

General Services Administration

Federal Acquisition Service

Authorized Federal Supply Schedule FSS Price List

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

Multiple Award Schedule

FSC Group: Office Management, Information Technology,
Facilities, and Professional Services

FSC Class: R616, R617, DA01, R404, R408, V122, R799

Contract Number: GS-10F-0049X

Contract Period: December 10, 2010 – December 9, 2025



Strategy – Realization – Enhancement

The Rehancement Group, Inc.

2010 Corporate Ridge, Suite 430

McLean, VA 22102

Telephone: (703) 450-4176

Fax: (202) 403-3583

info@rehancement.com

www.rehancement.com

Contract Administration: David Baker

Email: dbaker@rehancement.com

Business Size/Status: Small Business

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

Price List current through Modification #PS-0059 effective 10/31/2024

Prices Shown Herein are Net (discount deducted)



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CUSTOMER INFORMATION

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

| SIN | Recovery | Cooperative Purchasing | SIN Description |
|-----------|--------------|------------------------|--|
| 493110RM | 493110RM-RC | | Physical Records Management Services |
| 518210ERM | 518210ERM-RC | | Electronic Records Management Solutions |
| 54151S | 54151S-RC | 54151S-STLOC | Information Technology Professional Services |
| 541690E | 541690E-RC | | Energy Services |
| 541611 | 541611-RC | | Management & Financial Consulting, Acquisition & Grants Management Support, Business Program & Project Management Services |
| 541614SVC | 541614SVC-RC | | Supply and Value Chain Management |
| 518210DC | 518210DC-RC | | Document Conversion and Digitization Services |
| OLM | OLM-RC | OLM-STLOC | 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. 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:

Please refer to our rates on page #15

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

Please refer to page #12

2. Maximum Order:

| SINs | Maximum Order |
|-----------|---------------|
| 493110RM | \$1,000,000 |
| 518210ERM | \$1,000,000 |
| 541690E | \$1,000,000 |
| 541611 | \$1,000,000 |
| 541614SVC | \$1,000,000 |
| 518210DC | \$1,000,000 |
| 54151S | \$500,000 |
| OLM | \$250,000 |

3. Minimum Order:

\$100.00

4. Geographic Coverage (delivery area):

Worldwide

5. Point(s) of production (city, county, and State or foreign country):

Same as Company Address

6. Discount from list prices or statement of net price:

Government Net Prices (discounts already deducted)

7. Quantity Discounts: None
8. Prompt Payment Terms: Net 30 days
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign Items (list items by country of origin): None
- 10a. Time of Delivery: Contact Contractor
- 10b. Expedited Delivery: Contact Contractor
- 10c. Overnight and 2-Day Delivery: Contact Contractor
- 10d. Urgent Requirement: Contact Contractor
11. F.O.B. Point(s): Destination
- 12a. Ordering Address: ***The Rehancement Group, Inc.***
Mr. David Baker, President
2010 Corporate Ridge, Suite 430
McLean, VA 22102
(703) 450-4176
dbaker@rehancement.com
- 12b. Ordering Procedures: See Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment Address: ***The Rehancement Group, Inc.***
Attention: Accounts Payable
2010 Corporate Ridge, Suite 430
McLean, VA 22102
(703) 450-4176
14. Warranty Provision: 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 (if applicable): Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 18b. Terms and conditions for any other services (if applicable): Not Applicable
19. List of service and distribution points (if applicable): Not Applicable
20. List of participating dealers (if applicable): Not Applicable
21. Preventative maintenance (if applicable): Not Applicable

- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services offered 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/>. Not Applicable
23. Unique Entity Identifier (UEI) Number. M9E5JMNEMQ3
24. The Rehancement Group, Inc. *is* registered in the System for Award Management (SAM).

CONTRACT OVERVIEW

GSA awarded The Rehancement Group, Inc. (TRG) a GSA Federal Supply Schedule contract for Multiple Award Schedule (MAS), Contract No. GS-10F-0049X. The current contract period is December 10, 2010 – December 9, 2025. GSA may exercise one additional 5 year option period. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTACT FOR CONTRACT ADMINISTRATION & MARKETING POINT OF CONTACT

Mr. David Baker, President
2020 Corporate Ridge
Suite 430
McLean, VA 22102
(703) 450-4176
dbaker@rehancement.com

BRIEF COMPANY OVERVIEW

The Rehancement Group, Inc. (TRG) provides world-class management consulting services to the federal government and commercial clients. Through our services we seek to enhance the value of our client organizations, our people, and our nation as a whole. We drive sustainable results through tested solutions, penetrating insight, and a passion for results. Our growth is fueled by the success of our clients.

We are a Small Business focused on client satisfaction. Our consultants, who average more than 18 years of experience in their field of expertise, bring a unique blend of public, private and industry experience ensuring our clients receive solutions formed from experience, intelligence, insight, confidence and trust.

TRG's core capabilities enhance your organization's effectiveness and efficiency by realizing measured results. We approach each engagement with a full situational awareness. Using iterative problem-solving, we monitor success by evaluating our strategy and actions constantly, making sure we enhance our client's mission by achieving agency performance goals and objectives.

We are focused on what we do. As a result, we do not attempt to do all things for all organizations. TRG's capabilities are supported through the expertise of our staff and our passion for excellence. We fully realize that our clients trust us because of our commitment to what we do and who we are. TRG supports the mission of our clients with the following capabilities under Special Item Numbers 54151S Information Technology Professional Services, 541690E Energy Consulting Services, 541611 Management & Financial Consulting, Acquisition & Grants Management Support, Business Program & Project Management Services, 541614SVC Supply & Value Chain Management, 493110RM Physical Records Management Services, 518210ERM Electronics Records Management Solutions, and OLM Order Level Materials.

TRG's Core Capabilities

Business Analytics
Energy, Planning & Resilience
Document Management
Logistics
Cost & Acquisition
Electronic Records Management Solutions

CONTRACT USE

This contract is available for use by all Federal Government agencies, as a source for Professional Services for worldwide use. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. TRG has been awarded a contract by GSA to provide services under the following SINs:

| | |
|----------------------------------|--|
| SIN 54151S / SIN 54151S-RC | Information Technology Professional Services |
| SIN 541690E / 541690E-RC | Energy Consulting Services |
| SIN 541611 / 541611-RC | Management & Financial Consulting, Acquisition & Grants Management Support, Business Program & Project Management Services |
| SIN 541614SVC/ SIN 541614SVC -RC | Supply & Value Chain Management |
| SIN 493110RM | Physical Records Management Services |
| SIN 518210ERM / 518210ERM-RC | Electronics Records Management Solutions |
| 518210DC / 518210DC-RC | Document Conversion and Digitization Services |
| SIN OLM / OLM-RC | Order Level Materials |

Please refer to [GSA eLibrary](#) for complete Special Item Number (SIN) descriptions.

