



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

ZemiTek, LLC

3 Bethesda Metro Center, Suite 700

Bethesda, MD 20814

Phone: (240) 813-2523

Fax: (866) 296-9406

www.zemitek.com

Contract Administrator: Rosa Q. Caldas, President & CEO, rcaldas@zemitek.com

Contract Number: **GS-00F-356GA**

Period Covered by Contract: **September 1, 2017 – August 31, 2027**

Business Size: **Woman-Owned Business, SBA certified 8(a) Small Disadvantaged Business**

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

Pricelist current through Modification #**PA-0015**, dated **June 27, 2023**.

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

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

CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

SIN	SIN Description
54151S	Information Technology Professional Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional and Management Development Training
OLM	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See pricing beginning on page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. Maximum Order: For SIN 54151S - \$500,000
 For SINs 541611 & 611430 – \$1,000,000
 For SIN OLM – \$250,000

3. Minimum Order: \$100

4. Geographic Coverage: Worldwide

5. Point of Production: Same as company address

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

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

9. Foreign Items: None

10. Time of Delivery: Specified on the Task Order

10b. Expedited Delivery: Consult with Contractor

10c. Overnight/2-Day Delivery: Consult with Contractor

10d. Urgent Requirements: Consult with Contractor

11. FOB Point: Destination

12a. Ordering Address: Same as Contractor

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

13. Payment Address: Same as Company Address

14. Warranty Provisions: Contractor’s standard commercial warranty.

15. **Export Packing charges:** Not applicable
16. **Terms and conditions of rental, maintenance, and repair:** Not applicable
17. **Terms and conditions of installation:** Not applicable
- 18a. **Terms and conditions of repair parts:** Not applicable
- 18b. **Terms and conditions for any other services:** Not applicable
19. **List of service and distribution points:** Not applicable
20. **List of participating dealers:** Not applicable
21. **Preventive maintenance:** Not applicable
- 22a. **Environmental attributes**, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 22b. Contact ZemiTek, LLC for Section 508 compliance information. The EIT standards can be found at: <http://www.section508.gov>. Not applicable
23. **Unique Identifier Entity (UIE) Number:** MKFJCF SVQ9B8
24. ZemiTek, LLC is registered in the System for Award Management (SAM) database

GSA Hourly Pricing for SIN 54151S (w/ IFF)

Labor Category	09/01/2022	09/01/2023	09/01/2024	09/01/2025	09/01/2026
	– 08/31/2023	– 08/31/2024	– 08/31/2025	– 08/31/2026	– 08/31/2027
Administrative Manager	\$93.67	\$96.02	\$98.42	\$100.88	\$103.40
Business Systems Analyst	\$83.00	\$85.08	\$87.21	\$89.39	\$91.62
IT Subject Matter Specialist	\$136.63	\$140.05	\$143.55	\$147.14	\$150.81
Principal Systems Analyst/Programmer	\$137.78	\$141.23	\$144.76	\$148.38	\$152.09
Program Analyst	\$142.50	\$146.06	\$149.71	\$153.45	\$157.29
Program Assistant	\$53.11	\$54.44	\$55.80	\$57.20	\$58.63
Program Manager	\$143.75	\$147.35	\$151.03	\$154.81	\$158.68
Senior Knowledge Management Analysis/ Senior Training Specialist	\$139.50	\$142.98	\$146.56	\$150.22	\$153.98
Testing Specialist	\$87.75	\$89.94	\$92.19	\$94.50	\$96.86

GSA Hourly Pricing for SINS 541611 & 611430 (w/ IFF)

