# GENERAL SERVICES ADMINISTRATION

Federal Supply Service

## Authorized Federal Supply Schedule Price List

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

# Multiple Award Schedule

FSC Group: Professional Services FSC Class: R499
Contract number: GS-00F-170CA

Contract period: **June 19, 2015 - June 18, 2025**

M Powered Strategies, Inc.
1616 H St NW Ste 1010
Washington, DC 20006 4925

www.mpoweredstrategies.com
Telephone Number: 202-628-3115
FAX Number: 202-628-3117

Contract administration source (if different from preceding entry).
John Kendall Lott

Business size: Small
**Price List Effective as of PS-0027 dated 12/21/2021**

Prices Shown Herein are Net (discount deducted)

# CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

| SIN | Recovery | SIN Description |
|---|---|---|
| OLM / OLMSTLOC | OLMRC | Order-Level Materials (OLM) |
| 541511 | 541511RC | Web Based Marketing |
| 541611 | 541611RC | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services |
| 541613 | 541613RC | Marketing Consulting Services |
| 541810ODC | 541810ODCRC | Other Direct Costs for Marketing and Public Relations Services |
| 541910 | 541910RC | Marketing Research and Analysis |
| 561920 | 561920RC | Conference, Meeting, Event and Trade Show Planning Services |
| 611430 | 611430RC | Professional and Management Development Training |
| 54151S | 54151SRC/STLOC | Information Technology Professional Services |

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **See rate table.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item**. See Labor category descriptions**

2. Maximum order: **$1,000,000**

3. Minimum order: **$100**

4. Geographic coverage (delivery area). **Worldwide**

5. Point(s) of production (city, county, and State or foreign country). **Same as company address**

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

7. Quantity discounts. **None**

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

9. Foreign items (list items by country of origin). **Not Applicable**

10a. Time of delivery. (Contractor insert number of days.) **To Be Determined at the Task Order level**

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**

10d. Urgent Requirements. **Contact Contractor**

11. F.O.B. point(s). **Destination**

12a. Ordering address(es). **Same as Contractor address above**

12b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3**.

13. Payment address(es). **Same as Company Address above**

14. Warranty provision. **Standard Commercial Warranty Terms & Conditions**

15. Export packing charges, if applicable. **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

17. Terms and conditions of installation (if applicable). **Not Applicable**

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

18b. Terms and conditions for any other services (if applicable). **Not Applicable**)

19. List of service and distribution points (if applicable). **Not Applicable**

20. List of participating dealers (if applicable). **Not Applicable**)

21. Preventive maintenance (if applicable). **Not Applicable**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. **Not Applicable**

23. Unique Entity Identifier (UEI) number. 126911564

24. Notification regarding registration in System for Award Management (SAM) database. **Contractor registered and active in SAM**

**Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| SIN | Labor Category | Price Offered to GSA (including IFF) |
|---|---|---|
| 541611, 611430 | Administrative Assistant | $ 54.08 |
| 541611, 611430 | Associate Consultant | $ 102.29 |
| 541611, 611430 | Associate Facilitator | $ 107.74 |
| 541611, 611430 | Associate Organizational Analyst | $ 91.98 |
| 541611, 611430 | Business Consultant | $ 156.40 |
| 541611, 611430 | Business Consultant II | $ 199.75 |
| 541611, 611430 | Consultant | $ 113.20 |
| 541611, 611430 | Consultant I | $ 115.16 |
| 541511, 541910, 561920, 541613 | Creative Director I | $ 146.27 |
| 541611, 611430 | Director | $ 191.02 |
| 541611, 611430 | Executive Director | $ 277.13 |
| 541611, 611430 | Facilitation Quality Manager | $ 137.26 |
| 541611, 611430 | Facilitator – Subject Matter Expert | $ 126.20 |
| 541611, 611430 | Facilitator I | $ 144.45 |
| 541511, 541910, 561920, 541613 | Graphic Designer I | $ 72.00 |
| 541511, 541910, 561920, 541613 | Graphic Designer II | $ 77.77 |
| 541511, 541910, 561920, 541613 | Graphic Designer III | $ 100.02 |
| 541611, 611430 | Junior Analyst | $ 97.40 |
| 541511, 541910, 561920, 541613 | Marketing Associate II | $ 64.83 |
| 541511, 541910, 561920, 541613 | Marketing Coordinator I | $ 87.63 |
| 541511, 541910, 561920, 541613 | Marketing Coordinator II | $ 104.98 |
| 541511, 541910, 561920, 541613 | Marketing Coordinator III | $ 118.63 |
| 541511, 541910, 561920, 541613 | Marketing Director I | $ 153.71 |
| 541511, 541910, 561920, 541613 | Marketing Manager I | $ 135.45 |
| 541511, 541910, 561920, 541613 | Marketing Strategist I | $ 104.27 |

| SIN | Labor Category | Price Offered to GSA (including IFF) |
|---|---|---|
| 541611, 611430 | Meeting Coordinator | $ 61.96 |
| 541611, 611431 | Meeting Manager | $ 90.83 |
| 541611, 611430 | Mid-Level Technical Consultant | $ 95.54 |
| 541611, 611430 | Organizational Analyst | $ 74.43 |
| 541611, 611430 | Program Analyst | $ 56.83 |
| 541611, 611430 | Program Analyst II | $ 73.16 |
| 541611, 611430 | Program Manager | $ 135.20 |
| 541611, 611430 | Project Coordinator | $ 87.11 |
| 541611, 611430 | Project Management Consultant | $ 140.68 |
| 541611, 611430 | Project Manager | $ 114.01 |
| 541611, 611430 | Project Manager I | $ 111.43 |
| 541611, 611430 | Project Manager II | $ 125.03 |
| 541611, 611430 | Project Planner | $ 100.01 |
| 541611, 611430 | Senior Consultant I | $ 152.51 |
| 541611, 611431 | Senior Facilitator | $ 154.88 |
| 541511, 541910, 561920, 541613 | Senior Graphic Designer | $ 104.29 |
| 541611, 611430 | Senior Project Management Consultant | $ 124.08 |
| 541611, 611430 | Senior Technical Governance Analyst | $ 135.23 |
| 541611, 611430 | Subject Matter Expert I (SME I) | $ 285.88 |