SIN 518210ERM ELECTRONIC RECORDS MANAGEMENT SERVICES

Vendor Certification for Electronic Records Management Solutions

The Rehancement Group Inc. certifies that they meet NARA's Universal ERM Requirements for the Elements below:

Element 1 - Office Management Applications

Office Management Applications refers to documents created with desktop and cloud applications, such as Microsoft Office, Adobe, or other Office Management software. These documents include word processing documents and presentation formats.

Element 4 - Websites

Websites refers to (1) web content records, which represent information presented on a website, and (2) website administrative records, which provide evidence of the management and operations of the website. Examples of website records include the following: web page content, dynamic content, scripts, list of URLs referenced by hyperlinks, website design records, etc.

Element 5 - Photographs (Born-Digital and Scanned Images)

Photographs include born-digital still photographs of natural, real-world scenes or subjects produced by digital cameras, and scanned images of photographic prints, slides, and negatives that meet the definition of federal records.

Element 6 - Digital Audio and Video

Digital Audio encompass formats used to encode recorded sound as machine readable files by converting acoustic sound waves into digital signals that meet the definition of federal records. Digital audio formats are generally composed of both a wrapper format, usually the common name associated with the file extension, and an encoding method or codec.

Digital Video refers to digital moving images consist of bitmap digital images or "frames" displayed in rapid succession at a constant rate, giving the appearance of movement. Includes both video digitized from analogue sources and born digital video) that meet the definition of federal records.

☒ **Element 7 - Structured Data**

Structured data refers to data that is stored in defined fields. Categories for structured data include database formats, spreadsheets, and statistical data that is the result of quantitative research and analysis, and scientific data collected by instrumentation tools during the scientific process.

☒ **Element 8 - Shared Drives**

Shared Drives, also known as network drives, refer to managed shared servers which provide electronic storage space for authorized users to house federal records in supported file formats. Shared Drives can be managed on premises or in the cloud. Examples include SharePoint, OneDrive, and Google Drive. The use of shared drives poses recordkeeping challenges because agencies may store content that includes federal records and non-record materials together.

Summary of Elements 1, 4, 5, 6, 7, 8

Summary for Element 1 - Office Management Applications

Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 1. Some example questions to consider are: Which office management applications does your service/solution manage (e.g. Microsoft 365, Google Workspace, etc.)? How do you associate Office Management documents with a records schedule? How do you apply metadata to Office Management documents?

TRG assists with Office Management Applications on the SOAPS Records Inventory/File Services Task Order 95 contract with FBI, and the GSA MAS Records Management Services (518210ERM) contract with FBI. TRG staff effectively use Microsoft applications, including Excel and Word, to track, monitor, and develop electronic management tasks. Records created using these programs are tracked by uploading to the FBI's digital records system Sentinel with appropriate case and file number metadata. Metadata is entered by TRG staff during the uploading process and updated in the case management system Content Manager.

Summary for Element 4 - Websites

Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 4. Some example questions to consider are: What technology do you use to crawl websites? Do you have the capability to capture internal and external sites? What formats do you use for web captures? Can you capture websites in NARA-acceptable formats? What quality assurance processes/tools do you offer?

TRG provides comprehensive support under the GSA RO 4PL contract, focusing on the development and maintenance of Google Sites for our GSA clients, as well as content management for GSA's internal web-based portal, Data2Decisions (D2D). Our efforts are dedicated to ensuring these platforms serve as effective knowledge management tools. For the Google Sites, TRG is responsible for the uploading of resources such as Standard Operating Procedures (SOPs) and instructional guides, in addition to integrating Google-based tools like embedded Maps, Sheets, and Doc files. This integration facilitates improved operational efficiency and accessibility for our clients. The D2D web-based portal, which operates on an Alfresco-based platform for content management and utilizes Tableau for data visualization and dashboard management, specializes in the secure upload and management of report files. TRG's role in managing these platforms underscores our commitment to providing robust web-based solutions that support the seamless management and operation of our client's digital infrastructure, ensuring both the content and the administrative aspects of their websites are well-organized and accessible.

Summary for Element 5 - Photographs (Born-Digital and Scanned Images)

Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 5. Some example questions to consider are: How do you associate Photographs with a records schedule? How do you apply metadata for categorization and searchability to Photographs?

TRG assists with digital conversion efforts of photographs on the SOAPS Records Inventory/File Services Task Order 95 contract with FBI, and the GSA MAS Records Management Services (518210ERM) contract with FBI. TRG staff provide scanning services using highspeed and desktop scanners, Image quality control by validating photographs electronically and validating image quality, orientation, and clarity, and rescan services if necessary. TRG staff then upload and provide data entry of these records into the FBI's databases including Content Manager (FBI's records management system) and Sentinel (FBI's digital recordkeeping system).

Summary for Element 6 - Digital Audio and Video

Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 6. Some example questions to consider are: How do you associate Digital Audio and Video files with a records schedule? How do you apply metadata for categorization and searchability to Digital Audio and Video?

TRG assists with digital conversion efforts of audio and video records on the SOAPS Records Inventory/File Services Task Order 95 contract with FBI, and the GSA MAS Records Management Services (518210ERM) contract with FBI. TRG staff extract files from various media to include but not limited to reel to reel, VHS, hard drives, CD/DVD, floppy disk, diskettes, microfilm/fiche, cassette tapes, thumb drives, and SD/SIM cards and convert digitally captured material and digitally born files stored on various legacy and modern media types to requested file formats which may include the modification and execution of scripts. They also convert digital files to various formats using various software and processes and provide a variety of data transformations to include scanning negatives and hard copy photos with a desktop photo scanner to produce high-resolution digital photos. They manage and import digital files to enterprise programs, including updating applications and databases including Content Manager (FBI's records management system) and Sentinel (FBI's digital recordkeeping system).

Summary for Element 7 - Structured Data

Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 7. Some example questions to consider are: What is your approach to managing structured data? Do you offer solutions additional to what the agency uses, work with their current systems, or both?

