U.S. General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Professional Services Schedule (PSS)

Contract No. GS-00F-289CA
Contract Period: 09/03/2015 to 09/02/2020

Price List Effective: March 17, 2017
Business Size: Other than Small Business

XL Associates Inc. (XLA) • 8614 Westwood Center Drive, Suite 700 • Vienna, VA 22182
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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 874-1/1RC: Integrated Consulting Services

SIN 874-4/4RC: Training

SIN 874-6/6RC: Acquisition Management Support

SIN 874-7/7RC: Integrated Business Program Support Services

SIN 520-11/11RC: Accounting

SIN 520-12/12RC: Budgeting

SIN 520-13/13RC: Complementary Financial Management Services

SIN 520-21/21RC: Program Management Services

SIN 520-22/22RC: Grants Management Support Services

1b. Pricelist: See Price List

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

See Labor Category Section

2. Maximum order. $1,000,000.00

3. Minimum order. $100.00

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). XLA facilities and customer sites as required.

6. Discount from list prices or statement of net price. See attachment

7. Quantity discounts. Considered on a case by case basis

8. Prompt payment terms. Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes

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9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Contact XLA

10. Foreign items (list items by country of origin). None

11a. Time of delivery. As agreed in each task/delivery order.

11b. Expedited Delivery. Contact XLA

11c. Overnight and 2-day delivery. Contact XLA

11d. Urgent Requirements. Contact XLA

12. F.O.B. point(s). Destination

13a. Ordering address(es).

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13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es)

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15. Warranty provision. N/A

16. Export packing charges, if applicable. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Contact XLA

18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

19. Terms and conditions of installation (if applicable). N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A

20a. Terms and conditions for any other services (if applicable). N/A

21. List of service and distribution points (if applicable). N/A

22. List of participating dealers (if applicable). N/A

23. Preventive maintenance (if applicable). N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at: www. Section508.gov/

25. Data Universal Numbering System (DUNS) number. 608717450

26. Notification regarding registration in System for Award Management (SAM) database. XLA is registered in SAM

27. Uncompensated Overtime. (Indicate if used). N/A

28. Point of Contact.

Cynthia Andrews
SVP of Business Operations
contracts@xla.com

Special Item Number (SIN) Descriptions

SIN 874-1/1RC: Integrated Consulting Services.

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services; Facilitation and related decision support services; Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings; and Advisory and assistance services in accordance with FAR 37.203.

SIN 874-4/4RC Training

Contractor shall provide commercially-available off-the-shelf training, led by a qualified instructor. All materials are included in the offered GSA price. Sample courses may include

- Interpersonal Skills
- Introduction to Team Building
- Developing Self-Managed Teams

SIN 874-6/6RC: Acquisition Management Support.

Contractors shall provide support to agencies in conducting federal acquisition management activities, as follows: Acquisition planning assistance; developing acquisition documents, including quality assurance surveillance plans, statements of work, synopses, and solicitations; expert assistance in evaluating proposals; contract administration services; and competitive sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

SIN 874-7/7RC: Integrated Business Program Support Services.

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include: All phases of program or project management, from planning to closeout; and Operational/administrative business support services in order to carry out program objectives

Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under PSS.

RC – Recovery Purchasing authorized. This allows state and local governments' access to this schedule in time of a designated national emergency.

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LABOR CATEGORIES

Senior Management Consultant

Minimum/General Experience: Ten (10) years of experience providing comprehensive business and management solutions. Must have strong writing and communications skills and the ability to interface with senior and executive management. Relevant experience may include, but is not limited to, acquisition support, business process analysis, application of PMBOK project management knowledge areas, functional or subject matter knowledge, proposal development, report preparation, auditing and contract administration. Master's degree is equivalent to two (2) years experience.

Functional Responsibility: Leads teams to develop business and management solutions. Develops documentation, white papers and proposals to communicate developed solutions. Prepares project schedules and develops project processes. May perform other duties as assigned.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

Graphics/Documentation Specialist

Minimum/General Experience: Requires five (5) years of experience. Relevant experience includes, but is not limited to, writing and editing project documentation and business processes. Documentation skills include use of graphics software.

Functional Responsibility: Duties may include writing and editing documents, manuals and training course materials. In addition, may include developing graphical representations of business processes.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

Management Consultant

Minimum/General Experience: Requires ten (10) years of experience managing large-scale projects, contracts, funds, and resources. This individual must have specialized experience in facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

Functional Responsibility: Duties may include contract management, large-scale project management, and working with the customer to determine program requirements.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

Enterprise Architect

Minimum/General Experience: Fifteen (15) years of directly related experience designing and implementing business enterprises. Must understand process interactions, entity relationships, market dynamics, and entrepreneurial approaches required for successful enterprise development. Must be familiar with recognized Enterprise Architecture models, e.g., DODAF, FEAF.

Functional Responsibility: Develop, manage, and execute project management plans. Duties may include performing or leading architecture analysis and design, system development, defining systems and data architectures, providing technical direction, analyzing alternative designs, integration, and migration. Develop project-specific architecture products, i.e. impact assessments, blueprints, simulation, and performance measures.

Minimum Education/Training/Certifications/Clearances: Master's Degree or other equivalent degree program (or an additional two (2) years specialized experience). Requires ability to obtain a SECRET clearance. Certification in Enterprise Architecture (or an additional two (2) years general management experience).

Expert Consultant

Minimum/General Experience: Requires fifteen (15) years of experience in field of expertise (management, acquisition, etc.).

Functional Responsibility: Duties may include providing expert services and leadership in field of expertise. Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity.

Minimum Education/Training/Certifications/Clearances: Master's Degree or other equivalent degree program (or an additional two (2) years specialized experience). Requires ability to obtain a SECRET clearance.