| SIN | Service Proposed | Price Offered to GSA (including IFF) |
|---|---|---|
| 54151S | Program Manager III | $ 111.30 |
| 54151S | Program Manager II | $ 83.29 |
| 54151S | Program Manager I | $ 72.11 |
| 54151S | Project Manager III | $ 127.38 |
| 54151S | Project Manager II | $ 116.29 |
| 54151S | Project Manager I | $ 68.11 |
| 54151S | Business Process Redesign Consultant III | $ 250.93 |
| 54151S | Business Process Redesign Consultant II | $ 112.61 |
| 54151S | Business Process Redesign Consultant I | $ 92.62 |
| 54151S | Functional Analyst III | $ 113.01 |
| 54151S | Functional Analyst II | $ 86.62 |
| 54151S | Functional Analyst I | $ 87.14 |
| 54151S | Facilitator III | $ 127.15 |
| 54151S | Facilitator II | $ 123.71 |
| 54151S | Facilitator I | $ 83.78 |
| 54151S | Organizational Effectiveness Consultant III | $ 110.23 |
| 54151S | Organizational Effectiveness Consultant II | $ 102.50 |
| 54151S | Organizational Effectiveness Consultant I | $ 88.19 |
| 54151S | Governance and Policy Analyst II | $ 153.74 |
| 54151S | Governance and Policy Analyst I | $ 84.79 |
| 54151S | Solutions Architect | $ 160.81 |
| 54151S | SharePoint Analyst | $ 106.54 |
| 54151S | Systems Engineer III | $ 135.94 |
| 54151S | Systems Engineer II | $ 117.88 |
| 54151S | Systems Engineer I | $ 98.96 |
| 54151S | Technical Writer/Editor III | $ 104.28 |
| 54151S | Technical Writer/Editor II | $ 96.00 |
| 54151S | Technical Writer/Editor I | $ 61.03 |
| 54151S | Training Manager | $ 118.72 |
| 54151S | Training Specialist II | $ 112.18 |
| 54151S | Training Specialist I | $ 94.58 |
| 54151S | IT Policy/Legislative Specialist | $ 104.79 |
| 54151S | IT Strategic/Capital Planner | $ 157.10 |
| 54151S | Knowledge Management Specialist | $ 101.42 |

| SIN(s) PROPOSED | SUPPORT PRODUCT/ LABOR (ODCs) | CEILING PRICE/RATE OFFERED TO GSA (including IFF) |
|---|---|---|
| 541810ODC | 8.5 x 11, B/w Copies | $ 0.33 |
| 541810ODC | 8.5 x 11, Color Copies | $ 0.91 |
| 541810ODC | Brochure, Full Color | $ 0.73 |
| 541810ODC | 18 x 24 Color Poster | $ 21.32 |
| 541810ODC | 24 x 36 Color Poster | $ 42.64 |
| 541810ODC | 6'x2.5' Color Banner, Outdoor with hooks | $ 100.50 |
| 541810ODC | Banner Stand | $ 40.59 |
| 541810ODC | Folder, Color, 2 pockets and business card slot | $ 1.92 |
| 541810ODC | Presentation Graphics, 24 x 36, Mounted | $ 79.18 |
| 541810ODC | Bound Book, 6 x 6, Color, Cover, 4 pages | $ 1.44 |
| 541810ODC | Photography Copies, 4 x 6 | $ 0.26 |
| 541810ODC | 10' x 10' Exhibition Set, Delivery, Set-Up, Rental | $ 4,343.92 |
| 541810ODC | Additional Exhibition Lighting | $ 79.18 |
| 541810ODC | Additional Exhibition Display Counters | $ 1,013.14 |
| 541810ODC | Additional Exhibition Display Case | $ 2,113.58 |
| 541810ODC | Additional Exhibition Furniture | $ 441.60 |
| 541810ODC | 22" Touchsmart PC Workstation Rental | $ 350.24 |
| 541810ODC | Laptop Rental | $ 120.81 |
| 541810ODC | Corportate Event Photography Shoot | $ 126.89 |
| 541810ODC | Corportate Event Post Production | $ 253.79 |
| 541810ODC | Commercial Portrait Shoot | $ 126.89 |
| 541810ODC | Commercial Portraits | $ 131.97 |
| 541810ODC | Advertising Stock Image for Local Use | $ 2,004.96 |
| 541810ODC | Advertising Stock Image for National Use | $ 4,289.10 |
| 541810ODC | Basic Film Shoot w Equipment | $ 659.86 |

| SIN(s) PROPOSED | SUPPORT PRODUCT/ LABOR (ODCs) | CEILING PRICE/RATE OFFERED TO GSA (including IFF) |
|---|---|---|
| 541810ODC | Video Editing | $ 65.98 |
| 541810ODC | Green Screen | $ 152.27 |
| 541810ODC | Copy Writer | $ 203.03 |
| 541810ODC | Location Scouting | $ 35.53 |
| 541810ODC | Stock Footage Research | $ 25.38 |
| 541810ODC | Closed Captioning | $ 6.10 |
| 541810ODC | Conference/Meeting Catering - Breakfast | $ 8.89 |
| 541810ODC | Conference/Meeting Catering - Breakfast Beverages | $ 40.60 |
| 541810ODC | Conference/Meeting Catering - Lunch | $ 14.72 |
| 541810ODC | Conference/Meeting Catering - Lunch Beverages | $ 3.04 |
| 541810ODC | Conference - Basic Audio Equipment Rental | $ 203.03 |
| 541810ODC | Conference - Recording Equipment, Panasonic | $ 60.91 |
| 541810ODC | Conference - Video Projection Rental | $ 191.87 |
| 541810ODC | Conference - Video Screen Rental | $ 177.65 |
| 541810ODC | Full Conference Set-Up | $ 1,268.97 |
| 541810ODC | Conference - Polycom Conference Phone | $ 100.50 |
| 541810ODC | Conference - Audio Tech | $ 96.44 |
| 541810ODC | Conference Facilities, 45 ppl | $ 203.03 |
| 541810ODC | DVD Duplication - 2 Panel Case with Shrinkwrap | $ 1.97 |
| 541810ODC | DVD Duplication - Color Sleeve | $ 1.52 |
| 541810ODC | CD Duplication - 4 panel color sleeve, shrink wrap | $ 1.99 |
| 541810ODC | CD Duplication - Jewel Case, color card | $ 1.56 |
| 541810ODC | Email Blast | $ 507.59 |
| 541810ODC | Search Engine Optimization | $ 121.82 |
| 541810ODC | National Newspaper Advertiser | $ 215.21 |
| 541810ODC | Local Newspaper Advertising | $ 44.16 |
| 541810ODC | Bus Exterior Ads, 4 Weeks | $ 4,568.27 |
| 541810ODC | Bus Stop/Shelter Ads, 4 Weeks | $ 4,568.27 |
| 541810ODC | Subway Ads, 4 Weeks | $ 507.59 |
| 541810ODC | Airport Ads, 4 Weeks | $ 14,719.97 |