TRG assists with structured data on the SOAPS Records Inventory/File Services Task Order 95 contract with FBI, and the GSA MAS Records Management Services (518210ERM) contract with FBI. TRG staff regularly provide application support and track, monitor, modify, maintain and QC data in FBI's electronic records management systems. They use Content Manager, a File Request System, Sentinel, Microsoft Excel, SharePoint, and other databases to ensure file accountability and completeness. These systems are used to carry daily records management activities on physical and electronic records.

Summary for Element 8 - Shared Drives

Please provide a brief summary of your awarded offerings (products/services/solutions) under SIN 518210ERM that help agencies meet Element 8. Some example questions to consider are: What capabilities does your solution/services provide for identifying duplicates? What other organizational methods do you employ for managing shared drives?

In our support on the GSA RO 4PL contract, TRG leverages Google Drive to administer cloud-based file storage solutions for our client. Our management encompasses a broad spectrum of federal records, including both sensitive and non-sensitive Controlled Unclassified Information (CUI). Utilizing our expertise in Google Apps Scripts, we have implemented advanced script automations to enhance the efficiency and security of file management processes. These enhancements include automated storage solutions, enforcement of retention schedules and archival processes, utilize metadata tagging and custom scripts to improve the searchability of files, and assist with regular audits to shared drives to ensure compliance with federal recordkeeping. Furthermore, TRG serves as the administrator for multiple organizational folder levels, ensuring structured and secure access to critical information.

**INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE
HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that TRG meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide professional services, follow these simple steps:

| |
|--|
| Orders under the Micro-Purchase Threshold |
| <ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order. |
| Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold |
| <ul style="list-style-type: none"> Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors submit firm-fixed prices to perform the services identified in the SOW.</p> |
| Orders over the Simplified Acquisition Threshold |
| <ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors submit firm-fixed prices to perform the services identified in the SOW.</p> |

| | |
|---|--|
| <p>Developing a Statement of Work (SOW)</p> <p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> Work to be performed, Location of work, Period of performance; Deliverable schedule, and Special standards and any special requirements, where applicable. | <p>Preparing a Request for Quote (RFQ)</p> <ul style="list-style-type: none"> Include the SOW and evaluation criteria; Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order; If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection. May be posted on GSA's electronic RFQ system, e-Buy |
|---|--|

For more information related to ordering services, go to <https://www.gsa.gov/schedules>

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

| | | |
|--|--------|--|
| H.S. Diploma + 4 years additional experience Associate's Degree + 2 years additional experience | Equals | Bachelor's Degree for all Labor Categories except Data Analyst I, II, and III. |
| Bachelor's Degree + 2 years additional experience | Equals | Master's Degree |
| Master's Degree + 3 years additional experience Bachelor's Degree + 5 years additional experience | Equals | Ph.D. |

Education Substitutions:

| |
|---|
| A Ph.D. may be substituted for three (3) years of required experience for positions requiring a Master's Degree or five (5) years with positions requiring a Bachelor's Degree. |
| A Master's Degree may be substituted for two (2) years of required experience with positions requiring a Bachelor's Degree |
| A Bachelor's Degree may be substituted for four (4) years of required experience with positions requiring a High School Diploma |
| An Associate's Degree may be substituted for two (2) years of required experience with positions requiring a High School Diploma |

| Labor Category | Description |
|-----------------------|--|
| Principal | <p>Functional Responsibilities: A Principal will provide a combination of the following: 1) Demonstrated ability to provide strategic guidance and direction in designing, implementing and managing business operations and process improvement; 2) Manage multiple projects of high complexity; 3) Recognized subject matter knowledge in one or more TRG solution areas; 4) Extensive experience in design, implementation and management of business operations, improvements or strategy projects; 5) Interfaces with the client's senior leaders on strategic issues.</p> <p>Minimum Education: Bachelor's degree from an accredited university and often possesses advanced degrees and industry certification.</p> <p>Minimum Experience: 15 years relevant work experience</p> |
| Senior Manager | <p>Functional Responsibilities: A Senior Manager will provide a combination of the following: 1) Demonstrated ability to provide guidance and direction at the program level; 2) Manage large, complex projects; 3) Extensive subject matter knowledge in one or more TRG solution areas; 4) Design, implementation and management of business operations, improvements or strategy projects; 5) Interfaces with the client on program issues.</p> <p>Minimum Education: Bachelor's degree from an accredited university and often possesses advanced degrees and industry certification</p> <p>Minimum Experience: 12 years of relevant work experience</p> |

| Labor Category | Description |
|-------------------------------------|---|
| Manager | <p>Functional Responsibilities: A Manager will provide a combination of the following: 1) Demonstrated ability to provide guidance and direction at the project level; 2) Manage complex projects; 3) Significant subject matter knowledge in one or more TRG solution areas; 4) Implementation and management of business operations, improvements or strategy projects; 5) Interfaces with the client on project issues.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 12 years of relevant work experience</p> |
| Senior Consultant | <p>Functional Responsibilities: A Senior Consultant will provide a combination of the following: 1) Demonstrated experience coordinating project tasks; 2) Experience in one or more of the key project areas; 3) Supports implementation of business operations improvements or project tasks.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 10 years of relevant work experience</p> |
| Consultant | <p>Functional Responsibilities: A Consultant will provide a combination of the following: 1) Demonstrated experience performing project tasks; 2) Experience in one or more of the key project areas; 3) Supports implementation of business operations improvements or project tasks.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 7 years of relevant work experience</p> |
| Analyst** | <p>Functional Responsibilities: An Analyst will provide a combination of the following: 1) Demonstrated experience performing project tasks; 2) Experience in one or more of the key project areas; 3) Supports implementation of business operations improvements or project tasks.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 5 years of relevant work experience</p> |
| Administrative Assistant I** | <p>Functional Responsibilities: Perform office administrative duties, including scheduling appointments and meetings, facilitating the distribution of faxes, copies and mail, filing documents, ordering office supplies and equipment, managing employee personnel files, handling mail packages, answering telephone calls, and any other clerical or secretarial duties. Must have excellent written and verbal communication skills.</p> <p>Minimum Education: High School Diploma</p> <p>Minimum Experience: 1 year experience</p> |

