



CONTRACTING RESOURCES GROUP

General Services Administration Federal Acquisition Service Authorized Federal Supply Schedule FSS Price List

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

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: GS-00F-009CA
Contract Period: December 24, 2019 through December 23, 2024
Contractor: Contracting Resources Group, Inc. (d.b.a.) CRG
8 W. West Street
Baltimore, MD 21230-3723

Business Size: Woman-Owned Small Business (WOSB)

Telephone: (443) 277-0781
Website: www.contractingrg.com
Email: ddipalo@contractingrg.com
Contract Admin: Dina P. DiPalo

The pricelist is current through Modification #PS-0032 Effective August 14, 2023

Prices Shown Herein are Net (discount deducted)

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: GSAAvantage.gov.

CUSTOMER INFORMATION

1a. Table of Awarded special item numbers with appropriate cross-reference to item descriptions and awarded prices.

SIN	Recovery	SIN Description
541219	541219RC	Budget and Financial Management Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541613	541613RC	Marketing Consulting Services
541614SVC	541614SVCRC	Supply and Value Chain Management
541612HC	541612HCRC	Agency Human Capital Strategy, Policy and Operations
541910	541910RC	Marketing Research and Analysis
611430	611430RC	Professional and Management Development Training
54151S	54151SRC	Information Technology Professional Services
561110	561110RC	Office Administrative Services
OLM	OLMRC	Order-Level Materials (OLMs)

- 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.** Pricing begins on page 4.
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.** Labor Descriptions begins on page 6.
2. **Maximum Order:** \$1,000,000.00
 3. **Minimum Order:** \$100.00
 4. **Geographic Coverage (delivery Area):** Worldwide
 5. **Point 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 Offered
 8. **Prompt payment terms:** Net 30 days. Information for ordering offices: Prompt Payment Terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign items:** None
- 10a. **Time of Delivery:** Specified on the Task Order
- 10b. **Expedited Delivery.** Items available for expedited delivery are noted on this pricelist.
- 10c. **Overnight and 2-day delivery.** Contact Contractor
- 10d. **Urgent Requirements.** Contact Contractor
11. **F.O.B Points:** Destination
- 12a. **Ordering Address:** Same as Contractor
- 12b. **Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3
13. **Payment address:** Same as company address
14. **Warranty provision:** Standard commercial warranty.
15. **Export Packing Charges:** N/A
16. **Terms and conditions of rental, maintenance, and repair:** N/A
17. **Terms and conditions of installation:** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 18b. **Terms and conditions for any other services:** N/A
19. **List of service and distribution points:** N/A
20. **List of participating dealers:** N/A
21. **Preventive maintenance:** N/A
- 22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 22b. **If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508>. N/A**
23. **Unique Entity Identifier (UEI):** L4WNU25B42Y5
24. **Notification regarding registration in System for Award Management (SAM):** *Registered*

LABOR CATEGORY RATES

**All SINS include the corresponding Recovery Contracting (RC) SINS.*

SIN(s)	Labor Category	12/24/2023- 12/23/2024
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Senior Strategist	\$301.28
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Senior Program Manager	\$225.96
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Senior Consultant	\$206.14
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Subject Matter Expert III	\$203.49
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Principal Management Consultant	\$200.85
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Market Analyst	\$175.75
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Senior Project Manager	\$170.72
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Program Manager	\$195.83
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Subject Matter Expert II	\$162.80
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Trainer	\$144.95
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Project Manager	\$132.14
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Consultant	\$132.14
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Junior Consultant	\$85.89
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Analyst I	\$79.28
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Project Analyst	\$71.88
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Contracts Specialist I	\$67.66
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Research Associate	\$61.84
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613,	Junior Analyst	\$59.20
541910, 541613, 561110	Senior Consultant	\$206.14
541910, 541613, 561110	Program Manager	\$189.31
541910, 541613, 561110	Subject Matter Expert III	\$203.49
541910, 541613, 561110	Consultant	\$169.89
541910, 541613, 561110	Subject Matter Expert II	\$162.80
541910, 541613, 561110	Project Manager	\$132.14
541910, 541613, 561110	Junior Consultant	\$85.89
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	IT Specialist	\$130.48
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Sr. Technical Writer	\$93.03
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Senior Researcher	\$180.85
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Research Assistant	\$85.40
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Data Analyst	\$75.35
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Acquisition Management Analyst	\$132.14
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	HSI SME I	\$332.29
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Technical Writer	\$83.51

