

# General Services Administration

## Federal Acquisition Service

### Authorized Federal Supply Schedule FSS 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 is available through GSA Advantage!™, a menu-driven database system.*

*The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.*

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

## Multiple Award Schedule (MAS)

**Contact Number:** GS-00F-275CA

**Contract Period:** September 1, 2020 to August 31, 2025

Price list current as of Modifications PS-0047 - effective June 8, 2023

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## 1 Awarded Special Item Number(s)

MAS SIN	Recovery	MAS SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program, and Project Management Services
541219	541219RC	Budget and Financial Management Services
522310	522310RC	Financial Advising, Loan Servicing, and Asset Management Services
541211	541211RC	Auditing Services
54151HEAL	54151HEALRC	Health Information Technology Services
541330ENG	541330ENGRC	Engineering Services
541614SVC	541614SVCRC	Supply and Value Chain Management
518210C	518210C	Cloud Computing and Cloud-Related IT Professional Services
54151S:	54151SRC:	Information Technology (IT) Professional Services
54151HACS	54151HACSRC	Highlight Adaptive Cybersecurity (HACS)
OLM	OLMRC	Order-Level Materials (OLM)

- a. 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 CONTRACT PRICE LIST, AT THE END OF THIS DOCUMENT
- b. 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 BELOW.

## 2 Maximum Order

SINs	Maximum Order
<b>541611:</b> Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services.	\$1,000,000
<b>541219:</b> Budget and Financial Management Services	\$1,000,000
<b>522310:</b> Financial Advising, Loan Servicing and Asset Management Services	\$1,000,000
<b>541211:</b> Auditing Services	\$1,000,000
<b>54151HEAL:</b> Health Information Technology Services	\$500,000
<b>541330ENG:</b> Engineering Services	\$1,000,000
<b>541614SVC:</b> Supply and Value Chain Management	\$1,000,000
<b>518210C:</b> Cloud Computing and Cloud Related IT Professional Services	\$500,000
<b>54151S:</b> Information Technology (IT) Professional Services	\$500,000
<b>54151HACS:</b> Highlight Adaptive Cybersecurity (HACS)	\$500,000
<b>OLM:</b> Order Level Materials	\$250,000

### 3 Minimum Order

\$100.00

### 4 Geographic Coverage (Delivery Area)

Domestic Only

### 5 Point(s) of Production

Same as company address

### 6 Discount of List Prices or Statement of Net Price

Government net prices (discounts already deducted).

### 7 Quantity Discounts

Base Year Task Order/Single Order Contract Value	Percent Discount
\$2,500,000 - \$7,499,999	2%
Over \$7,500,000	4%

### 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 concession.]

### 9 Foreign Items

No foreign items are provided under this contract.

### 10 Delivery Terms

- a. Time of Delivery: Specified on the Task Order
- b. Expedited Delivery: The Contractor will insert the sentences “Items available for expedited delivery are noted in this pricelist,” under this heading. The Contractor may use a symbol of its choosing to highlight items on its pricelist that have expedited delivery: Contact Contractor
- c. Overnight and 2-day Delivery: The Contractor will indicate whether overnight and 2- day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- d. Urgent Requirements: The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor

### 11 F.O.B. Points

Destination

### 12 Ordering Information

- a. Ordering Address: Same as Contractor.
- b. Ordering Procedures: See Federal Acquisition Regulation (FAR) 8.405-3.

### **13 Payment Address**

Same as company address.

### **14 Warranty Provision**

No Warranty

### **15 Export Packing Charges**

N/A

### **16 Terms and Conditions of Rental Maintenance, and Repair (if Applicable)**

N/A

### **17 Terms and Conditions of Installation (if Applicable)**

N/A

### **18a Terms and of Repair Parts Indicating Data of Parts Price Lists and any Discounts from List Prices (if Applicable)**

N/A

### **18b Terms and Conditions for any other Services (if Applicable)**

N/A

### **19 List of Service and Distribution Points (if Applicable)**

N/A

### **20 List of Participating Dealers (if Applicable)**

N/A

### **21 Preventive Maintenance (if Applicable)**

N/A

### **22a Special Attributes such as Environmental Attributes (e.g. Recycled Content, Energy Efficiency, and/or Reduced Pollutants)**

N/A

### **22b Section 508**

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.gov/>.

[N/A](#)

### **23 Unique Entity ID (UEI)**

UEI: MAA3SBSDQVM1

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## 24 Notification Regarding Registration in sam.gov

Registered and active in SAM Cage Code: 7QEG9

## Awarded SIN Descriptions

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

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

**Integrated Consulting Services.** Integrated Consulting Services includes but is not limited to advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

**KPMG's Philosophy of Advisory Services.** KPMG has developed an effective advisory services methodology in order to help support Professional Services Category (PSC) efforts within the federal government. KPMG understands that success on PSC work requires the contractor to work with the client and within the client's environment, and to tap into the client's knowledge base. Furthermore, since PSC work is so often part of a larger process of improvement, the advisor needs to maintain both a firm sense of direction and the flexibility to change as the engagement develops. Additionally, PSC engagements usually require a multidisciplinary team to perform the broad tasks needed to improve organizations. KPMG can provide such a team because we have worked on many advisory services engagements providing PSC-type services, such as our work with the Department of Housing and Urban Development's Real Estate Assessment Center and the Naval Audit Service. Below we present a sampling of our advisory services. We briefly describe how the services contribute to PSC and the key steps in KPMG's approach.

New approaches will be developed, or current approaches modified, to best serve our clients where engagements do not lend themselves to our standard methodology.

**Program Audits and Evaluations.** Judges program results through the use of a tailored, validated audit approach used by KPMG to perform independent assessments. Our program audits comply with the standards established by Government Auditing Standards, also organization's services, products, and operations against its competitors as well as the best commonly known as the Yellow Book.

**Risk Assessments.** Risk is inherent in operating a business or running a program. Management has to determine how much risk is acceptable and create a control structure to keep those risks within appropriate limits. Our risk assessment methodology is designed to assist management in making these determinations.



The risk assessment process begins by defining business objectives and determining how they are enabled by managerial strategies. We link business objectives to the core processes of the organization, and determine business risk. Business risk is managed by the internal control environment put in place within the organization. The risk assessment process we follow is depicted in the following graphic, and results in defining the level of risk associated with a business objective, given the type of controls in place to manage the risk and the effectiveness of those controls.



**Performance Measurement.** Assesses whether organizational resources are economically and efficiently applied and determines the degree to which the intended results of the agency, program, or activities are being met. Once understood, an agency can begin the process of realignment and applying resources to meet its organizational mission. To accomplish this in government, KPMG utilizes this approach:



**Organizational Assessments.** Assesses the informal and formal relationships within an organization in order to understand how business is conducted. Our diagnostic tools focus on key business issues and assess current organizational dynamics and communications, in order to expose the day-to-day reality of the agency's workings. This understanding is a fundamental requirement for PSC because it exposes the true communication patterns within the organization, thus allowing for effective transformation planning.

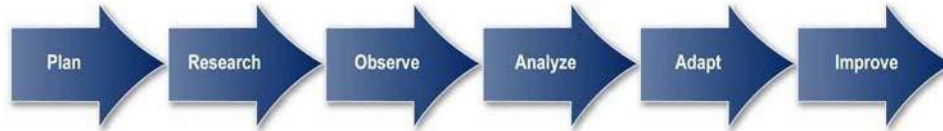


**Change Management.** KPMG firmly believes that by embracing change, and the opportunities inherent in any major change, management can prevent or minimize problems, thus never reaching a crisis during the change. Therefore, the advisor will assist management in controlling resistance to the change and in building a positive consensus in favor of change. Efforts to reduce resistance and build the organization during the implementation of the improvement efforts can lead to a successful transformation.



**Benchmarking.** Benchmarking can assist an organization to identify areas for improvement as well as the "Best Practices" that they may need to adopt from other organizations.

Benchmarking is done by setting up a process of continual measurement and comparison of an organizations outside its industry. The overall goal of benchmarking is for the process of measurement and comparison to lead to the implementation of "Best Practices" and other improved processes so as to reduce costs and improve the quality of services and products.



**Activity-Based Management (ABM).** Many organizations have a difficult time measuring the full cost of providing a service or delivering a product. Activity-Based Management (ABM) helps management by setting up a system designed to measure the full costs of providing products and services. Because ABM allows management to understand the real costs of providing products and services, it gives management the knowledge needed in order to make reliable decisions. ABM, by providing accurate and timely information for managers, is important to PSC efforts because it is a way for managers to have a solid base from which to make organizational improvement or outsourcing decisions.

**Integrated Business Program Support Services**

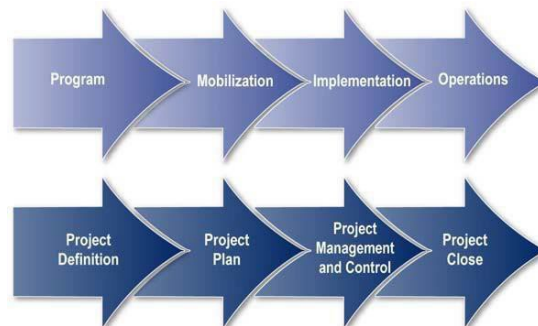
**Business Program Support Services** include but is not limited to services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

**Program Integration and Project Management Services** include management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

**KPMG's Philosophy of Project Management.** KPMG's project management methodology is designed to provide comprehensive guidelines for the effective management and administration of most projects, while retaining sufficient flexibility to meet the specific needs of individual projects and project managers. Our main objective is to help minimize risk and uncertainties by facilitating continuous client involvement, establishing management controls and procedures, and defining standard processes and techniques that can be validly applied to many types of projects.

KPMG employs a two-tiered approach to program management, illustrated below. Program management is the coordination and management of multiple projects to achieve strategic program benefits. Project management, in contrast, is the day-to-day directing and controlling of organizational resources to complete specific project goals and objectives. Both support PSC efforts by helping to create management excellence and performance increases on projects and programs.



KPMG has broad experience assisting the Federal Government with improving the administration, management, and oversight of their programs and projects. KPMG's experience preparing analytical studies and providing recommendations to various government clients directly relates to our PSC program work. KPMG has also provided performance assessments for federal agencies related to departmental

streamlining initiatives in response to the GRPA and reinventing government initiatives. Below we discuss the most important action steps in both project and program management

**Define the Managing Principles.** (Program and Project Management) We work with agency management to define the program or project's scope, place boundaries around the project, identify a high-level schedule, and identify the extent of the project team's involvement. This helps to ensure that the client and the project team have the same understanding of project expectations and address potential problems in advance.

**Assemble the Team Structure and Staffing Profile.** (Program and Project Management) Another objective of the project definition phase is to assemble and structure an appropriate team. Since project management involves the contractor working within the client's organizational structure, there exists a need for the client and contractor to work as one team. KPMG's subject matter, functional, and client service professionals will work with the client's staff, to develop a "one team" approach to managing and planning the project.