| Labor Category | Description |
|---------------------------------------|---|
| Administrative Assistant II** | <p>Functional Responsibilities: Perform office administrative duties, including scheduling appointments and meetings, facilitating the distribution of faxes, copies and mail, filing documents, ordering office supplies and equipment, managing employee personnel files, handling mail packages, answering telephone calls, and any other clerical or secretarial duties. Must have excellent written and verbal communication skills.</p> <p>Minimum Education: High School Diploma</p> <p>Minimum Experience: 5 years' experience</p> |
| Administrative Assistant III** | <p>Functional Responsibilities: Perform office administrative duties, including scheduling appointments and meetings, facilitating the distribution of faxes, copies and mail, filing documents, ordering office supplies and equipment, managing employee personnel files, handling mail packages, answering telephone calls, and any other clerical or secretarial duties. Must have excellent written and verbal communication skills.</p> <p>Minimum Education: High School Diploma</p> <p>Minimum Experience: 8 years' experience</p> |
| Budget Analyst I | <p>Functional Responsibilities: Review and analyze budgetary data for discrepancies and take appropriate steps to resolve them. Assist in the budget formulation process. Help develop recommendations to improve efficiency and effectiveness of budgetary controls. Assist in streamlining the budgeting processes, procedures, and operations. Apply other tools necessary to prepare and implement efficient and effective budgeting systems. Use cost and budget standard practices and automated applications to perform costing and budgeting analysis. Assist in formulating strategic financial plans, cost estimates and correlating financial requirements into executable budgets. Gather information and prepare reports and presentations for the customers. Must understand and be familiar with financial processes and systems, which include financial planning, programming, budgeting, budget formulation and documentation procedures, and budget/program execution review processes and procedures.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 1 year experience</p> |
| Cost Analyst I | <p>Possess familiarity with procurement processes. Assist with RFP development through market research and modeling, and assist with contract negotiations. Evaluate offerors' approaches, to include reviews of cost volumes, technical approaches, and corporate financial statements. Evaluate labor rates. Manipulate large datasets as needed.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 1 year</p> |

| Labor Category | Description |
|--------------------------|---|
| Cost Analyst II | <p>Functional Responsibilities: Possess familiarity with procurement processes. Assist with RFP development through market research and modeling, and assist with contract negotiations. Evaluate offerors' approaches, to include reviews of cost volumes, technical approaches, and corporate financial statements. Evaluate labor rates. Manipulate large datasets as needed.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 3 years' experience</p> |
| Cost Analyst III | <p>Functional Responsibilities: Possess familiarity with procurement processes. Assist with RFP development through market research and modeling, and assist with contract negotiations. Evaluate offerors' approaches, to include reviews of cost volumes, technical approaches, and corporate financial statements. Evaluate labor rates. Manipulate large datasets as needed.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 6 years' experience</p> |
| Database Analyst | <p>Functional Responsibilities: Works with database administrators (DBA) to design, evaluate, and maintain a compliant and appropriately scaled database solution. Runs periodic testing to confirm correct operation of the system. Responsible for data integrity and quality assurance. Sets user privileges within the database environment. Designs, writes, tests, and debugs database stored procedures and complex queries to extract, calculate or manipulate information. Dynamically links data sources to data visualization and reporting business intelligence tools.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 9 years' experience</p> |
| Executive Analyst | <p>Functional Responsibilities: Possesses advanced writing ability, excellent interpersonal communications skills, and a keen attention to detail. Develops executive level communications such as speeches, talking points/background papers, congratulatory letters, mail responses, and notifications. Keeps management fully apprised of work status and any obstacles to successful task completion. Maintains accurate, organized records. Develops templates and reviews existing standard operating procedures to identify process improvement areas.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 2 years' experience</p> |
| IT Analyst | <p>Functional Responsibilities: Provides functional/design requirements for system interfaces needed to employ metrics, oversee the development of the metrics, and serve as the functional tester, reviewing the work performed by system implementers. Performs reviews of requirements and translates them into technical specifications of equipment, software, facilities, data, and personnel. Performs IT related tasks requiring knowledge of operating systems, computer hardware, computer networks, and databases. Demonstrated experience developing software or developing applications of existing software.</p> |

| Labor Category | Description |
|-----------------------------------|--|
| | <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 9 years' experience</p> |
| Junior Training Specialist | <p>Functional Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training manuals. Assists the instructor with developing course materials. Assists with conducting formal classroom courses, workshops, and seminars. Provides daily supervision to staff.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 1 year experience</p> |
| Logistics Specialist | <p>Functional Responsibilities: Supports the program manager and task managers in the performance of logistics technical analyses. This includes the review of logistics policy and guidance, development of logistics support plans, and providing input to other acquisition milestone documentation. Provides support and logistics expertise to logistics strategic planning efforts, business process reengineering efforts, and various financial analyses. Assist in the conduct of specific technical analyses such as capacity planning, warehousing analyses, and transportation analysis. Assists in the conduct of system design alternatives analysis and other logistics analyses. Provides guidance and supervision to junior logistics specialist personnel.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 4 years' experience</p> |
| Project Manager II | <p>Functional Responsibilities: A Manager will provide a combination of the following: 1) Demonstrated ability to provide guidance and direction at the project level; 2) Manage complex projects; 3) Significant subject matter knowledge in one or more TRG solution areas; 4) Implementation and management of business operations, improvements, or strategy projects; 5) Interfaces with the client on project issues.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 7 years' experience</p> |
| Security Specialist | <p>Functional Responsibilities: Conduct physical security surveys and vulnerability assessments. Prepare documents for accreditation and operation of areas. Serve as technical authority for implementing physical security measures. Conduct and/or attend security briefings. Understand security procedures and answer questions. Perform basic administrative assistance as needed.</p> <p>Minimum Education: Associate</p> <p>Minimum Experience: 2 years' experience</p> |