| Labor Category Title | Minimum Education / Certification Level | Minimum Years of Experience | Description |
|---|---|---|---|
| Administrative Assistant | None | 1 | Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings is and track action items is required.<br>Duties/Functional Responsibilities: This category provides administrative support to agency personnel or to company members. They take minutes and provide action item tracking for managers. They take accurate notes during large meetings. They alert managers for upcoming due dates.<br>Minimum Education: This category requires a minimum of 1 year of experience in an administrative support position. |
| Associate Consultant | Bachelors | 1 | Minimum/General Experience: This category requires a Bachelors Degree or equivalent experience and a minimum of 1 year of experience in business process reengineering. Facilitation skills required. Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required.<br>Duties/Functional Responsibilities: Personnel in this category consult with consultants and senior consultants in support of agency program managers. They coordinate activities with their managers.<br>Minimum Education: This category requires a Bachelors Degree or equivalent experience and a minimum of 1 years of experience in business process reengineering. |
| Associate Facilitator | Bachelors | 3 | Minimum/General Experience: Associate Facilitators have a bachelor's degree and at least 3 years of experience. Relevant experience includes, but is not limited to, experience in workshop facilitation, training, methodology development and evaluation, process re-engineering in any phase, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. General experience includes excellent interpersonal, communication and client management skills<br>Duties/Functional Responsibilities: Plans and conducts facilitated meetings for small and large group briefings, technical and other conferences. Facilitates team building, problem solving, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering. Also provides logistical meeting/conference support, assists in administrative functions of meetings, and prepares drafts and final reports for dissemination.<br>Minimum Education: Bachelor's degree and at least 3 years of relevant experience. |

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| Associate Organizational Analyst | Bachelors | 2 | Minimum/General Experience: Minimum of 2 years of analytical and organizational skills working in a managerial or organizational effectiveness or improvement environment. Excellent oral and written communication skills required. Experience in customer relations, volunteer coordination, training, recruiting or human resources consulting is required.<br>Duties/Functional Responsibilities: Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, personnel transition planning, or quality assurance. Personnel in this category develop and execute organizational change and design projects on behalf of client organizations. They coordinate organizational or project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, and serve as trusted advisors providing the analytical guidance required for the improvement of communications and behaviors within governmental groups.<br>Minimum Education: Bachelor's degree is required. |
| Business Consultant | Masters | 5 | Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering. Excellent facilitation skills required.<br>Duties/Functional Responsibilities: Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.<br>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering. |
| Business Consultant II | Masters | 5 | Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design, as well as team management experience. Excellent facilitation and facilitation design skills required.<br>Duties/Functional Responsibilities: Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers and lead facilitation teams, design facilitations, develop schedules and cost proposals for facilitations, act as Facilitation Project Managers (executing the full methodology) and produce integrated presentations of multiple client inputs and best practices.<br>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design. |

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| Consultant | Bachelors | 2 | Minimum/General Experience: Minimum of 2 years of experience in any of the following: business process reengineering, strategic communication, change management, or case study development.<br>Duties/Functional Responsibilities: Personnel in this category consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with their managers. Ability to provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Strong oral and written skills. Assists in the development of process or functional improvements via change management.<br>Minimum Education: Bachelor's degree in Accounting, Business, Management, Finance, Economics, Public Administration, or related field. In lieu of a bachelor's degree, a minimum of 4 years of experience in this field. |
| Consultant I | Bachelors | 3 | Minimum/General Experience: This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. Excellent facilitation skills required.<br>Duties/Functional Responsibilities: Personnel in this category consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with their managers.<br>Minimum Education: This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. |
| Creative Director I | Bachelors | 10 | Minimum/General Experience: 10 years experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint required. Must be detail-oriented with strong leadership and project management skills.<br>Minimum Education: Bachelor's degree in Graphic Design (or equivalent).<br>Duties/Functional Responsibilities: Provide creative direction and graphic design services to develop and implement creative strategies that meet specific marketing and communications goals. Oversee creative quality of design for projects in all media. Manage the graphic design team and work closely with the marketing team leader to manage expectations and customer satisfaction. |
| Creative Director II | Bachelors | 15 | Minimum/General Experience: 15 years experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint required. Must be detail-oriented with strong leadership and project management skills.<br>Minimum Education: Bachelor's degree in Graphic Design (or equivalent).<br>Duties/Functional Responsibilities: Provide creative direction and graphic design services to develop and implement creative strategies that meet specific marketing and communications goals. Oversee creative quality of design for projects in all media. Manage the graphic design team and work closely with the marketing team leader to manage expectations and customer satisfaction. |

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| Director | Masters | 8 | Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 8 years of experience in strategic planning and business process reengineering. This category requires a minimum of 5 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life-cycle.<br>Duties/Functional Responsibilities: Personnel in this category serve as trusted advisors to senior government managers, facilitate goal setting sessions and provide direction, guidance and analytical support to senior agency personnel. They assist in strategy sessions and coordinate activities with the Executive Director.<br>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 8 years of experience in strategic planning and business process reengineering. |
| Executive Director | Masters | 10 | Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering. This category requires a minimum of 10 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life-cycle.<br>Duties/Functional Responsibilities: Personnel in this category consult at the highest level of agency management and serve as trusted advisors providing the highest level of analytical guidance and advice to senior executives in government. They assist overall strategy development at the agency level.<br>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering. |