Labor Category	09/01/2022	09/01/2023	09/01/2024	09/01/2025	09/01/2026
	– 08/31/2023	– 08/31/2024	– 08/31/2025	– 08/31/2026	– 08/31/2027
Administrative Manager	\$109.80	\$112.54	\$115.36	\$118.24	\$121.20
Administrative Support Specialist**	\$42.89	\$43.96	\$45.06	\$46.18	\$47.34
Financial Analyst	\$125.92	\$129.07	\$132.30	\$135.60	\$138.99
Junior Analyst	\$70.40	\$72.16	\$73.96	\$75.81	\$77.70
Management Assistant	\$55.65	\$57.05	\$58.47	\$59.93	\$61.43
Mid Business Analyst	\$96.89	\$99.32	\$101.80	\$104.34	\$106.95
Mid Technical Advisor	\$140.15	\$143.65	\$147.24	\$150.92	\$154.70
Mid Technical Specialist	\$118.61	\$121.57	\$124.61	\$127.73	\$130.92
Principal Management Consultant	\$207.92	\$213.12	\$218.44	\$223.91	\$229.50
Principal System Analyst	\$156.79	\$160.71	\$164.73	\$168.85	\$173.07
Program Assistant	\$62.27	\$63.83	\$65.42	\$67.06	\$68.73
Program Manager	\$163.58	\$167.67	\$171.86	\$176.16	\$180.56
Program/ Management Analyst	\$80.73	\$82.75	\$84.82	\$86.94	\$89.11
Project Manager	\$155.48	\$159.37	\$163.35	\$167.43	\$171.62
Senior KM Analyst	\$158.74	\$162.71	\$166.78	\$170.95	\$175.22
Senior Program Manager	\$170.99	\$175.26	\$179.65	\$184.14	\$188.74
Senior Subject Matter Expert	\$229.47	\$235.20	\$241.08	\$247.11	\$253.29
Senior Technical Advisor	\$167.02	\$171.20	\$175.48	\$179.87	\$184.36
Senior Technical Specialist	\$146.63	\$150.29	\$154.05	\$157.90	\$161.85
Strategic Planning Analyst	\$129.22	\$132.45	\$135.76	\$139.16	\$142.64

Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Administrative Support Specialist	01020 - Administrative Assistant	2015-4281

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

Labor Category Descriptions for SIN 54151S

Administrative Manager

Minimum/General Experience: Four (4) years of experience in office management.

Functional Responsibilities: Directs and manages the staff, workflow, and operations of the fiscal/administrative office. Works to ensure efficient communication and collaboration regarding processes, growth, and strategic planning. Develops departmental policies and procedures as needed. Responsible for developing, scheduling, and completing departmental reports and analyses as needed and appropriate. Plan, prepare and revise work schedules and assignments according to need. Review performance data (monthly, quarterly executive summaries) to monitor and measure productivity, goal progress and activity levels.

Minimum Education: Bachelor's degree is required.

Business Systems Analyst

Minimum/General Experience: Minimum of 8 years of experience.

Functional Responsibilities: Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Designs new computer programs by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications. Improves systems by studying current practices; designing modifications. Recommends controls by identifying problems; writing improved procedures. Defines project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget. Monitors project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.

Minimum Education: Bachelor's Degree in a Computer Science related field.

IT Subject Matter Specialist

Minimum/General Experience: Minimum of 10 years of experience.

Functional Responsibilities: Provides technical, functional, doctrinal, or acquisition expertise on state-of-the-art methods, theories, and techniques in the investigation and solution of complex computer science concepts including such areas as system modeling, system architecture, parallel processing, business intelligence, data analysis. Writes articles and white papers on leading-edge systems engineering concepts. Validates system design and IT strategies, as applicable to expertise. Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a quantitative, rational basis for decision making through the application of logic and scientific or economic disciplines and techniques. Conducts research, experiments, or demonstrations in leading edge computer science/systems engineering activities. Possesses proven ability to develop innovative leading-edge technical and/or business solutions.

Minimum Education: Ph.D. computer science, engineering, management information systems (MIS) or a technical degree in any field, supplemented with computer courses and 10 years applicable experience or; Master's Degree computer science, engineering, management information systems (MIS), or a technical degree in any field, supplemented with computer courses and 12 years applicable experience.

Principal Systems Analyst/Programmer

Minimum/General Experience: At least four (4) years of experience in program management, with a focus on technical or business analysis.