| Labor Category | Description |
|-----------------------------------|---|
| Senior Analyst | <p>Functional Responsibilities: A Senior Analyst will provide a combination of the following: 1) Demonstrated experience performing project tasks; 2) Experience in one or more of the key project areas; 3) Supports implementation of business operations improvements or project tasks.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 8 years</p> |
| Senior Training Specialist | <p>Functional Responsibilities: Conducts the research necessary to develop and revise training courses and prepares appropriate training manuals. Prepare all instructor materials (course outline, background material and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates and course evaluation forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision to staff.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 9 years' experience</p> |
| Subject Matter Expert II | <p>Functional Responsibilities: Serve as a recognized expert requiring a high level of specialized knowledge and experience related to strategic planning, systems alignment, organizational assessment, process improvement, facilitation and related decision support services. Demonstrate ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 15 years' experience</p> |
| Technical Writer I | <p>Functional Responsibilities: Responsible for writing and editing technical reports, manuals, documents, and publications to support the subject matter related to the task order. Assist in collecting and organizing information by acting as a liaison between customers and technical staff. Perform technical writing/editing activities such as writing, editing, and proof reading.</p> <p>Minimum Education: Associate's Degree</p> <p>Minimum Experience: 2 years' experience</p> |
| Document Analyst I** | <p>Functional Responsibilities: Tasked with analyzing, categorizing, and identifying documents within a designated functional area. Demonstrates broad knowledge in areas of general document management, such as records inventory, records disposition, document conversion, etc. Applies knowledge of compliance standards throughout the entire lifecycle of the records.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 1 year</p> |

| Labor Category | Description |
|---------------------------------------|--|
| Document Analyst II** | <p>Functional Responsibilities: Tasked with analyzing, categorizing, and identifying documents within multiple functional areas. Demonstrates broad knowledge in areas of general document management, such as records inventory, records disposition, document conversion, etc. Ensures adherence to compliance standards throughout the entire lifecycle of the records.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 3 years</p> |
| Document Analyst III | <p>Functional Responsibilities: Tasked with analyzing, categorizing, and identifying documents within multiple functional areas. Demonstrates comprehensive knowledge in areas of general document management, such as records inventory, records disposition, document conversion, etc. Ensures adherence to compliance standards, performance metrics, and deliverables.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 5 years</p> |
| Records Management Analyst I** | <p>Functional Responsibilities: Provides support with physical document inventory. Conducts general data gathering and analysis as assigned. Perform tasks involving records management, electronic records management, and database management. Possesses familiarity with records/information management systems.</p> <p>Minimum Education: High School</p> <p>Minimum Experience: 3 years</p> |
| Records Management Analyst II | <p>Functional Responsibilities: Provides support with physical document inventory. Conducts general data gathering and analysis as assigned. Perform tasks involving records management, electronic records management, and database management. Possesses familiarity with records/information management systems.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 3 years</p> |
| Records Management Analyst III | <p>Functional Responsibilities: Provides support with physical document inventory. Conducts general data gathering and analysis as assigned. Perform tasks involving records management, electronic records management, and database management. Possesses familiarity with records/information management systems.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 5 years</p> |
| Project Manager I | <p>Functional Responsibilities: A Project Manager will provide a combination of the following: 1) Demonstrated ability to provide guidance and direction at the project level; 2) Manage a project or tasks; 3) Broad knowledge in one or more TRG solution areas; 4) Coordination and management of business operations, improvements, or strategy projects; 5) Interfaces with stakeholders on project issues.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 5 years</p> |

| Labor Category | Description |
|----------------------------|--|
| Project Manager II | <p>Functional Responsibilities: A Manager will provide a combination of the following: 1) Demonstrated ability to provide guidance and direction at the project level; 2) Manage complex projects; 3) Significant subject matter knowledge in one or more TRG solution areas; 4) Implementation and management of business operations, improvements, or strategy projects; 5) Interfaces with the client on project issues.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 7 years' experience</p> |
| Project Manager III | <p>Functional Responsibilities: A Project Manager III will provide a combination of the following: 1) Demonstrated ability to provide guidance and direction at the project level; 2) Manage complex projects; 3) Significant subject matter knowledge in one or more TRG solution areas; 4) Implementation and management of business operations, improvements or strategy projects; 5) Interfaces with the client on project issues.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 10 years</p> |
| Program Manager I | <p>Functional Responsibilities: The program manager is responsible for managing the delivery of multiple best-in-class projects, providing necessary direction and guidance to achieve corporate and customer objectives. The program manager manages projects to minimize risks, reviews contracts and fee proposals, and provides leadership to the team. They oversee multiple aspects of the program, from planning to completion, providing strategic direction, establishing objectives, and leading the team to achieve them. They monitor progress, manage risks, maintain stakeholder communication, ensure program success, compliance, and efficiency, and implement necessary improvements along the way.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 12 years</p> |
| Program Manager II | <p>Functional Responsibilities: The program manager is responsible for managing the delivery of multiple best-in-class projects, providing necessary direction and guidance to achieve corporate and customer objectives. The program manager manages projects to minimize risks, reviews contracts and fee proposals, and provides leadership to the team. They oversee multiple aspects of the program, from planning to completion, providing strategic direction, establishing objectives, and leading the team to achieve them. They monitor progress, manage risks, maintain stakeholder communication, ensure program success, compliance, and efficiency, and implement necessary improvements along the way.</p> <p>Minimum Education: Master's Degree</p> <p>Minimum Experience: 15 years</p> |

| Labor Category | Description |
|----------------------------------|--|
| <p>Data Analyst I</p> | <p>Functional Responsibilities: Takes charge of and/or designs statistical analysis, and data analysis tasks of various complexity. Analyzes data, identifies features and model variables, and evaluates the quality of model outputs, offering alternatives and remedies when necessary. Creates visualizations, infographics, and dashboards to effectively communicate model results and findings derived from data analysis.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 2 years</p> |
| <p>Data Analyst II</p> | <p>Functional Responsibilities: Takes charge of and/or designs statistical analysis, and data analysis tasks of various complexity. Analyzes data, identifies features and model variables, and evaluates the quality of model outputs, offering alternatives and remedies when necessary. Creates visualizations, infographics, and dashboards to effectively communicate model results and findings derived from data analysis.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 4 years</p> |
| <p>Data Analyst III</p> | <p>Functional Responsibilities: Takes charge of and/or designs statistical analysis, and data analysis tasks of various complexity. Analyzes data, identifies features and model variables, and evaluates the quality of model outputs, offering alternatives and remedies when necessary. Creates visualizations, infographics, and dashboards to effectively communicate model results and findings derived from data analysis.</p> <p>Minimum Education: Master's Degree</p> <p>Minimum Experience: 6 years</p> |
| <p>Program Analyst I</p> | <p>Functional Responsibilities: Delivers portions of larger projects, such as services/products/technology solution evaluation/modification, data development, and/or analysis. Provides first draft written communications and maintains client interaction. Possesses depth in one or two areas of specialization. Investigates, analyzes, and resolves routine and non-routine problems in selected functional areas. Assesses, gathers, and evaluates client capabilities and needs. Performs benchmark needs analysis and requirements definitions.</p> <p>Minimum Education : Associates Degree</p> <p>Minimum Expérience : 3 years</p> |
| <p>Program Analyst II</p> | <p>Functional Responsibilities: Delivers portions of larger projects, such as services/products/technology solution evaluation/modification, data development, and/or analysis. Provides first draft written communications and maintains client interaction. Possesses depth in one or two areas of specialization. Investigates, analyzes, and resolves routine and non-routine problems in selected functional areas. Assesses, gathers, and evaluates client capabilities and needs. Performs benchmark needs analysis and requirements definitions.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 5 years' experience</p> |