**Employ a Formal Lifecycle Methodology (Project Management).** Just as the program is broken down into projects, the formal lifecycle methodology breaks down the project into smaller units of work (phases, activities, and tasks) where risk management and change management concerns can be addressed on a controllable scale.

**Utilize Well-Established and Structured Project Management Techniques. (Project Management).** The ultimate product of the Project Planning phase is to produce a detailed work plan, using the lifecycle methodology and staffing plan. Standard planning steps and guidelines are established in order to develop consistent plans across teams.

**Employ Policies and Procedures for Management Controls. (Program and Project Management).** The formal lifecycle methodology simplifies the planning process by subdividing major work efforts into smaller units of work, but the same management controls must be in place for all levels of the project's management. The previously developed management plans are implemented and used to effectively manage the day- today activities of the project. Project management then becomes an iterative process that continually measures the current position and future direction of the project against the agreed-upon plan. As a result, the project manager is able to provide an objective measure of project quality and progress.

**Gradually Disband Project Organization.** (Project Management) The objective of the project close phase is to disband the project organization and environment in an organized manner once all objectives have been achieved and all detailed work plan tasks are complete. The project closing process is generally phased over a period of time, rather than culminating in a single event. The client staff must understand and support the project closing process in order to reduce final project implementation risks. The tasks defined in this phase are generally applicable to all projects. However, the project manager needs to consider the complexity and size of the project, characteristics of the organization, and organizational change when developing a project closing approach. In addition, the lifecycle methodology may reference specific "post-implementation" tasks to be addressed by the project team.

### **Complementary Financial Management Services**

**Complementary Financial Management Services** includes, but is not limited to, Assessing and improving financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devising and implementing performance measures, conducting special cost studies, performing actuarial services, performing economic and regulatory analysis, assisting with financial quality assurance efforts, and performing benchmarking.

### **Program Management Services**

**Program Management Services** includes, but is not limited to, the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

## **SIN 522310: Financial Advising, Loan Servicing and Asset Management Services**

Services include assisting agencies on cross-cutting issues, asset marketability, equity monitoring, originations, and addressing any other considerations regarding the acquisition, management and/or resolution of an asset; assisting agencies in servicing, monitoring and maintaining loan assets such as establishing loan database, remittance processing, processing loan cancellations and consolidations, billing services, and servicing troubled loans which may include borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements.

### **Loan Servicing & Asset Management**

Loan Servicing & Asset Management includes, but is not limited to, assisting agencies in servicing, monitoring and maintaining loan assets which may include establishing loan database, remittance processing, verify and update borrower data, issue forms and correspondence, process loan cancellations and consolidations, billing services, credit bureau reporting, and transfer and discharge loans. Provide servicing of troubled loans which may include borrower negotiations, restructuring, foreclosure, and supervision of the sale of the collateral and workout agreements.

## **SIN 541211: Auditing Services**

Perform financial-related audits, performance audits, recovery audits, transportation audits, and contract audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and non-GAGAS. Perform an independent assessment of an audited entity's financial statements in conformity with generally accepted accounting principles, financial information, adherence to financial compliance requirements and internal controls, or organization or program performance to identify areas for improvement.

Recovery audits: identify recoverable funds resulting from overpayments, duplicate payments and underpayments under the authority of public law and regulation, e.g., Section 354 of the National Defense Authorization Act for FY 96 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461),.

Transportation audits: perform administrative reviews and rate examinations on prepayment and post payment transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, tenders or other applicable rate authority

Note: Inherently Governmental services as identified in the Federal Acquisition Regulation (FAR) 7.503 or by the ordering agency are prohibited under this SIN. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

### **Financial & Performance Audits**

Financial & Performance Audits includes, but is not limited to, financial statement audits, financial-related audits, performance audits, and contract audits in accordance with Generally Accepted Government Auditing Standards (GAGAS) and non-GAGAS. An independent assessment of an audited entity's a) financial statements in conformity with generally accepted accounting principles, b) financial information, adherence to financial compliance requirements and internal controls, or c) organization or program performance to identify areas for improvement.

### **Complementary Audit Services**

Complementary Audit Services includes, but is not limited to, other services performed by auditors including assist in developing questions for use at hearings, develop methods and approaches in evaluating a new or proposed program and forecast potential program outcomes.

## **SIN 541219: Budget and Financial Management Services**

Services include accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

### **Accounting**

Accounting includes, but is not limited to, transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

### **Budgeting**

Budgeting includes, but is not limited to, assessing and improving the budget formulation and execution processes, conducting special reviews to resolve budget formulation or budget execution issues, and providing technical assistance to improve budget preparation or execution processes.

## **SIN 54151Heal: Health Information Technology Services**

Includes a wide range of Health IT services to include connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other Health IT services.

## **SIN 541330ENG: Engineering Services**

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

## **SIN 541614SVC Supply and Value Chain Management**

Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.

## **SIN 518210C Cloud Computing and Cloud Related IT Professional Services**

Includes commercially available cloud computing services such as Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS) and emerging cloud services. IT professional services that are focused on providing the types of services that support the Government's adoption of, migration to or governance/management of Cloud computing. Specific labor categories and/or fixed price solutions (e.g. migration services, etc.) that support activities associated with assessing Cloud solutions, refactoring workloads for Cloud solutions, migrating legacy or other systems to Cloud solutions, providing management/governance of Cloud solutions, DevOps, developing cloud native applications or other Cloud oriented activities. NOTE: Subject to Cooperative Purchasing.



## **SIN 54151S Information Technology Professional Services**

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

### **Description of IT Services: SIN 54151S Information Technology Professional Services**

KPMG's IT professionals help customers assess IT operations, identify strategies, and better manage IT resources. We provide comprehensive IT analysis ranging from identification of strategic opportunities to helping program offices understand and mitigate risks and enhance information security, privacy, and controls. We also assist clients in developing cost-effective IT directives. Our services include:

- IT governance, performance, strategic planning, and policy and procedures support;
- IT project management advisory services, including quality assurance and project recovery;
- Capital planning and investment control, including business case and portfolio management;
- IT controls implementation and audit;
- Information security and privacy, including risk management and Federal Information Security Management Act (FISMA) assessments;
- Certifications and accreditations and SAS 70 reviews;
- Business continuity services; and
- Enterprise Resource Planning (ERP) support IT shared services and sourcing advisory services.

Our professionals have worked extensively in the Federal sector, and know how to help Federal managers achieve desired IT program outcomes. Our IT staff members bring extensive certifications and training in IT governance models, IT security, IT audit, enterprise architecture, and project management. We employ professionals who have led E- Government transformation and helped craft Office of Management and Budget (OMB) guidance.

We bring global knowledge and experience in IT governance standards, such as IT Infrastructure Library (ITIL®), Control Objectives for IT and related Technologies (COBIT®), and Capability Maturity Model Integration (CMMI®). Our IT staff also has extensive experience with IT controls and security assessment methodologies, having performed IT security audit work at 15 of the 24 agencies covered by the Chief Financial Officers (CFO) Act.

## **SIN 54151HACS Highly Adaptive Cybersecurity Services (HACS)**

Includes a wide range of fields such as, the Risk Management Framework services, information assurance, virus detection, network management, situational awareness and incident response, secure web hosting, and backup, security services and, Security Operations Center (SOC) services. HACS vendors are cataloged under the 5 subcategories of High Value Asset Assessments; Risk and Vulnerability Assessments, Cyber Hunt, Incident Response, and Penetration Testing.

The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

## Description of Services: SIN 54151HACS – Highly Adaptive Cybersecurity (HACS)

KPMG's cybersecurity services help clients assess cybersecurity operations, identify strategies, and better manage cybersecurity resources. We provide comprehensive 16 cybersecurity analysis, ranging from identification of strategic opportunities to helping program offices understand and mitigate cybersecurity risks. Our services include:

- Cybersecurity governance, performance, strategic planning, and policy and procedure support;
- Cybersecurity project management advisory services;
- Cloud security assessment and transformation support;
- Risk and Vulnerability Assessments (RVAs), penetration testing, and social engineering exercises, using many industry standard tools and techniques;
- Automation of key cybersecurity processes, notably the Risk Management Framework (RMF) process;
- Compliance support related to the Federal Information Security Modernization Act (FISMA), National Institute of Standards of Technology (NIST) guidance, and Office of Management and Budget (OMB) guidance;
- Identity, Credential, and Access Management (ICAM) support;
- Mission and program resilience, including Disaster Recovery (DR) and Continuity of Operations (COOP) support;
- Security architecture and engineering support across Continuous Diagnostics and Mitigation (CDM) program elements, tools, and capabilities.

Our cybersecurity professionals have worked extensively in the Federal sector, and know how to help Federal agencies achieve desired cybersecurity program outcomes. Our cybersecurity specialists and staff members bring extensive certifications and training in cybersecurity governance models, architecture, and project management. We employ professionals who have led large and significant cybersecurity transformation efforts consistent with FISMA requirements and NIST/OMB guidance.

## SIN OLM: Order-Level Materials (OLMs)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for

OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)

- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not to Exceed (NTE) ceiling price

OLMs are not: "Open Market Items."

- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

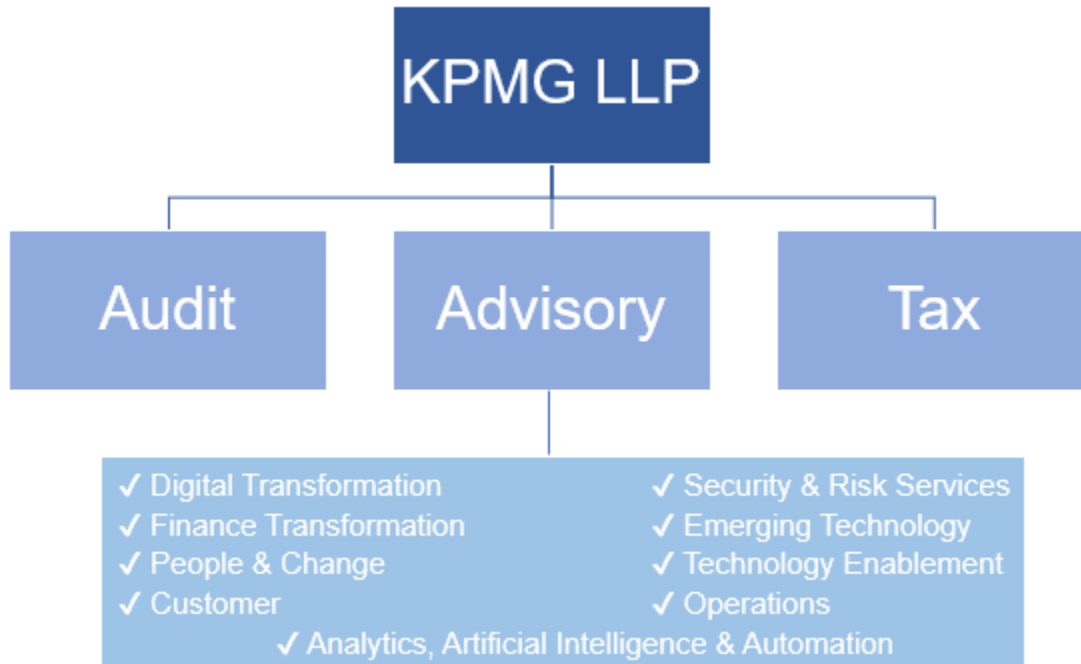
## **KPMG: An Overview – Financial and Business Solutions**

KPMG LLP (KPMG) has a long-standing commitment to providing quality financial services and business solutions to our federal government clients at a reasonable cost. To meet this commitment, we keep abreast of the challenges, issues, and opportunities in the ever-changing government environment, including budget cuts, new audit and accounting requirements, new laws and regulations, and the use of information technology to improve business processes and service delivery. KPMG has the experience and tools necessary to address the audit, accounting, and financial management challenges of our federal government clients.

