical support and guidance to users.

Minimum Education/ Experience: Bachelor's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and four years of experience.

Network / System Administrator III

*General Experience/ Functional Responsibility***:** Establish maintenance procedures and manage all aspects of a specific application/system. Establish and implement network security policies. Install, administer, and maintain local area and wide area networks. Analyze computer

automation needs and recommend standards for hardware and software providing feasibility and cost analysis of automation needs.

Minimum Education/ Experience: Master's degree in computer science, information systems, engineering, business, or other related scientific or technical discipline and seven years of experience.

IT Senior Program/ Senior Project Manager

General Experience/ Functional Responsibility: Use in-depth knowledge to manage the scope, human resources, risk, cost, and time of the project. Organize, plan, and direct all contractor support activities for assigned task orders. Formulate and review task order performance plans, technical and contractual performance, and deliverable items, determine task order (s) cost, and ensure conformance with all prescribed standards, schedules, and statements of work contained in all issued task orders. Manage the day-to-day activities of assigned projects and is directly responsible for supervision of the personnel assigned to task orders under his/her purview. Responsible for the development and maintenance of project performance/status reports including cost elements. Use your own judgment and initiative in providing technical directions to ensure performance and to resolve problems. Interface with Government project personnel on continuous basis. Specific tasks include oversight and leadership of complex, enterprise class IT programs including hardware, software, and systems integrations.

Minimum Education/ Experience: Master's degree in computer science and fifteen years of experience of progressive accomplishment managing and implementing large, complex information technology systems.

IT Program/ Project Manager

General Experience/ Functional Responsibility: Use in-depth knowledge to manage the scope, human resources, risk, cost, and time of the project. Organize, plan, and direct all contractor support activities for assigned task orders. Formulate and review task order performance plans, technical and contractual performance, and deliverable items, determine task order(s) cost, and ensure conformance with all prescribed standards, schedules, and statements of work contained in all issued task orders. Manage the day-to-day activities of assigned projects and is directly responsible for supervision of the personnel assigned to task orders under his/her purview. Responsible for the development and maintenance of project performance/status reports including cost elements. Use your own judgment and initiative in providing technical directions to ensure performance and to resolve problems. Interface with customer project personnel on a continuous basis. Specific tasks include oversight and leadership of complex, enterprise class IT programs including hardware, software, and systems integrations.

Minimum Education/ Experience: MS in Computer Science, Information Systems, Engineering, Business or other related disciplines and seven years of experience.

Graphic Designer I

*General Experience/ Functional Responsibility***:** Create design solutions that have a high visual impact. The role involves listening to clients and understanding their needs before making design decisions. Designs are required for a huge variety of products and activities, such as websites, advertising, books, magazines, posters, computer games, product packaging, exhibitions and displays, corporate communications and corporate identity, i.e., giving organizations a visual brand. Maintains working knowledge of XML, HTML, and web programming scripts is necessary, and proficiency in using current graphic design programs.

*Minimum Education/ Experience***:** Associate degree with four to five years project experience of which two to three must be specialized in using state-of-the-art graphics software and preparation of presentation graphics. BS / BA with two to three years project experience in using state-of-the-art graphics software and preparation of presentation graphics.

Graphic Designer II

*General Experience/ Functional Responsibility***:** Produce design solutions to communicate client messages with visual impact and in accordance with the Corporate Brand Guidelines. The designer will work to a brief agreed to by the client. This position will perform design and production for various marketing materials (e.g., collateral (print and digital), merchandising (print and digital), web pages, landing pages, email templates, advertisements (print and digital), presentations, direct marketing, etc.). Responsibilities include the design, management and production of creative solutions to meet client objectives; selecting the medium (print, digital, or both) best suited to satisfy the desired result, while retaining continuity with the overall design quality standards and establish corporate visual design standards. Maintains working knowledge of XML, HTML, and web programming scripts is necessary, and proficiency in using current graphic design programs.

*Minimum Education/ Experience***:** Associates degree with six or more years of project experience of which three must be specialized in using state-of-the-art graphics software and preparation of presentation graphics. BS / BA with six years project experience in using state-of-the-art graphics software and preparation of presentation graphics.