SIN(s)	Labor Category	12/24/2023-12/23/2024
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Data Entry Operator	\$47.57
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Task Lead	\$135.31
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Communications Specialist	\$105.91
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	H.S.I. SME 2	\$237.84
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Executive Assistant	\$71.26
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Administrative Assistant	\$58.51
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	SME Primary Reviewer	\$98.33
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	SME Secondary Reviewer	\$201.79
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Sr. Executive Assistant	\$64.52
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Analyst II	\$108.78
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Financial Analyst II	\$98.33
561110, 541611, 611430, 541614SVC, 54151S, 541219, 541910, 541613	Acquisition Specialist II	\$102.99

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	Contractor/ Customer Site	Unit of Issue	Price Offered to GSA
611430	Contract Administration and Management Development Training	1 day	3	5	Both	per day	\$2,141.06
611430	GSA Schedule Writing Workshop	1 day	3	5	Both	per day	\$1,234.26

SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Data Entry Operator	01051 Data Entry Operator-I	2015-4281
Administrative Assistant	01020 Administrative Assistant	2015-4281

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

LABOR CATEGORY DESCRIPTIONS

SENIOR STRATEGIST

Minimum Experience:

Ten (10) years of management consulting or related industry. Expert problem-solver and sorts through complex issues and conducts comparative analysis of multiple solutions for business development. Understands organization's needs, identifies strengths and weaknesses, and develops and implements creative and pragmatic solutions.

Functional Responsibilities:

Work with clients to develop goals and objectives to improve business processes. Oversee the implementation of solutions, including but not limited to the development of communications strategies, acquisition plans, marketing programs, training programs & curriculums, and other learning initiatives. Conclude consulting engagement with a qualitative and quantitative measurement of intervention, and recommendations for continuous improvement. May perform in a project or program manager role or oversee an on-site project manager. Will apply in-depth understanding of agencies' mission, organizational interrelationships and priorities and take into account the resource implications of decisions. Will serve in a decision-making role with respect to the work of other contractor personnel on the project and may serve as the customer's focal point.

Minimum Education: BS required; MS preferred

SENIOR PROGRAM MANAGER

Minimum Experience:

Ten (10) years of experience in a related industry and functional area.

Functional Responsibilities:

Responsible for program oversight and all management aspects of the program including project budgets, delivery schedules, staff management, and deliverables. Additional responsibilities include:

- Monitor compliance with contract terms including use of government furnished property, performance criteria, delivery timetables, and submission of financial reports.
- Plan and coordinate future contract changes with program and other procurement officials (including reviewing specifications and schedules, identifying trends and potential problems, and recommending alternatives and solutions for procurement strategies).
- Administer a variety of simultaneous contractual actions ensuring equitable treatment of each contractor, Monitoring Program Milestones and planning of corrective action, if necessary.
- Prepare client correspondence; attend client meetings and conducts performance evaluations.

Minimum Education: BS required; MS preferred

SENIOR CONSULTANT**Minimum Experience:**

Six (6) years of management consulting or related industry. Specialized experience will include outstanding recent managerial experience in the relevant subject area, and a diverse range of related subject matter expertise in one or more relevant areas of the acquisition life cycle or program/project functional area, to include: purchasing/procurement, source selection, training, research, business process improvement, policy development, financial analysis, automated systems development/analysis/ implementation, federal government project or program management, federal statutes and regulations, acquisition or contracting management.

Functional Responsibilities:

Will perform management/oversight of operational or consulting support tasks in one or more areas of the acquisition life cycle or program/project functional area, to include: purchasing/procurement, source selection, training, research, business process improvement, policy development, financial analysis, automated systems development/analysis/ implementation, federal government project or program management, federal statutes and regulations, acquisition or contracting management. This individual will be responsible for planning, Scheduling and conducting, through their own taskings and those of others they coordinate with, all phases of the project(s) they are responsible for.

Minimum Education: BS required

SUBJECT MATTER EXPERT III**Minimum Experience:**

Ten (10) years of experience in related industry and functional area.

Functional Responsibilities:

Demonstrated experience and ability to analyze complex requirements and recommend development of strategies. Demonstrated experience and ability to assist in developing strategic plans and concepts. Demonstrated experience and ability to assist in developing strategic plans and concepts. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risks management; life- life cycle management; policy development, methodologies, and modeling in the functional areas being addressed. Considered an industry expert in a variety of the field's concepts, practices, and procedures. Leads and directs the work of others.