Functional Responsibilities: Provide program management activities supporting areas such as the business process improvement and other designated programs. This support includes, but is not limited to, the development of plans of action and milestones, conducting studies and analyses of operational and business processes; creating business strategies; reviewing and improving programmatic financial information and reports; technical briefings and related materials regarding emerging business and IT areas and technologies within the functional areas as well as developing executive leadership briefings. Provide project management support which includes, but is not limited to, facilitation of meetings, scheduling of video teleconferences, project analysis, cause and effect analysis, budgeting support, preparation of briefing materials, creation of correspondence, team tasking, and data call support. Provides support of the development, integration and maintenance of technical information repositories, data warehousing, files, and databases.

Minimum Education: Bachelor's degree required.

Program Analyst

Minimum/General Experience: At least four (4) years of experience in program management, with a focus on technical or business analysis.

Functional Responsibilities: Provide program management activities supporting areas such as the business process improvement and other designated programs. This support includes, but is not limited to, the development of plans of action and milestones, conducting studies and analyses of operational and business processes; creating business strategies; reviewing and improving programmatic financial information and reports; technical briefings and related materials regarding emerging business and IT areas and technologies within the functional areas as well as developing executive leadership briefings. Provide project management support which includes, but is not limited to, facilitation of meetings, scheduling of video teleconferences, project analysis, cause and effect analysis, budgeting support, preparation of briefing materials, creation of correspondence, team tasking, and data call support. Provides support of the development, integration and maintenance of technical information repositories, data warehousing, files, and databases.

Minimum Education: Bachelor's degree is required.

Program Assistant

Minimum/General Experience: Four (4) years of experience working with finance and budgets in an office setting.

Functional Responsibilities: Program Assistant reports to the Program Manager. She is responsible for reviewing, preparing, and processing budgets and financial documents such as expense reports, and for reviewing and editing programmatic and financial reports, planning, and facilitating partnership travel, and providing administrative support to program staff and field offices.

Minimum Education: Bachelor's degree is required.

Program Manager

Minimum/General Experience: At least 12 years of IT Program Management experience.

Functional Responsibility: Oversees all major functions, disciplines, or segments of a program/project relating to resources, database design, systems analysis and design, programming,

implementation support and other computer related services. May direct the software/systems engineering function in developing, releasing, and maintaining systems according to business needs. Develops approaches/solutions for complex Information Technology problems. Provides Information Technology expertise to senior government and corporate officers. Possesses one or more functional or operational expertise related to government and commercial information technology applications. Formulates and manages capital and operating IT budgets. Provides oversight and support of network infrastructure, including hardware, software, and end-user support; establishment of technical training programs; and supervision of technical staff.

Minimum Education: MS or MBA in relevant content fields as appropriate to the project.

Senior Knowledge Management Analysis/ Senior Training Specialist

Minimum/General Experience: Minimum of 10 years of experience.

Functional Responsibility: Brings technical expertise in order to establish and provide technical training program. Capable of writing and developing any and all lesson plans and technical training materials.

Minimum Education: Bachelor’s Degree in IT, Education, or related field.

Testing Specialist

Minimum/General Experience: Minimum of 8 years of experience.

Functional Responsibilities: Designs and executes IT software testing and evaluates systems performance. Capable of preparing and executing test script, reviewing test results, and providing client with reports documenting results and evaluations.

Minimum Education: Bachelor’s Degree in a Computer Science related field.

Experience Substitutions

H.S. Diploma	Or	4 years of additional experience Equals Bachelor’s Degree
Bachelor’s Degree	Or	2 years of additional experience Equals Master’s Degree
Master’s Degree	Or	3 years of additional experience Equals Ph.D.

Education Substitutions

Ph.D.	Or	3 years of required experience with a master’s degree or 5 years with a bachelor’s degree
Master’s Degree	Or	2 years of required experience with a bachelor’s degree
Bachelor’s Degree	Or	4 years of required experience with a H.S. diploma

Labor Category Descriptions For SINs 541611 & 611430

Administrative Manager

Minimum/General Experience: Manager with at least five (5) years of experience supervising staff, implementing administrative systems, and coordinating USG programs. Strong verbal and written communication skills required.