IT Subject-Matter Expert I

*General Experience/ Functional Responsibility***:** Serve as source of broad general knowledge of systems engineering, systems analysis and design, software integration, and software development with in-depth expertise in at least one of these areas. Primary function is to perform complex technical efforts in specialty areas by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and marketing support to translate advanced technology theory into specific, practical applications of use for the corporation.
Requires knowledge in a specific professional technical field (such as artificial intelligence, statistics, electronics, computer science, mathematics, or physics) to define and solve new

information processing system problems, develop engineering designs, and conduct analyses and experiments in the area of discipline.

Minimum Education/ Experience: MS - Contracts, Finance, Accounting, Business or equivalent technical studies. At least ten years of experience providing leadership with large, complex systems modernization and best practice reengineering. Specialized in the area of leadership.

IT Subject-Matter Expert II

*General Experience/ Functional Responsibility***:** Serve as source of broad general knowledge of systems engineering, systems analysis and design, software integration, and software development with in-depth expertise in at least one of these areas. Primary function is to perform complex technical efforts in specialty areas by serving either as senior technical staff member on a large project or as a leader of a small, specialized project. Other functions are to provide, within the specialty area, quick response problem resolution, internal and external training, and marketing support to translate advanced technology theory into specific, practical applications of use for the corporation.

Requires knowledge in a specific professional technical field (such as artificial intelligence, statistics, electronics, computer science, mathematics, or physics) to define and solve new information processing system problems, develop engineering designs, and conduct analyses and experiments in discipline.

Minimum Education/ Experience: MS - Contracts, Finance, Accounting, Business or equivalent technical studies. At least fifteen years of experience providing leadership with large, complex systems modernization and best practice reengineering. Specialized in the area of leadership.

IT Subject-Matter Expert III

*General Experience/ Functional Responsibility***:** Provide expertise or guidance to security, telecommunications or IT project in subject matter area of specialized knowledge, as called out in a task order or statement of work. Expertise may be called out in product selection, enterprise architecture, system design, engineering, intelligence systems, security and other technical, operational, and analytical disciplines to include reliability, maintainability and life cycle cost management that is necessary for task execution and completion. Experienced in the operational environment and using high-level functional systems analysis, design, integration, documentation, and implementation methodologies on problems requiring knowledge of the subject matter for effective implementation. Participate as needed in all phases of engineering design and software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Design and prepare technical reports, databases, studies, and related documentation; make charts and graphs to record results. Prepare and deliver presentations and briefings as required by the order. Extensive knowledge of security requirements for specialized information transfer applications and skills in preparing technical reports and providing other services. May provide expert-level analytical and technical guidance to projects involving training, tactical/operational documentation, IT support, telecommunication

systems, security systems design, or other efforts requiring operations expertise in a converged environment.

Minimum Education/ Experience: MS - Contracts, Finance, Accounting, Business or equivalent technical studies. At least twenty years of experience providing leadership with large, complex systems modernization and best practice reengineering. Specialized in area of leadership.

Computer Programmer I

General Experience/ Functional Responsibility: Analyzes business applications and design specifications. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Assist in resolving basic operating problems. Prepare required documentation including program-level and system-level documentation. Prepare instructions for computer operators. Enhance software to reduce operating time or improve efficiency. Provide software conversion and implementation support.

Minimum Education/ Experience: BS computer science and two years of experience.

Computer Programmer II

General Experience/ Functional Responsibility: Analyze business applications and design specifications. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Assist in resolving basic operating problems. Prepare required documentation, including program-level and system-level documentation. Prepare instructions for computer operators. Enhance software to reduce operating time or improve efficiency. Provide software conversion and implementation support. May provide technical direction to more junior programmers.

Minimum Education/ Experience: BS computer science and six years of experience.

Computer Programmer III

General Experience/ Functional Responsibility: Analyze business applications and design specifications. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Assist in resolving basic operating problems. Prepare required documentation, including program-level and system-level documentation. Prepare instructions for computer operators. Enhance software to reduce operating time or improve efficiency. Provide software conversion and implementation support. May provide technical direction and supervision to more junior programmers.

*Minimum Education/ Experience***:** BS computer science and ten years of experience.