With more than a century of experience providing audit and financial management services, KPMG has developed a framework to continuously create and implement new tools, techniques, philosophies, and approaches. Our experience with numerous federal government organizations and the industries in which they operate is the foundation of our integrated approach to providing audit and financial management services, using a comprehensive set of methodologies and tools. Those capabilities, in the hands of our experienced professional auditors and financial advisors dedicated full-time to the government marketplace, are all focused on providing solutions to your business challenges.

KPMG is one of the world's largest and most diversified professional services firms. We are a leader in providing accounting and professional advisory services. Founded in New York in 1897, KPMG offers professional services to a wide variety of federal and commercial organizations. KPMG, LLP, a Delaware limited liability partnership and a member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, has more than 219,000 professionals in 147 countries and territories. Through our global organization of independent firms, we provide a broad range of services to clients in government, industry, and the not for profit sectors.





KPMG’s Industry-Focused Approach offers tremendous depth to meet your specific needs. KPMG organized our business to match our clients’ markets, thus creating segments we call service lines. This change was a direct response to our clients’ needs. We found they wanted their professional services firm to go beyond the audit function and required market-specific services to help them compete and achieve long-term success in their businesses. They cited issues such as maintaining competitiveness, achieving better financial and nonfinancial results, and implementing tax-effective business solutions. Our service lines serve our clients’ manifold needs through the familiar tax, audit, and advisory departments. Our service lines/networks include:

- Audit – including Financial Statement Audit and Complementary Audit Services
- Corporate Services
  - Financial Management
  - CIO Advisory
- Customer & Operations
  - Supply Chain & Operations
  - Healthcare & Government Solutions
- Economic Valuation Services
- Managed Services
- Risk Assurance
  - Internal Audit & Enterprise Risk
  - Technology Assurance
  - Technology Risk Management
- Risk & Compliance
  - Forensic
- Transformation Delivery
- Technology Enablement
  - Digital Lighthouse
  - Cyber Security Services

KPMG has been serving governments for more than 120 years. During that time, we have built a reputation for providing value and an impressive track record of success. We work closely with all levels of government to provide auditing, accounting, and financial management knowledge and experience. By bringing together a wide range of professionals in audit, finance, program operations, accounting, financial management, and data processing, we are able to help our clients detect areas of opportunity and then work with them to implement cost-effective solutions. Through the years, we have helped our clients with:

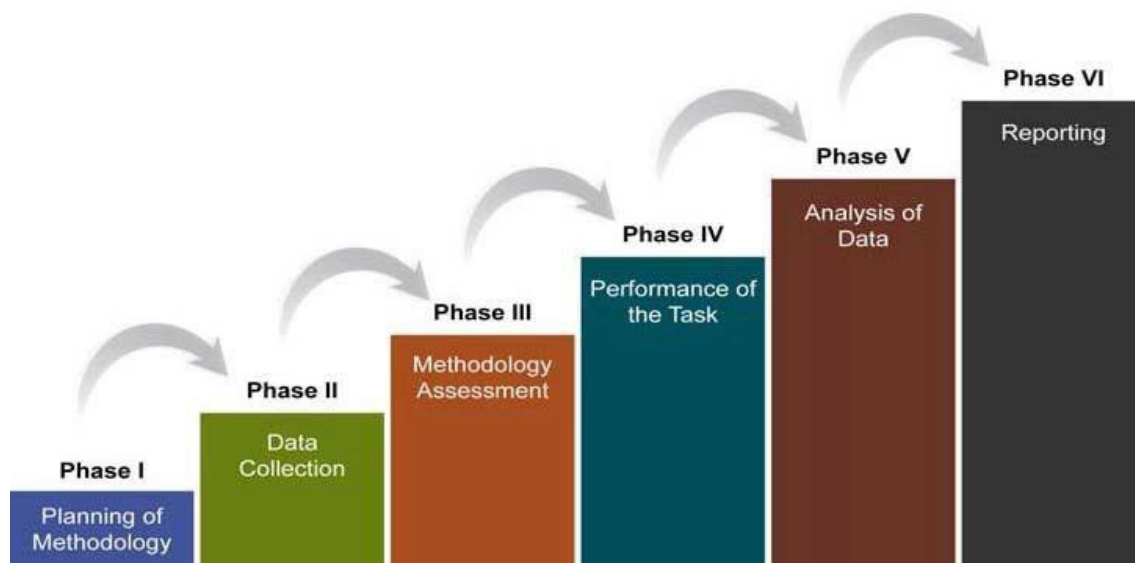
- Financial statement audits
- Performance audits
- Assessment of new laws and regulations affecting financial information and reporting

- Accounting
- Financial reporting and analysis
- Asset management
- Budgeting
- Financial management systems
- Performance measurement
- Financial planning
- Project/program management services

### Financial and Business Solution Framework

A KPMG audit offers more than the traditional historical view of a company through its financial transactions. Providing superior value in audit services means working closely with our clients, establishing clear lines of communication, and learning all we can about their businesses and the industries in which they operate. Therefore, before we audit a client's financial statements, we work closely with senior management to understand their strategies and goals, as well as their processes, risks, and controls. In fact, our audit methodology requires us to look at our clients' businesses and truly understand the kinds of issues that affect them. We are then able to provide knowledge and professional advice to help them make wise decisions. This approach enables us to provide independent feedback about how their businesses can operate more efficiently and effectively.

KPMG has developed a comprehensive framework for conducting audit and financial management services for our clients. This framework has been used successfully in all of our federal, state, and local government engagements. Developed around the six phase approach illustrated below, this framework represents the overall project plan we use to conduct our services. The framework consists of the following six phases: planning of methodology, data collection, methodology assessment, performance of task, analysis of data, and reporting. It may be used either in part or in whole, depending upon the audit or financial management services we are asked to provide. Each of these phases is briefly described below:



**Planning of Methodology.** Following award of a task order for an audit or financial management service, we will conduct a formal entrance conference to confirm our understanding of the scope of work, including timetables and deliverables, introduce the engagement team, and identify key points of contact at the client who will assist us in the engagement. From the statement of work and the information provided in the entrance conference, we will develop our preliminary engagement plan. Our plan will serve as our

methodology for the engagement and will guide us in the data collection phase of our task. The plan will generally describe our understanding of the scope and the steps we will take to perform the engagement.

**Data Collection.** To begin every task, we carry out the following steps: reviewing and discussing the related internal control environment, procedures, and systems; reviewing available reports pertaining to related internal controls; acquiring documentation relevant to the task; collecting data and information pertinent to the performance of the task; interviewing appropriate client personnel to gain knowledge and information pertinent to the task; identifying major problem areas; and compiling oral and written data and other information gathered during this phase. In gathering information, we use existing client reports and schedules, where feasible.

**Methodology Assessment.** Using the data and information we collected in the previous phase, we initiate an in-depth assessment of the existing control environment surrounding the financial information associated with the services we are providing, and assess how the program or control environment should operate. This assessment determines whether our original plan developed in the first phase requires modification, based upon our expanded understanding of the operation and the potential problems we may encounter. Modifications of our original plan may include a reallocation of our engagement hours to provide more attention to those areas we identify as having the greatest risk or the greatest impact on the expected outcome of the task. Once we have tailored our plan and are satisfied that we have focused our efforts on those areas necessary for the accomplishment of the task, we begin performance of the task.

**Performance of the Task.** We perform the task based upon the criteria outlined in the statement of work and our tailored engagement plan. Performance may require further data collection, the application of specific test procedures to the data, and further inquiries and observations to identify control or performance weaknesses or noncompliance with laws and regulations, depending on the task under performance. Our techniques for testing financial, compliance, or operational performance typically include sampling a representative group of items and testing whether proper procedures were instituted. We also employ non-sampling techniques, such as walk-throughs of financial compliance or operations controls and re-performance of control procedures. These methods help us identify whether the procedures are in place and operating effectively. Our techniques for providing financial management services will vary depending upon the nature of the task, and will be as flexible as necessary to achieve client objectives. We will typically document the results of our performance as part of this phase. Documentation may take the form of flow charts, cycle memorandums, working papers, or other methods to provide evidence of the procedures performed and the results of those procedures.

**Analysis of Data.** After performing the task in accordance with our tailored plan, we compile the results of our procedures and develop conclusions about financial or program operations or controls, or provide the solution to a financial management problem, as appropriate, from work done in this phase. Procedures may include analyzing the results of tests of account details or control operations; assessing the effectiveness of policies and procedures based upon the results of our data collection efforts and the application of planned tests; quantifying the results of the test performed on specific areas, as applicable; drawing conclusions about specific policies, procedures, controls, or operations from inquiries, observations, and re-performance of procedures; or drawing an overall conclusion as to the effectiveness, efficiency, performance, and/or compliance in a particular area.

**Reporting.** During all phases of the engagement, we will schedule regular oral and/or written communications to management and personnel involved in the task to convey our understanding of the task, our approach to the task, any problems we encounter in conducting the task, our projected timetable for completion of the task, and any findings or concerns to date. This information will form the basis for our final report. Our reports outline recommendations for improving processes or procedures identified as a result of performing the task.

This methodology is consistent with that required by the U.S. General Accounting Office Financial Audit Manual (FAM).

## KPMG: An Overview – Information Technology Solutions

KPMG LLP D/B/A KPMG LLP Federal Services is one of the largest professional services firms in the United States, with over 23,000 employees, including 1,600 partners. We serve a wide array of customers in the public and private sectors, including numerous government clients. We have been a leading Federal financial management advisor since 1912 and have helped set the standards for government accounting and auditing.

KPMG's Federal Services in Washington, DC employs more than 500 professionals who support the Federal Government through advisory and audit services. We bring extensive knowledge of Federal agencies, having worked with every Cabinet-level entity and numerous independent agencies. Our staff is dedicated to serving the specialized needs of clients in the defense, intelligence, and civilian sectors. Our two component practices are described below:

KPMG boasts a strong Federal Advisory Practice, with over 1,112 personnel (including 58 partners) and a long and successful record of supporting government customers with a diverse suite of services. These are grouped under the service lines below.