Project Management Analyst

Minimum/General Experience: Requires eight (8) years of experience managing large-scale projects, contracts, funds, and resources. This individual must have specialized experience in

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facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

Functional Responsibility: Duties may include contract management, large-scale project management, and working with the customer to determine program requirements.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

Senior Financial Analyst

Minimum/General Experience: Ten (10) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

Functional Responsibility: Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

Financial Analyst

Minimum/General Experience: Eight (8) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

Functional Responsibility: Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life

Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

Junior Financial Analyst

Minimum/General Experience: Two (2) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

Functional Responsibility: Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

Minimum Education/Training/Certification/Clearances: Twenty-four (24) credit hours in accounting and/or budgeting from an accredited two (2) year or four (4) year college or university. Requires ability to obtain a SECRET clearance.

Senior Technical Writer/Editor

Minimum/General Experience: Six (6) years of relevant experience. Relevant experience may include, but is not limited to program support to review and edit highly complex written and graphic technical and/or legal materials, including system configuration, technical documentation, studies, reports, closing documents and presentation graphics.

Functional Responsibility: Ensures compliance with standards of style and format, good usage of English, and overall structure and organization of material. Maintain electronic data systems, compose letters/communications and advertising orders. Ensure legal guidelines are adhered to when applicable. Compose and maintain status documentation.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

Technical Writer/Editor

Minimum/General Experience: Four (4) years of relevant experience. Relevant experience may include, but is not limited to program support to review and edit highly complex written and

graphic technical and/or legal materials, including system configuration, technical documentation, studies, reports, closing documents and presentation graphics.

Functional Responsibility: Ensures compliance with standards of style and format, good usage of English, and overall structure and organization of material. Maintain electronic data systems, compose letters/communications and advertising orders. Ensure legal guidelines are adhered to when applicable. Compose and maintain status documentation.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

Business Process Consultant (Senior Archivist/Records Manager)

Minimum/General Experience: Eight (8) years of relevant experience. Relevant experience may include, but is not limited to analyzing, making strategic recommendations, and implementing policies and procedures.

Functional Responsibility: Provide guidance and develop policies to comply with regulations and directives such as those outlined in Federal Enterprise Architecture (FEA) Records Management Profile: Electronic Records Management and Recordkeeping Requirements Checklists. Develop and maintain program management plan and support development of related documents. Develops or coordinates responses to management audits and assessments. Requires understanding of organization's business systems and industry requirements. Creates process change by integrating new process with existing ones and communicating these changes to stakeholders. Recommends and facilitates quality improvement efforts.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

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Minimum/General Experience: Four (4) years of relevant experience. Relevant experience may include, but is not limited to analyzing, making strategic recommendations, and implementing policies and procedures.

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Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

Subject Matter Expert – 4

Minimum/General Experience: Fifteen (15) years of experience in a subject relevant to a particular program or project.

Functional Responsibility: Serve as technical, functional, and/or management expert in areas relevant to a particular program or project. Provide studies, audits, reports, guidance, training, analysis, evaluations, and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

Minimum Education/Training/Certification/Clearances: Master's Degree or other equivalent degree program (or an additional two (2) years specialized experience). Requires ability to obtain a SECRET clearance.

Subject Matter Expert – 3

Minimum/General Experience: Fifteen (15) years of experience in a subject relevant to a particular program or project.

Functional Responsibility: Serve as technical, functional, and/or management expert in areas relevant to a particular program or project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional six (6) years subject matter manager experience). Requires ability to obtain a SECRET clearance.

Subject Matter Expert – 2

Minimum/General Experience: Twelve (12) years of experience in a subject relevant to a particular program or project.

Functional Responsibility: Serve as technical, functional, and/or management expert in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years subject matter manager experience). Requires ability to obtain a SECRET clearance.

Subject Matter Expert – 1

Minimum/General Experience: Ten (10) years of experience in a subject relevant to a particular program or project.

Functional Responsibility: Serve as technical, functional, and/or management expert in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years subject matter manager experience). Requires ability to obtain a SECRET clearance.

Senior Analyst

Minimum/General Experience: Eight (8) years of progressive experience within the general functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, test and evaluation, human factors, reliability and maintainability, systems security, organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

Minimum Education: Bachelor's Degree or other equivalent degree program (or an additional four (4) years functional area experience). Requires ability to obtain a SECRET clearance.

Analyst

Minimum/General Experience: Six (6) years of progressive experience within the general functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, test and evaluation, human factors, reliability and maintainability, systems security, organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

Functional Responsibilities: Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the

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technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

Minimum Education: Bachelor's Degree or other equivalent degree program (or an additional four (4) years functional area experience). Requires ability to obtain a SECRET clearance.

Junior Management Consultant

Minimum/General Experience: Four (4) years of relevant experience. Relevant experience may include, but is not limited to, automated office procedures, acquisition support, business process analysis, application of PMBOK project management knowledge areas, functional or subject matter knowledge, proposal development, report preparation, knowledge of database management, contractor/government relations on, and auditing and contract administration. Master's degree is equivalent to two (2) years experience.

Functional Responsibility: Develop business and management solutions. Develops documentation, white papers and proposals to communicate developed solutions. Prepares project schedules and develops project processes. May perform other duties as assigned.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program (or an additional two (2) years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

Executive Assistant

Minimum/General Experience: Two (2) years of relevant experience. Relevant experience may include coordinating and performing technical and office administrative duties.

Functional Responsibility: Assist program and project managers in accomplishing goals. Provide program/project-wide organizational and administrative support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include maintaining and monitoring executive performance schedules, providing meeting support, and making travel arrangements.

Minimum Education/Training/Certification/Clearances: Associate's Degree (or an additional two (2) years administrative experience). Requires ability to obtain a SECRET clearance.

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Task Manager

Minimum/General Experience: Eight (8) years of relevant experience. Relevant experience may include, but is not limited to program direction through completion of tasks within estimated timeframes and budget constraints.