Functional Responsibilities: Oversee the support operations of a contract/ program. Maintains administrative staff by recruiting, selecting, orienting, and training employees. Maintaining a safe and secure work environment. Develops personnel growth opportunities. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results. Initiates, coordinates, and enforces systems, policies, and procedures. Establishes policies, procedures, and work schedules. Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices. Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.

Minimum Education: Master's degree from an accredited college or university in business/public administration, management, finance, or related area. Certification in a management, finance or related field is desirable.

Administrative Support

Minimum/General Experience: Administrator with at least two (2) years of experience performing clerical and administrative duties on Government contracts. Has the ability to manage complex and high-quality activities. Experienced working with US agencies' programs. Strong verbal and written communication skills required.

Functional Responsibilities: Provides technical support towards the management of the administration of a project, including tracking of tasks and requests. Formats and prepares final deliverables including reports, tables spreadsheets and presentations. Provides support towards the management of complex, time sensitive, high quality activities. Works collaboratively with a team. Assists in collecting and organizing information for preparation of customer deliverables. Assists in the preparation of management plans, reports, and presentations to customer program and executive management. Edits documentation of studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives. Supports preparation of briefings for stakeholder meetings. Records discussion content and provides related facilitation support services. May provide graphics planning support, project financial and administration support, general office support, secretarial support, and event planning.

Minimum Education: Associate's degree from an accredited college or university in Business Administration, Management, Finance, or relevant field. Specialized training in office software products including Word, PowerPoint, and Excel.

Financial Analyst

Minimum/General Experience: Analyst with at least four (4) years of experience in accounting and financial practices.

Functional Responsibilities: Performs financial duties associated with a project/program including day-to-day interface with project management, client, and contractor personnel. Oversees the work of other accountants and responds to the special requirements of financial and project management. Coordinates

project/contract close-outs, subcontract reviews and special projects. Requires an understanding and familiarity with the overall project execution process, including budgeting, cost reporting, cost control, schedule, and anticipated cost and project profitability. Interface with all general and corporate accounting activities including accounts payable, accounts receivable, payroll and financial reporting as required.

Minimum Education: Bachelor's Degree from an accredited college or university in Management, Business, or other related scientific, technical or management discipline. Certification in a related field is desirable.

Junior Analyst

Minimum/General Experience: Analyst with at least one (1) year of professional experience conducting analysis. Experience in assist in reviewing, analyzing, and evaluating various program plans, policies, procedures, and policy directives. Excellent inter-personal communication skills.

Functional Responsibilities: Assist and participate in analyzing program performance data to identify trends, issues, and problems. Assist senior specialists in conducting special studies or research projects related to specific program goals and issues. Plan, schedule and conduct analysis of project operations, procedures, and organizational structures, identifying problems or deficiencies and recommending ways to improve the effectiveness and efficiency of program operations. Support the production of findings in a variety of formats (e.g. articles, papers, studies, briefings, other media, etc.)

Minimum Education: Bachelor's degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Psychology, Business, or other related scientific, technical or management discipline.

Management Assistant

Minimum/General Experience: Assistant with at least two (2) years of experience performing clerical and administrative duties. Has the ability to manage complex and high-quality activities. Strong verbal and written communication skills required.

Functional Responsibilities: Provides technical support towards the management of the administration of a project, including accounting and financial system and reports, personnel recruitment, and management, tracking of tasks and requests. Provides support towards the management of complex, time sensitive, high quality activities. Works collaboratively with institutional, government, and private sector partners and stakeholders.

Minimum Education: Bachelor's degree from an accredited college or university in Business Administration, Management, Finance, or relevant field. Specialized training in office software products including Word, PowerPoint, and Excel.

Mid Business Analyst

Minimum/General Experience: Analyst with at least three (3) years of experience in working independently on requirements to support the analysis and design of business applications for moderately complex enterprise systems. Strong verbal and written communication skills required.