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| Facilitation Quality Manager | Bachelors | 5 | Minimum/General Experience: This category requires a Bachelors Degree and a minimum of 5 years of experience or a Masters Degree and 4 years experience in management of group settings or equivalent certification. Excellent facilitation skills required. Experience with management or coordination of other facilitators, advocates or trainers required, as well as quality oversight of staff outputs, methodologies, or other group activities. General experience includes client relationship management, process modeling, organizational design and development and project management. Consultants must possess professional training or equivalent experience in three of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, logistics management, personnel transition planning, or quality assurance.<br>Duties/Functional Responsibilities: Personnel in this category consult with program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions through the use of group dynamics. They coordinate and manage multi-stakeholder outputs and inputs to enhance organizational behavior and guide groups to successful outcomes through the management of information, communication, behavior, and logistics. They enhance stakeholder communication and collaboration to ensure organizational buy-in of strategic meeting outputs and outcomes. Additionally, they perform quality oversight of outputs, requirements analysis and facilitation design for facilitations or trainings. They also manage and oversee facilitation teams.<br>Minimum Education: This category requires a Bachelors Degree with a minimum of 5 years relevant experience or a Masters Degree with a minimum of 4 years relevant experience or related certification in the management of groups or group dynamics. |
| Facilitator – Subject Matter Expert | Bachelors | 3 | Minimum/General Experience: This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in management of group settings and client relationship management. Excellent facilitation, interpersonal, communication and client management skills are required. Consultants must possess professional training or equivalent experience in two of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, logistics management, personnel transition planning, or quality assurance.<br>Duties/Functional Responsibilities: Personnel in this category consult with program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions through the use of group dynamics. They coordinate and manage multi-stakeholder outputs and inputs to enhance organizational behavior through the management of information, communication, behavior, and logistics. They also provide strategic consulting services to align meeting outputs to desired outcomes.<br>Minimum Education: This category requires a Bachelors Degree with 3 years relevant experience or related certification in the management of groups or group dynamics. |

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| Facilitator I | Bachelors | 6 | Minimum/General Experience: Master's degree and at least 3 years of relevant experience or Bachelor's degree and at least 6 years of relevant experience. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, and information system development methods and practices. General experience includes excellent interpersonal, communication and client management skills.<br>Duties/Functional Responsibilities: Responsible for delivery of session. Provides facilitation services to organizations, including but not limited to working with staff to identify event objectives and participants, developing agendas, and providing meeting leadership and problem solving techniques. Also responsible for facilitating team building, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering.<br>Minimum Education: Master's degree and at least 3 years of relevant experience or<br>Bachelor's degree and at least 6 years of relevant experience. |
| Graphic Designer I | Associates | 1 | Minimum/General Experience: 1 year experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint a plus. Must be detail-oriented.<br>Minimum Education: Associate's degree in Graphic Design (or equivalent).<br>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Create graphics to accompany text and design page layouts. Apply creative design to print and web. Work under the guidance of the Senior Graphic Designer and/or the Creative Director. |
| Graphic Designer II | Associates | 3 | Minimum/General Experience: 3 years experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint a plus. Must be detail-oriented.<br>Minimum Education: Associate's degree in Graphic Design (or equivalent).<br>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Create graphics to accompany text and design page layouts. Apply creative design to print and web. Work under the guidance of the Senior Graphic Designer and/or the Creative Director. |

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| Graphic Designer III | Bachelors | 5 | Minimum/General Experience: 5 years experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint required. Must be detail-oriented with strong project management skills. Minimum Education: Bachelor's degree in Graphic Design (or equivalent).<br>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Support design of projects from conception to completion. Create graphics to accompany text in page layouts. Apply creative design to print and web. Design Microsoft Word and PowerPoint templates for client use. Work under the guidance of the Senior Graphic Designer and/or the Creative Director. |
| Junior Analyst | Bachelors | 3 | Minimum/General Experience: Minimum of 3 years of analytical and organizational skills working in a organizational, process or program effectiveness or improvement environment. Excellent oral and written communication skills required. Experience in customer relations, volunteer coordination, project management or training is required. Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, personnel transition planning, or quality assurance.<br>Duties/Functional Responsibilities: They coordinate organizational or project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their projects. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, projects or programs, and serve as trusted advisors providing analytical guidance.<br>Minimum Education: Bachelor’s Degree is required. |
| Marketing Associate I | Associates | 1 | Minimum/General Experience: 1 year experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Associate's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Assist with project coordination and ensure effective communication with peers/clients. Maintain project plans, monitor work schedules and report to management regularly. Participate in creative strategy sessions and aid in the development of various marketing collateral. |

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| Marketing Associate II | Associates | 1 | Minimum/General Experience: Minimum of 1 year experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Assoiciates degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Assist with project coordination and ensure effective communication with peers/clients. Maintain project plans, monitor work schedules and report to management regularly. Participate in creative strategy sessions and aid in the development of various marketing collateral. |
| Marketing Coordinator I | Bachelors | 1 | Minimum/General Experience: Minimum of 1 years experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Ensure project coordination and effective communication with peers/clients. Manage project plans, monitor work schedules and report to both clients/management regularly. Participate in creative strategy sessions and coordinate development of various marketing collateral. |
| Marketing Coordinator II | Bachelors | 3 | Minimum/General Experience: Minimum of 3 years experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Ensure project coordination and effective communication with peers/clients. Manage project plans, monitor work schedules and report to both clients/management regularly. Participate in creative strategy sessions and coordinate development of various marketing collateral. |
| Marketing Coordinator III | Bachelors | 6 | Minimum/General Experience: Minimum of 6 years experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Ensure project coordination and effective communication with peers/clients. Manage project plans, monitor work schedules and report to both clients/management regularly. Participate in creative strategy sessions and coordinate development of various marketing collateral. |