Functional Responsibility: Organizes, directs, and coordinates planning and execution of all program/technical support activities. Monitors and controls the expenditure of funds and labor hours on the overall contract. Responsible for program status, including: identification of problems, issues, and strategies for resolution. Does strategic long-range and short-range planning; backup and security planning and implementation; hardware/software evaluation and selection, etc. Provides resolutions and implements improvements. Assigns schedules, reviews work quality, and communicates policies, purposes, and goals

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional four (4) years related experience). Requires ability to obtain a SECRET clearance.

Program Support Specialist

Minimum/General Experience: Four (4) years of relevant experience providing program and data management support to program(s) of like size or scope.

Functional Responsibility: Establish and maintain action item databases; track action items; prepare and deliver progress reports and other documents in support of program(s); prepare and monitor delivery schedules; support preparation for, attend and record minutes and actions items for meetings; assist in scheduling and preparation of program(s) activities.

Minimum Education/Training/Certification/Clearances: Associate's Degree (or an additional two (2) years related experience). Requires ability to obtain a SECRET clearance.

Project Data Analyst - 3

Minimum/General Experience: Requires four (4) years of experience. Relevant experience includes, but is not limited to, efficient data entry and ability to prepare and deliver reports and other documents in support of project(s).

Functional Responsibility: Duties may include data input, preparing letters, files, forms, and other required documents practically error-free and within time constraints; communicate with appropriate personnel to obtain necessary information; provide administrative, legal, and technical support; ability to train junior staff; ability to coordinate and direct the activities of others; responsible for subordinates' work efforts including: identification of problems, issues, and strategies for resolution.

Minimum Education/Training/Certification/Clearances: High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

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Project Data Analyst - 2

Minimum/General Experience: Require three (3) years of experience. Relevant experience includes, but is not limited to, efficient data entry and ability to prepare and deliver reports and other documents in support of project(s).

Functional Responsibility: Duties may include data input, preparing letters, files, forms, and other required documents practically error-free and within time constraints; communicate with appropriate personnel to obtain necessary information; provide administrative, legal, and technical support; ability to train junior staff.

Minimum Education/Training/Certification/Clearances: High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Project Data Analyst - 1

Minimum/General Experience: Requires two (2) years of experience. Relevant experience includes, but is not limited to, efficient data entry and ability to prepare and deliver reports and other documents in support of project(s).

Functional Responsibility: Duties may include data input, preparing letters, files, forms, and other required documents; communicate with appropriate personnel to obtain necessary information; provide administrative, legal, and technical support.

Minimum Education/Training/Certification/Clearances: High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Specialist

Minimum/General Experience: Requires two (2) years of specialized experience. Relevant experience includes, but is not limited to, conducting research and the use of various financial instruments.

Functional Responsibility: Duties may include the ability to read and analyze financial reports and documents; provide administrative, legal, and technical support.

Minimum Education/Training/Certification/Clearances: High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Management Technician

Minimum/General Experience: Requires one (1) year of relevant experience providing logistics, inventory, property management, and/or communication support. Must possess knowledge of analytical techniques, and experience in gathering data for tracking purposes.

Functional Responsibility: Duties may include analysis of complex problems, support of inventory and property management, development of logistics processes to ensure accuracy of information. Interact with management and other personnel to ensure open communication to rely updated information.

Minimum Education/Training/Certification/Clearances: High School Diploma or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Team Leader

Minimum/General Experience: Requires four (4) years of experience. Relevant experience includes, but is not limited to, knowledge of basic investigative techniques and laws.

Functional Responsibility: Duties may include the ability to direct multiple tasks and projects; plan, control, direct, and coordinate the work of subordinates; provide administrative, legal, and technical support.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional two (2) years of specialized experience). Requires ability to obtain a SECRET clearance.

Senior Technical Manager

Minimum/General Experience: Requires six (6) years of progressive management experience of technical projects and/or tasks. Relevant experience includes, but is not limited to, experience in managing large-scale projects, contracts, funds, and resources.

Functional Responsibilities: Duties may include task order management, project management, and working with the customer to determine project requirements. Also may include managing technical areas of projects and serving as the focal point for questions about projects.

Minimum Education/Training/Certification/Clearances: Bachelor's Degree or other equivalent degree program (or an additional two (2) years functional area experience). Requires ability to obtain a SECRET clearance.

Secretary

Minimum/General Experience: 6 months

Functional Responsibilities: General administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Minimum Education/Training/Certification/Clearances: HS Diploma

Administrator I

Minimum/General Experience: 6 months

Functional Responsibilities: General administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Minimum Education/Training/Certification/Clearances: Associates Degree

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Administrator II

Minimum/General Experience: 2 years

Functional Responsibilities: General administrative support, operation of office and communications equipment, and other support duties as assigned. May also provide support in specialized technical disciplines. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required.

Minimum Education/Training/Certification/Clearances: BS/BA or Professional Certification

Technical Specialist I

Minimum/General Experience: 2 years

Functional Responsibilities: Trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

Minimum Education/Training/Certification/Clearances: BS/BA or Professional Certification

Technical Specialist II

Minimum/General Experience: 4 years

Functional Responsibilities: Trained in a particular technical discipline or specialty area and may be professionally accredited in the area of expertise. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. Able to operate specialized computer programs in area of technical specialty.

Minimum Education/Training/Certification/Clearances: BS/BA or Professional Certification

Associate

Minimum/General Experience: 3 years

Functional Responsibilities: Mid-level professional position performing generalist activities under supervision with basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs.

Minimum Education/Training/Certification/Clearances: BS/BA

Managing Associate I

Minimum/General Experience: 4 years

Functional Responsibilities: Mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has basic analytical skills and provides recommendations to senior project team members. Knowledge of desktop computers and

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associated standard network software programs, such as Microsoft Office Suite is required. May also have experience in advanced computer programs. Has or is acquiring basic supervision skills. Developing subject matter expertise in a particular technical discipline.