Functional Responsibility: Develops surveys, conducts interviews, and frames problems for analysis and decision making in support of customer business functions. Employs process improvements and reengineering methodologies and principles for modernization of enterprise business systems. Supports

business requirements definition, verification and validation, documentation, and implementation of organizational initiatives. Supports program planning, audits, and evaluations. Supports studies, analyses, scenarios, facilitated discussions and reports relating to an agency's mission- oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies. Supports policy and regulation development assistance. Develops feasibility and cost-benefit studies, lifecycle analysis, briefings and presentations, report writing, and post implementation evaluations for agency projects.

Minimum Education: Bachelor's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Psychology, Business, or other related scientific, technical or management discipline.

Mid Technical Advisor

Minimum/General Experience: Technical advisor with at least six (6) years of experience directly related to their area of expertise. The individual provides technical assistance in their field of expertise and overall technical leadership in close partnership with other experts. Participates on a team to address technical assignments; is responsible for developing and providing reports for given assignments. Strong verbal and written communication skills required.

Functional Responsibility: Provides technical expertise and implements best practices related to their area of expertise. Responsible for planning, defining, and managing of program objectives, developing strategic recommendations, and ensuring communications with stakeholders. Active participant of a work- group for specialized knowledge area. Provides guidance on their area of capability and provide expert technical support for a particular project/program.

Minimum Education: Bachelor's degree from an accredited college or university in Management, Engineering, Computer Science, International Development, Information Technology, Business, or other related scientific, technical or management discipline.

Mid Technical Specialist

Minimum/General Experience: Technical staff with at least three (3) years of experience with specialized knowledge and experience in a specific technology. Demonstrates experience in conveying technical and functional concepts for a specific technical specialty. Proven experience with a technical specialty across moderately complex implementations and systems. Strong verbal and written communication skills required.

Functional Responsibilities: Provides functional and technical expertise in recommending solutions for mid enterprise business problems. Identifies improvements to project standards to achieve high quality services/ products. Able to identify best practices and standards for the use of the product. Interacts with executive level business users or technical experts. Documents business process flows, identifies functional requirements, prepares project documentation, develops performance requirements, and supports organizational planning activities. Possesses domain knowledge of functional areas. May lead or facilitate group discussions and briefings. Conducts customized training as needed to successfully perform/complete a consulting engagement.

Minimum Education: Bachelor's Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical or management discipline.

Principal Management Consultant

Minimum/General Experience: Senior consultant with extensive, enterprise-wide knowledge and at least fifteen (15) years of experience in one or more designated business and/or functional areas. Recognized in the professional community as an expert in the area of expertise. Prior experience in serving in a consulting capacity to senior management within government agencies and/or commercial organizations required.

Strong verbal and written communication skills, with strong organizational change management experience required.

Functional Responsibility: Senior consultant with extensive knowledge in business process analysis and/or a designated field or discipline. Facilitates implementation of business processes re-engineering methodologies. Serves as the principal business or technical advisor for large, complex projects, and provides expertise in the areas of business process reengineering, process and productivity improvement, organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, management consulting, and cross-team facilitation. May contribute to the evaluation, analysis, and recommendations of business solutions based on enterprise system products. Works across organizational units within the organization to develop a total business solution. Facilitates collaboration within and across business units to refine and resolve divergent views. Analyzes operational activities to obtain a quantitative, rational basis for recommended decision making and resource allocation. Communicates business requirements to stakeholders. Experienced in defining requirements for enterprise business systems. Develops reports and makes presentations to senior leadership and client representatives. Performs business process implementation audits, and evaluations. Perform studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives. Provides executive/management coaching services related to organizational business processes. Conduct customized business training as needed to successfully perform/complete a consulting engagement.

Minimum Education: Master's degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business or other related technical or management discipline. Certification in a related field is desirable.

Principal System Analyst

Minimum/General Experience: Senior Analyst with at least eight (8) years of experience in developing and applying structural methodologies and processes in the assessment of organization's ability to functional effectively, and in the analysis and design of organizational initiatives. Experienced working with US agencies' programs. Strong verbal and written communication skills required.