Minimum Education: BS required; MS preferred

PRINCIPAL MANAGEMENT CONSULTANT**Minimum Experience:**

Fifteen (15) years of experience in a related industry and functional area.

Functional Responsibilities:

Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic

direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.

Minimum Education: BS required; MS preferred

MARKET ANALYST

Minimum Experience:

Three (3) years of relevant experience. This will include strong and increasingly responsible demonstrated hands-on experience and a diverse range of subject matter expertise in one or more relevant areas of the acquisition life cycle or program/project functional area, to include: purchasing/procurement, source selection, training, research, business process improvement, policy development, financial analysis, automated systems development/analysis/implementation, federal government project or program management, federal statutes and regulations, acquisition or contracting management.

Functional Responsibilities:

This individual will perform operational or consulting support in one or more areas of the acquisition life cycle or program/project functional area, to include: purchasing/procurement, source selection, training, research, business process improvement, policy development, financial analysis, automated systems development/analysis/ implementation, federal government project or program management, federal statutes and regulations, acquisition or contracting management. Will perform most work independently in a mid-level, non-managerial role, with occasional oversight of less experienced personnel. Will provide formal briefings and/or training to others. Will be responsible for exercising much latitude oversteps to carry out tasking, develop original solutions, prioritize workload and make recommendations on overall strategies.

Minimum Education: BS required

SENIOR PROJECT MANAGER

Minimum Experience:

Seven (7) years of experience in a related industry and functional area.

Functional Responsibilities:

Manages large scale, complex projects, providing guidance and direction to subordinate managers and staff. Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Senior Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters.

Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes and CRG policy and procedures. Participates in contract negotiations.

Minimum Education: BS required; MS preferred

PROGRAM MANAGER**Minimum Experience:**

Five (5) years of management consulting or related industry. Direct program management experience as a contract consultant in the public sector preferred.

Functional Responsibilities:

- Monitor compliance with contract terms including use of government furnished property, performance criteria, delivery timetables, and submission of financial reports.
- Plan and coordinate future contract changes with program and other procurement officials (including reviewing specifications and schedules, identifying trends and potential problems, and recommending alternatives and solutions for procurement strategies).
- Administer a variety of simultaneous contractual actions ensuring equitable treatment of each contractor, Monitoring Program Milestones and planning of corrective action, if necessary.
- Prepare client correspondence; attend client meetings and conducts performance evaluations.

Minimum Education: BS required

SUBJECT MATTER EXPERT II**Minimum Experience:**

Five (5) years of experience in related industry and functional area.

Functional Responsibilities:

Demonstrated experience and ability to analyze complex requirements and recommend development of strategies. Demonstrated experience and ability to assist in developing strategic plans and concepts.

Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risks management; life- life cycle management; policy development, methodologies, and modeling in the functional areas being addressed.

Minimum Education: BS required

TRAINER**Minimum Experience:**

Two (2) years of training development and facilitation experience.

Functional Responsibilities:

Facilitate instructor-led training and conduct the research necessary to develop and revise training courses and prepare appropriate training catalogs. Develop all instructor materials (course outline, background material, and training aids). Develop all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provide daily supervision and direction to staff.

Minimum Education: BS required

PROJECT MANAGER**Minimum Experience:**

Two (2) years of training development and facilitation experience. Two (2) years of management consulting or related industry. Direct project management experience as a contract consultant in the public sector preferred.

Functional Responsibilities:

Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes and CRG policy and procedures. Participates in contract negotiations.

Minimum Education: BS required

CONSULTANT**Minimum Experience:**

Two (2) years of management consulting or related industry. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, acquisition planning, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel.

Functional Responsibilities:

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision of the Senior Consultant or may work independently.

Minimum Education: BS required

JUNIOR CONSULTANT**Minimum Experience:**

One (1) year of management consulting or related industry. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases identifying best practices, change management, business management techniques, acquisition planning, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel.

Functional Responsibilities:

Support the Senior Consultant in the planning and scheduling of consulting engagements, acquisition support and management services, project management activities, and training. Gathers, analyzes and composes technical information and documentation. Conducts research and ensures the use of proper technical terminology. Interprets Reviews documentation and determines editing and graphics in the preparation of major documentation tasks and contract deliverables. Establishes schedules for document production and conducts quality assurance/control inspections at specific intervals to ensure standard are met.