Minimum Education/Training/Certification/Clearances: BS/BA

Managing Associate II

Minimum/General Experience: 6 years

Functional Responsibilities: Mid-level professional position performing generalist activities and discipline-specific activities under supervision. Has advanced analytical skills and provides recommendations to senior project team members. Prepares reports and makes formal presentations to internal and external audiences. Capable of operating desktop computers and associated standard network software programs such as the Microsoft Office Suite. Has subject matter expertise in a particular technical discipline. May also have experience in advanced computer programs. Has basic supervision skills and direct supervisory experience.

Minimum Education/Training/Certification/Clearances: BS/BA

Directing Associate

Minimum/General Experience: 8 years

Functional Responsibilities: Senior professional position with extensive technical and managerial skills. The Directing Associate may be assigned as a Project Manager. In that capacity is responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Directing Associate may also be required to be a Subject Matter Expert (SME) for a particular assignment.

Minimum Education/Training/Certification/Clearances: BS/BA

Senior Executive Associate

Minimum/General Experience: 15 years

Functional Responsibilities: Widely experienced, has managed large projects, has created and established policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES).

Minimum Education/Training/Certification/Clearances: BS/BA

Junior Acquisition Administrative Support Specialist

Minimum/General Experience: 6 months

Functional Responsibilities: Administrative support for the Acquisition Team throughout pre-award, award and post award phases of the acquisition lifecycle. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

Minimum Education/Training/Certification/Clearances: HS Diploma

Acquisition Administrative Support Specialist

Minimum/General Experience: 1 year

Functional Responsibilities: Provides support for the Acquisition Team by providing assistance with tracking of proposals, tracking awards, and providing project status reports to Senior Acquisition Team members. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

Minimum Education/Training/Certification/Clearances: Associates Degree

Purchasing Agent

Minimum/General Experience: 3 years

Functional Responsibilities: Responsible for the acquisition of materials and services using existing purchase vehicles and commercial item lists. Shall be capable of developing potential material sources and pre-qualifying commercial suppliers. Operates and maintains automated purchasing systems. Specifies material storage requirements and special handling requirements as defined by senior purchasing or technical personnel. Capable of performing material receipt inspections and verification of satisfaction of purchase requirements.

Minimum Education/Training/Certification/Clearances: BS/BA

Junior Cost/Price Analyst

Minimum/General Experience: 4 years

Functional Responsibilities: Performs duties similar to the Junior Cost/Price Analyst, but with reduced supervision and broader authorities reflecting additional years of experience.

Minimum Education/Training/Certification/Clearances: BS/BA or Professional Certification

Contract Specialist I

Minimum/General Experience: 6 years

Functional Responsibilities: Responsible for assisting in the: (1) gathering, organizing, analyzing, and composing technical information, (2) preparation of Statements of Work, or any other customer deliverables and documents, (3) conducting research and ensuring the use of proper technical terminology and appropriate acquisition vehicles/contract types; and (4) post-award contract administration activities. Supports other more senior Contract Specialists in a full range of acquisition lifecycle activities. Is familiar with the FAR and is capable of operating automated acquisition systems.

Minimum Education/Training/Certification/Clearances: BS/BA and/or 24 semester hours business related studies

Contract Specialist II

Minimum/General Experience: 8 years

Functional Responsibilities: Responsible for duties similar to the Contract Specialist I, but requires less supervision and has broader authorities reflecting the additional year(s) of experience.

Minimum Education/Training/Certification/Clearances: BS/BA and/or 24 semester hours business related studies

Contract Specialist III

Minimum/General Experience: 12 years

Functional Responsibilities: Responsible for: (1) gathering, organizing, analyzing, and composing technical information, (2) preparation of Statements of Work, or any other customer deliverables and documents, (3) conducting research and ensuring the use of proper technical terminology and appropriate acquisition vehicles/contract types; and (4) post-award contract administration activities. Supports other more senior Contract Specialists in a full range of acquisition lifecycle activities. Familiar with the FAR and is capable of operating automated acquisition systems.

Minimum Education/Training/Certification/Clearances: BS/BA and/or 24 semester hours business related studies

Senior Contract Specialist

Minimum/General Experience: 15 years

Functional Responsibilities: In addition to the duties of the Contract Specialist III, the Senior Contract Specialist will provide senior level support and assistance in coordination and oversight of acquisition projects. The capability to provide a full range of acquisition program management support services is also required. The Senior Contract Specialist will be experienced in the acquisition of complex major systems and/or related services. Expert familiarity with the FAR and is capable of initiating new projects in automated acquisition systems.

Minimum Education/Training/Certification/Clearances: BS/BA and/or 24 semester hours business related studies

Project Manager I/SME

Minimum/General Experience: 8 years

Functional Responsibilities: Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment.

Minimum Education/Training/Certification/Clearances: BS/BA and/or 24 semester hours business related studies

Project Manager II/SME

Minimum/General Experience: 12 years

Functional Responsibilities: Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment. The Project Manager II may oversee particularly complex projects or multiple, related projects.

Minimum Education/Training/Certification/Clearances: BS/BA and/or 24 semester hours business related studies

Acquisition Subject Matter Expert (SME)

Minimum/General Experience: 20 years

Functional Responsibilities: Widely experienced, has managed large acquisition projects, has created and established related policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES).

Minimum Education/Training/Certification/Clearances: BS/BA and/or 24 semester hours business related studies

The Service Contract Act (SCA) is applicable to this contract. The following labor categories are applicable to the SCA; the others are exempt.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Management Technician	01113 – General Clerk III	05-2103
Project Data Analyst	01111 – General Clerk I	05-2103

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

Prices for the SCA labor categories meet or exceed those in Wage Determination Number 2005-2103, Revision 12, dated June 13, 2012. XLA understands that the escalation for the SCA labor categories will be governed only by one method: escalation based on clause 52.222-43, Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts).