IT Specialist I

General Experience/ Functional Responsibility: Write and edit technical materials (e.g., user manuals, reports, documents, deliverables). Assist project teams in collecting and organizing information. Review work and resolve discrepancies according to strict standards and guidelines. Analyze and develop new IT requirements; prepare specifications for IT equipment acquisitions; and modify IT hardware as necessary to meet specialized user needs. Conduct site surveys to assess and document current site IT and network configuration and user requirements. Prepare implementation plans and site installation technical design packages. Prepare configuration change drawings and documentation at each site. Prepare site installation and test reports. Coordinate installation operations and maintenance support. Some or all work may be carried out independently. This may include the application of multiple engineering disciplines to IT and business modeling, analyses, specification development, hardware and software planning/implementation/modification/coding, scheduling, configuration changes, and test reports for computer systems, messaging and telecommunications systems.

Minimum Education/ Experience: BS computer science or related degree and three years of experience.

IT Specialist II

General Experience/ Functional Responsibility: Analyze and develop new IT requirements; review specifications for IT equipment acquisitions; and modify IT hardware as necessary to meet specialized user needs. Write and edit technical materials (e.g., user manuals, reports, documents, deliverables). Review work, resolve discrepancies, and communicate standards, policies, and goals to subordinates. Conduct site surveys to assess and document current site IT and network configurations and user requirements. Assist in the preparation of engineering plans and site installation technical design packages. Perform network installation efforts. Review and evaluate site installation and test reports. Coordinate installation operations and maintenance support. May oversee efforts of more junior level staff. This may include the application of multiple engineering disciplines to IT and business modeling, analyses, specification development, hardware and software planning/implementation/modification/coding, scheduling, configuration changes and test reports for computer systems, messaging and telecommunications systems.

Minimum Education/ Experience: BS computer science or related degree and five years of experience.

SIN 561920

Project Manager

Functional Responsibility: Provides management of project activities relating to conference, meeting, event, and trade show planning, as well as personnel and administrative functions related to specific tasks and ensures that technical solutions and schedules are implemented in a timely manner. Directs and manages staff assignments and monitors product quality and ensures

project milestones meet deliverable schedules, and reports on project status to the program manager.

Minimum Education/Experience: Bachelor's in communications, journalism, or other related training and (7) years of relevant experience.

Meeting Manager/ Meeting Planner **
Functional Responsibility: Supervises on-site logistical support activities including room set-up, audiovisual requirements, manages logistical activities associated with planning and implementing meetings, conferences, trade show exhibits, and other events. Maintains close contact with the client project officer throughout event planning and implementation. Negotiates site contracts for meetings. Develop status and end-of-event reports for clients. Develop and maintain participant databases using meeting planning software. Verifies and reconciles host hotel and other vendor invoices.

Minimum Education/Experience: Bachelor's with strong administrative skills and (5) years of relevant experience.

Jr. Meeting Planner **
Functional Responsibility: Provides guidance to team members assigns exhibitor space, overseas booth set up, orders booth furniture and required audiovisual and equipment, collects participant and exhibitor registration fees when applicable.

Minimum Education/Experience: Bachelor's with strong administrative skills and (1) year of relevant experience.

Sr. Writer
Functional Responsibility: Formulates and writes copies for projects including fact sheets, project summaries, monthly progress reports, informational packets, press releases, publications and web content. Provides technical writing, editing and proofreading support for materials such as reports, news releases, fact sheets web content, and scripts. Collaborates with subject matter experts, researchers, and graphic artists to produce documents.

Minimum Education/Experience: Bachelor's in journalism, Communication, English, or related field and (5) years of experience.

Jr. Writer
Functional Responsibility: Provides technical writing support for project deliverables. Conducts research, identifies subject matter experts, and conducts interviews. Gathers data and collates and organizes facts for inclusion in written products. Develop drafts and submits them for review. Proofread copy written by project team members and client. Plans web and print products.
Minimum Education/Experience: Bachelor's in journalism, Communications, English, or related field and (3) years of technical/editing experience.

Writer/ Editor
Functional Responsibility: Provides technical writing, editing, and proofreading support for materials such as reports, news releases, fact sheets, web content, and scripts.