Functional Responsibilities: Serve as an expert for existing systems or solutions on technical level and organizational aspects in assigned area. Employ comprehensive knowledge to influence technologies and solution decisions. Provides functional and technical expertise in recommending solutions for complex enterprise business problems. Defines information needs, develops business and data architectures, and provides input for technical architectures in the form of business requirements. Documents business process flows, identifies functional requirements, prepares project documentation, develops performance requirements, and supports organizational planning activities. Possesses expert domain knowledge of functional areas. May apply industry best practices to develop recommendations for vendor selection, implementation strategy, and cost benefit analysis. Conduct program planning, audits, and evaluations. Conducts studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational

studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies. May lead or facilitate group discussions and briefings. Conducts customized business training as needed to successfully perform/complete a consulting engagement. Provides policy and regulation development assistance.

Minimum Education: Master's degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical or management discipline.

Program Assistant

Minimum/General Experience: Assistant with at least two (2) years of experience performing clerical and administrative duties on Government contracts; has ability to manage complex and high quality activities. Experienced working with US agencies' programs. Strong verbal and written communication skills required.

Functional Responsibilities: Provides technical support towards the management of the administration of a project, including tracking of tasks and requests. Systematically evaluates and improves office operations. Uses formal procedures to track memos, briefers, and coordinate other work performed in the office. Manage calendars, schedule meetings and appointments. Attends meetings, takes notes, notes commitments made, informs staff of commitments, and arranges for staff to follow through on implementation; Maintains subject and project files of correspondence, program documents, and reports. Arranges meeting space, speakers, and support details for conferences. Coordinates the purchase of equipment and supplies for the office. Has knowledge of general office automation software, practices, and procedures. Prepares administrative reports and composes correspondence on own initiative, based on knowledge of the supervisor's views and desires. Reviews documents requiring coordination by the supervisor for conformance with regulations, grammar, format, and special policies of the organization. Verifies that content has been coordinated, is accurate, and is in compliance with established policies.

Minimum Education: Bachelor's degree from an accredited college or university in Business Administration, Management, Finance, or relevant field. Specialized training in office software products including Word, PowerPoint, and Excel.

Program Manager

Minimum/General Experience: Senior manager with at least eight (8) years of experience in managing programs and contract operations often involving multiple projects and/or tasks-orders and groups of personnel at multiple locations. Strong verbal and written communication skills required.

Functional Responsibility: Responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects, overseeing work efforts and personnel resources, providing risk management, and monitoring overall project and contract performance. Serves as the contractor's authorized interface with the government contracting and management personnel, and customer agency representatives. Manages relationships with senior level management within the client organization and provides status for the overall program. Provides project leadership and formal and informal communications with stakeholders. Performs and monitors project planning and scheduling. Advises and provides training on implementation of earned value management on the program. Executes project management duties including performance monitoring and measurement. Develops reporting and documentation associated with project/program objectives. Conducts stakeholder briefings, participates in required meetings, and provides related project support services. Supports program integration and project close-out services.

Minimum Education: Master's degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical or management discipline. An advanced degree or certification in management, business administration, or related field and/or Project Management Professional Certification from the Project Management Institute is desired.

Program/Management Analyst

Minimum/General Experience: Analyst with at least three (3) years of professional experience in program and management analysis. Experience in assist in reviewing, analyzing, and evaluating various program plans, policies, procedures, policy directives, etc. to assess organizational impact. Experience working with US agencies' programs. Excellent inter-personal communication skills

Functional Responsibilities: Assist and participate in analyzing program performance data to identify trends, issues and problems. Apply financial principle, theories, and concepts to the management of funding to address problems in attaining program management goals. Assist senior specialists in conducting special studies or research projects related to specific program goals and issues. Plan, develop and conduct internal review studies of related line functions and/or programs with technically complex characteristics. Plan, schedule and conduct analysis of project operations, procedures, and organizational structures, identifying problems or deficiencies and recommending ways to improve the effectiveness and efficiency of program operations. Produce and/or present information and findings in a variety of formats (e.g. articles, papers, studies, briefings, other media, etc.)