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| Marketing Director I | Bachelors | 10 | Minimum/General Experience: 10 plus years experience in marketing (or equivalent). 1-5 years experience as an account manager, team lead or supervisor (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Direct all projects and ensure effective communication with peers/clients. Provide planning and decision-making support to staff/clients and ensure quality of all projects. |
| Marketing Manager I | Bachelors | 5 | Minimum/General Experience: 5-10 years experience in marketing (or equivalent). 1-5 years experience as an account manager, team lead or supervisor (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Manage all projects and ensure effective communication with peers/clients. Oversee creative strategy sessions and all staff. Responsible for the overall development and implementation of marketing objectives into creative strategies and finally the development of various print and multimedia campaigns and collateral production. Monitor budget and expenditures. |
| Marketing Strategist I | Bachelors | 3 | Minimum/General Experience: 3-5 years experience in marketing (or equivalent). Skilled in copy writing and editing. Proficient in Microsoft Office. Experience with advertising agency or marketing/consulting firm is a plus.<br>Minimum Education: Bachelor's degree in Marketing, Communications, Public Relations, Advertising (or equivalent).<br>Duties/Functional Responsibilities: Manage multiple projects and ensure effective communication with peers/clients. Create project plans, manage work schedules and report to both clients/management regularly. Manage creative strategy sessions and develop effective marketing strategies for all projects. |
| Meeting Coordinator | Bachelors | 0 | Minimum/General Experience: 0-2 years of experience, entry-level.<br>Duties/Functional Responsibilities: Collaborates with the client and/or facilitator to identify and implement the administrative aspects of meetings. Assists in the coordination of overall meeting(s). This may include agenda creation, action item capture and tracking, presentation development, compilation and distribution of meeting materials, briefings and wrap ups, etc. Some on-site logistics (room, phone, video, etc.) may be required.<br>Minimum Education: Bachelor's degree. |

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| Meeting Manager | Bachelors | 4 | Minimum/General Experience: Bachelor's degree plus 4-6 years of relevant experience in event planning or coordination.<br>Duties/Functional Responsibilities: Collaborates with the client and/or facilitator to identify and implement the administrative aspects of meetings. Manages the coordination of overall meeting(s). This may include agenda creation, action item capture and tracking, presentation development, compilation and distribution of meeting materials, briefings and wrap ups, etc. Some on-site logistics (room, phone, video, etc.) may be required.<br>Minimum Education: Bachelor's degree or CMP certificate. |
| Mid-Level Technical Consultant | Bachelors | 3 | Minimum/General Experience: Minimum of 3 years of technical, analytical and business skills working in a managerial or organizational business process improvement environment focusing on specialized process improvement tasks. Excellent oral and written communication skills required. Experience customer relations and office software required.<br>Duties/Functional Responsibilities: Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, cost-benefit analysis, process design and specifications, performance measures, baseline management, feasibility analyses, transition planning, modeling, and simulation, business process reengineering, business process analysis, information architecture planning and design, quality assurance, business, or management. Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.<br>Minimum Education: Bachelor’s degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable. |

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| Mid-Level Technical Consultant II | Bachelors | 6 | Minimum/General Experience: Mid-Level Consultants have a bachelor's degree and up to or exceeding 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.<br>Duties/Functional Responsibilities: The Mid-Level Consultant performs data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. The Mid-Level Consultant supervises other consultant specialists and applies process improvement and reengineering methodologies and principles to conduct process modernization projects. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis and process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.<br>Minimum Education: Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines. |
| Organizational Analyst | Bachelors | 3 | Minimum/General Experience: Minimum of 3 years of analytical and organizational skills working in a managerial or organizational effectiveness and program development. Excellent oral and written communication skills required. Experience in project management, communication planning and human resources consulting, or training is required.<br>Duties/Functional Responsibilities: Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, program management, human resource management, communication planning, or quality assurance. Personnel in this category develop communication plans and execute organizational change processes on behalf of client organizations. They coordinate organizational or program information for government personnel, including status of projects, analysis of reports and reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues of program they monitor. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, management of programs and resources.<br>Minimum Education: Bachelor's degree is required. |

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| Program Analyst | Bachelors | 0 | Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required.<br>Duties/Functional Responsibilities: This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They alert managers for upcoming program and project due dates.<br>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. |
| Program Analyst II | Bachelors | 0 | Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required.<br>Duties/Functional Responsibilities: This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They are able to utilize the notes to support action item tracking and to provide basic project management support. They alert managers for upcoming program and project due dates.<br>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. |
| Program Manager | Bachelors | 8 | Minimum/General Experience: Minimum of 8 years of Project Management of large-scale programs (Federal, State and Private Sector) including management of multiple contract types. Excellent oral and written communication skills required.<br>Duties/Functional Responsibilities: Personnel in this category oversee program and performance management offices on behalf of agency personnel. They oversee personnel and maintain cost, schedule and performance data. They meet regularly with government managers and advise them on deliverables and issues on a variety of projects. Personnel in this category regularly consult with and advise senior government managers and serve as trusted advisors providing the analytical guidance required for completion of government programs and initiatives. They facilitate overall strategy development at the agency level.<br>Minimum Education: Bachelor's degree in business or related field. Equivalent experience is also acceptable. |

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| Project Coordinator | Bachelors | 2 | Minimum/General Experience: Minimum of 2 years of Project or organizational coordination activity. Excellent oral and written communication skills required. Experience customer relations and office software required.<br>Duties/Functional Responsibilities: Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.<br>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable. |
| Project Management Consultant | Masters | 8 | Minimum/General Experience: Project Management Consultants have a master's degree and up to or exceeding 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.<br>Duties/Functional Responsibilities: The Project Management Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Project Management Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.<br>Minimum Education: Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines. |

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| Project Manager | Bachelors | 5 | Minimum/General Experience: Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.<br>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.<br>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable. |
| Project Manager I | Bachelors | 3 | Minimum/General Experience: Minimum of 3 years of Project Management of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required.<br>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.<br>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable. |
| Project Manager II | Bachelors | 5 | Minimum/General Experience: Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.<br>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.<br>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable. |

