



## **GENERAL SERVICES ADMINISTRATION**

### **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for – Consolidated**

**Federal Supply Group: CORP Class:**

**Contract Number: GS-00F-047CA**

**For more information on ordering from Federal Supply Schedules**  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

**Contract Period: February 20, 2015 through February 19, 2020**

**Contractor:** **Acuity Consulting, Inc.**  
**6910 Richmond Hwy, Ste. 500**  
**Alexandria, VA 22306 -1800**

**Business Size:** **Small, Disadvantaged Business**

**Contract Administrator:** **Sandra Smith**  
**Telephone:** **(703) 739-1091**  
**FAX Number:** **(703) 329-0294**  
**Web Site:** **www.acuityconsultinginc.com**  
**E-mail:** **sandra.smith@teamacuity.com**

## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
C520-12	C520-12RC	Budgeting
C520-22	C520-22RC	Grants Management Support Services
C520-7	C520-7RC	Financial & Performance Audits
C874-1	C874-1RC	Integrated Consulting Services
C874-4	C874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
C874-6	C874-6RC	Acquisition Management Support
C874-7	C874-7RC	Integrated Business Program Support Services

**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.**

**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.**

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic Only

**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

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Acuity Consulting, Inc. will accept the Government purchase card for payments equal to or less than the micro-purchase threshold of \$2,500 for task orders

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government purchase cards will be acceptable for payment above the micro-purchase threshold.

**10. Foreign items (list items by country of origin):** N/A

- 11a. Time of Delivery (Contractor insert number of days):** ) Days From date of award to date of completion (Services only)
- 11b. Expedited Delivery.** Not Applicable
- 11c. Overnight and 2-day delivery.** Not Applicable (Services only)
- 11d. Urgent Requirements.** Not Applicable (Services only)
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 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](http://fss.gsa.gov/schedules)).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Not Applicable
- 16. Export Packing Charges (if applicable):** Not Applicable
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
- 19. Terms and conditions of installation (if applicable):** Not Applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. Terms and conditions for any other services (if applicable):** Not Applicable
- 21. List of service and distribution points (if applicable):** Not Applicable
- 22. List of participating dealers (if applicable):** Not Applicable
- 23. Preventive maintenance (if applicable):** Not Applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not Applicable
- 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/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 105458975
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered CAGE CODE 1XU42

**27. Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	Min Edu	Min Exp	Year 1	Year 2	Year 3	Year 4	Year 5
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Partner	Masters	20	\$217.34	\$221.69	\$226.12	\$230.64	\$235.26
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Sr. Program Manager	Masters	10	\$155.03	\$158.13	\$161.29	\$164.52	\$167.81
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Program Manager	Bachelors	5	\$136.21	\$138.93	\$141.71	\$144.55	\$147.44
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Sr. Management Consultant	Masters	10	\$136.21	\$138.93	\$141.71	\$144.55	\$147.44
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Management Consultant	Bachelors	7	\$130.42	\$133.03	\$135.69	\$138.40	\$141.17
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Sr. Management Analyst	Bachelors	6	\$123.16	\$125.62	\$128.14	\$130.70	\$133.31
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Management Analyst	Bachelors	5	\$115.91	\$118.23	\$120.59	\$123.00	\$125.46
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Analyst	Associates	2	\$72.44	\$73.89	\$75.37	\$76.87	\$78.41
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Administrative Support	Associates	2	\$57.95	\$59.11	\$60.29	\$61.50	\$62.73
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	SR. Subject Matter Expert	Masters	20	\$299.18	\$305.16	\$311.27	\$317.49	\$323.84

SIN	Labor Category	Min Edu	Min Exp	Year 1	Year 2	Year 3	Year 4	Year 5
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Subject Matter Expert II	Masters	15	\$271.98	\$277.42	\$282.97	\$288.63	\$294.40
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Subject Matter Expert I	Bachelors	10	\$247.25	\$252.20	\$257.24	\$262.38	\$267.63
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	SR. Principal Management Consultant	Masters	20	\$244.78	\$249.68	\$254.67	\$259.76	\$264.96
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Principal Management Consultant III	Bachelors	18	\$208.13	\$212.29	\$216.54	\$220.87	\$225.29
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Principal Management Consultant II	Bachelors	15	\$177.98	\$181.54	\$185.17	\$188.87	\$192.65
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Principal Management Consultant I	Bachelors	10	\$149.73	\$152.72	\$155.78	\$158.89	\$162.07
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Project Manager	Bachelors	4	\$124.89	\$127.39	\$129.94	\$132.53	\$135.19
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Technical Writer	Associates	1	\$82.34	\$83.99	\$85.67	\$87.38	\$89.13
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	SR. Principal Program Manager	Masters	20	\$224.78	\$229.28	\$233.86	\$238.54	\$243.31
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Principal Program Manager III	Bachelors	18	\$197.60	\$201.55	\$205.58	\$209.69	\$213.89
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Principal Program Manager I	Bachelors	10	\$177.92	\$181.48	\$185.11	\$188.81	\$192.59