| Labor Category | Description |
|-----------------------------------|---|
| Program Analyst III | <p>Functional Responsibilities: Delivers portions of larger projects, such as services/products/technology solution evaluation/modification, data development, and/or analysis. Provides first draft written communications and maintains client interaction. Possesses depth in one or two areas of specialization. Investigates, analyzes, and resolves routine and non-routine problems in selected functional areas. Assesses, gathers, and evaluates client capabilities and needs. Performs benchmark needs analysis and requirements definitions.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 7 years</p> |
| Acquisition Specialist I | <p>Functional Responsibilities: Provides guidance on acquisition strategy, Federal Acquisition Regulations (FAR), market research, and proposal evaluations. Capable of coordinating stakeholder meetings, gathering and reviewing requirements, writing and editing market research and solicitation documentation. Able to assist contracting officer, contract specialist, and contracting officer's representative with their day-to-day tasks.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 2 years</p> |
| Acquisition Specialist II | <p>Functional Responsibilities: Provides guidance on acquisition strategy, Federal Acquisition Regulations (FAR), market research, and proposal evaluations. Capable of coordinating stakeholder meetings, gathering and reviewing requirements, writing and editing market research and solicitation documentation. Able to assist contracting officer, contract specialist, and contracting officer's representative with their day-to-day tasks.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 5 years</p> |
| Acquisition Specialist III | <p>Functional Responsibilities: Provides guidance on acquisition strategy, Federal Acquisition Regulations (FAR), market research, and proposal evaluations. Capable of coordinating stakeholder meetings, gathering and reviewing requirements, writing and editing market research and solicitation documentation. Able to assist contracting officer, contract specialist, and contracting officer's representative with their day-to-day tasks.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 10 years</p> |
| Research Analyst I | <p>Conducting thorough research, collecting and analyzing data, interpreting findings, and preparing reports or presentations. Responsible for identifying relevant sources of information, using various research methods, and synthesizing data to generate insights and actionable recommendations. Involved in conducting information analysis, intelligence gathering, and forecasting. Collaborate with cross-functional teams and stakeholders to provide support in decision-making processes, contribute to the development of research strategies, and stay updated on industry trends and best practices. Participate in presenting research findings to internal or external audiences and assist in the implementation of research initiatives.</p> <p>Minimum Education: Associates Degree</p> <p>Minimum Experience: 2 years</p> |

| Labor Category | Description |
|-----------------------------|---|
| Research Analyst II | <p>Conducting thorough research, collecting and analyzing data, interpreting findings, and preparing reports or presentations. Responsible for identifying relevant sources of information, using various research methods, and synthesizing data to generate insights and actionable recommendations. Involved in conducting information analysis, intelligence gathering, and forecasting. Collaborate with cross-functional teams and stakeholders to provide support in decision-making processes, contribute to the development of research strategies, and stay updated on industry trends and best practices. Participate in presenting research findings to internal or external audiences and assist in the implementation of research initiatives.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 2 years</p> |
| Research Analyst III | <p>Conducting thorough research, collecting and analyzing data, interpreting findings, and preparing reports or presentations. Responsible for identifying relevant sources of information, using various research methods, and synthesizing data to generate insights and actionable recommendations. Involved in conducting information analysis, intelligence gathering, and forecasting. Collaborate with cross-functional teams and stakeholders to provide support in decision-making processes, contribute to the development of research strategies, and stay updated on industry trends and best practices. Participate in presenting research findings to internal or external audiences and assist in the implementation of research initiatives.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 5 years</p> |
| Energy Consultant I | <p>Experience in program/project management of energy, utilities, Federal Agency utilities/energy, or large private sector utility/energy systems. Provides direct support to government program manager, including assisting in resolving program execution issues, developing and coordinating communications and meetings, and other special projects. Demonstrates excellent written, presentation and oral communication skills. Participates in appropriate working groups to assess energy-related data and methodologies to use and shares that data to improve energy-related decision-making. Synthesizes information into quantitative and qualitative assessments to support senior leader decision making.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 4 years</p> |
| Energy Consultant II | <p>Experience in program/project management of DoD energy, utilities/energy, Federal Agency utilities/energy, or large private sector utility/energy systems. Provides direct support to government program manager, including assisting in resolving program execution issues, developing and coordinating communications and meetings, and other special projects. Demonstrates excellent written, presentation and oral communication skills. Participates in appropriate working groups to assess energy-related data and methodologies to use and shares that data to improve energy-related decision-making.</p> |

| Labor Category | Description |
|------------------------------|---|
| | <p>Synthesizes information into quantitative and qualitative assessments to support senior leader decision-making.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 7 years</p> |
| Energy Consultant III | <p>Experience in program/project management of energy, utilities, Federal Agency utilities/energy, or large private sector utility/energy systems. Provides direct support to government program manager, including assisting in resolving program execution issues, developing and coordinating communications and meetings, and other special projects. Demonstrates excellent written, presentation and oral communication skills. Participates in appropriate working groups to assess energy-related data and methodologies to use and shares that data to improve energy-related decision-making. Synthesizes information into quantitative and qualitative assessments to support senior leader decision making.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 10 years</p> |
| Budget Analyst II | <p>Functional Responsibilities: Review and analyze budgetary data for discrepancies and take appropriate steps to resolve them. Assist in the budget formulation process. Help develop recommendations to improve efficiency and effectiveness of budgetary controls. Assist in streamlining the budgeting processes, procedures, and operations. Apply other tools necessary to prepare and implement efficient and effective budgeting systems. Use cost and budget standard practices and automated applications to perform costing and budgeting analysis. Assist in formulating strategic financial plans, cost estimates and correlating financial requirements into executable budgets. Gather information and prepare reports and presentations for the customers. Must understand and be familiar with financial processes and systems, which include financial planning, programming, budgeting, budget formulation and documentation procedures, and budget/program execution review processes and procedures.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 3 years</p> |
| Budget Analyst III | <p>Review and analyze budgetary data for discrepancies and take appropriate steps to resolve them. Assist in the budget formulation process. Help develop recommendations to improve efficiency and effectiveness of budgetary controls. Assist in streamlining the budgeting processes, procedures, and operations. Apply other tools necessary to prepare and implement efficient and effective budgeting systems. Use cost and budget standard practices and automated applications to perform costing and budgeting analysis. Assist in formulating strategic financial plans, cost estimates and correlating financial requirements into executable budgets. Gather information and prepare reports and presentations for the customers. Must understand and be familiar with</p> |