Minimum Education: Bachelor's degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Psychology, Business, or other related scientific, technical or management discipline.

Project Manager

Minimum/General Experience: Strong manager with at least eight (8) years of experience in managing projects and/or tasks- orders and groups of personnel at one or more locations. Prior experience in serving in a leadership capacity in projects within government agencies and/or commercial organizations required. Strong verbal and written communication skills required.

Functional Responsibility: Responsible for the overall management of a specific project or task order. Provides project leadership and effective communications with stakeholders. Manages and controls schedules and cost to provide on time, within budget performance of all aspects of the contract. Provides direction for ensuring compliance with all management policies, plans, and procedures and reviewing the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities, including those of subcontractors.

Prepares and presents status on project schedules, costs, deliverables, and risks. Provides recommendations for resolution of problems. Delivers presentations and leads client meetings. Performs project planning and scheduling and monitor variances taking corrective action as required. Provides earned value management support. Executes project management activities, to include performance monitoring and measurement. Develops and delivers reporting and documentation associated with project/program objectives. Conducts stakeholder briefings, participates in required meetings, and related project support services. Supports program integration services. Supports project close-out services.

Minimum Education: Master's degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical or management discipline. An advanced degree or certification in management, business administration,

or related field and/or Project Management Professional Certification from the Project Management Institute is required.

Senior KM Analyst

Minimum/General Experience: Senior knowledge management analyst with at least eight (8) years of experience in managing programs and contract operations often involving multiple projects and/or tasks-orders and groups of personnel at multiple locations. Knowledge of USG policies, procedures, and reporting requirements; experience with collaborating, learning, and adapting framework and strategies. Demonstrated capacity to build and maintain productive working relationships with a wide network of partners and stakeholders. Strong verbal and written communication skills required.

Functional Responsibility: Provides vision, technical leadership, and management support for the project's knowledge management activities and ensures their alignment with the overall project goal and objectives. Develops, leads, and oversees implementation of strategies and tools to foster knowledge sharing throughout the project with a range of audiences. Builds relationships with leading global and regional projects and agencies including governments, and the private sector, in order to exchange knowledge on state-of-the-art approaches. Advocate for and facilitate innovation/best practice transfer. Build the capacity of partners in knowledge sharing strategies. Monitors and evaluates project knowledge sharing efforts and opportunities for process improvement.

Minimum Education: Master's degree from an accredited college or university in Management, Communications, Engineering, or related scientific, technical or management discipline.

Senior Program Manager

Minimum/General Experience: Senior manager with at least twelve (12) years of experience in managing programs and contract operations often involving multiple projects and/or tasks-orders and groups of personnel at multiple locations. Strong verbal and written communication skills required.

Functional Responsibility: Responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects, overseeing work efforts and personnel resources, providing risk management, and monitoring overall project and contract performance. Serves as the contractor's authorized interface with the government contracting and management personnel, and customer agency representatives. Manages relationships with senior level management within the client organization and provides status for the overall program. Provides project leadership and formal and informal communications with stakeholders. Performs and monitors project planning and scheduling. Advises and provides training on implementation of earned value management on the program. Executes project management duties including performance monitoring and measurement. Develops reporting and documentation associated with project/program objectives. Conducts stakeholder briefings, participates in required meetings, and provides related project support services. Supports program integration and project close-out services.

Minimum Education: Master's degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Business, or other related scientific, technical or management discipline. An advanced degree or certification in management, business administration, or related field and/or Project Management Professional Certification from the Project Management Institute is required.

Senior Subject Matter Expert

Minimum/General Experience: Senior expert with extensive, enterprise-wide knowledge and at least eighteen (18) years of experience in one or more designated functional and/or domain areas. Recognized in the professional community as an expert in the area of expertise. Prior experience in serving in a consulting capacity to senior management within government agencies and/or commercial organizations, along with strong verbal and written communication skills required.