SIN	Labor Category	Min Edu	Min Exp	Year 1	Year 2	Year 3	Year 4	Year 5
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	SR. Functional Specialist	Bachelors	15	\$179.64	\$183.23	\$186.90	\$190.64	\$194.45
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Functional Specialist I	Bachelors	8	\$131.80	\$134.44	\$137.12	\$139.87	\$142.66
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	SR. Functional Analyst	Bachelors	6	\$127.51	\$130.06	\$132.66	\$135.31	\$138.02
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Functional Analyst I	Bachelors	2	\$105.44	\$107.55	\$109.70	\$111.89	\$114.13
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Acquisition Specialist II	Bachelors	10	\$179.64	\$183.23	\$186.90	\$190.64	\$194.45
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	SR. Acquisition Analyst	Bachelors	6	\$146.68	\$149.61	\$152.61	\$155.66	\$158.77
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Acquisition Analyst II	Bachelors	4	\$132.61	\$135.26	\$137.97	\$140.73	\$143.54
874-1/RC; 874-2/RC; 874-4/RC; 874-6/RC; 874-7/RC	Acquisition Analyst I	Bachelors	2	\$122.59	\$125.04	\$127.54	\$130.09	\$132.70

SIN	Labor Category	Min Edu	Min Exp	Year 1	Year 2	Year 3	Year 4	Year 5
520-7, 520-12, 520-22	Accounting Tech I	Bachelors	2	\$89.19	\$90.97	\$92.79	\$94.65	\$96.54
520-7, 520-12, 520-22	Accounting Tech II	Bachelors	5	\$102.51	\$104.56	\$106.65	\$108.78	\$110.96
520-7, 520-12, 520-22	Accounting Tech III	Bachelors	9	\$113.37	\$115.64	\$117.95	\$120.31	\$122.72
520-7, 520-12, 520-22	Audit Director	Bachelors	15	\$172.39	\$175.84	\$179.35	\$182.94	\$186.60
520-7, 520-12, 520-22	Auditor I	Bachelors	3	\$79.88	\$81.48	\$83.11	\$84.78	\$86.48
520-7, 520-12, 520-22	Auditor II	Bachelors	5	\$139.21	\$141.99	\$144.83	\$147.73	\$150.68
520-7, 520-12, 520-22	Auditor III	Bachelors	8	\$158.60	\$161.77	\$165.01	\$168.31	\$171.67
520-7, 520-12, 520-22	Entry Level Analyst	Bachelors	1	\$65.36	\$66.67	\$68.00	\$69.36	\$70.75
520-7, 520-12, 520-22	Financial Analyst I	Bachelors	2	\$109.71	\$111.90	\$114.14	\$116.43	\$118.75
520-7, 520-12, 520-22	Financial Analyst II	Bachelors	5	\$124.61	\$127.10	\$129.64	\$132.24	\$134.88
520-7, 520-12, 520-22	Financial Analyst III	Bachelors	8	\$141.63	\$144.46	\$147.35	\$150.30	\$153.30
520-7, 520-12, 520-22	Partner	Masters	12	\$217.86	\$222.22	\$226.66	\$231.19	\$235.82
520-7, 520-12, 520-22	Program Manager II	Bachelors	8	\$141.63	\$144.46	\$147.35	\$150.30	\$153.30
520-7, 520-12, 520-22	Program Manager III	Bachelors	12	\$161.21	\$164.43	\$167.72	\$171.08	\$174.50
520-7, 520-12, 520-22	SR. Accounting Technician	Bachelors	10	\$146.12	\$149.04	\$152.02	\$155.06	\$158.17
520-7, 520-12, 520-22	Subject Matter Expert	Bachelors	10	\$167.36	\$170.71	\$174.12	\$177.60	\$181.16

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

## Labor Category Descriptions - 874

### Partner

*Minimum Experience:* 20 Years

*Functional Responsibilities:* Shareholder/Partner - Ultimately responsibility for all client deliverables and authorized to sign the firm's name to reports. Responsible for managing the client and acts as the main liaison with senior client personnel. Essential functions include overseeing the planning, supervising, and completion of engagements, approving the timing and assigning of staff to engagements, and reviewing and approving deliverables to ensure all applicable AICPA, Government Audit Standards, Federal Financial Accounting Standards, and other applicable standards are met.