Minimum Education: BS required

ANALYST I

Minimum Experience:

Four (4) years of experience in related industry and functional area.

Functional Responsibilities:

Provides independent and objective analysis and consulting services including organizational assessments; program audits and evaluations; performance measure/indicators; process and productivity improvement. Planning includes short-term and long-range goals. Assists in validation of existing strengths and makes recommendations. Assists in the development and preparation of reports that present findings. Performs interview and analysis of past business improvement actions. Performs analysis of existing organizational effectiveness, general management, and identifies problems and potential enhancements to business organizations design and business improvement efforts. Addresses long range strategic planning to gain improvements in management, operation and other business areas. Assists groups in establishing clear goals to achieve new levels of problem solving, decision- making.

Minimum Education: BS required

PROJECT ANALYST

Minimum Experience:

Three (3) years of experience in related industry and functional area.

Functional Responsibilities:

Supports the Program or Project Manager throughout the lifecycle of the project. Responsible research, technical expertise and assistance in project management, contracts, acquisitions, and procurement. Assists in defining scope of the project and provides strategic planning and solutions for project resolution.

Minimum Education: BS required

CONTRACTS SPECIALIST I

Minimum Experience:

Three (3) years of experience in related industry and functional area.

Functional Responsibilities:

Provides support in contract administration and delivers assistance and oversight to the contracts team as necessary. Analyzes cradle to grave project requirements and develops solutions for agencies and organization's needs. Responsible for services in administration and management of contracts, contracts negotiations, proposal preparation, strategy, and

development assistance. Responsibilities include acquisition planning, RFP guidance, market research/analysis, and terms and conditions administration. Working knowledge of the FAR is required.

Minimum Education: BS required

RESEARCH ASSOCIATE

Minimum Experience:

Two (2) years of experience in related industry and functional area.

Functional Responsibilities:

Collects and analyzes data to evaluate difficulties and makes recommendations to improve mission-oriented business functions. Develops and follows modeling and evaluation processes to determine the effectiveness of current activities to determine problem areas and develop solutions.

Minimum Education: BS required

JUNIOR ANALYST

Minimum Experience:

Two (2) years of experience in a related industry and functional area.

Functional Responsibilities:

Performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical and administrative area relating to the project/task. Under direct supervision of management prepares draft inputs to program documentation as it relates to any of the support functions, reviews final draft documents for conformity to requirements and completeness. Applicable functional areas include acquisition management, business process improvement, organizational planning, and program and project management.

Minimum Education: BS required

SENIOR CONSULTANT

Minimum Experience: Six (6) years of marketing experience or related industry.

Functional Responsibilities:

This individual will be responsible for planning, scheduling, and conducting, through their own taskings and those of others. Additional areas of responsibility:

- Coordinate planning, designing, quality control and implementation of project to ensure timely deliverables.
- Provide work direction, project status, and feedback to all team members and assists in issue resolution.
- Design and develops deliverables per client need and expectations and presents potential concepts.
- Assists in the identification, assessment and resolution of issues and problems.
- Communicates with clients throughout the life of the project.
- Balances and prioritizes project work to ensure critical items are addressed.

- Ensures high quality deliverables are produced while working within budget and meeting deadlines.

Minimum Education: BS required

PROGRAM MANAGER

Minimum Experience: Five (5) years of marketing experience or related industry. Direct program management experience as a contract consultant in the public sector preferred.

Functional Responsibilities:

- Monitor compliance with contract terms including use of government furnished property, performance criteria, delivery timetables, and submission of financial reports.
- Plan and coordinate future contract changes with program and other procurement officials. This includes reviewing specifications and schedules, identifying trends and potential problems, and recommending alternatives and solutions for procurement strategies.
- Prepare client correspondence.
- Administer a variety of contractual actions occurring simultaneously ensuring equitable treatment of each contractor.
- Monitoring Program Milestones and planning of corrective action, if necessary.
- Attend Client Meetings and conducts performance evaluations.

Minimum Education: BS required

SUBJECT MATTER EXPERT III

Minimum Experience:

Ten (10+) years of experience in the marketing and communications industry. Has functioned at the Director-level or higher within the marketing/advertising department of an organization.