Minimum Education/Experience: Bachelor's in journalism, Communications, English, or related field and (5) years of technical/editing experience.

Executive Administrative Assistant
Functional Responsibility: Performs a variety of administrative functions for executives and project team members in support of conference, meeting, event, and trade show planning. Familiar with a variety of field concepts, practices, and procedures. Generate reports, handles multiple projects, and prepares and monitors invoices and expense reports. May direct and lead the work of others. A wide degree of creativity and latitude is expected.

Minimum Education/Experience: Bachelor's in related discipline and (5) years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Production Assistant **
Functional Responsibility: Provides document production support by operating computer equipment to compile, type, revise, edit, revise, print, label, organize, and store documents.

Minimum Education/Experience: Bachelor's and (3) years of strong administrative support or related field experience.

Exhibit Designer
Functional Responsibility: Responsible for lead design, oversight, production, delivery, and installation of exhibits and their accompanying materials. Design responsibilities include but are not limited to conceptualizing, designing, revising, and producing exhibits and their accompanying materials; updating and repairing existing materials; and overseeing transport, installation, and storage of property to and from designated site(s). Provides and/or makes recommendations for design, installation, and maintenance of exhibits and exhibit property for future use. Makes all necessary arrangements for exhibits in venues (tradeshows, Government sites, non-Federal, exhibit venues, et al.).
Minimum Education/Experience: Bachelor's in relevant discipline and minimum of (2) years of related experience or equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Exhibit Production Staff
Functional Responsibility: Under supervision of the exhibit designer, prepares facilities for receipt and installation of materials associated with exhibit set-up, interacts with facility personnel in coordinating booth assignments, and serves as a liaison for transport, lighting, set-up, security, and storage of exhibit materials.

Minimum Education/Experience: Bachelor's in an associated discipline and minimum of (1) year of related experience or equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Videographer

Functional Responsibility: Videographer shoots and creates video content for television, promotions, social, web, and other outlets. Operates and maintains video, lighting, and audio equipment. Being a Videographer incorporates composition and lighting techniques to shoot high-quality video in various indoor or outdoor settings. Utilizes editing software to create graphics, visual assets, and edit footage. Typically reports to a supervisor or manager. The Videographer occasionally directed in several aspects of the work. Gaining exposure to some of the complex tasks within the job function.

Minimum Education/ Experience: Bachelor's and a minimum of (2) years of related experience.

Web Developer

Functional Responsibility: Builds web pages using a variety of graphics software applications and web-based scripting language(s), manages and performs website editorial activities, analyzes complex technical problems, develops and renders solutions, develops site content, aids in all web projects involving desktop publishing and website design and development.

Minimum Education/Experience: Master's in information technology and certification in web applications. Must have experience in website development. Must have experience in web page design, web-based scripting language(s), and web graphics files and standards. Minimum of (5) years of experience.

SIN 541330ENG

Program Manager I

Functional Responsibility: Manages contractual relationships with clients and oversees several projects at the programmatic level. Meets and confers with clients regarding the status of specific program and management activities and problems, issues or conflicts regarding resolution. Conducts quality assurance over key project deliverables. Resolves issues with staff, tools and methods. Conducts and participates in project staff meetings and client meetings to resolve issues through application of company resources or experience gained on other projects.

Minimum Education/Experience: Master's Degree with a minimum of 12 years' experience in management, business consulting and/or organizational development environment with record of achievement in the management of large consulting, facilitation management and business process improvement projects.

Project Manager II

Functional Responsibility: Manages the day-to-day operations of the project. For large-scale projects that might require layered management, responsible for training and supervising PM I

level staff. PM II position will have ultimate responsibility for the strategic direction of the project and PM I position will act as the operations manager. Prepares project estimates and work plans using company experience on prior projects and the proprietary company methods and tools for planning and estimating projects. Prepares and presents project status reports to company and client management. Resolves project staffing and planning issues. Manages the company staff assigned to the project. Conducts preliminary quality assurance over project deliverables and project activities.

Minimum Education/Experience: Bachelor's degree with a minimum of 11 years' experience in management, business consulting and/or organization transformational environment.