*Minimum Education:* Master's Degree

### Senior Program Manager

*Minimum Experience:* 10 Years

*Functional Responsibilities:* Under broad direction, leads multiple client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

*Minimum Education:* Master's Degree

### Program Manager

*Minimum Experience:* 5 Years

*Functional Responsibilities:* Under broad direction, leads client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet the client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

*Minimum Education:* Bachelor's Degree

### Senior Management Consultant

*Minimum Experience:* 10 Years

*Functional Responsibilities:* Demonstrates expertise in functional, technical and/or industry-specific areas. Demonstrates thought leadership and fluent issue analyses in the consulting field. Assesses scope of issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, benchmarking, and organizational and operational issues.

*Minimum Education:* Master's Degree

### Management Consultant

*Minimum Experience:* 7 Years

*Functional Responsibilities:* Demonstrates expertise in a functional, technical, and/or industry specific areas. Demonstrates thought leadership and issue analysis in the consulting field. Assesses scope of issues and lead

development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, and organizational and operational issues.

*Minimum Education:* Bachelor's Degree

### **Senior Management Analyst**

*Minimum Experience:* 6 Years

*Functional Responsibilities:* Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant knowledge of client's business processes and industry to inform and support members of the project team.

*Minimum Education:* Bachelor's Degree

### **Management Analyst**

*Minimum Experience:* 5 Years

*Functional Responsibilities:* Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant and Senior Analyst knowledge of client's business processes and industry to inform and support members of the project team.

*Minimum Education:* Bachelor's Degree

### **Analyst**

*Minimum Experience:* 2 Years

*Functional Responsibilities:* Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant and Management Analyst knowledge of client's business processes and industry to inform and support members of the project team.

*Minimum Education:* Associate's Degree

### **Administrative Support**

*Minimum Experience:* 2 Years

*Functional Responsibilities:* Provides a variety of program for project personnel.

*Minimum Education:* Associate's Degree

## Senior Subject Matter Expert

*Minimum Experience:* 20 Years

*Functional Responsibilities:* The Senior Subject Matter Expert has a working knowledge of quality management/improvement processes as they apply to systems, projects and/or programs. They consult with the client to define needs or problems, conduct research, perform studies and surveys to obtain data, and analyze problems to advise and make recommendations on business and technical solutions based on hands-on experience solving similar business problems. They are able to utilize knowledge of theory, principles, or technology of specific discipline or field of specialization.

*Minimum Education:* Master's Degree

## Subject Matter Expert II

*Minimum Experience:* 15 Years

*Functional Responsibilities:* A subject matter expert II understands, articulates, and implements best practices related to their area of expertise. They work directly in supervision of lower level SME's to maintain quality across all project deliverables. Depending on the work environment, the subject matter expert may lead or be an active participant of a work-group with the need for specialized knowledge. The subject matter expert provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the software development life cycle.

*Minimum Education:* Bachelor's Degree

## Subject Matter Expert I

*Minimum Experience:* 10 Years

*Functional Responsibilities:* A subject matter expert I understands, articulates, and implements best practices related to their area of expertise. Depending on the work environment, the subject matter expert may lead or be an active participant of a work-group with the need for specialized knowledge. The subject matter expert I revises documents based on advice on how their area of capability can resolve an organizational need, and actively participate in all phases of the software development life cycle.

*Minimum Education:* Bachelor's Degree

## Senior Principal Management Consultant

*Minimum Experience:* 20 Years

*Functional Responsibilities:* The principal consultant works with clients on an assigned project to identify solutions to business problems and streamlines processes. These duties include: manage and mentor team of consultants assigned to project; execute and complete assigned projects within the time, scope, and budget negotiated with the client; evaluate existing systems and procedures making recommendations for improvement; design prototypes and proof of concepts that best fit the client's needs; ensure client's satisfaction until the project is complete.