Functional Responsibilities:

- Develops customized organizational and marketing solutions to meet client needs.
- Engages clients in problem solving, questioning, listening, and solutions identification.
- Translates organizational concerns into communications solutions.
- Provides key understanding of competitive landscapes.
- Understands the strategic communications consulting landscape, emerging technology and business trends.
- Lead CRG's team members in defining project objectives, scope, and deliverables; assesses resource needs.
- Oversees Strategist/Writer efforts.
- Architect organizational strategies to ensure all creative work is focused on achieving client objectives.

Minimum Education: BS required

CONSULTANT

Minimum Experience:

Two (2) years of experience in successful marketing/advertising position. Minimum of one (1) year of supervisory experience preferred.

Functional Responsibilities:

- Define and research target audiences and determine appropriate messaging, strategy plans and graphics,
- Meet with creative team to ensure messaging is on target,
- Track and analyze outcome of all marketing efforts,
- Development marketing strategies and plans with strategic partners,
- Suggests and initiates researched strategies and enhancements, and
- Analyzes current market loyalties and recommends new market opportunities.

Minimum Education: BS required

SUBJECT MATTER EXPERT II**Minimum Experience:**

Five (5) years of experience in the marketing and communications industry.

Functional Responsibilities:

- Interacts and confers with client frequently regarding specific work efforts, including seeking regular feedback and input from client on deliverables.
- Demonstrates superior ability to develop, write, and edit copy for a variety of communication vehicles.
- Displays outstanding understanding of the integration of words, images, and functionality across a broad spectrum of marketing and communications materials.
- Shows knowledge of a variety of advertising, public relations, and marketing communication concepts, practices, and procedures.
- Has the ability to conduct research, interview, and offer creative marketing ideas,
- Contains a strong desire and ability to work creatively and analytically with an attention to detail.
- Communicates information and ideas in speaking and writing so others will understand.

Minimum Education: BS required

PROJECT MANAGER**Minimum Experience:**

Four (4) years of experience in related industry and functional area.

Functional Responsibilities:

- Supports the maintenance of the project schedule and assists the project team in ensuring that deliverables are completed in timely manner.
- Knowledgeable in the use of the project management tools used for activity assignment, resource planning, and cost control.
- Works with the team on problem resolution and customer satisfaction for individual task orders.
- Serves as a marketing and design consultant for originating concepts and initial designs.
- Manages the day-to-day execution of client engagements through the coordination assigned personnel.
- Maintains liaison with the client throughout all project stages.

- Assigns job responsibility and supervises the process and personnel assigned for performance of required tasks, quality of work, output of client product in conformance with agreed standards of content, quality and timeliness, and achievement of project plan.
- Manages client expectations within the framework of the engagement to assure a mutually satisfactory result.

Minimum Education: BS required

JUNIOR CONSULTANT

Minimum Experience:

One (1) year of marketing experience or related industry.

Functional Responsibilities:

- Support the Senior Consultant in the planning and scheduling of consulting engagements, marketing and communications services, project management activities, and training.
- Gathers, analyzes and composes research information and documentation.
- Conducts research and ensures the use of proper technical terminology.
- Interprets, reviews documentation and determines editing and graphics in the preparation of major documentation tasks and contract deliverables.
- Establishes schedules for document production and conducts quality assurance/control inspections at specific intervals to ensure standards are met.

Minimum Education: BS required

INFORMATION TECHNOLOGY (IT) SPECIALIST

Minimum Experience:

Three (3) years of related experience.

Functional Responsibilities:

Serves as a senior member of consulting teams as a task manager or as a project leader on IT projects of scope and complexity. As a consulting team member, collects, analyzes, and interprets data in one or more information technology specialties. Develops, or participates in the development of assignment methodology.

Minimum Education: BS required

SENIOR TECHNICAL WRITER

Minimum Experience:

Three (3) years of related experience.

Functional Responsibilities:

Researches, organizes, writes, edits, and produces data for a wide variety of highly complex technical publications. Recommends overall organization and layout, editorial standards, and publication methods. Coordinates publication with outside sources and vendors as needed. Develops department editing standards and styles. Checks document for spelling, grammar, and content problems. Interviews engineers and other technical personnel, as needed. May provide task direction to team members.

Minimum Education: BS required

SENIOR RESEARCHER**Minimum Experience:**

Five (5) years of experience.