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| Project Planner | Bachelors | 3 | Minimum/General Experience: Minimum of 3 years of Project Planning of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required. Experience with Primavera or equivalent system required.<br>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.<br>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable. |
| Senior Consultant I | Masters | 3 | Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. Excellent facilitation skills required.<br>Duties/Functional Responsibilities: Personnel in this category consult with agency managers within programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.<br>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. |
| Senior Facilitator | Masters | 6 | Minimum/General Experience: Master's degree plus 6-8 years of relevant experience or Bachelor's degree plus 12 years of relevant experience. This category requires thorough knowledge of group facilitation, training, methodology development, conflict resolution, and evaluation. Knowledge of process reengineering across all phases, identifying best practices, business management techniques, organizational development, activity and data modeling, information system development methods and practices, organizational change management, strategic performance management, identification of core/critical processes and core values, strategic planning, vision development, communication plan development, and organizational decision making are also required. Excellent interpersonal, communication and client management skills.<br>Duties/Functional Responsibilities: High-level strategic facilitation services to organizations, including but not limited to: working with senior staff in organizations to identify event objectives and participants, supervising the development, revision, delivery, and evaluation of sessions (including developing session designs and agendas), utilizing problem solving techniques, analyzing data and developing final reports.<br>Minimum Education: Master's degree and 6-8 years of relevant experience or Bachelor's degree and minimum 12 years of relevant experience. |

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| Senior Graphic Designer | Bachelors | 10 | Minimum/General Experience: 10 years experience (or equivalent). Must be proficient with Adobe Photoshop, Illustrator and InDesign. Ability to design in Microsoft Word and PowerPoint required. Must be detail-oriented with strong project management skills.<br>Minimum Education: Bachelor's degree in Graphic Design (or equivalent).<br>Duties/Functional Responsibilities: Create customized identity, marketing and communications products based on the design direction of the Creative Director and marketing team. Support design of projects from conception to completion. Create graphics to accompany text in page layouts. Apply creative design to print and web. Design Microsoft Word and PowerPoint templates for client use. Oversee creative quality of junior graphic designer projects. Work under the guidance of the Creative Director. |
| Senior Project Management Consultant | Bachelors | 8 | Minimum/General Experience: The Senior Project Management Consultant has expertise in project management methodologies, process redesign and quality assurance. This individual will have a Bachelor's degree plus 8-10 years of related project-related experience or a Master's degree plus 6 years of related project-related experience. This individual will also have their PMP and/or commensurate experience and will have extensive experience in coaching and mentoring other project managers.<br>Duties/Functional Responsibilities: Provides executive analytical, advisory and implementation expertise in Project Management. This individual is brought in to plan major programs or oversee projects and has expertise in organizational assessments, project management and portfolio management methodologies, process redesign and organizational change management. They apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solutions.<br>Minimum Education: Bachelor's degree and 8-10 years of related project experience or Master's degree and 6 years of related project experience. |
| Senior Technical Governance Analyst | Bachelors | 8 | Minimum/General Experience: The Senior Technical Governance Analyst in IT management methodologies, process redesign and quality assurance. This individual will have a Bachelor's degree plus 8-10 years of related project-related experience or a Master's degree plus 6 years of related project-related experience. This individual will also have their PMP and/or commensurate experience and will have extensive experience in the operations of governance boards, governance process design, and project oversight and evaluation.<br>Duties/Functional Responsibilities: Provides executive analytical, advisory and implementation expertise in Governance. This individual is brought in to assist governance boards in the oversight of portfolios of major programs and can provide organizational assessments, project management and portfolio management methodologies, process redesign and organizational change management. They apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solutions.<br>Minimum Education: Bachelor's degree with 8-10 or more years of related quality management or governance experience or Master's degree and 6 years of related portfolio or governance experience. |

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| Strategic Services Consultant | Masters | 5 | Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in inter-agency support. Personnel in this category will have experience in organizational strategy, program development and interagency initiative development.<br>Duties/Functional Responsibilities: Personnel in this category consult with agency management across programs and organizations to support interagency program development and to improve communication, collaboration and organizational effectiveness. They coordinate activities with program and project managers across organizations.<br>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in interagency program support and strategy development. |
| Subject Matter Expert I | Masters; Some hold PhDs | 20 | A Subject Matter Expert is an individual who's qualifications or particular expertise are exceptional or highly unique. Subject Matter Experts are typically identified as recognized industry leaders for a given area of expertise. Subject Matter Experts typically perform the following kinds of functions: initiates, supervises, or develops requirements from the projects inception to conclusion for complex to extremely complex programs; provides strategic advice, technical guidance, and expertise to program and project staff; provides detailed analysis, evaluation, and recommendations for improvements, optimization development, or maintenance efforts for client specific or mission-critical challenges or issues; consults with client to define need or problem, supervises studies, and leads surveys to collect and analyze data to provide advice and recommended solutions. Subject Matter Expert level I is an emerging expert within the field. |

**SIN 54151S Labor Categories**

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| Title: Program Manager III |
| Detailed position description (include functional responsibilities): Knows how to plan, analyze and evaluate the effectiveness of operating programs. Able to use source data to evaluate the effectiveness of programs and business processes. Able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations. Able to effectively manipulate data to present program status and make recommendations on improving business processes. |
| Minimum years of experience: Minimum of 10 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Program Manager II |
| Detailed position description (include functional responsibilities): Knows how to plan, analyze and evaluate the effectiveness of operating programs. Able to use source data to evaluate the effectiveness of programs and business processes. Able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Program Manager I |
| Detailed position description (include functional responsibilities): Able to gather the appropriate data that will be used to plan, analyze, and evaluate the effectiveness of operating programs. |
| Minimum years of experience: No Minimum |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Project Manager III |
| Detailed position description (include functional responsibilities): Supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. Supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. Utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. Performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.<br><br>Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. |
| Minimum years of experience: Minimum of 8 years of progressive experience. |
| Minimum years of education/degree requirements: Master's Degree |
| Title: Project Manager II |
| Detailed position description (include functional responsibilities): Primary interface with Agency in managing the project. Provides management and technical review to ensure consistent |