Functional Responsibility: Performs as an expert source of knowledge and expertise within a specialized functional or technical area. Provides expert advice, assistance, guidance, or counseling in support of an agency's mission-oriented business functions. Provides advice on strategic direction and supports the analysis and definition of current and/or future organizational structure, processes, systems, and personnel, so that they align with the organization's core goals and strategic direction. Performs studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs and initiatives. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and initiatives. Ability to prepare and deliver quality documents, presentations, and briefings to executive management. Prepares reports and documentation associated with domain related agency project/program objectives. Prepares and conducts stakeholder briefings in area of expertise, participates in required meetings, and related project support. Conducts customized business training as needed to successfully perform or complete a consulting engagement. Ability to analyze and research complex problems, proposes unique solutions or alternatives, and provides expert advice.

Minimum Education: Master's degree from an accredited college or university in Management, Engineering, Information Technology, Business, International Development or other related technical or management discipline. Certification in a related field is desirable.

Senior Technical Advisor

Minimum/General Experience: Senior technical advisor with at least ten (10) years of experience directly related to their area of expertise. The individual provides in depth technical assistance in their field of expertise and overall technical leadership in close partnership with other experts. Leads or joins a team to address technical assignments; is responsible for developing and providing reports for given assignments. Strong verbal and written communication skills required.

Functional Responsibility: Provides technical expertise and implements best practices related to their area of expertise. Responsible for planning, defining, and managing of program objectives, developing strategic recommendations, and ensuring communications with stakeholders. Leads and/or is an active participant of a work-group with the need for specialized knowledge. Provides guidance on their area of capability and provide expert technical support for a particular project/program.

Minimum Education: Master's degree from an accredited college or university in Management, Engineering, Computer Science, International Development, Information Technology, Business, or other related scientific, technical or management discipline.

Senior Technical Specialist

Minimum/General Experience: Senior technical staff with at least six (6) years of experience with specialized knowledge and experience in a specific technology. Demonstrates expertise in conveying technical and functional concepts for a specific technical specialty. Proven experience with a technical specialty across large and complex implementations and systems. Strong verbal and written communication skills required.

Functional Responsibilities: Provides functional and technical expertise in recommending solutions for complex enterprise business problems. Identifies improvements to project standards to achieve high quality services/ products. Able to identify best practices and standards for the use of the product. Interacts with executive level business users or technical experts. Documents business process flows, identifies functional requirements, prepares project documentation, develops performance requirements, and supports organizational planning activities. Possesses expert domain knowledge of functional areas. May lead or facilitate group discussions and briefings. Conducts customized training as needed to successfully perform/complete a consulting engagement.

Minimum Education: Bachelor’s Degree from an accredited college or university in Management, Engineering, Computer Science, Information Technology, Psychology, Business, or other related scientific, technical or management discipline. Certification in a related field is desirable.

Strategic Planning Analyst

Minimum/General Experience: Analyst with at least four (4) years of experience leading strategic analysis and supporting the measurement of relevant key performance indicators. Responsible for developing and providing reports for given assignments. Strong verbal and written communication skills required.

Functional Responsibilities: Assists in the development of long-term goals and strategic objectives for an organization. Identifies, analyzes, and monitors issues that affect efficiency, effectiveness, profitability, and productivity. May be responsible for external communications with USG agencies and industry. May also be responsible for recommending strategic alternatives and developing and maintaining operational plans.

Minimum Education: Bachelor’s Degree from an accredited college or university in Management, Business, or other related scientific, technical or management discipline.

Experience Substitutions

H.S. Diploma	Or	4 years of additional experience Equals Bachelor’s Degree
Bachelor’s Degree	Or	2 years of additional experience Equals Master’s Degree
Master’s Degree	Or	3 years of additional experience Equals Ph.D.

Education Substitutions

Ph.D.	Or	3 years of required experience with a master’s degree or 5 years with a bachelor’s degree
Master’s Degree	Or	2 years of required experience with a bachelor’s degree
Bachelor’s Degree	Or	4 years of required experience with a H.S. diploma