Functional Responsibilities:

Plans and implements strategic approaches that meet data and performance management objectives. This includes reviewing specifications and data, identifying trends and potential problems, and recommending alternatives and solutions. Provides independent and objective analysis and consulting services including baseline assessments; program audits and evaluations; performance measure/indicators; reporting. Assists in validation of existing strengths and makes recommendations. Present findings and assist in the development and preparation of reports. Assists groups in establishing clear goals to achieve new levels of problem solving, and decision-making

Minimum Education: BS required

RESEARCH ASSISTANT**Minimum Experience:**

Four (4) years of related experience.

Functional Responsibilities:

Assists the team in the development of the Data-to-Action reports, supplemental data collection, survey administration, and creation of the database shell. Performs analysis of requirements and support recommended development of strategies. Assist in the development of strategic plans and concepts. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risks management; life- life cycle management; policy development, methodologies, and modeling in the functional areas being addressed. Plans, schedules and conducts, through their analysis and those of others they coordinate with, throughout all phases of the project(s).

Minimum Education: BS required

DATA ANALYST**Minimum Experience:**

Five (5) years of related experience.

Functional Responsibilities:

Create a database to track information and monitor the status of implementation, evaluation, and results that inform stakeholders for decision-making on future evaluation. Participates on quarterly calls to offer technical assistance and share findings of data collections, attend the annual meeting, and on an as-needed basis attend site visits. Generates the actionable reports to aid the stakeholders in an ongoing data-informed decision-making process. Supports the collection, analyses and reporting of data for the program evaluation. Gathers, analyzes and composes technical information and documentation. Conducts research and ensures the use of proper program and technical terminology. Establishes schedules for document production and conducts quality assurance/control inspections at specific intervals to ensure standards are met.

Minimum Education: BS required

ACQUISITION MANAGEMENT ANALYST

Minimum Experience:

Ten (10) years of experience.

Functional Responsibilities:

Hands-on experience supporting decision makers in all phases of the acquisition process (pre-award, source selection, and post award). Responsible for planning, organizing, leading, and directing the day- to-day activities of performing Acquisition, technical, and procurement support services. Establishing goals, objectives and schedules for the Acquisition programs; preparing organizational planning documents; compiling data in the preparation of contract deliverables. Has the ability to perform cost/price analysis of simple and complex proposals and possesses the knowledge of and experience with various contract types, to include but not limited Indefinite Quantity contracts, Cost Reimbursable Contracts, Time and Materials, Labor Hour and Fixed Price Contracts.

Minimum Education: BS required

HUMAN SYSTEMS INTEGRATION (HSI) SME I

Minimum Experience:

Fifteen (15) years of relevant experience.

Functional Responsibilities:

Senior professional with extensive, enterprise-wide knowledge and experience in one or more human factors designated functional and/or domain areas. Provides insight, advice, expert opinions and best practices concerning strategic direction and applicability of up to date, industry standard solutions. Responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Supports the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Education: BS required

TECHNICAL WRITER

Minimum Experience:

Two (2) years of related experience.

Functional Responsibilities:

Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports, and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: BS required

DATA ENTRY OPERATOR**Minimum Experience:**

One (1) year of related experience.

Functional Responsibilities:

Performs data entry by entering, updating, researching, verifying and/or retrieving data into/from various systems; and ensuring the accuracy and confidentiality of information recorded. Prepares source data for entry; verifying and logging receipt of data; obtaining missing data. Records data by operating data entry equipment; coding information; resolving processing problems. Protects organization's value by keeping information confidential.

Minimum Education: BS required

TASK LEAD**Minimum Experience:**

Six (6) years of experience or related industry.

Functional Responsibilities:

Researches and investigates new or improved business and management practices for application to programs or operations. Analyzes organizational and directorate operational needs to determine operational requirements as they apply operational management systems; Reviews forms and reports and confer with management and users to promote standardization of format, distribution, and purpose, and identifies problems and improvements. Provides for the improvement and simplification of reporting requirements through analyses of data reported, analysis of the requirements and methods for preparation of reports and ensures that reporting requirements are met. Reviews organizational requirements and participates in problem-solving discussions for the purposes of developing solutions that benefit the organization's internal processes; Applies process improvement and re-engineering methodologies and principles; Monitors administrative processes for opportunities to develop recommendations for improved efficiency; and researches organizations to determine range of activities, scope of mission, persons in positions of leadership, and contact information. Conducts capability analyses and evaluate and advise on the organization, methods, and procedures for providing administrative support systems. Conducts internal studies and evaluations, recommend work simplification measures, and prepares operations manuals to assist management in operating more efficiently and effectively creates, documents, and manages a controlled system for information and knowledge management.