- **IT Advisory Services (ITAS)**—KPMG's ITAS professionals help Federal customers assess IT operations, identify strategies, and better manage IT resources. We provide comprehensive IT analysis, and help mitigate IT risks and enhance performance. They assist clients with IT governance, controls, project management, and capital planning, and with information security and privacy, business continuity, and IT shared services. Our ITAS staff has led public sector IT transformation, and brings extensive knowledge of IT and project management leading practices.
- **Business Performance Services (BPS)**—KPMG professionals assist Federal organizations seeking to improve performance, enhance effectiveness, and reduce risk over the long term. BPS includes the Chief Financial Officer (CFO) Advisory line of service, through which KPMG professionals help Federal CFOs comply with complex reporting requirements, as well as enhancing risk management, improving controls, and increasing organizational effectiveness. CFO Advisory services include auditability, accounting, and financial analysis support, as well as assistance with financial risk management, regulatory compliance, and budget and performance integration. BPS also includes the Operational Transformation service line, to assist Federal managers to identify and manage operational risks, controls, and fiscal improvement opportunities, and to mitigate risk while improving cycle time, productivity, business effectiveness, and long-term sustainable improvement. We assist with operations assessments, process improvement and planning, business transformation, and project and program management.
- **Internal Audit, Regulatory & Compliance (IARC)**—KPMG helps Federal customers enhance their internal audit function so it aligns with their strategic, business, and process goals and with top management's goals regarding risk, controls, and organizational governance. KPMG's IARC service line provides support with strategic sourcing, enterprise risk management, and quality assessment services to facilitate risk and controls functions, and helps bring about compliance with Office of Management and Budget (OMB) Circular A123 and the Sarbanes-Oxley Act.
- **Cybersecurity Services** – KPMG's Government Cyber practice assists government organizations in transforming their security, privacy, and continuity controls, while maintaining the confidentiality, integrity, and availability of critical business functions. KPMG helps government entities in transforming their security function into mission-enabling platforms so they can understand, prioritize, and manage their cybersecurity risks, take control of uncertainty, increase agility, and convert risk into advantage. We begin by understanding the business goals and

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operations of the government enterprise. We meet clients where they are on the continuum and provide the necessary actions to fulfill their unique needs SIN 54151S Information Technology.

## Labor Category Descriptions

### AUDIT LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541211:** Auditing Services
- **SIN 541219:** Budget and Financial Management Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Partner/Principal</u> SIN: 541211	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 10 years of subject matter experience</li> <li>▪ CPA license</li> <li>▪ Meets GAS CPE requirements</li> </ul>	The responsibilities in this category include final authority in the conduct of audit engagements and overall responsibility for the work performed, including overall project management and final KPMG review.
<u>Federal Accounting/Audit Director</u> SIN: 541211	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 10 years of subject matter experience</li> <li>▪ CPA license</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	The responsibilities in this category including advising federal agencies in the development, implementation, analysis, or interpretation of accounting or audit policy, and advocacy or explanation of agencies' positions before appropriate standard setting bodies.
<u>Experienced Senior Manager</u> SIN: 541211	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 9 years of subject matter experience</li> <li>▪ CPA license</li> <li>▪ Meets GAS CPE requirements</li> </ul>	The responsibilities in this category include reviewing working papers, financial statements, and reports; conducting discussions with clients about the results of the work performed; directing manager, senior and staff level team members; reviewing and approving work plans and programs; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve accounting, auditing, and reporting problems as they arise.

### AUDIT LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541211:** Auditing Services
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- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

<b><u>Senior Manager</u></b>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 7 years of subject matter experience</li> <li>▪ CPA license</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	The responsibilities in this category include reviewing working papers, financial statements, and reports; conducting discussions with clients about the results of the work performed; directing manager, senior and staff level team members; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve accounting, auditing, and reporting problems as they arise.
<b><u>Experienced Manager</u></b>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 6 years of subject matter experience</li> <li>▪ CPA license</li> <li>▪ Meets GAS CPE requirements</li> </ul>	The responsibilities in this category include reviewing working papers, financial statements, and reports; conducting discussions with clients about the results of the work performed; directing senior and staff team members; reviewing and approving work plans and programs; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve accounting, auditing, and reporting problems as they arise.
<b><u>Manager</u></b>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 5 years of subject matter experience</li> <li>▪ CPA license</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	The responsibilities in this category include reviewing working papers, financial statements, and reports; conducting discussions with clients about the results of the work performed; directing senior and staff team members; reviewing and approving work plans and programs; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve accounting, auditing, and reporting problems as they arise.



### AUDIT LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
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<u>Experienced Supervising Senior</u>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 4 years of subject matter experience</li> <li>▪ Eligible to sit for the CPA exam</li> </ul>	The responsibilities of the supervising senior include independently performing a major segment of an audit, directing and instructing the work of senior and staff auditors, and reviewing the work done and directing revisions if necessary. The experienced supervising senior auditor makes decisions on routine accounting, auditing and reporting matters.
<u>Supervising Senior</u>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 3 years of subject matter experience</li> <li>▪ Eligible to sit for the CPA exam</li> </ul>	The responsibilities of the supervising senior include independently performing a major segment of an audit, directing and instructing the work of senior and staff team members, and reviewing the work done and directing revisions if necessary. The senior auditor makes decisions on routine accounting, auditing, and reporting matters.
<u>Experienced Senior</u>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 2 years of subject matter experience including prior experience on projects with the assigned client agency</li> <li>▪ Eligible to sit for the CPA exam</li> </ul>	The responsibilities of the experienced senior include independently performing a major segment of an audit, directing and instructing the work of senior and staff team members, reviewing completed work, and directing revisions if necessary. The experienced senior makes decisions on routine accounting, auditing, and reporting matters with the assistance of the manager and partner.
<u>Senior</u>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 2 years of subject matter experience</li> <li>▪ Eligible to sit for the CPA exam</li> </ul>	The responsibilities of the senior auditor include independently performing a major segment of an audit, directing and instructing the work of staff team members, reviewing completed work, and directing revisions if necessary. The senior auditor makes decisions on routine accounting, auditing, and reporting matters with the assistance of the manager and partner.



### AUDIT LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541211:** Auditing Services
- **SIN 541219:** Budget and Financial Management Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

<u>Experienced Staff</u>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 1 year of subject matter experience</li> <li>▪ Eligible to sit for the CPA exam</li> </ul>	The responsibilities in this category include performing specific audit steps under the supervision of a senior auditor.
<u>Staff</u>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 0 years of experience (entry-level)</li> <li>▪ Eligible to sit for the CPA exam</li> </ul>	The responsibilities in this category include performing specific audit steps under the supervision of a senior auditor.
<u>Assistant/ Intern</u>  <b>SINs: 522310, 541211, 541219, 541611</b>	High School	<ul style="list-style-type: none"> <li>▪ 0 – None</li> </ul>	The responsibilities in this category include performing specific tasks under the supervision of a senior or staff level professional.

### EDP LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541211:** Auditing Services
- **SIN 541219:** Budget and Financial Management Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<b><u>EDP Director</u></b>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 10 years of subject matter experience</li> <li>▪ Meets GAS CPE requirements</li> </ul>	The responsibilities in this category include final authority in the conduct of engagements and full responsibility for work performed. The individual in this position has the capability to manage multiple projects of high technical complexity and oversees engagement planning and delivery and reviews work products for completeness and adherence to customer requirements. This position has experience in the assessment, design, implementation and monitoring of complex systems.
<b><u>EDP Senior Manager</u></b>  <b>SINs: 541211, 541219, 522310, 541611</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 7 years of subject matter experience</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	The responsibilities in this category include the reviewing EDP working papers and reports; conducting discussions with clients about the results of the work performed; directing manager, senior and staff level team members; reviewing and approving work plans and programs; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve EDP issues as they arise.
<b><u>EDP Experienced Manager</u></b>  <b>SIN: 541211</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 6 years of subject matter experience</li> <li>▪ Meets GAS CPE requirements</li> </ul>	The responsibilities in this category include the reviewing EDP working papers and reports; conducting discussions with clients about the results of the work performed; directing manager, senior and staff level team members; reviewing and approving work plans and programs; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve EDP issues as they arise.

## EDP LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541211:** Auditing Services
- **SIN 541219:** Budget and Financial Management Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<b><u>EDP Manager</u></b>  SINs: 541211, 541219, 522310, 541611	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 5 years of subject matter experience</li> <li>▪ Meets GAS CPE requirements</li> </ul>	The responsibilities in this category include reviewing EDP working papers and reports; conducting discussions with clients about the results of the work performed; directing senior and staff team members; reviewing and approving work plans and programs; ensuring that assignments are carried out within the budgeted time and within delivery commitments; following the progress of the engagement; and helping resolve EDP issues as they arise.
<b><u>EDP Experienced Supervising Senior</u></b>  SIN: 541211	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 4 years of subject matter experience</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	The responsibilities in this category include directing and instructing the work of EDP seniors and staff, reviews completed work, directs revisions if necessary, and makes decisions on routine matters.
<b><u>EDP Supervising Senior</u></b>  SINs: 522310, 541211, 541219, 541611	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 3 years of subject matter experience</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	The responsibilities in this category include directing and instructing the work of EDP seniors and staff, reviews completed work, directs revisions if necessary, and makes decisions on routine matters.

### EDP LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541211:** Auditing Services
- **SIN 541219:** Budget and Financial Management Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<p style="text-align: center;"><u>EDP Senior</u></p> <p style="text-align: center;">SINs: 522310, 541211, 541219, 541611</p>	<p style="text-align: center;">Bachelor’s Degree (any)</p>	<ul style="list-style-type: none"> <li>▪ 2 years of subject matter experience</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	<p>The responsibilities in this category include directing and instructing the work of EDP seniors and staff, reviews completed work, directs revisions if necessary, and makes decisions on routine matters.</p>
<p style="text-align: center;"><u>EDP Staff</u></p> <p style="text-align: center;">SINs: 522310, 541211, 541219, 541611</p>	<p style="text-align: center;">Bachelor’s Degree (any)</p>	<ul style="list-style-type: none"> <li>▪ 0 years of experience (entry- level)</li> <li>▪ Meets GAS CPE requirements.</li> </ul>	<p>The responsibilities in this category include performing specific procedures under the guidance of an EDP senior.</p>

### SPECIALIST LABOR CATEGORIES

- **SIN 541211:** Auditing Services
- **SIN 541219:** Budget and Financial Management Services
- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 541330ENG:** Engineering Services
- **541614SVC:** Supply and Value Chain Management