Special Item Number (SIN) Descriptions

SIN 520-11: Accounting. Contractors shall provide transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

SIN 520-12: Budgeting. Contractors shall assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

SIN 520-13: Complementary Financial Management Services. Contractors shall assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

SIN 520-21: Program Management Services. Contractors shall provide program management services which encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

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LABOR CATEGORIES

Project Assistant I

Minimum/General Experience: One (1) year of relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in spreadsheets, data entry, and word processing.

Functional Responsibility: Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include document preparation, providing meeting support, and maintaining spreadsheets and reports.

Minimum Education/Training/Certifications/Clearances: High School Diploma. Requires ability to obtain a SECRET clearance.

Project Assistant II

Minimum/General Experience: Two (2) years of relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in spreadsheets, data entry, and word processing.

Functional Responsibility: Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include document preparation, providing meeting support, and maintaining spreadsheets and reports.

Minimum Education/Training/Certifications/Clearances: Associate's Degree. Requires ability to obtain a SECRET clearance.

Project Assistant III

Minimum/General Experience: Four (4) years of relevant experience. Relevant experience may include coordinating and performing general financial and project duties. Experience in project support activities and experience in coordinating and executing organizational functions.

Functional Responsibility: Provide program/project-wide organizational and financial support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May provide financial or project guidance to other employees on a portion of project effort. May include maintaining and monitoring executive performance schedules and providing meeting support. Provides support activities and coordinates and executes administrative, office management, and organizational functions.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Business Analyst I

Minimum/General Experience: One (1) year of experience in understanding business needs and proposing solutions. Knowledge of financial concepts, management reporting and business analysis.

Functional Responsibility: Provide guidance, advice, and support in accounting and budget operations, financial systems analysis, implementation planning, business processes, internal controls, and policies and procedures. Provide resource and financial management solutions, including budget planning and execution, accounts and financial reporting and reconciliation.

Minimum Education/Training/Certifications/Clearances: High school diploma. Requires the ability to obtain a SECRET clearance.

Business Analyst II

Minimum/General Experience: Two (2) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis.

Functional Responsibility: Responsible for collecting and analyzing data. Knowledgeable of cost methodologies and cost modeling applications. Provide cost estimating and financial management support, including all activities which occur during the life cycle of a program. Presents plans, recommendations, analyses, and other advice within a broad functional area. Prepares studies, plans, and analyses in support of the projects.

Minimum Education/Training/Certifications/Clearances: Associate's degree. Requires the ability to obtain a SECRET clearance.

Business Analyst III

Minimum/General Experience: Three (3) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis. Knowledge of how the various financial management systems, applications, and modules are used during the course of the financial management business life-cycle.

Functional Responsibility: Responsible for collecting and analyzing data and developing presentations and recommendations. Knowledgeable of cost methodologies and cost modeling applications. Provide cost estimating and financial management support, including all activities which occur during the life cycle of a program. Presents plans, recommendations, analyses, and other advice within a broad functional area. Prepares studies, plans, and analyses in support of the projects.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Business Analyst IV

Minimum/General Experience: Five (5) years of experience in understanding business needs and realizing solutions. Knowledge of financial concepts, management reporting and business analysis. Knowledge of how the various financial management systems, applications, and modules are used during the course of the financial management business life-cycle.

Functional Responsibility: Provide guidance, advice, and support in accounting and budget operations, financial systems analysis, implementation planning, business processes, internal controls, and policies and procedures. Provide resource and financial management solutions, including budget planning and execution, accounts and financial reporting and reconciliation.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Specialist I

Minimum/General Experience: One (1) year of relevant experience. Relevant experience may include, but is not limited to business and action planning for the cost and schedule performance of programs.

Functional Responsibility: Support programs and projects by analyses of program management and support costs. Analyses may include: Cost/Benefit Analysis, Transaction Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

Minimum Education/Training/Certifications/Clearances: High School Diploma. Requires the ability to obtain a SECRET clearance.

Specialist II

Minimum/General Experience: Three (3) years of relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

Functional Responsibility: Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Support programs and projects by performing analyses of program management and support costs. Analyses may include: Cost/Benefit Analysis, Transaction Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Financial Management Analyst

Minimum/General Experience: Eight (8) years of cost estimating, cost analysis experience, and/or financial management disciplines. Experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

Functional Responsibility: Integrate business, cost estimating and financial management processes to ensure the efficient management of funds. Ability to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Familiar with activity based costing, business case analysis and outsourcing requirements.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Financial Management Consultant

Minimum/General Experience: Twelve (12) years of cost estimating, cost analysis experience, and/or financial management disciplines. Experience shall include activities which occur during the total acquisition life cycle, statistical techniques, applied mathematics, and economics to conduct analytical studies. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

Functional Responsibility: Responsibilities include providing leadership to financial management professionals. Ensure program/project is working in accordance with automated complex business practices within the timeframe required by the customers, meeting all requirements. Ability to assess procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to understand interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added system concurrently or later. Familiar with activity based costing, business case analysis and outsourcing requirements.

Minimum Education/Training/Certifications/Clearances: Master's degree and/or specialized certification (PMP, CPA, etc.). Requires the ability to obtain a SECRET clearance.

Task Manager

Minimum/General Experience: Five (5) years of experience in accounting, finance, or related field, including two (2) years of increasing responsibilities in management.

Functional Responsibility: Responsible for the management of tasks(s) and ensuring that the financial solutions and schedules in the project(s) are implemented in a timely manner. Organizes, directs and coordinates the planning and production of all activities associated with assigned tasks. Demonstrates competent writing and oral communication skills.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Technical Manager

Minimum/General Experience: Eight (8) years of experience in accounting, finance, or related field, including three (3) years of increasing responsibilities in management.