Minimum Education: BS required, and MS preferred

COMMUNICATIONS SPECIALIST**Minimum Experience:**

Two (2) years of related experience.

Functional Responsibilities:

Supports the program office, project team and stakeholders with internal and external communications, planning and scheduling of project activities and tasks. Gathers, analyzes and composes technical information and documentation. Conducts research and ensures the use of proper program and technical terminology. Interprets and reviews reporting documentation for

editing and graphics in the preparation of communications and documentation tasks and reporting deliverables. Establishes schedules for document production and conducts quality assurance/control inspections at specific intervals to ensure standards are met.

Minimum Education: BS required

HUMAN SYSTEMS INTEGRATION (HSI) SME II

Minimum Experience:

Ten (10) years of related experience.

Functional Responsibilities:

Senior professional with extensive, enterprise-wide knowledge and experience in one or more designated human factors functional and/or domain areas. Provides insight, advice, expert opinions and best practices concerning strategic direction and applicability of up to date, industry standard solutions. Responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Supports the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

Minimum Education: BS required

EXECUTIVE ASSISTANT

Minimum Experience:

Four (4) years of related experience.

Functional Responsibilities:

Performs administrative duties for executive management. Responsibilities may include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors. Sensitivity to confidential matters may be required.

Minimum Education: BS required

ADMINISTRATIVE ASSISTANT

Minimum Experience:

Two (2) years of related experience.

Functional Responsibilities:

Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills, Internet research and strong communication skills are required.

Minimum Education: BS required

SME PRIMARY REVIEWER**Minimum Experience:**

Five (5) years of related experience.

Functional Responsibilities:

Review and prepare packets for recommendation waiver decisions using a computer-based document system. Make recommendation decisions for each package prepared. Perform administrative preparation of waiver recommendation letters. Interact with customers, both military and government, in matters related to qualifications and standards.

Minimum Education: BS required

SME SECONDARY REVIEWER**Minimum Experience:**

Ten (10) years of related experience.

Functional Responsibilities:

Review and make recommendations using a computer-based document system. Attend in periodic training with the staff of qualifications and standards. Review and discuss trends and requirements, update all staff on the proper usage of correspondence and to discuss specific subjects encountered in day-to-day work. Interact on a daily basis via phone and email correspondence, with customers, both military and government, in matters related to qualifications and standards.

Minimum Education: BS required

SENIOR EXECUTIVE ASSISTANT (EA)**Minimum Experience:**

Five (5) years of experience.

Functional Responsibilities:

Provide a full range of ongoing, proactive administrative and executive support. The EA serves as the primary point of contact for internal and external matters pertaining to Executive Programs/Offices. The EA serves as the liaison to the senior management teams and organizes and coordinates executive outreach and external relation efforts.

Minimum Education: BS required

ANALYST II**Minimum Experience:**

Three (3) years of related experience.

Functional Responsibilities:

Plans and implements strategic approaches that meet data and performance management objectives. This includes reviewing specifications and data, identifying trends and potential problems, and recommending alternatives and solutions. Provides independent and objective analysis and consulting services including baseline assessments; program audits and evaluations; performance measure/indicators; reporting. Assists in validation of existing strengths and makes recommendations. Assists in the development and preparation of reports

that present findings. Assists groups in establishing clear goals to achieve new levels of problem solving, decision-making.

Minimum Education: BS required

FINANCIAL ANALYST II

Minimum Experience:

Five (5) years of experience.

Functional Responsibilities:

Provides financial administrative support for the planning, tracking, analysis and execution of funding. Utilizes Industry and Government best practices and standards (i.e., FAR, DFAR, JTR, FIRMR, DoD5000, etc.) Provides contract execution support, purchase orders, and task orders through various contracting offices, and financial offices to ensure timely execution and obligation of funding actions; Populates budget and financial information into executive level presentations; Tracks fund execution, including commitments, obligations, unobligated balances, and expenditures for all programs, and provide reports; Is able to support the formulation of strategic financial plans, prepare cost estimates, Purchase Request Worksheets (PRW), Life cycle budget planning, Financial briefings, exhibits, and reconciliations in relations to the commitments, and obligations of funding, Spreadsheets and appropriate documentation to support directed financial data calls (e.g. taskers); Spend plan worksheets or documents, which provide an analysis detailing authorizations, commitments, obligations and balances, and correlates financing requirements into executable budgets.