Senior Engineer
Functional Responsibility: Independently perform functional duties, oversee mission-critical engineering tasks, provide technical recommendations, and may supervise junior staff. They ensure technical accuracy, compliance with regulations and manage project risk for engineering projects.

Minimum Education/Experience: Master's degree with 10 years relevant experience.

Project Coordinator
Functional Responsibility: Assist with project planning, monitor task progress, organize project documentation, and coordinate meetings. They act as a liaison between team members and project managers helping to streamline communication and maintain project deliverables.

Minimum Education/Experience: Bachelor's with 3 - 5 years of relevant experience.

Quality Assurance Specialist
Functional Responsibility: Responsible for gathering, analyzing, and interpreting data to support policy, strategic planning, or operational decisions. Their role includes ensuring that products and services consistently meet established quality standards by developing and implementing quality control procedures, conducting inspections and audits, identifying defects, risk assessments, and proposing corrective actions to maintain customer satisfaction and compliance with industry regulations.

Minimum Education/Experience: Bachelor's with 3 to 5 years of relevant experience.

Technial Analyst
Functional Responsibility: Responsible for assessing technical needs, analyzing data, recommending solutions and supporting the implementation of technical strategies. They may conduct feasibility studies, risk assessments, and provide recommendations to optimize project performance.
Minimum Education/Experience: Bachelor's with 5 to 7 years of relevant experience.

Research Scientist

Functional Responsibility: Conduct experiments and analyze results, develop new theories or applications based on findings. They may publish research, present findings to stakeholders and work with teams to solve complex problems.

Minimum Education/Experience: Master's Degree with 5 – 10 years of relevant experience.

SIN 541990

Program Manager I

Functional Responsibility: Manages contractual relationships with clients and oversees several projects at the programmatic level. Meets and confers with clients regarding the status of specific program and management activities and problems, issues or conflicts regarding resolution. Conducts quality assurance over key project deliverables. Resolves issues with staff, tools and methods. Conducts and participates in project staff meetings and client meetings to resolve issues through application of company resources or experience gained on other projects.

Minimum Education/Experience: Master's Degree with a minimum of 12 years' experience in management, business consulting and/or organizational development environment with record of achievement in the management of large consulting, facilitation management and business process improvement projects.

Project Manager I

Functional Responsibility: Manages the day-to-day operations of the project. Prepare project estimates and work plans using company experience on prior projects and the proprietary company methods and tools for planning and estimating projects. Prepares and presents project status reports to company and client management. Resolves project staffing and planning issues. Manages the company staff assigned to the project. Conducts preliminary quality assurance over project deliverables and project activities.

Minimum Education/Experience: Bachelor's degree with a minimum of 9 years' experience in management, business consulting and organization transformational environments.

Executive Consultant I

Functional Responsibility: Ability to establish and implement agency and department goals and objectives. Ability to effect and manage change and perform in complex cross – functional business environment. Proven management and delegation authority. Global perspective of business environment and technology.

Provide guidance and direction in project/program management and integration, knowledge and peer review management, change management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting areas. Serves in a program and project consulting capacity. Provides facilitation services and serves as primary interface with client management personnel regarding strategic issues and ensures that

critical issues are addressed. Provides leadership to engagement teams in developing creative solutions to client business problems. Delivers presentations and leads strategic level client meetings. May also support EC II position in a supervisory, project management or training capacity.

Minimum Education/Experience: Master's Degree with a minimum of 12 years' experience or Bachelors Degree with a minimum of 15 years of experience in leading and providing business consulting services.

Senior Consultant I

Functional Responsibility: Possess specialized knowledge, such as analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide services in the areas of project/program management, knowledge and peer review management and integration, change management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Provide facilitation services and interface with client management personnel regarding strategic issues and ensures that critical issues are addressed. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Provides thoughts and analysis to engagement teams in developing creative solutions to client business problems. May also support SC II position in a supervisory, project management or training capacity.

Minimum Education/Experience: Bachelors degree with a minimum of 9 years experience in providing business consulting services.

Consultant II

Functional Responsibility: Possess knowledge, such as analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide strategic direction in the areas of change management, knowledge and peer review management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Provides facilitation services and interface with client personnel regarding strategic issues.