Functional Responsibility: Responsible for day-to-day management of support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Project Manager

Minimum/General Experience: Ten (10) years of experience in accounting, finance, or related field, including five (5) years of increasing responsibilities in management.

Functional Responsibility: Responsible for overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort.

Minimum Education/Training/Certifications/Clearances: Bachelor's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Senior Project Manager

Minimum/General Experience: Twelve (12) years of experience in accounting, finance, or related field, including eight (8) years of increasing responsibilities in management.

Functional Responsibility: Responsible for overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort.

Minimum Education/Training/Certifications/Clearances: Master's degree or other equivalent degree program. Requires the ability to obtain a SECRET clearance.

Subject Matter Expert 1

Minimum/General Experience: Eight (8) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Functional Responsibility: Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Subject Matter Expert 2

Minimum/General Experience: Ten (10) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Functional Responsibility: Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Subject Matter Expert 3

Minimum/General Experience: Twelve (12) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Functional Responsibility: Provide guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

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Subject Matter Expert 4

Minimum/General Experience: Twelve (12) years of experience in a subject relevant to a particular program or project, which may include financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics.

Functional Responsibility: Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

Minimum Education/Training/Certifications/Clearances: Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

Sr. Subject Matter Expert

Minimum/General Experience: Fifteen (15) years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, information technology applications, economics, or statistics. Experience directly related to supporting accounting teams, audit teams, accountants, and financial personnel. Familiar and knowledgeable of Government audit regulations, Generally Accepted Accounting Principles, Internal Controls, cost-effective accounting and auditing procedures, and procurement/acquisition environments.

Functional Responsibility: Provide executive level guidance and expertise to accounting, finance, and audit teams. Serves as information base and advisor to accountants, financial professionals, auditors, and accounting personnel. Responds to and solves questions relative to Government regulations, Generally Accepted Accounting Practices, and Financial guidelines that may be agency or organization-specific.

Minimum Education/Training/Certifications/Clearances: Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

Quality Control Officer

Minimum/General Experience: Ten (10) years of experience. Experience includes developing and monitoring the quality control system including maintenance of quality control documents.

Functional Responsibility: Ensures that processes needed for the quality control plan are established, implemented and maintained, reporting to top management on the performance of quality management and any need for improvement, and ensures the promotion of awareness of quality control throughout the organization.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree or other equivalent degree program. Requires ability to obtain a SECRET clearance.

Requirements Consultant

Minimum/General Experience: Ten (10) years of experience gathering requirements for business and technical solutions. Responsible for gathering data to formulate and recommend technical and business solutions to improve financial systems and support services. Must have strong writing and communications skills and the ability to interface with senior and executive management. Must be knowledgeable with the implementation of applicable Government mandates such as the Federal Acquisition Regulation (FAR).

Functional Responsibility: Duties may include conducting process or requirements analyses, supporting financial systems development with subject matter knowledge, assisting in procurement, performing system audits, conducting training, and assisting in the preparation of management and financial reports and presentations.

Minimum Education/Training/Certifications/Clearances: Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

Organizational Consultant

Minimum/General Experience: Fifteen (15) years of experience in a subject relevant to a particular program or organization.

Functional Responsibility: Serve as technical, functional, and/or management expert in areas relevant to a particular organization. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government executive management personnel and functional proponents.

Minimum Education/Training/Certifications/Clearances: Master's Degree or other equivalent advanced degree program. Requires ability to obtain a SECRET clearance.

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Special Item Number (SIN) Descriptions

SIN 520-22/22RC: Grants Management Support Services. Support and assist federal grants management personnel in all phases of the grants management process including but not limited to assessing compliance of grantees business and financial management systems, assisting awarding agencies in ensuring grantees responsible and accountable use of grant funds, assisting with ensuring that grantees performance is in full compliance with grant requirements, assisting government Grants Management Officers, Grant Management Specialists, and other grants management personnel, advising government personnel in managing Grant Financial Management systems, managing the project period of performance schedule, evaluating on-going status reports, final reports, and other deliverable products required under the grant program, and assisting in grant close-out procedures

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LABOR CATEGORIES

Junior Grants Administrative Support Specialist

Minimum/General Experience: 6 months of experience.

Functional Responsibility: Provides administrative support for the Grants Team throughout pre-award, award and post award phases of grant lifecycle. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

Minimum Education/Training/Certifications/Clearances: High School Diploma

Grants Administrative Support Specialist

Minimum/General Experience: 6 months of experience.

Functional Responsibility: Provides support for the Grants Team by providing assistance with tracking of grant proposals, tracking grant agreements, and providing project status reports to Senior Grants Team members. Fully capable in the use of all automated office equipment and desktop computers, including Microsoft Office Suite programs.

Minimum Education/Training/Certifications/Clearances: Associate's Degree

Junior Grants Associate

Minimum/General Experience: 1 year of experience.

Functional Responsibility: Provides support for the Grants Team including helping to write solicitations, providing assistance in coordinating review panels and administrative preparation of award documents. Fully capable in the use of desktop computers, including Microsoft Office Suite programs.

Minimum Education/Training/Certifications/Clearances: Associate's Degree

Grants Associate I

Minimum/General Experience: 1 year of experience.

Functional Responsibility: Responsible for the development and coordination of activities related to grants or contracts. Responsibilities may include program development, ensuring that grants or contracts adhere to organizational standards, and disbursement of funds. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks; works under general supervision. A certain degree of creativity and latitude is expected. May report to a supervisor or a manager.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Grants Associate II

Minimum/General Experience: 3 years of experience.

Functional Responsibility: Prepares and manages proposals for grants in accordance with funder's policies and legal requirements. Prepares contract proposals and administers major contracts. Negotiates contractual provisions with potential partners. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to head of unit/department.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Senior Grants Management Specialist

Minimum/General Experience: 8 years of experience.