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| high quality and timely results, directs critical decision making, and manages project issues to avoid conflicts and delays. Meets regularly with government managers and advises them on deliverables and issues on their project. Facilitates overall strategy development at the project and program levels. Shall be from prime Contractor organization. Excellent oral and written communication skills required. |
| Minimum years of experience: Minimum of 5 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Project Manager I |
| Detailed position description (include functional responsibilities): Has experience in creating, applying and maintaining tools to track program, project, or task performance data, including cost, schedule, and performance data. Has experience in the creation of routine and ad hoc reports. Able to provide oral and written discussion of analytical findings using narrative and graphic forms. |
| Minimum years of experience: Minimum of 2 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Business Process Redesign Consultant III |
| Detailed position description (include functional responsibilities): Consult at the highest level of agency management and serve as trusted advisors providing the highest level of analytical guidance and advice to senior executives in government. Assist overall strategy development at the agency level.<br><br>Minimum of 10 years of Federal experience (direct or via contract) managing large-scale government programs and a thorough knowledge of the government budget and investment lifecycle. |
| Minimum years of experience: Minimum of 10 years of experience in strategic planning and business process reengineering. |
| Minimum years of education/degree requirements: Master's Degree |
| Title: Business Process Redesign Consultant II |
| Detailed position description (include functional responsibilities): Has experience in the analysis of IT business and information environment and be able to effectively recommend and implement improvements to the business and data architectures that will improve overall agency performance. |
| Minimum years of experience: Minimum of 5 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Business Process Redesign Consultant I |
| Detailed position description (include functional responsibilities): Support agency program managers. Coordinate activities with their managers. Has good facilitation, oral, and written communication skills. Strong working knowledge of office software such as Microsoft Office required. Accurately take and transcribe notes during meetings and track action items. |
| Minimum years of experience: Minimum 1 year experience |
| Minimum years of education/degree requirements: Minimum of 1 year of experience in business process reengineering. |
| Title: Functional Analyst III |
| Detailed position description (include functional responsibilities): Work with customers, users and project leads in analyzing, designing, implementing and supporting IT business applications and systems. Has experience in having primary responsibility for individual projects and systems. Has experience in testing functionality and matching to requirements. |

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| Minimum years of experience: Minimum of 5 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree in engineering, or a related scientific or technical discipline |
| Title: Functional Analyst II |
| Detailed position description (include functional responsibilities): Document functional and business requirements, building use cases, experience mapping data fields across databases for data migrations, conducting 1-on-1 and small panel interviews with customers, experience using a variety of work-flow tools such as Visio. Experience supporting both agile and waterfall software development projects. Prior experience testing all documented business and functional requirements against newly developed solutions for accuracy. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor’s Degree |
| Title: Functional Analyst I |
| Detailed position description (include functional responsibilities): Work with customers, users and project leads in analyzing, designing, implementing and supporting IT business applications and systems. Has experience in having primary responsibility for individual projects and systems. Has experience in testing functionality and matching to requirements. |
| Minimum years of experience: Minimum of 1 year of experience. |
| Minimum years of education/degree requirements: Bachelor’s Degree in engineering or a related scientific or technical discipline is required. |
| Title: Facilitator III |
| Detailed position description (include functional responsibilities): Responsible for delivery of session. Provides facilitation services to organizations, including but not limited to working with staff to identify event objectives and participants, developing agendas, and providing meeting leadership and problem solving techniques. Also responsible for facilitating team building, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering. |
| Minimum years of experience: Minimum of 3 years of experience, or 6 years of experience with Bachelor’s degree. |
| Minimum years of education/degree requirements: Master’s degree |
| Title: Facilitator II |
| Detailed position description (include functional responsibilities): Guides and assists clients through a wide range of management, organizational and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Provides facilitation services to agency, including but not limited to working with staff to identify event objectives and participants, developing agendas, and providing meeting leadership and problem solving techniques. Responsible for facilitating team building, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering. Identifies best practices, assesses performance measurement and researches, collects and verifies data and translates it into strategic and operational guidance.<br><br>Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, and information system development |

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| methods and practices. General experience includes excellent interpersonal, communication and client management skills. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Facilitator I |
| Detailed position description (include functional responsibilities): Coordinates organizational or project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. Meets regularly with contractor project and government managers and advises them on deliverables and issues. Provides administrative support to the other team members. Has excellent oral and written communication skills. |
| Minimum years of experience: Minimum of 3 years of analytical and organizational skills working in organizational, process or program effectiveness or improvement environment. |
| Minimum years of education/degree requirements: Professional training |
| Applicable training/certification requirements: |
| Substitution of experience for degrees: |
| Title: Organizational Effectiveness Consultant III |
| Detailed position description (include functional responsibilities): Consult with program managers to identify, diagnose, and problem-solve organizational effectiveness problems and solutions through the use of group dynamics. Coordinate and manage multi-stakeholder outputs and inputs to enhance organizational behavior through the management of information, communication, behavior, and logistics. Provide strategic consulting services to align meeting outputs to desired outcomes. Performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Excellent facilitation, interpersonal, communication and client management skills are required. |
| Minimum years of experience: Minimum 5 years of experience in management of group settings and client relationship management. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Organizational Effectiveness Consultant II |
| Detailed position description (include functional responsibilities): Consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. Coordinate activities with their managers. Excellent facilitation skills required. |
| Minimum years of experience: Minimum of 3 years of experience in organization design and related process development. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Organizational Effectiveness Consultant I |
| Detailed position description (include functional responsibilities): Coordinate organizational or project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. Meet regularly with program and government managers and advise them on deliverables and issues on their projects. Regularly advise government managers on issues relating to the operation of their organizations, projects or programs, and serve as trusted advisors providing analytical guidance. |
| Minimum years of experience: Minimum of 1 year of analytical and organizational skills working in an organizational, process or program effectiveness or improvement environment. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Governance and Policy Analyst II |