Minimum Education/Experience: Bachelors Degree with a minimum of 7 years of experience in providing business consulting services.

Support Staff II

Functional Responsibility: Performs supporting PSS project and program management functions. This includes but is not limited to graphical/documentation, planning and support, project administration, program management support, event planning and administration, records and data input, technical editing and writing for deliverables.

Minimum Education/Experience: Bachelors Degree, with technical training or certifications with 5 years of experience in area of support.

Sr. Writer

Functional Responsibility: Formulates and writes copies for projects including fact sheets, project summaries, monthly progress reports, informational packets, press releases, publications and web content. Provides technical writing, editing and proofreading support for materials such as reports, news releases, fact sheets web content, and scripts. Collaborates with subject matter experts, researchers, and graphic artists to produce documents.

Minimum Education/Experience: Bachelor's in journalism, Communication, English, or related field and (5) years of experience.

Jr. Writer

Functional Responsibility: Provides technical writing support for project deliverables. Conducts research, identifies subject matter experts, and conducts interviews. Gathers data and collates and organizes facts for inclusion in written products. Develop drafts and submit them for review. Proofread copy written by project team members and client. Plans web and print products.
Minimum Education/Experience: Bachelor's in journalism, Communications, English, or related field and (3) years of technical/editing experience.

Writer/ Editor

Functional Responsibility: Provides technical writing, editing, and proofreading support for materials such as reports, news releases, fact sheets, web content, and scripts.

Minimum Education/Experience: Bachelor's in journalism, Communications, English, or related field and (5) years of technical/editing experience.

Production Assistant **

Functional Responsibility: Provides document production support by operating computer equipment to compile, type, revise, edit, revise, print, label, organize, and store documents.

Minimum Education/Experience: Bachelor's and (3) years of strong administrative support or related field experience.

Web Developer

Functional Responsibility: Builds web pages using a variety of graphics software applications and web-based scripting language(s), manages and performs website editorial activities, analyzes complex technical problems, develops and renders solutions, develops site content, aids in all web projects involving desktop publishing and website design and development.

Minimum Education/Experience: Master's in information technology and certification in web applications. Must have experience in website development. Must have experience in web page design, web-based scripting language(s), and web graphics files and standards. Minimum of (5) years of experience.

Data Analyst

Functional Responsibility: Responsible for gathering and interpreting complex data to provide actionable insights. They utilize tools for data collection, cleansing, and visualization, performing trend analysis, and statistical evaluations. Additionally, a data analyst develops reports, dashboards, and visualizations to convey findings to stakeholders. They may work with cross-functional teams to define metrics, monitor performance indicators, and recommend data-driven strategies for improvement.

Minimum Education/Experience: Bachelor's with 3 to 5 years of relevant experience.

Qualitative Data Analyst

Functional Responsibility: Responsible for collecting, analyzing, and interpreting data to help companies make better business decisions. They assess a company's complex information including numbers, market research, or behavior with the goal of reaching simpler, smarter conclusions and use their technical expertise to stress test the data for quality and accuracy.

M*inimum Education/Experience*: Bachelor's with 3 to 5 years of relevant experience.

Statistician

Functional Responsibility: Creates surveys, opinions, polls and questionnaires and then collect and organize the data obtained. A statistician uses their training in analytics and statistics to analyze information and draw conclusions based upon their findings. Additionally, using mathematical and statistical theory methods they present finding superiors which are then used to befit the initiatives of the company. A statistician can look at a set of data and seek out patterns and trends and utilize the information to remain competitive in a specified industry.

Minimum Education/Experience: Bachelor's with 5 to 7 years of relevant experience.

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Program Manager II

Functional Responsibility: Provides leadership and authority to the development of large program initiatives. Uses subject matter expertise to direct client solutions and ensure state-of-the-art practices from extensive industry knowledge and experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects. Facilitate understanding across a wide range of disciplines and program stakeholders. Responsible for seeking authorization at top executive levels for direction and/or redirection of costly resources.

Minimum Education/Experience: Master's Degree with a minimum of 15 years' experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects.