| Labor Category | Description |
|------------------------------|--|
| | <p>financial processes and systems, which include financial planning, programming, budgeting, budget formulation and documentation procedures, and budget/program execution review processes and procedures.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 6 years</p> |
| Financial Analyst I | <p>Analyzes financial and management business processes and provide recommendations regarding the most efficient method of accomplishing the work. Coordinate with Project Managers, Contracting Officers, and other government personnel to manage all processes related to costs and contract management. Gathers information and prepare reports for the customers to determine purchasing needs and budgetary limitations. Confers with vendors to communicate product or service needs. Expertise in contributing to developing sound financial strategies, optimizing program resource allocation, and ensuring efficient financial operations.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 1 year</p> |
| Financial Analyst II | <p>Functional Responsibilities: Analyzes financial and management business processes and provide recommendations regarding the most efficient method of accomplishing the work. Coordinate with Project Managers, Contracting Officers, and other government personnel to manage all processes related to costs and contract management. Gathers information and prepare reports for the customers to determine purchasing needs and budgetary limitations. Confers with vendors to communicate product or service needs.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 3 years' experience</p> |
| Financial Analyst III | <p>Analyzes financial and management business processes and provide recommendations regarding the most efficient method of accomplishing the work. Coordinate with Project Managers, Contracting Officers, and other government personnel to manage all processes related to costs and contract management. Gathers information and prepare reports for the customers to determine purchasing needs and budgetary limitations. Confers with vendors to communicate product or service needs. Expertise in contributing to developing sound financial strategies, optimizing program resource allocation, and ensuring efficient financial operations.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 6 years</p> |

| Labor Category | Description |
|---------------------------------|--|
| Technical Writer II | <p>Responsible for writing and editing technical reports, manuals, documents, and publications to support the subject matter related to the task order. Assist in collecting and organizing information by acting as a liaison between customers and technical staff. Perform technical writing/editing activities such as writing, editing, and proof reading.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 2 years</p> |
| Technical Writer III | <p>Responsible for writing and editing technical reports, manuals, documents, and publications to support the subject matter related to the task order. Assist in collecting and organizing information by acting as a liaison between customers and technical staff. Perform technical writing/editing activities such as writing, editing, and proof reading.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 5 years</p> |
| Subject Matter Expert I | <p>Serve as a recognized expert requiring a high level of specialized knowledge and experience related to strategic planning, systems alignment, organizational assessment, process improvement, facilitation and related decision support services. Demonstrate ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines.</p> <p>Minimum Education: Bachelors</p> <p>Minimum Experience: 11 years</p> |
| Subject Matter Expert II | <p>Functional Responsibilities: Serve as a recognized expert requiring a high level of specialized knowledge and experience related to strategic planning, systems alignment, organizational assessment, process improvement, facilitation and related decision support services. Demonstrate ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines.</p> <p>Minimum Education: Bachelor's Degree</p> <p>Minimum Experience: 15 years' experience</p> |

HOURLY RATES FOR SERVICES

| SINs | Labor Category | Minimum Education | Minimum Experience | (Year 14) | (Year 15) |
|---|--------------------------------|-------------------|--------------------|------------------------------|------------------------------|
| | | | | 12/10/2023 – 12/9/2024 | 12/10/2024 – 12/9/2025 |
| 493110RM 518210ERM 541611 518210DC | Document Analyst I** | High School | 1 | \$44.09 | \$45.24 |
| 493110RM 518210ERM 541611 518210DC | Document Analyst II** | High School | 3 | \$51.87 | \$53.22 |
| 493110RM 518210ERM 541611 518210DC | Document Analyst III | High School | 5 | \$62.25 | \$63.87 |
| 493110RM 518210ERM 541611 518210DC | Records Management Analyst I** | High School | 3 | \$53.94 | \$55.35 |
| 493110RM 518210ERM 541611 518210DC | Records Management Analyst II | Bachelors | 3 | \$80.92 | \$83.02 |
| 493110RM 518210ERM 541611 518210DC | Records Management Analyst III | Bachelors | 5 | \$93.36 | \$95.79 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Program Manager I | Bachelors | 12 | \$197.10 | \$202.23 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Program Manager II | Master's | 15 | \$243.79 | \$250.13 |
| 541611 | Data Analyst I | Bachelors | 2 | \$108.93 | \$111.76 |
| 541611 | Data Analyst II | Bachelors | 4 | \$125.52 | \$128.79 |
| 541611 | Data Analyst III | Master's | 6 | \$165.98 | \$170.30 |

| SINs | Labor Category | Minimum Education | Minimum Experience | (Year 14) | (Year 15) |
|---|----------------------------|-------------------|--------------------|------------------------------|------------------------------|
| | | | | 12/10/2023 – 12/9/2024 | 12/10/2024 – 12/9/2025 |
| 541611 541614SVC | Acquisition Specialist I | Bachelors | 2 | \$77.80 | \$79.83 |
| 541611 541614SVC | Acquisition Specialist II | Bachelors | 5 | \$124.48 | \$127.72 |
| 541611 541614SVC | Acquisition Specialist III | Bachelors | 10 | \$160.80 | \$164.98 |
| 541611 541690E 541614SVC | Research Analyst I | Associates | 2 | \$67.43 | \$69.18 |
| 541611 541690E 541614SVC | Research Analyst II | Bachelors | 2 | \$82.99 | \$85.15 |
| 541611 541690E 541614SVC | Research Analyst III | Bachelors | 5 | \$123.43 | \$126.64 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Analyst** | High School | 5 | \$57.89 | \$59.40 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Senior Analyst | High School | 8 | \$119.29 | \$122.40 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Consultant | High School | 7 | \$121.22 | \$124.37 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Senior Consultant | High School | 10 | \$141.81 | \$145.50 |