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| Detailed position description (include functional responsibilities): Provides executive analytical, advisory and implementation expertise in Governance. Assists governance boards in the oversight of portfolios of IT projects and can provide organizational assessments, project management and portfolio management methodologies, process redesign and organizational change management. Applies analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solutions. Has extensive experience in IT the operations of governance boards, governance process design, and project oversight and evaluation, and experience in IT management methodologies, process redesign and quality assurance. |
| Minimum years of experience: Minimum of 8 years of related project-related experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Governance and Policy Analyst I |
| Detailed position description (include functional responsibilities): Tracks changes in public policy and assist senior analysts in advancing the organization's mission in public policy. Takes direction from the senior clients and be able to work on a diverse portfolio of policy issues. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Solutions Architect |
| Detailed position description (include functional responsibilities): Experience defining technology strategies and roadmaps. Experience building SaaS based applications in the Cloud utilizing services such AWS. Experience utilizing open sources technologies to develop digital products, such as websites and web/mobile applications. |
| Minimum years of experience: Minimum of 10 years required in a solutions architect role. 8+ years' experience designing technical and operational architecture for web services/SOA applications. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: SharePoint Analyst |
| Detailed position description (include functional responsibilities): Strong knowledge of SharePoint UI and SharePoint web part development. Strong skills required in SharePoint 2010 Development, .NET Development, SharePoint 2010 PowerShell Development, and Visual Studio 2010. Prior experience with InfoPath is required. Prior experience using SharePoint 2013 is required. Direct experience designing and deploying global SharePoint 2010 intranets for clients is required. Extremely well-versed in all areas of systems administration and design for Windows 2008 based platforms. |
| Minimum years of experience: Minimum of 8 years of experience as a SharePoint developer experience with a minimum of 6 years hands on experience with Microsoft .Net framework, of which 5 years were spent on SharePoint. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Systems Engineer III |
| Detailed position description (include functional responsibilities): Supervise, coordinate and/or perform additions and changes to network hardware and operating systems, and attached devices; including investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems. Troubleshoot at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware |

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| devices at the logical level working with communication protocols. Participate in planning design, technical review and implementation for new network infrastructure hardware and network operating systems for voice and data communication networks. Maintain network infrastructure standards including network communication protocols such as TCP/IP. Provide technical consultation, training and support to IT staff as designated by the Government. Diagnose and resolve complex communication problems. |
| Minimum years of experience: Minimum of 10 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Systems Engineer II |
| Detailed position description (include functional responsibilities): Coordinate and/or perform additions and changes to network hardware and operating systems, and attached devices; includes investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems, including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems. Troubleshoot at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware devices at the logical level working with communication protocols. Maintain network infrastructure standards including network communication protocols such as TCP/IP. Provide technical consultation, training and support to IT staff as designated by the Government. |
| Minimum years of experience: Minimum of 5 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Systems Engineer I |
| Detailed position description (include functional responsibilities): Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and ISO reference models, and profiles of standards such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model as they apply to the implementation and specification of information management solution of the application platform, across the Application Program Interface (API), and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Technical Writer/Editor III |
| Detailed position description (include functional responsibilities): Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant |

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| information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction. |
| Minimum years of experience: Minimum of 5 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Technical Writer/Editor II |
| Detailed position description (include functional responsibilities): Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Technical Writer/Editor I |
| Detailed position description (include functional responsibilities): Assist in writing and/or editing technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction. |
| Minimum years of experience: No minimum experience requirement. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Training Manager |
| Detailed position description (include functional responsibilities): Provide leadership and management for training tasks that are being performed by the Contractor. Prepare training documents and services that are required to support training requirements drawing input from the researchers, test engineers, systems analysts, training specialists, logisticians, and the Government and applying customer training policies. Supervise the activity of the Training Specialist(s). Maintain contact with the customer to insure that the training meets their needs. |
| Minimum years of experience: Minimum of 5 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Training Specialist II |
| Detailed position description (include functional responsibilities): Conduct the research necessary to develop and revise training courses. Develop and revise courses and prepare |

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| appropriate training catalogs. Prepare instructor materials (course outline, background material, and training aids). Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops and seminars. Prepare reports and monitor training tasks in support of the goals of the Contractor Program Manager and the Government sponsor(s) using standard training standards and software and hardware programs such as modeling and simulation and prototyping efforts. Provide input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected. Commensurate education and experience. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Training Specialist I |
| Detailed position description (include functional responsibilities): Conduct the research necessary to develop and revise training courses. Develop and revise courses and prepare appropriate training catalogs. Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops and seminars. Prepare reports and monitor training tasks in support of the goals of the Contractor Program Manager and the Government sponsor(s) using standard training standards and software and hardware programs such as modeling and simulation and prototyping efforts. Provide input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected. Commensurate education and experience. |
| Minimum years of experience: Minimum of 1 year of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: IT Policy/Legislative Specialist |
| Detailed position description (include functional responsibilities): Assist in interpreting and implementing IT public policy initiatives. Typical support includes assistance with long-term strategy development, tracking legislation, and making policy recommendations. Meet with client often on a daily basis to relay progress and establish priorities. |
| Minimum years of experience: Minimum of 3 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: IT Strategic/Capital Planner |
| Detailed position description (include functional responsibilities): Provide strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provide the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assist in developing mission and vision statements, subsequent goal delineation, provide guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives. Assist in preparation of key strategic planning documentation, including Office of Management and Budget (OMB) Form 300. |
| Minimum years of experience: Minimum of 5 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |
| Title: Knowledge Management Specialist |
| Detailed position description (include functional responsibilities): Assist in the design, development, and implementation of Knowledge Management (KM) strategies. Apply expertise in KM tools and deploy information management and content management strategies and |

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| experience. Comprehend and recognize key barriers to KM behavioral change and develop effective change management programs. Analyze business processes, interview stakeholders, and evaluate strategic and IT plans to develop KM programs. Develop KM governance structures and processes for implementing KM programs and systems and provide consulting thought leadership on current best practices in KM, portal design, and intellectual capital and content management. |
| Minimum years of experience: Minimum of 2 years of experience. |
| Minimum years of education/degree requirements: Bachelor's Degree |

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