Functional Responsibility: Responsible for managing and coordinating a complex grants portfolio including inter-agency agreements, cooperative agreements, and highly technical special projects. May serve as expert for the planning, implementation and evaluation of grant proposals and provide guidance on cooperative agreements, cost-share agreements, participating agreements, collection agreements, interagency and intra-agency agreements and memoranda of understanding. May participate in the negotiation, award, and review all reimbursement requests for appropriateness. Ensure that awardees are in compliance with established administrative and financial policies, procedures, and sound business practices. Post-award - monitors all phases of award and closing, including assessment of technical progress and performance. The positions knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grants administration issues and knowledge of laws, regulations, agency policy, precedent cases, and other requirements that affect grant program administration.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Grants Process Analyst

Minimum/General Experience: 5 years of experience.

Functional Responsibility: Obtains, analyzes and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. May work under the supervision of a senior process expert. Responsible for understanding and documenting processes, including sensitivity variables and human/process interfaces. Fully capable in the use of desktop computers, including Microsoft Office Suite programs, as well as automated process tools.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Grants Administrator

Minimum/General Experience: 7 years of experience.

Functional Responsibility: Responsible for the activities of the organization or foundation, both before and after the awards process. Establishes standards and deadlines for proposals, reviews proposals for completeness, and ensures compliance with organizational or foundation standards. Maintains records of funding sources and grant applicants. Familiar with standard concepts,

practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Senior Grants Administrator

Minimum/General Experience: 9 years of experience.

Functional Responsibility: Obtains, analyzes, and evaluates complex quantitative information utilizing computer-driven analytical systems in order to make comparisons and form recommendations. Performs comparative analysis of grantee or applicant grant proposals with historical data to develop recommendations on program selection, contract terms, or prices. Researches and uses the most appropriate methodology to forecast program completion cost. Verifies grant cost data with Government accounting and audit agency or other benchmark rates. Analyzes grant applications, including such aspects as evaluating technical and performance reports, evaluating economic factors and cost reasonableness, evaluating implementation efficiencies, and evaluating applicant methods of allocating cost through various types of overhead and general and administrative expense as appropriate. In addition s/he will be working toward possessing the qualifications required for signature authority for grant awards. Actual award signature authority is reserved for government personnel. Acts as a SME for grants processes and administration. May be a SME for financial management and reporting systems. In addition s/he will possess the qualifications required for signature authority for grant awards. Actual award signature authority is reserved for government personnel. May supervise Grants Administrators.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Level 1 – Project Manager / SME

Minimum/General Experience: 8 years of experience.

Functional Responsibility: Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Level 2 – Project Manager / SME

Minimum/General Experience: 12 years of experience.

Functional Responsibility: Responsible for overall performance of the project. In addition to the traditional duties (ensuring conformity to contractual obligations, establishing and maintaining technical and financial reports to show progress to projects, and performing day-to-

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day management of overall contract support operations) the Project Manager may also be required to be a Subject Matter Expert (SME) for a particular assignment. The Project Manager II may oversee particularly complex projects or multiple, related projects.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

SME / Program Manager

Minimum/General Experience: 15 years of experience.

Functional Responsibility: Widely experienced, has managed large acquisition projects, has created and established related policies, and is considered a pre-eminent Subject Matter Expert in his/her field. Has worked at the executive level (Director or "C" level) in business or government (SES). Generally manages multiple projects and is PMP certified.

Minimum Education/Training/Certifications/Clearances: Bachelor's Degree

Experience versus Education – For All PSS Labor Categories

The criteria for experience substituted for education are as follow:

- One (1) year of experience beyond the minimal experience requirement is equivalent to an Associate's degree.
- Four (4) years of experience beyond the minimal experience requirement is equivalent to a Bachelor's degree.
- Two (2) years of experience beyond the minimal experience requirement is equivalent to Master's degree.

First Example: A requirement for an Associate's degree and two years of experience could be satisfied by three years of experience.

Second Example: A requirement for a Master's degree and six years of experience could be satisfied by a Bachelor's degree and eight years of experience.

Third Example: A requirement for a Master's degree and six years of experience could be satisfied by twelve years of experience.

The criteria for education substituted for experience is as follows:

- Bachelor's degree is equivalent to five (5) years of experience.
- Master's degree is equivalent to two (2) years of experience.

First Example: A requirement for five years (or less) of experience and no degree could be satisfied by a Bachelor's degree.

Second Example: A requirement for a Bachelor's degree and six years of experience could be satisfied by a Master's degree and four years of experience.

Further, it is recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.

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PRICE LIST

SIN 874-1/1RC: Integrated Consulting Services.

Labor Category	Hourly Rate
Senior Management Consultant	$131.97
Graphics/Documentation Specialist	$58.07
Management Consultant	$105.56
Enterprise Architect	$142.52
Expert Consultant	$150.96
Project Management Analyst	$91.84
Senior Financial Analyst	$111.50
Financial Analyst	$72.42
Junior Financial Analyst	$46.55
Senior Technical Writer/Editor	$92.41
Technical Writer/Editor	$71.84
Business Process Consultant (Senior Archivist/ Records Manager)	$87.93
Business Process Consultant (Archivist/ Records Manager)	$53.79
Subject Matter Expert – 4	$200.30
Subject Matter Expert – 3	$175.87
Subject Matter Expert – 2	$155.19
Subject Matter Expert – 1	$126.51
Senior Analyst	$88.00
Analyst	$76.85
Junior Management Consultant	$68.06
Executive Assistant	$51.42
Task Manager	$102.78
Program Support Specialist	$62.69
Project Data Analyst – 3	$57.21
Project Data Analyst – 2	$48.10
Project Data Analyst – 1	$44.75
Specialist	$40.22
Management Technician	$45.82
Team Lead	$69.05
Senior Technical Manager	$78.35

Secretary	$30.60
Administrator I	$52.79
Administrator II	$69.20
Technical Specialist I	$80.95
Technical Specialist II	$89.74
Associate	$104.04
Managing Associate I	$119.11
Managing Associate II	$137.72
Directing Associate	$160.05
Senior Executive Associate	$269.31

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SIN 874-4/4RC: Integrated Consulting Services.