Project Manager II

Functional Responsibility: Manages the day-to-day operations of the project. For large-scale projects that might require layered management, responsible for training and supervising PM I level staff. PM II position will have ultimate responsibility for the strategic direction of the project and PM I position will act as the operations manager. Prepares project estimates and work plans using company experience on prior projects and the proprietary company methods and tools for planning and estimating projects. Prepares and presents project status reports to company and client management. Resolves project staffing and planning issues. Manages the company staff assigned to the project. Conducts preliminary quality assurance over project deliverables and project activities.

Minimum Education/Experience: Bachelor's degree with a minimum of 11 years' experience in management, business consulting and/or organization transformational environment.

Executive Consultant II

Functional Responsibility: Ability to establish and implement agency and department goals and objectives. Ability to effect and manage change and perform in complex cross – functional business environment. Proven management and delegation authority. Global perspective of business environment and technology. Motivational and visionary leadership skills with significant ability to influence and make recommendations to senior management.

Provide expert guidance and direction in project/program management and integration, knowledge and peer review management, change management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting areas. Serves in a program and project consulting capacity and may manage multitask projects of high complexity. Provides facilitation services and serves as primary interface with client management personnel regarding strategic issues and ensures that critical issues are addressed. Provides leadership to engagement teams in developing creative solutions to client business problems. Delivers presentations and leads strategic level client meetings. May also serve in a supervisory, project management or training capacity.

Minimum Education/Experience: Master's Degree with a minimum of 15 years experience or Bachelors Degree with a minimum of 18 years of experience in leading and providing business consulting services.

Senior Consultant II

Functional Responsibility: Possess subject matter expertise, such as analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide services in the areas of project/program management, knowledge and peer review management and integration, change

management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Provide facilitation services and interface with client management personnel regarding strategic issues and ensure that critical issues are addressed. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Provides thoughts and analysis to engagement teams in developing creative solutions to client business problems. Function as a domain expert on selected business areas and issues. May also serve in a supervisory, project management or training capacity.

Minimum Education/Experience: Bachelors degree with a minimum of 11 years' experience in providing business consulting services

Consultant II

Functional Responsibility: Possess knowledge, such as analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide strategic direction in the areas of change management, knowledge and peer review management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Provides facilitation services and interface with client personnel regarding strategic issues.

Minimum Education/Experience: Bachelors Degree with a minimum of 7 years of experience in providing business consulting services.

Consultant I

Functional Responsibility: Possess familiarity with analytical and evaluative methods and techniques concerning the efficiency and effectiveness of various program operations, strategic goals, and management practices. Provide support services in the areas of change management, knowledge and peer review management, strategic planning, quality management, benchmarking, business process reengineering, and/or other management or operational consulting. Interface with client personnel regarding strategic issues.

Minimum Education/Experience: Bachelors Degree with a minimum of 3 years of experience in providing business consulting services.

Analyst III

Functional Responsibility: Extensive knowledge and experience developing and applying analytic methodologies and principles to most phases of business improvement and organizational systems analysis. Consider the business implications of innovative tools and technologies to the current and future business environment. Under general direction formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of business transformation processes and systems and industry requirements. With this knowledge, devises or modifies procedures to solve problems considering systems, processes, limitations, operation time, quality assurance and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system or business process

requirements. Resolves complex 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.

Minimum Education/Experience: Bachelors Degree with a Minimum of 6 years experience as a business/management analyst/consultant within a project/consulting environment.

Support Staff I

Functional Responsibility: Performs supporting PSS project and program management functions. This includes but is not limited to graphical/documentation, planning and support, event planning and administration, records and data input, and formatting deliverables.

Minimum Education/Experience: Bachelors Degree, with technical training or certifications with 3 years of experience in area of support.

Sr. Writer

Functional Responsibility: Formulates and writes copies for projects including fact sheets, project summaries, monthly progress reports, informational packets, press releases, publications and web content. Provides technical writing, editing and proofreading support for materials such as reports, news releases, fact sheets web content, and scripts. Collaborates with subject matter experts, researchers, and graphic artists to produce documents.

Minimum Education/Experience: Bachelor's in journalism, Communication, English, or related field and (5) years of experience.