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u><b>Audit/Advisory Specialist 1</b></u>  <b>SINs:</b> 522310, 541211, 541219, 541611, 541330ENG, 541614SVC	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 10 years of subject matter experience (Master's degree in business or technical field may substitute for up to 3 years' experience)</li> </ul>	Advise audit and advisory teams in a recognized discipline or field of expertise required for professional services. Examples include, but are not limited to, statistician, economist, actuary, environmental specialist, system penetration specialist, data management specialist, engineering specialist, telecommunication system analyst, supply and value chain management specialist, financial systems analyst, or financial analyst.
<u><b>Audit/Advisory Specialist 2</b></u>  <b>SINs:</b> 522310, 541211, 541219, 541611, 541330ENG, 541614SVC	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 7 years of subject matter experience (Master's degree in business or technical field may substitute for up to 3 years' experience)</li> </ul>	Advise audit and advisory teams in a recognized discipline or field of expertise required for professional services. Examples include, but are not limited to, statistician, economist, actuary, environmental specialist, system penetration specialist, data management specialist, engineering specialist, telecommunication system analyst, supply and value chain management specialist, financial systems analyst, or financial analyst.
<u><b>Audit/Advisory Specialist 3</b></u>  <b>SINs:</b> 522310,	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 4 years of subject matter experience (Master's degree in business or technical field may substitute for up to 3 years' experience)</li> </ul>	Advise audit and advisory teams in a recognized discipline or field of expertise required for professional services. Examples include, but are not limited to, statistician, economist, actuary, environmental specialist, system penetration specialist, data management specialist, engineering specialist, telecommunication system analyst, supply and

### SPECIALIST LABOR CATEGORIES

- **SIN 541211:** Auditing Services
- **SIN 541219:** Budget and Financial Management Services
- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 541330ENG:** Engineering Services
- **541614SVC:** Supply and Value Chain Management

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
541211, 541219, 541611, 541330ENG, 541614SVC			value chain management specialist, financial systems analyst, or financial analyst.
<u>Audit/Advisory Specialist 4</u>  SINs: 522310, 541211, 541219, 541611, 541330ENG, 541614SVC	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 2 years of subject matter experience (Master's degree in business or technical field may substitute for up to 1 years' experience)</li> </ul>	Advise audit and advisory teams in a recognized discipline or field of expertise required for professional services. Examples include, but are not limited to, statistician, economist, actuary, environmental specialist, system penetration specialist, data management specialist, engineering specialist, telecommunication system analyst, supply and value chain management specialist, financial systems analyst, or financial analyst.

### ADVISORY LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541219:** Budget and Financial Management Services (FMS)
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u><b>FMS Partner/Officer</b></u>  <b>SINs:</b> <b>522310,</b> <b>541219,</b> <b>541611</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 10 years of subject matter experience</li> </ul>	<p>Provides primary interface with client management personnel regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Has responsibilities for overall quality assurance of project deliverables and compliance with Firm’s policies and professional standards.</p>
<u><b>Experienced Senior Project Director</b></u>  <b>SINs:</b> <b>522310,</b> <b>541219,</b> <b>541611</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 10 years of subject matter experience</li> </ul>	<p>Responsible for the design, implementation, and management of projects. Interfaces with the client on project-specific issues, direct the completion of projects and monitors deadlines and budget. Performs quality reviews of work products for completeness and adherence to applicable regulations and customer requirements.</p>
<u><b>FMS Senior Project Director</b></u>  <b>SINs:</b> <b>522310,</b> <b>541219,</b> <b>541611</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 8 years of subject matter experience</li> </ul>	<p>Responsible for the design, implementation, and management of consulting projects. Interfaces with the client on project-specific issues, direct the completion of project, and monitors deadlines and budget. Responsible for quality control reviews of the work product.</p>

### ADVISORY LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541219:** Budget and Financial Management Services (FMS)
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Experienced Project Director</u>  SINs: 522310, 541219, 541611	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 6 years of subject matter experience</li> </ul>	Responsible for the design, implementation, and management of consulting projects. Interfaces with the client and manages project activities on a day-to-day basis. Monitor the completion of project-specific tasks, deadlines, and the budget. Responsible for quality control reviews of the work product.
<u>FMS Project Director</u>  SINs: 522310, 541219, 541611	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 5 years of subject matter experience</li> </ul>	Responsible for the design, implementation, and management of consulting projects. Interfaces with the client and manages project activities on a day-to-day basis. Monitor the completion of project-specific tasks, deadlines, and the budget. Responsible for quality control reviews of the work product.
<u>Experienced Senior Consultant</u>  SINs: 522310, 541219, 541611	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4 years of subject matter experience</li> </ul>	Participates in the design, implementation, and management of consulting project plans. Interfaces with client on a day-to-day basis. Assigns tasks to team members. Provides guidance and direction for specific projects or sub-tasks. Supports completion of project tasks. Responsible for quality control reviews of the work product.



### ADVISORY LABOR CATEGORIES

- **SIN 522310:** Financial Advising, Loan Servicing and Asset Management Services
- **SIN 541219:** Budget and Financial Management Services (FMS)
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u><b>FMS Senior Consultant</b></u>  <b>SINs:</b> <b>522310,</b> <b>541219,</b> <b>541611</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4 years of subject matter experience</li> </ul>	<p>Participates in the design, implementation, and management of consulting project plans. Interfaces with client on a day-to-day basis. Assigns tasks to team members. Provides guidance and direction for specific projects or sub-tasks. Supports completion of project tasks. Responsible for quality control reviews of the work product.</p>
<u><b>Experienced Consultant</b></u>  <b>SINs:</b> <b>522310,</b> <b>541219,</b> <b>541611</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2 years of subject matter experience</li> </ul>	<p>Participates in the design, implementation, and management of consulting project plans. Interfaces with client on a day-to-day basis. Assigns tasks to team members. Assigns specific work tasks and provides guidance and direction for specific projects or sub-tasks. Supports completion of project tasks, monitors deadlines, and monitors the budget. Reviews deliverables.</p>
<u><b>FMS Consultant</b></u>  <b>SINs:</b> <b>522310,</b> <b>541219,</b> <b>541611</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any); or</li> <li>▪ High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 0 years of experience (entry level)</li> </ul>	<p>Analyses information and other project requirements. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks, meeting deadlines and meeting budgets.</p>

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Subject Matter Specialist 1</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC,</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 15 years of subject matter experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> <li>▪ Appropriate licensures (if any)</li> </ul>	This category comprises of persons qualified, by education or experience, to advise clients in a recognized discipline or field of expertise required for a PSS project. Examples might range from an accountant, a tax specialist, a human resources specialist for a reengineering of a client's payroll operations or an engineer, a regulatory specialist, an environmental liabilities specialist, an engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or an information technology specialist.
<u>Subject Matter Specialist 2</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC,</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 10 years of subject matter experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> <li>▪ Appropriate licensures (if any)</li> </ul>	This category comprises of persons qualified, by education or experience, to advise clients in a recognized discipline or field of expertise required for a PSS project. Examples might range from an accountant, a tax specialist, a human resources specialist for a reengineering of a client's payroll operations or an engineer, a regulatory specialist, an environmental liabilities specialist, an engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or an information technology specialist.

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Subject Matter Specialist 3</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC,</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 7 years of subject matter experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> <li>▪ Appropriate licensures (if any)</li> </ul>	<p>This category comprises of persons qualified, by education or experience, to advise clients in a recognized discipline or field of expertise required for a PSS project. Examples might range from an accountant, a tax specialist, a human resources specialist for a reengineering of a client's payroll operations or an engineer, a regulatory specialist, an environmental liabilities specialist, an engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or an information technology specialist.</p>
<u>Subject Matter Specialist 4</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC,</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 5 years of subject matter experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> <li>▪ Appropriate licensures (if any)</li> </ul>	<p>This category comprises of persons qualified, by education or experience, to advise clients in a recognized discipline or field of expertise required for a PSS project. Examples might range from an accountant, a tax specialist, a human resources specialist for a reengineering of a client's payroll operations or an engineer, a regulatory specialist, an environmental liabilities specialist, an engineering specialist, Supply and Value Chain Management specialist, cloud computing and cloud-related IT professional services, or an information technology specialist.</p>

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Subject Matter Specialist 5</u>  SINs: 541611, 54151HEAL, 541330ENG , 541614SVC, 518210C	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 2 years of subject matter experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	<p>This category comprises of persons qualified, by education or experience, to advise clients in a recognized discipline or field of expertise required for a PSS project. Examples might range from an accountant, a tax specialist, a human resources specialist for a reengineering of a client's payroll operations or an engineer, a regulatory specialist, an environmental liabilities specialist, an engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or an information technology specialist.</p>
<u>Subject Matter Specialist 6</u>  SINs: 541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 0 years of experience (entry- level)</li> </ul>	<p>This category comprises of persons qualified, by education or experience, to advise clients in a recognized discipline or field of expertise required for a PSS project. Examples might range from an accountant, a tax specialist, a human resources specialist for a reengineering of a client's payroll operations or an engineer, a regulatory specialist, an environmental liabilities specialist, an engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or an information technology specialist.</p>

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<p style="text-align: center;"><u>Functional Specialist 2</u></p> <p style="text-align: center;">SINs: 541611, 54151HEAL, 541330ENG, 541614SVC, 518210C</p>	<p style="text-align: center;">Bachelor's Degree (any)</p>	<ul style="list-style-type: none"> <li>▪ 10 years of functional experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	<p>This category comprises persons qualified, by education or experience, to provide organization change management consulting, quality control, business process engineering, other business analysis/management consulting, business advisory services, engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or information technology services.</p>
<p style="text-align: center;"><u>Functional Specialist 3</u></p> <p style="text-align: center;">SINs: 541611, 54151HEAL, 541330ENG, 541614SVC, 518210C</p>	<p style="text-align: center;">Bachelor's Degree (any)</p>	<ul style="list-style-type: none"> <li>▪ 7 years of functional experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	<p>This category comprises persons qualified, by education or experience, to provide organization change management consulting, quality control, business process engineering, other business analysis/management consulting, business advisory services, engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or information technology services.</p>

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Functional Specialist 4</u>  SINs: 541611, 54151HEAL, 541330ENG, 541614SVC 518210C	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 5 years of functional experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category comprises persons qualified, by education or experience, to provide organization change management consulting, quality control, business process engineering, other business analysis/management consulting, business advisory services, engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or information technology services.
<u>Functional Specialist 5</u>  SINs: 541611, 54151HEAL, 541330ENG, 541614SVC 518210C	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 3 years of functional experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category comprises persons qualified, by education or experience, to provide organization change management consulting, quality control, business process engineering, other business analysis/management consulting, business advisory services, engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or information technology services.

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Functional Specialist 6</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 2 years of functional experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category comprises persons qualified, by education or experience, to provide organization change management consulting, quality control, business process engineering, other business analysis/management consulting, business advisory services, engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or information technology services.
<u>Functional Specialist 7</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 0 years of experience (entry level).</li> </ul>	This category comprises persons qualified, by education or experience, to provide organization change management consulting, quality control, business process engineering, other business analysis/management consulting, business advisory services, engineering specialist, supply and value chain management specialist, cloud computing and cloud-related IT professional services, or information technology services.

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Client Operations Specialist 2</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 10 years of relevant experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category includes persons who have specific knowledge of clients' organization, operations, and culture, frequently necessary to advise clients in operations improvement or business reengineering. Knowledge may be acquired in past PSS work with client, in a position of oversight or other review of client's operations, or as an employee of client.
<u>Client Operations Specialist 3</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG ,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 7 years of relevant experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category includes persons who have specific knowledge of clients' organization, operations, and culture, frequently necessary to advise clients in operations improvement or business reengineering. Knowledge may be acquired in past PSS work with client, in a position of oversight or other review of client's operations, or as an employee of client.



### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Client Operations Specialist 4</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG ,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 5 years of relevant experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category includes persons who have specific knowledge of clients' organization, operations, and culture, frequently necessary to advise clients in operations improvement or business reengineering. Knowledge may be acquired in past PSS work with client, in a position of oversight or other review of client's operations, or as an employee of client.
<u>Client Operations Specialist 5</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 3 years of relevant experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category includes persons who have specific knowledge of clients' organization, operations, and culture, frequently necessary to advise clients in operations improvement or business reengineering. Knowledge may be acquired in past PSS work with client, in a position of oversight or other review of client's operations, or as an employee of client.

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN 541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Client Operations Specialist 6</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 2 years of relevant experience (Master's degree in a business or technical field to substitute for 2 years' experience)</li> </ul>	This category includes persons who have specific knowledge of clients' organization, operations, and culture, frequently necessary to advise clients in operations improvement or business reengineering. Knowledge may be acquired in past PSS work with client, in a position of oversight or other review of client's operations, or as an employee of client.
<u>Client Operations Specialist 7</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>541330ENG,</b> <b>541614SVC</b> <b>518210C</b>	Bachelor's Degree (any)	<ul style="list-style-type: none"> <li>▪ 0 years of experience (entry level)</li> </ul>	This category includes persons who have specific knowledge of clients' organization, operations, and culture, frequently necessary to advise clients in operations improvement or business reengineering. Knowledge may be acquired in past PSS work with client, in a position of oversight or other review of client's operations, or as an employee of client.

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Administrative Support Specialist 1</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>518210C</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree (any) or; High School Diploma and 5 years of additional experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4 years of experience in professional office environment</li> <li>▪ Demonstrated knowledge of Microsoft Office Suite</li> </ul>	<p>This category includes specialists that support subject matter specialists, functional specialists, and client operations specialists in coordination and completion of PSS efforts.</p>
<u>Administrative Support Specialist 2</u>  <b>SINs:</b> <b>541611,</b> <b>54151HEAL,</b> <b>518210C</b>	<p>High School Diploma</p>	<ul style="list-style-type: none"> <li>▪ 2 years of experience in professional office environment</li> <li>▪ Expertise in Microsoft Office Suite and at least one other COTS software package appropriate to the business advisory project underway</li> </ul>	<p>This category includes specialists that support subject matter specialists, functional specialists, and client operations specialists in coordination and completion of PSS efforts.</p>

### CONSULTING LABOR CATEGORIES

- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Management Services
- **SIN 54151HEAL:** Health Information Technology
- **SIN 541330ENG:** Engineering Services
- **SIN541614SVC:** Supply and Value Chain Management
- **SIN 518210C** - Cloud Computing and Cloud-Related IT Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<u>Administrative Support Specialist 3</u>  <b>SINs: 541611, 54151HEAL, 518210C</b>	High School Diploma	<ul style="list-style-type: none"> <li>▪ 2 years' experience in professional office environment</li> <li>▪ Expertise in Microsoft Office Suite</li> </ul>	This category includes specialists that support subject matter specialists, functional specialists, and client operations specialists in coordination and completion of PSS efforts.

**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

Labor Category and Applicable SIN(s)	Minimum Education	Minimum Experience	Functional Responsibility
<p align="center"><u><b>Program Director</b></u></p> <p align="center"><b>SIN: 54151S</b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>12 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: executive level management and direction on client engagements. Project definition and systems analysis, creation of competitive strategies, and integration of multiple techniques or solutions.</li> <li>▪ Project estimation and resource planning efforts and in resolving project issues, such as technical compatibility, client expectations, and timing.</li> <li>▪ Other experience includes coordinating multiple projects and team, and assisting clients in achieving desired program results.</li> </ul>
<p align="center"><u><b>Program Manager</b></u></p> <p align="center"><b>SIN: 54151S</b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>8 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: executive level management and direction on client engagements. Project definition and systems analysis, creation of competitive strategies, and integration of multiple techniques or solutions.</li> <li>▪ Project estimation and resource planning efforts and in resolving project issues, such as technical compatibility, client expectations, and timing.</li> <li>▪ Other experience includes coordinating multiple projects and team, and assisting clients in achieving desired program results.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p align="center"><u>Senior Project Manager</u></p> <p align="center">SIN: 54151S</p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>5 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Direct supervision of IT software development, integration, maintenance projects, or telecommunications systems.</li> <li>▪ Led projects that involved the successful management of teams composed of data processing and other information management professionals who were involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information or telecommunications systems.</li> <li>▪ Proficient in reviewing IT strategies, infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project's life cycle. Other experience includes day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities.</li> </ul>
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**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p align="center"><b><u>Project Manager</u></b></p> <p align="center"><b>SIN: 54151S</b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>3 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Direct supervision of IT software development, integration, maintenance projects, or telecommunications systems.</li> <li>▪ Led projects that involved the successful management of teams composed of data processing and other information management professionals who were involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information or telecommunications systems.</li> <li>▪ Proficient in reviewing IT strategies, infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project's life cycle. Other experience includes day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities.</li> </ul>
<p align="center"><b><u>Senior Enterprise Systems Specialist</u></b></p> <p align="center"><b>SIN: 54151S</b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>8 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements.</li> <li>▪ Extensive experience in all aspects of a system's development life cycle, experience in formulating project definition, isolating key success factors, and aligning firm objectives with client needs.</li> <li>▪ Other experience includes management of local resources, administration of project work plans and processes, and core capabilities in information systems design and technical solutions.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p align="center"><u>Enterprise Systems Specialist II</u></p> <p align="center">SIN: 54151S</p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>5 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: management and direction on client engagements, knowledge of and experience with system development and implementation, development of engagement work plans, and deployment of program criterion.</li> <li>▪ Other experience includes implementing business process reengineering, developing financial models, orchestrating change management principles, and conducting performance measurements.</li> </ul>
<p align="center"><u>Enterprise Systems Specialist I</u></p> <p align="center">SIN: 54151S</p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>2 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: technical experience with skills in design and configuration specifications, implementation planning, technology integration and execution and business knowledge with functional skills in finance, procurement, human resources, payroll, materials and facilities management, sales and distribution, and project management.</li> </ul>
<p align="center"><u>Senior Process Specialist</u></p> <p align="center">SIN: 54151S</p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>8 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements. Team and project management, scoping and planning for phased implementations, conducting gap analyses, developing functional design and configuration specifications, technology integration and delivering implementations to meet those specifications. Apply change management initiatives, reengineer business processes to support technology, and identify strategic synergies within project scope.</li> <li>▪ Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.</li> </ul>



**IT LABOR CATEGORIES**

- **SIN 54151S: Information Technology Professional Services**

<p align="center"><b><u>Process Specialist II</u></b></p> <p align="center"><b>SIN: 54151S</b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>6 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: conducting training needs assessments, designing and implementing custom training programs, designing communication plans, performing end-user training and documentation, and implementing "train the trainer" programs. Other experience includes process improvement diagnoses, process modeling and documentation, benchmarking activities, and exposure to change management principles.</li> </ul>
<p align="center"><b><u>Process Specialist I</u></b></p> <p align="center"><b>SIN: 54151S</b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>3 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: helping to define training needs and contributing to the development and implementation of training programs, curriculum, and end-user training materials.</li> </ul>
<p align="center"><b><u>Senior Information Technology Specialist</u></b></p> <p align="center"><b>SIN: 54151S</b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>12 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements.</li> <li>▪ Analyzing user needs to determine functional requirements for hardware or software systems; analyzing network and computer communications hardware and software characteristics, recommending equipment enhancements, removals, software upgrades, and modifications; designing optimized network topologies and site configurations; systems engineering and analysis in broad based settings; determining functional requirements for analysis and definition of business needs; or other related specialization.</li> <li>▪ Other experience includes directing high-level systems engineering, analysis, design, documentation, and implementation and maintenance of very complex applications.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p align="center"> <u>Information Technology Specialist IV</u>   <b>SIN: 54151S</b> </p>	<p align="center">           Bachelor's Degree (any) or higher;            Certifications or            experience can            substitute for degree         </p>	<p align="center">           8 years of relevant experience         </p>	<p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, or video formats.</li> <li>▪ Ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.</li> </ul>
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**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p align="center"><u>Information Technology Specialist III</u></p> <p align="center">SIN: 54151S</p>	<p align="center">Bachelor's Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p align="center">5 years of relevant experience</p>	<p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, or video formats.</li> <li>▪ Ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.</li> </ul>
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**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p align="center"> <u>Information Technology Specialist II</u>   <u>SIN: 54151S</u> </p>	<p align="center">           Bachelor's Degree (any) or higher;            Certifications or            experience can            substitute for degree         </p>	<p align="center">           3 years of relevant experience         </p>	<p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, or video formats. Ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.</li> </ul>
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**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p align="center"><u>Information Technology Specialist I</u></p> <p align="center"><u>SIN: 54151S</u></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>0 years of experience</p>	<p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems used for the transmission of information in voice, data, or video formats. Ensuring the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data.</li> </ul>
<p align="center"><u>Senior Quality Management Specialist</u></p> <p align="center"><u>SIN: 54151S</u></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>8 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements.</li> <li>▪ Experience in verification and validation, software testing and integration, and software metrics, and their application to software quality assessment.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p><b><u>Quality Management Specialist II</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>5 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: understanding and application of major web technologies and overall online quality control methods. Implement quality initiatives by coaching staff and project teams in using quality tools and techniques.</li> <li>▪ Experience in verification and validation, software testing and integration, and software metrics, and their application to software quality assessment.</li> </ul>
<p><b><u>Quality Management Specialist I</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>2 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience in verification and validation, software testing and integration, and software metrics, and their application to software quality assessment.</li> <li>▪ Assist in planning and coordinating quality initiatives such as assisting in the coordination and development of a strategic plan for the promotion and implementation of quality initiatives.</li> </ul>
<p><b><u>Senior Financial Specialist</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>12 years of relevant experience</p>	<p>Experience includes: senior-level management and direction on client engagements. Examples of experience include:</p> <ul style="list-style-type: none"> <li>▪ Guidance to leadership to support management of IT capital and expense spending.</li> <li>▪ Implement, enhance, and maintain tools, controls, and processes to ensure appropriate cost justification and approval for IT spending.</li> <li>▪ Facilitates the IT budgeting, asset management, financial analysis, audit, procurement and settlement processes in compliance with business leading practices, Sarbanes Oxley, and GAAP.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p><b><u>Financial Specialist V</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>9 years of relevant experience</p>	<p>Examples of experience includes senior-level management and direction on client engagements:</p> <ul style="list-style-type: none"> <li>▪ Provides assistance in implementing, enhancing and maintaining tools, controls, and processes to ensure appropriate cost justification and approval for IT spending.</li> <li>▪ Helps facilitates the IT budgeting, asset management, financial analysis, audit, procurement and settlement processes in compliance with business leading practices, Sarbanes Oxley, and GAAP.</li> </ul>
<p><b><u>Financial Specialist IV</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>6 years of relevant experience</p>	<p>Examples of experience include:</p> <ul style="list-style-type: none"> <li>▪ Provides assistance in implementing, enhancing and maintaining tools, controls, and processes to ensure appropriate cost justification and approval for IT spending.</li> <li>▪ Helps facilitates the IT budgeting, asset management, financial analysis, audit, procurement and settlement processes in compliance with business leading practices, Sarbanes Oxley, and GAAP.</li> </ul>
<p><b><u>Financial Specialist III</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>3 years of relevant experience</p>	<p>Examples of experience include:</p> <ul style="list-style-type: none"> <li>▪ Provides assistance in implementing, enhancing and maintaining tools, controls, and processes to ensure appropriate cost justification and approval for IT spending.</li> <li>▪ Helps facilitates the IT budgeting, asset management, financial analysis, audit, procurement and settlement processes in compliance with business leading practices, Sarbanes Oxley, and GAAP.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p><b><u>Financial Specialist II</u></b> <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>0 years of experience</p>	<p>Examples of experience include:</p> <ul style="list-style-type: none"> <li>▪ Provides assistance in implementing, enhancing and maintaining tools, controls, and processes to ensure appropriate cost justification and approval for IT spending.</li> <li>▪ Helps facilitates the IT budgeting, asset management, financial analysis, audit, procurement and settlement processes in compliance with business leading practices, Sarbanes Oxley, and GAAP.</li> </ul>
<p><b><u>Financial Specialist I</u></b> <b><u>SIN: 54151S</u></b></p>	<p>High School</p>	<p>0 years of experience</p>	<ul style="list-style-type: none"> <li>▪ Day-to-day work is supervised directly by Financial Specialist II or higher. Work product is closely monitored and scrutinized to help ensure firm’s standards of quality are being kept.</li> </ul>
<p><b><u>Senior Business Analyst</u></b> <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>12 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements. Experience includes: knowledge of core work-products, project planning, and project budgeting required for large system engagements.</li> <li>▪ Proficiency in project and financial support tools required to manage a large technology project from beginning to end.</li> </ul>
<p><b><u>Business Analyst V</u></b> <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>8 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements. Experience includes: knowledge of core work-products, project planning, and project budgeting required for large system engagements.</li> <li>▪ Proficiency in project and financial support tools required to manage a large technology project from beginning to end.</li> </ul>