Minimum Education: BS required

ACQUISITION SPECIALIST II

Minimum Experience:

Eight (8) years of experience.

Functional Responsibilities:

Provides contracting administrative support for the planning, development and processing of contracts. Utilizes Industry and Government best practices and standards to guide them in this effort (i.e., FAR, DFAR, FIRMR, DoD5000, etc.). Assists, prepares, develops and processes documentation for submission of requests for procurement of services or goods including acquisition strategy, market research, statements of work, statements of objectives, performance-based statements of work, estimated lifecycle costing, independent government cost estimates (IGCE) analysis of alternatives, and justifications for purchase. Provides analysis and recommendations based on reviews of contract documentation; Provides analysis and review for recommendations of potential contract vehicles; Coordinates contract documentation review activities; Tracks contractual documentation from preparation through negotiations to final approval this includes award status of contract actions; and Provides assistance in developing and promulgating acquisition policies and instructions in accordance with pertinent legislation, rules, regulations and DoD or VA guidance.

Minimum Education: BS required

Additional education over the minimum required in any labor category may be substituted for required experience as follows:

Required Education	Actual Education	Credit for Additional Experience
HS Diploma	Associate's Degree	2
HS Diploma	Bachelor's Degree	4
Bachelor's Degree	Master's Degree	2
Bachelor's Degree	Ph.D.	6
Master's Degree	Ph.D.	4

Additional experience over the minimum required in any labor category may be substituted for required education as follows:

Actual Education	Required Education	Additional Experience (above the minimum required)
HS Diploma	Bachelor's Degree	4
HS Diploma	Advanced Degree	6
Associate's Degree	Bachelor's Degree	2
Associate's Degree	Master's Degree	4
Bachelor's Degree	Master's Degree	2

TRAINING COURSE DESCRIPTIONS

FOR SIN 611430 and 611430RC

Course Title	Contract Administration and Management Development Training
Course Length	8 hours/ 1 day
Number of Participants	10 Max
Support Materials Needed	Course Material

Course Description and Objectives:

Participants will learn the principles in contract administration and the reporting requirements and additional requirements as referenced within the contract terms and conditions.

Contract administration covers a multitude of industries, which is why this course is typically taken first to cover the broad background and principles in contract and procurement processes. Topics pertaining to government contracts and private sector contracts will be covered. Students will learn basic processes in setting up contract terms, how to account for change orders (or cost overruns), contract disputes and financial audits

During the course a series of best practices developed by the Office of Federal Procurement Policy are presented for administering federal contracts. The covered areas are:

- Roles and Responsibilities of the Contracting Officer's Technical Representative (COTR).
- Reviewing and Processing Vouchers.
- Contract Closeout.
- These practices should not be viewed as mandatory regulatory guidance; instead, they should be viewed as techniques that we hope are useful in performing the contract administration function.
- As best practices in other areas of contract administration.

Course Objectives:

By the end of the program, participants will be able to:

- Identify administration tools and the roles of the contract administrator.
- Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts.
- Understand the importance of knowing contractual terms and conditions.
- Understand and be able to adhere to reporting requirements.

Course Length:

This is a 1-day intensive course with customized case studies, scenarios and/or role-plays.

Course Title	GSA Schedule Writing Workshop
Course Length	8 hours/ 1 day
Number of Participants	5 Max
Support Materials Needed	Course Material

Course Description and Objectives:

This one-day training course provides companies with all the information and templates needed to write a GSA Schedule. No lengthy speeches, just a detailed review of each step in the writing, submission and negotiation process. Participants come away from this course with a hardcopy and softcopy of their draft offer. For years our GSA experts have been working with contracting officers and writing GSA Schedules. While other companies do provide GSA Schedule training, most programs require additional consulting and costs for completion. Our goal at CRG is to provide businesses with the knowledge and skills to complete the process independently and with ease.

What You Will Learn?

- The GSA Schedule Process.
- Administrative and Past Performance Requirements.
- Pricing and Negotiation Strategies.

Who Should Attend?

- Corporate Information Officers.
- CPAs/Chief Financial Officers.
- Business Owners.
- Contracting Administrators.
- Program and Project Managers.
- Sales and Marketing Personnel.

Course Objectives:

- To understand The GSA Schedule Process at a glance.
- To be able to respond to the administrative and past performance requirements.
- Understand and ability to price and negotiate strategies.

Course Length:

This is a 1-day intensive course with customized templates and scenarios.