Jr. Writer

Functional Responsibility: Provides technical writing support for project deliverables. Conducts research, identifies subject matter experts, and conducts interviews. Gathers data and collates and organizes facts for inclusion in written products. Develop drafts and submits them for review. Proofread copy written by project team members and client. Plans web and print products.
Minimum Education/Experience: Bachelor's in journalism, Communications, English, or related field and (3) years of technical/editing experience.

Writer/ Editor

Functional Responsibility: Provides technical writing, editing, and proofreading support for materials such as reports, news releases, fact sheets, web content, and scripts.

Minimum Education/Experience: Bachelor's in journalism, Communications, English, or related field and (5) years of technical/editing experience.

Executive Administrative Assistant

Functional Responsibility: Performs a variety of administrative functions for executives and project team members in support of conference, meeting, event, and trade show planning.

Familiar with a variety of field concepts, practices, and procedures. Generate reports, handles multiple projects, and prepares and monitors invoices and expense reports. May direct and lead the work of others. A wide degree of creativity and latitude is expected.

Minimum Education/Experience: Bachelor's in related discipline and (5) years' of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Production Assistant **
Functional Responsibility: Provides document production support by operating computer equipment to compile, type, revise, edit, revise, print, label, organize, and store documents.

Minimum Education/Experience: Bachelor's and (3) years of strong administrative support or related field experience.

Web Developer
Functional Responsibility: Builds web pages using a variety of graphics software applications and web-based scripting language(s), manages and performs website editorial activities, analyzes complex technical problems, develops and renders solutions, develops site content, aids in all web projects involving desktop publishing and website design and development.

Minimum Education/Experience: Master's in information technology and certification in web applications. Must have experience in website development. Must have experience in web page design, web-based scripting language(s), and web graphics files and standards. Minimum of (5) years of experience.

Instructional Designer
Functional Responsibility: Responsible for developing training programs, designing course content, and implementing interactive learning tools. Their role includes conducting needs assessments, creating multi-media and interactive content, and evaluating the effectiveness of instructional materials to ensure high quality learning experiences.
Minimum Education/Experience: Bachelor's degree with 3 to 5 years relevant experience.

Training Coordinator
Functional Responsibility: Manages scheduling, logistics and administration of training programs. Coordinate with instructors, arrange facilities, monitor enrollment and ensure that training materials are prepared. They may also assist with evaluating program effectiveness.
Minimum Education/Experience: Bachelor's with 3 to 5 years of relevant experience.

Training Facilitator/Instructor
Functional Responsibility: Conduct training sessions, deliver curriculum-based content, and engage participants through interactive learning techniques. They assess participants understanding, provide feedback, and adjust instruction as needed to enhance learning outcomes.

Minimum Education/Experience: Bachelor's with 5 years of relevant experience.

Evaluation Specialist
Functional Responsibility: Serve as analysts and advisors on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of government programs.
Minimum Education/Experience: Bachelor's with 5 to 8 years of relevant experience.

E-Learning Specialist
Functional Responsibility: Create and manage on-line training programs, design engaging digital course content, and developing e-learning modules that align with organizational goals. Their role includes assessing training needs, implementing interactive and multimedia content, and evaluating program effectiveness to enhance learning outcomes.
Minimum Education/Experience: Bachelor's with 5 to 7 years of relevant experience.

Allowable Substitution of Education

The minimum education will be met when the equivalencies in the table below are considered.

Additional experience in excess of requirements can be substituted for educational requirements:

Degree Requirement	Equivalent Experience
Associate's Degree	• High School diploma +2 years of general experience
Bachelor's Degree	• High School diploma +6 years of general experience • Associate's degree +4 years of general experience
Master's Degree	• High School diploma +10 years of general experience • Associate's degree +8 years of general experience • Bachelor's degree +3 years of general experience

SECTION IV   PRODUCT PRICING FOR SIN 541810ODC

Product	Rate
Honoraria	$250.00 per hour
Dreamstime	$49.99 each month
Vimeo	$634.94 each year
AWS Website Hosting for 30 Days	$2,907.09 each month
Audio Visual Equipment	$13,052.00 per day
AWS Firewall	$1,294.56 each month