**IT LABOR CATEGORIES**

- **SIN 54151S:** Information Technology Professional Services

<p><b><u>Business Analyst IV</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>5 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: knowledge of core work-products and documentation required for large system engagements.</li> <li>▪ Proficiency in utilizing tools to expedite time required for research and production of technical documentation.</li> </ul>
<p><b><u>Business Analyst III</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>2 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: knowledge of core work-products and documentation required for large system engagements.</li> <li>▪ Develops or modifies moderately complex business systems.</li> </ul>
<p><b><u>Business Analyst II</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>0 years of experience</p>	<ul style="list-style-type: none"> <li>▪ Assists in the formulation and definition of systems scopes and objectives and business processes.</li> <li>▪ Understands applicable business systems, processes, and industry requirements.</li> </ul>
<p><b><u>Business Analyst I</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>High School</p>	<p>0 years of experience</p>	<ul style="list-style-type: none"> <li>▪ Day-to-day work is supervised directly by Business Analyst II or higher. Work product is closely monitored and scrutinized to help ensure firm’s standards of quality are being kept.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S: Information Technology Professional Services**

<p align="center"><u>Senior Systems Security Specialist</u></p> <p align="center"><u>SIN: 54151S</u></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>9 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements.</li> <li>▪ Experience includes defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to multilevel security (MLS) problems.</li> <li>▪ Proficiency in analyzing and defining security requirements for MLS issues; designing, developing, engineering, and implementing solutions to MLS requirements; implementing and developing MLS; and performing risk analyses and assessment.</li> <li>▪ Participation in the strategic design process to translate security and business requirements into processes and systems.</li> </ul>
<p align="center"><u>Systems Security Specialist</u></p> <p align="center"><u>SIN: 54151S</u></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>4 years of relevant experience</p>	<p>Examples of experience include:</p> <ul style="list-style-type: none"> <li>▪ Design, development, or recommendations of security systems solutions.</li> <li>▪ Providing technical services for the support of integrated security systems and solutions.</li> <li>▪ Design, develop, document, implement, and test security processes and products.</li> <li>▪ Search external sources for leading edge security tools.</li> <li>▪ Conduct audits of information security accounts, summarize data, and manage outcomes.</li> <li>▪ Participate in annual Disaster Recovery planning and testing activities.</li> </ul>

**IT LABOR CATEGORIES**

- **SIN 54151S: Information Technology Professional Services**

<p><b><u>Senior Information Assurance Specialist</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>4 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes: senior-level management and direction on client engagements. Experience includes determining enterprise information assurance and security standards; developing and implementing information assurance/security standards and procedures; coordinating, developing, and evaluating security programs; establishing and satisfying information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Proficient in analyzing general information assurance-related technical problems and providing engineering and technical support for resolution.</li> <li>▪ Other experience includes performing vulnerability/risk analysis of computer systems and applications during the system development life cycle</li> </ul>
<p><b><u>Information Assurance Specialist</u></b>  <b><u>SIN: 54151S</u></b></p>	<p>Bachelor’s Degree (any) or higher; Certifications or experience can substitute for degree</p>	<p>2 years of relevant experience</p>	<ul style="list-style-type: none"> <li>▪ Experience includes determining enterprise information assurance and security standards; developing and implementing information assurance/security standards and procedures; coordinating, developing, and evaluating security programs; establishing and satisfying information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Proficient in analyzing general information assurance-related technical problems and providing engineering and technical support for resolution.</li> </ul>

**ITC LABOR CATEGORIES**

- **SIN 54151HACS:** Highly Adaptive Cybersecurity Services (HACS)

<p><u>Senior Cybersecurity Specialist</u></p> <p><u>SIN: 54151HACS</u></p>	<p>Bachelor’s Degree (any) Master’s Degree will substitute for 2 years of experience</p>	<p>10 years of relevant experience</p>	<p>Will provide senior executive level management and direction on cybersecurity engagements, including analysis, observations, and recommendations supporting a broad range of cybersecurity topics, such as penetration testing, incident response, threat analysis/hunt, and risk and vulnerability assessment.</p> <p>Experience includes: senior-level management and direction on cybersecurity engagements, including:</p> <ul style="list-style-type: none"> <li>▪ Analyzing user needs to determine functional requirements for hardware or software systems; analyzing network and computer communications hardware and software characteristics, recommending equipment enhancements, removals, software upgrades, and modifications; designing optimized network topologies and site configurations; systems engineering and analysis in broad based settings; determining functional requirements for analysis and definition of business needs; or other related specialization as they relate to cybersecurity.</li> <li>▪ Other experience includes directing high-level systems engineering, analysis, design, documentation, and implementation and maintenance of very complex applications as they relate to cybersecurity.</li> </ul>
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**ITC LABOR CATEGORIES**

- **SIN 54151HACS: Highly Adaptive Cybersecurity Services (HACS)**

<p align="center"><u>Cybersecurity Specialist IV</u></p> <p align="center"><u>SIN: 54151HACS</u></p>	<p>Bachelor’s Degree (any). Master's Degree will substitute for 2 years of experience; 4 years of additional experience may replace a bachelor's degree</p>	<p>8 years of relevant experience</p>	<p>Will provide analysis, observations, and recommendations supporting a broad range of cybersecurity topics, such as penetration testing, incident response, threat analysis/hunt, and risk and vulnerability assessment. Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Helping to ensure the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools as it relates to cybersecurity frameworks i.e. NIST 800-53.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software as it relates to cybersecurity.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data as it relates to cybersecurity.</li> <li>▪ The planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems as they relate to cybersecurity.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems in regards to cybersecurity.</li> </ul>
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**ITC LABOR CATEGORIES**

- **SIN 54151HACS:** Highly Adaptive Cybersecurity Services (HACS)

<p align="center"><u>Cybersecurity Specialist III</u></p> <p align="center"><u>SIN: 54151HACS</u></p>	<p>Bachelor's Degree (any). Master's Degree will substitute for 2 years of experience; 4 years of additional experience may replace a bachelor's degree</p>	<p>5 years of relevant experience</p>	<p>Will provide analysis, observations, and recommendations supporting a broad range of cybersecurity topics, such as penetration testing, incident response, threat analysis/hunt, and risk and vulnerability assessment.</p> <p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Helping to ensure the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools as it relates to cybersecurity frameworks i.e. NIST 800-53.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software as it relates to cybersecurity.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data as it relates to cybersecurity.</li> <li>▪ The planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems as they relate to cybersecurity.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems in regards to cybersecurity.</li> </ul>
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**ITC LABOR CATEGORIES**

- **SIN 54151HACS:** Highly Adaptive Cybersecurity Services (HACS)

<p align="center"><u>Cybersecurity Specialist II</u></p> <p align="center"><u>SIN: 54151HACS</u></p>	<p>Bachelor's Degree (any). Master's Degree will substitute for 2 years of experience; 2 years of additional experience may replace a bachelor's degree.</p>	<p>3 years of relevant experience</p>	<p>Will provide analysis, observations, and recommendations supporting a broad range of cybersecurity topics, such as penetration testing, incident response, threat analysis/hunt, and risk and vulnerability assessment. Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Helping to ensure the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools as it relates to cybersecurity frameworks i.e. NIST 800-53.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software as it relates to cybersecurity.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data as it relates to cybersecurity.</li> <li>▪ The planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems as they relate to cybersecurity.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems in regards to cybersecurity.</li> </ul>
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**ITC LABOR CATEGORIES**

- **SIN 54151HACS: Highly Adaptive Cybersecurity Services (HACS)**

<p align="center"><u>Cybersecurity Specialist I</u></p> <p align="center"><u>SIN: 54151HACS</u></p>	<p align="center">Bachelor's Degree (any). 2 years of additional experience will substitute for a bachelor's degree</p>	<p align="center">0 years of experience</p>	<p>Will provide analysis, observations, and recommendations supporting a broad range of cybersecurity topics, such as penetration testing, incident response, threat analysis/hunt, and risk and vulnerability assessment.</p> <p>Experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>▪ Helping to ensure the confidentiality, integrity, and availability of systems, networks, and data through the planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs, policies, procedures, and tools as it relates to cybersecurity frameworks i.e. NIST 800-53.</li> <li>▪ The design, documentation, development, modification, testing, installation, implementation, and support of new or existing applications software as it relates to cybersecurity.</li> <li>▪ The planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data as it relates to cybersecurity.</li> <li>▪ The planning and coordinating the installation, testing, operation, troubleshooting, and maintenance of hardware and software systems as they relate to cybersecurity.</li> <li>▪ The planning, analysis, design, development, testing, quality assurance, configuration, installation, implementation, integration, maintenance, and/or management of networked systems in regards to cybersecurity.</li> </ul>
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**Contract Price List**