Sample Course Titles

- **Interpersonal Skills**
- **Introduction to Team Building**
- **Developing Self-Managed Teams**

Number of Participants	GSA Price
Up to 6 (minimum recommended number)	$3,352.50
7	$3,484.77
8	$3,617.03
9	$3,749.31
10	$3,881.56
11	$4,013.84
12 (maximum recommended number)	$4,146.11

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SIN 874-6/6RC: Acquisition Management Support.

Labor Category	Hourly Rate
Senior Management Consultant	$131.97
Graphics/Documentation Specialist	$58.07
Management Consultant	$105.56
Enterprise Architect	$142.52
Expert Consultant	$150.96
Project Management Analyst	$91.84
Senior Financial Analyst	$111.50
Financial Analyst	$72.42
Junior Financial Analyst	$46.55
Senior Technical Writer/Editor	$92.41
Technical Writer/Editor	$71.84
Business Process Consultant (Senior Archivist/ Records Manager)	$87.93
Business Process Consultant (Archivist/ Records Manager)	$53.79
Subject Matter Expert – 4	$200.30
Subject Matter Expert – 3	$175.87
Subject Matter Expert – 2	$155.19
Subject Matter Expert – 1	$126.51
Senior Analyst	$88.00
Analyst	$76.85
Junior Management Consultant	$68.06
Executive Assistant	$51.42
Task Manager	$102.78
Program Support Specialist	$62.69
Project Data Analyst – 3	$57.21
Project Data Analyst – 2	$48.10
Project Data Analyst – 1	$44.75
Specialist	$40.22
Management Technician	$45.82
Team Lead	$69.05
Senior Technical Manager	$78.35
Secretary	$30.60

Administrator I	$52.79
Administrator II	$69.20
Technical Specialist I	$80.95
Technical Specialist II	$89.74
Associate	$104.04
Managing Associate I	$119.11
Managing Associate II	$137.72
Directing Associate	$160.05
Senior Executive Associate	$269.31
Junior Acquisition Administrative Support Specialist	$42.65
Acquisition Administrative Support Specialist	$52.79
Purchasing Agent	$64.06
Junior Cost/Price Analyst	$73.70
Cost/Price Analyst	$88.27
Contract Specialist I	$87.47
Contract Specialist II	$100.78
Contract Specialist III	$112.71
Senior Contract Specialist	$131.38
Project Manager I/SME	$143.87
Project Manager II/SME	$155.55
Acquisition Subject Matter Expert (SME)	$233.33

SIN 874-7/7RC: Integrated Business Program Support Services.

Labor Category	Hourly Rate
Senior Management Consultant	$131.97
Graphics/Documentation Specialist	$58.07
Management Consultant	$105.56
Enterprise Architect	$142.52
Expert Consultant	$150.96
Project Management Analyst	$91.84
Senior Financial Analyst	$111.50
Financial Analyst	$72.42
Junior Financial Analyst	$46.55
Senior Technical Writer/Editor	$92.41
Technical Writer/Editor	$71.84
Business Process Consultant (Senior Archivist/ Records Manager)	$87.93
Business Process Consultant (Archivist/ Records Manager)	$53.79
Subject Matter Expert – 4	$200.30
Subject Matter Expert – 3	$175.87
Subject Matter Expert – 2	$155.19
Subject Matter Expert – 1	$126.51
Senior Analyst	$88.00
Analyst	$76.85
Junior Management Consultant	$68.06
Executive Assistant	$51.42
Task Manager	$102.78
Program Support Specialist	$62.69
Project Data Analyst – 3	$57.21
Project Data Analyst – 2	$48.10
Project Data Analyst – 1	$44.75
Specialist	$40.22
Management Technician	$45.82
Team Lead	$69.05
Senior Technical Manager	$78.35

PRICE LIST

SIN 520-11/11RC: Accounting

SIN 520-12/12RC: Budgeting

SIN 520-13/13RC: Complementary Financial Management Services

SIN 520-21/21RC: Program Management Services

Labor Category	Hourly Rate
Project Assistant I	$47.71
Project Assistant II	$52.16
Project Assistant III	$65.89
Business Analyst I	$44.65
Business Analyst II	$47.99
Business Analyst III	$57.09
Business Analyst IV	$70.44
Specialist I	$40.13
Specialist II	$62.72
Financial Management Analyst	$92.58
Financial Management Consultant	$155.91
Task Manager	$68.37
Technical Manager	$78.18
Project Manager	$104.60
Senior Project Manager	$147.79
Subject Matter Expert 1	$87.61
Subject Matter Expert 2	$111.38
Subject Matter Expert 3	$136.63
Subject Matter Expert 4	$150.44
Sr. Subject Matter Expert	$166.89
Quality Control Officer	$110.49
Requirements Consultant	$122.40
Organizational Consultant	$202.62

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SIN 520-22/22RC: Grants Management Support Services

Labor Category	Hourly Rate
Junior Grants Administrative Support Specialist	$38.95
Grants Administrative Support Specialist	$48.45
Junior Grants Associate	$52.40
Grants Associate I	$58.81
Grants Associate II	$70.88
Senior Grants Management Specialist	$116.62
Grants Process Analyst	$83.54
Grants Administrator	$114.96
Senior Grants Administrator	$130.17
Level 1 – Project Manager / SME	$152.04
Level 2 – Project Manager / SME	$172.40
SME / Program Manager	$253.32

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