| SINs | Labor Category | Minimum Education | Minimum Experience | (Year 14) | (Year 15) |
|---|---------------------------------|-------------------|--------------------|------------------------------|------------------------------|
| | | | | 12/10/2023 – 12/9/2024 | 12/10/2024 – 12/9/2025 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Manager | High School | 12 | \$72.40 | \$74.29 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Senior Manager | Bachelors | 12 | \$198.10 | \$203.24 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Principal | Bachelors | 15 | \$215.05 | \$220.64 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Administrative Assistant I** | High School | 1 | \$54.60 | \$56.02 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Administrative Assistant II** | High School | 5 | \$64.61 | \$66.30 |
| 493110RM 518210ERM 54151S 541690E 541611 541614SVC | Administrative* Assistant III** | High School | 8 | \$71.00 | \$72.85 |
| 493110RM 518210ERM 541611 541614SVC | Budget Analyst I | Bachelors | 1 | \$80.19 | \$82.28 |
| 493110RM 518210ERM 541611 541614SVC | Budget Analyst II | Bachelors | 3 | \$101.66 | \$104.30 |
| 493110RM 518210ERM 541611 541614SVC | Budget Analyst III | Bachelors | 6 | \$124.48 | \$127.72 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Cost Analyst I | Bachelors | 1 | \$64.32 | \$65.99 |

| SINs | Labor Category | Minimum Education | Minimum Experience | (Year 14) | (Year 15) |
|---|-----------------------|-------------------|--------------------|------------------------------|------------------------------|
| | | | | 12/10/2023 – 12/9/2024 | 12/10/2024 – 12/9/2025 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Cost Analyst II | Bachelors | 3 | \$99.73 | \$102.32 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Cost Analyst III | Bachelors | 6 | \$146.33 | \$150.14 |
| 493110RM 518210ERM 541611 541614SVC 54151S | Database Analyst | Bachelors | 9 | \$192.01 | \$197.00 |
| 541611 541690E 541614SVC | Energy Consultant I | Bachelors | 4 | \$129.67 | \$133.05 |
| 541690E 541611 541614SVC | Energy Consultant II | Bachelors | 7 | \$163.68 | \$167.93 |
| 541611 541690E 541614SVC | Energy Consultant III | Bachelors | 10 | \$197.10 | \$202.23 |
| 493110RM 518210ERM 541611 541690E 541614SVC 54151S | Executive Analyst | Bachelors | 2 | \$97.51 | \$100.05 |
| 493110RM 518210ERM 541611 541614SVC | Financial Analyst I | Bachelors | 1 | \$75.73 | \$77.69 |
| 493110RM 518210ERM 541611 541614SVC | Financial Analyst II | Bachelors | 3 | \$103.91 | \$106.61 |
| 493110RM 518210ERM 541611 541614SVC | Financial Analyst III | Bachelors | 6 | \$155.61 | \$159.66 |
| 493110RM 518210ERM 541611 541614SVC 54151S | IT Analyst | Bachelors | 9 | \$192.01 | \$197.00 |

| SINs | Labor Category | Minimum Education | Minimum Experience | (Year 14) | (Year 15) |
|---|----------------------------|-------------------|--------------------|------------------------------|------------------------------|
| | | | | 12/10/2023 – 12/9/2024 | 12/10/2024 – 12/9/2025 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Junior Training Specialist | Bachelors | 1 | \$77.36 | \$79.38 |
| 493110RM 518210ERM 541611 541614SVC 54151S | Logistics Specialist | Bachelors | 4 | \$120.10 | \$123.22 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Program Analyst I | Associates | 3 | \$62.25 | \$63.87 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Program Analyst II | Bachelors | 5 | \$133.81 | \$137.29 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Program Analyst III | Bachelors | 7 | \$150.42 | \$154.33 |
| 493110RM 518210ERM 541611 541690E 541614SVC 54151S | Project Manager I | Bachelors | 5 | \$124.48 | \$127.72 |
| 493110RM 518210ERM 541611 541690E 541614SVC 54151S | Project Manager II | Bachelors | 7 | \$159.34 | \$163.48 |
| 493110RM 518210ERM 541611 541690E 541614SVC 54151S | Project Manager III | Bachelors | 10 | \$181.54 | \$186.26 |
| 493110RM 518210ERM 541611 541690E 541614SVC 54151S | Security Specialist | Associates | 2 | \$52.09 | \$53.44 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Senior Training Specialist | Bachelors | 9 | \$173.19 | \$177.69 |

| SINs | Labor Category | Minimum Education | Minimum Experience | (Year 14) | (Year 15) |
|---|--------------------------|-------------------|--------------------|------------------------------|------------------------------|
| | | | | 12/10/2023 – 12/9/2024 | 12/10/2024 – 12/9/2025 |
| 493110RM 518210ERM 541611 541690E 541614SVC 54151S | Subject Matter Expert I | Bachelors | 11 | \$156.64 | \$160.72 |
| 493110RM 518210ERM 541611 541690E 541614SVC 54151S | Subject Matter Expert II | Bachelors | 15 | \$234.14 | \$240.22 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Technical Writer I | Associates | 2 | \$49.97 | \$51.27 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Technical Writer II | Bachelors | 2 | \$88.18 | \$90.48 |
| 493110RM 518210ERM 541611 541690E 541614SVC | Technical Writer III | Bachelors | 5 | \$108.93 | \$111.76 |

Service Contract Labor Standards Matrix:

| SCA/SCLS Matrix | | |
|--|-----------------------------------|------------------|
| SCLS Eligible Contract Labor Category/Fixed Price Service | SCLS Equivalent Code Title | WD Number |
| Administrative Assistant I** | General Clerk I - 01111 | 2015-4281 |
| Administrative Assistant II** | General Clerk II – 01112 | 2015-4281 |
| Administrative Assistant III** | General Clerk III – 01113 | 2015-4281 |
| Analyst ** | Administrative Assistant – 01020 | 2015-4281 |
| Records Management Analyst I** | General Clerk II – 01112 | 2015-4281 |
| Document Analyst I** | General Clerk II – 01112 | 2015-4281 |
| Document Analyst II** | General Clerk III – 01113 | 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).