Contract No. GS-00F-275CA

Item	SIN	Awarded Labor Category	Site	Year 8	Year 9	Year 10
				9/1/22 - 8/31/23	9/1/23 - 8/31/24	9/1/24 - 8/31/25
<b>PROFESSIONAL SERVICES CATEGORY - LABOR CATEGORIES AND RATES</b>						
1	541211	Partner/Principal	Both	\$382.73	\$391.92	\$401.32
2	541211	Federal Accounting/Audit Director	Both	\$340.79	\$348.97	\$357.34
3	541211	Experienced Senior Manager	Both	\$325.06	\$332.86	\$340.85
4	541211	Senior Manager	Both	\$288.36	\$295.28	\$302.37
5	541211	Experienced Manager	Both	\$262.14	\$268.44	\$274.88
6	541211	Manager	Both	\$230.69	\$236.22	\$241.89
7	541211	Experienced Supervising Senior	Both	\$209.72	\$214.75	\$219.90
8	541211	Supervising Senior	Both	\$188.74	\$193.27	\$197.91
9	541211	Experienced Senior	Both	\$183.50	\$187.90	\$192.41
10	541211	Senior	Both	\$157.29	\$161.06	\$164.93
11	541211	Experienced Staff	Both	\$143.65	\$147.10	\$150.63
12	541211	Staff	Both	\$110.10	\$112.74	\$115.45
13	522310, 541211, 541219, 541611	Assistant/Intern	Both	\$94.90	\$97.17	\$99.51
14	541211	EDP Director	Both	\$387.97	\$397.28	\$406.82
15	522310, 541211, 541219, 541611	EDP Senior Manager	Both	\$304.09	\$311.39	\$318.86
16	541211	EDP Experienced Manager	Both	\$272.63	\$279.17	\$285.87
17	522310, 541211, 541219, 541611	EDP Manager	Both	\$246.42	\$252.33	\$258.39
18	541211	EDP Experienced Supervising Senior	Both	\$209.72	\$214.75	\$219.90
19	522310, 541211, 541219, 541611	EDP Supervising Senior	Both	\$204.47	\$209.38	\$214.40
20	522310, 541211, 541219, 541611	EDP Senior	Both	\$183.50	\$187.90	\$192.41
21	522310, 541211, 541219, 541611	EDP Staff	Both	\$152.31	\$155.96	\$159.70
22	522310, 541211, 541219, 541611, 541330ENG, 541614SVC	Audit/Advisory Specialist 1	Both	\$367.00	\$375.81	\$384.83
23	522310, 541211, 541219, 541611, 541330ENG, 541614SVC	Audit/Advisory Specialist 2	Both	\$283.12	\$289.91	\$296.87
24	522310, 541211, 541219, 541611, 541330ENG, 541614SVC	Audit/Advisory Specialist 3	Both	\$241.17	\$246.96	\$252.89
25	522310, 541211, 541219, 541611, 541330ENG, 541614SVC	Audit/Advisory Specialist 4	Both	\$191.89	\$196.49	\$201.21
26	522310, 541219, 541611	FMS Partner/Officer	Both	\$314.57	\$322.12	\$329.85
27	522310, 541219, 541611	Experienced Senior Project Director	Both	\$262.14	\$268.44	\$274.88

Item	SIN	Awarded Labor Category	Site	Year 8	Year 9	Year 10
				9/1/22 - 8/31/23	9/1/23 - 8/31/24	9/1/24 - 8/31/25
<b>PROFESSIONAL SERVICES CATEGORY - LABOR CATEGORIES AND RATES</b>						
28	522310, 541219, 541611	FMS Senior Project Director	Both	\$235.93	\$241.59	\$247.39
29	522310, 541219, 541611	Experienced Project Director	Both	\$214.96	\$220.12	\$225.40
30	522310, 541219, 541611	FMS Project Director	Both	\$193.99	\$198.64	\$203.41
31	522310, 541219, 541611	Experienced Senior Consultant	Both	\$178.26	\$182.54	\$186.92
32	522310, 541219, 541611	FMS Senior Consultant	Both	\$167.77	\$171.80	\$175.92
33	522310, 541219, 541611	Experienced Consultant	Both	\$152.04	\$155.69	\$159.43
34	522310, 541219, 541611	FMS Consultant	Both	\$125.83	\$128.85	\$131.94
35	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Subject Matter Specialist 1	Both	\$419.43	\$429.50	\$439.80
36	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Subject Matter Specialist 2	Both	\$393.22	\$402.65	\$412.32
37	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Subject Matter Specialist 3	Both	\$314.57	\$322.12	\$329.85
38	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Subject Matter Specialist 4	Both	\$251.66	\$257.70	\$263.88
39	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Subject Matter Specialist 5	Both	\$209.72	\$214.75	\$219.90
40	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Subject Matter Specialist 6	Both	\$153.60	\$157.29	\$161.06
41	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Functional Specialist 2	Both	\$367.00	\$375.81	\$384.83
42	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Functional Specialist 3	Both	\$272.63	\$279.17	\$285.87
43	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Functional Specialist 4	Both	\$230.69	\$236.22	\$241.89
44	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Functional Specialist 5	Both	\$183.50	\$187.90	\$192.41
45	541611, 54151HEAL, 541330ENG, 541614SVC 518210C	Functional Specialist 6	Both	\$167.77	\$171.80	\$175.92
45	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Functional Specialist 7	Both	\$125.83	\$128.85	\$131.94
47	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Client Operations Specialist 2	Both	\$325.06	\$332.86	\$340.85
48	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Client Operations Specialist 3	Both	\$272.63	\$279.17	\$285.87

Item	SIN	Awarded Labor Category	Site	Year 8	Year 9	Year 10
				9/1/22 - 8/31/23	9/1/23 - 8/31/24	9/1/24 - 8/31/25
<b>PROFESSIONAL SERVICES CATEGORY - LABOR CATEGORIES AND RATES</b>						
49	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Client Operations Specialist 4	Both	\$230.69	\$236.22	\$241.89
50	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Client Operations Specialist 5	Both	\$183.50	\$187.90	\$192.41
51	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Client Operations Specialist 6	Both	\$167.77	\$171.80	\$175.92
52	541611, 54151HEAL, 541330ENG, 541614SVC, 518210C	Client Operations Specialist 7	Both	\$125.83	\$128.85	\$131.94
53	541611, 54151HEAL, 518210C	Administrative Support Specialist 1	Both	\$146.80	\$150.32	\$153.93
54	541611, 54151HEAL, 518210C	Administrative Support Specialist 2	Both	\$132.12	\$135.29	\$138.54
55	541611, 54151HEAL, 518210C	Administrative Support Specialist 3	Both	\$100.66	\$103.08	\$105.55
56	54151S	Program Director	Both	\$285.15	\$291.99	\$299.00
57	54151S	Program Manager	Both	\$277.22	\$283.87	\$290.68
58	54151S	Senior Project Manager	Both	\$182.38	\$186.76	\$191.24
59	54151S	Project Manager	Both	\$171.48	\$175.60	\$179.81
60	54151S	Senior Enterprise Systems Specialist	Both	\$258.44	\$264.64	\$270.99
61	54151S	Enterprise Systems Specialist II	Both	\$205.16	\$210.09	\$215.13
62	54151S	Enterprise Systems Specialist I	Both	\$167.95	\$171.98	\$176.11
63	54151S	Senior Process Specialist	Both	\$218.32	\$223.56	\$228.93
64	54151S	Process Specialist II	Both	\$166.75	\$170.76	\$174.86
65	54151S	Process Specialist I	Both	\$147.00	\$150.53	\$154.14
66	54151S	Senior Information Technology Specialist	Both	\$282.83	\$289.62	\$296.57
67	54151S	Information Technology Specialist IV	Both	\$226.95	\$232.39	\$237.97
68	54151S	Information Technology Specialist III	Both	\$222.23	\$227.56	\$233.02
69	54151S	Information Technology Specialist II	Both	\$154.35	\$158.05	\$161.84

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				9/1/22 - 8/31/23	9/1/23 - 8/31/24	9/1/24 - 8/31/25
<b>PROFESSIONAL SERVICES CATEGORY - LABOR CATEGORIES AND RATES</b>						
70	54151S	Information Technology Specialist I	Both	\$113.69	\$116.42	\$119.21
71	54151S	Senior Quality Management Specialist	Both	\$200.67	\$205.49	\$210.42
72	54151S	Quality Management Specialist II	Both	\$149.88	\$153.48	\$157.16
73	54151S	Quality Management Specialist I	Both	\$112.12	\$114.81	\$117.57
74	54151S	Senior Financial Specialist	Both	\$185.12	\$189.56	\$194.11
75	54151S	Financial Specialist V	Both	\$163.47	\$167.39	\$171.41
76	54151S	Financial Specialist IV	Both	\$144.10	\$147.56	\$151.10
77	54151S	Financial Specialist III	Both	\$115.36	\$118.12	\$120.95
78	54151S	Financial Specialist II	Both	\$96.31	\$98.63	\$101.00
79	54151S	Financial Specialist I	Both	\$90.89	\$93.07	\$95.30
80	54151S	Senior Business Analyst	Both	\$199.66	\$204.45	\$209.36
81	54151S	Business Analyst V	Both	\$180.00	\$184.33	\$188.75
82	54151S	Business Analyst IV	Both	\$166.65	\$170.65	\$174.75
83	54151S	Business Analyst III	Both	\$115.04	\$117.80	\$120.63
84	54151S	Business Analyst II	Both	\$96.48	\$98.80	\$101.17
85	54151S	Business Analyst I	Both	\$86.97	\$89.06	\$91.20
86	54151S	Senior Systems Security Specialist	Both	\$228.28	\$233.76	\$239.37
87	54151S	Systems Security Specialist	Both	\$179.27	\$183.57	\$187.98
88	54151S	Senior Information Assurance Specialist	Both	\$193.16	\$197.80	\$202.55
89	54151S	Information Assurance Specialist	Both	\$152.43	\$156.08	\$159.83
90	54151HACS	Senior Cybersecurity Specialist	Both	\$334.43	\$342.45	\$350.67
91	54151HACS	Cybersecurity Specialist IV	Both	\$299.67	\$306.86	\$314.22

Item	SIN	Awarded Labor Category	Site	Year 8	Year 9	Year 10
				9/1/22 - 8/31/23	9/1/23 - 8/31/24	9/1/24 - 8/31/25
<b>PROFESSIONAL SERVICES CATEGORY - LABOR CATEGORIES AND RATES</b>						
92	54151HACS	Cybersecurity Specialist III	Both	\$253.68	\$259.77	\$266.00
93	54151HACS	Cybersecurity Specialist II	Both	\$212.68	\$217.79	\$223.02
94	54151HACS	Cybersecurity Specialist I	Both	\$154.24	\$157.94	\$161.73

**The rates shown in the Contract Price List above includes the Industrial Funding Fee (IFF) of 0.75%.**

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