*Minimum Education:* Master's Degree

## Principal Management Consultant III

*Minimum Experience:* 18 Years

*Functional Responsibilities:* Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple



organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

*Minimum Education:* Bachelor's Degree

## **Principal Management Consultant II**

*Minimum Experience:* 15 Years

*Functional Responsibilities:* Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.

*Minimum Education:* Bachelor's Degree

## **Principal Management Consultant I**

*Minimum Experience:* 10 Years

*Functional Responsibilities:* Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.

*Minimum Education:* Bachelor's Degree

## **Project Manager**

*Minimum Experience:* 4 Years

*Functional Responsibilities:* Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

*Minimum Education:* Bachelor's Degree

## **Technical Writer**

*Minimum Experience:* 1 Year

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

*Minimum Education:* Associates Degree

## Senior Principal Program Manager

*Minimum Experience:* 20 Years

*Functional Responsibilities:* Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Must be capable of negotiating and making binding decisions for the company.

*Minimum Education:* Master's Degree

## Principal Program Manager III

*Minimum Experience:* 18 Years

*Functional Responsibilities:* Performs day-to-day management of overall contract support operations, 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. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

*Minimum Education:* Bachelor's Degree

## Principal Program Manager I

*Minimum Experience:* 10 Years

*Functional Responsibilities:* Assists more senior Program Managers in effectively communicating project expectations to team members and stakeholders in a timely and clear fashion. Liaise with project stakeholders on an ongoing basis. Estimate the resources and participants needed to achieve project goals. Draft and submit budget proposals, and recommend subsequent budget changes where necessary. Where required, negotiate with other department managers for the acquisition of required personnel from within the company. Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle. Set and continually manage project expectations with team members and other stakeholders.

*Minimum Education:* Bachelor's Degree

## Senior Functional Specialist

*Minimum Experience:* 15 Years

*Functional Responsibilities:* Senior expert with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of Specialists 1 and Specialists, or other staff as necessary on activated related to the specified field or discipline.

*Minimum Education:* Bachelor's Degree

## Functional Specialist I

*Minimum Experience:* 8 Years

*Functional Responsibilities:* Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closely with senior Specialists or Task Leads.

*Minimum Education:* Bachelor's Degree

### **Senior Functional Analyst**

*Minimum Experience:* 6 Years

*Functional Responsibilities:* Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

*Minimum Education:* Bachelor's Degree

### **Functional Analyst I**

*Minimum Experience:* 2 Years

*Functional Responsibilities:* Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

*Minimum Education:* Bachelor's Degree

### **Acquisition Specialist II**

*Minimum Experience:* 10 Years

*Functional Responsibilities:* Provide direction to agency directors and senior staff members on contract administration which may include acquisition planning, RFP/IFB preparation, market research/analysis, selection and administration of terms & conditions, cost and price analysis, negotiations, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Individuals as required will have experience with Cost Reimbursable, Time and Materials, Commercial and or GSA Federal Supply Schedule contracting. Individuals will also possess working knowledge of the FAR and DFAR and agency supplements as required.

*Minimum Education:* Bachelor's Degree

### **Senior Acquisition Analyst**

*Minimum Experience:* 6 Years

*Functional Responsibilities:* Oversees acquisition documentation and acquisition planning to Subject Matter Experts (COTR and program offices) to develop requirements and evaluation criteria for acquisitions. Write Memorandum of Needs and Acquisition Plans, review Acquisition packages to the Acquisition Office, review

existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. Assists with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. Develops a variety of independent Government Cost Estimates. Responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

*Minimum Education:* Bachelor's Degree

## **Acquisition Analyst II**

*Minimum Experience:* 4 Years

*Functional Responsibilities:* Works closely with senior analysts in acquisition documentation and acquisition planning to Subject Matter Experts (COTR and program offices) to develop requirements and evaluation criteria for acquisitions. Write Memorandum of Needs and Acquisition Plans, review Acquisition packages to the Acquisition Office, review existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

*Minimum Education:* Bachelor's Degree

## **Acquisition Analyst I**

*Minimum Experience:* 2 Years

*Functional Responsibilities:* Assists in a lesser degree with many acquisitions planning task deliverables. Write Memorandum of Needs and Acquisition Plans, review Acquisition packages to the Acquisition Office, review existing contracts to determine compliance with applicable laws, regulations and policies, provide clarification documents to acquisition office and train staff on current procurement laws, regulations and policies. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program with review and supervision of lead analyst. May assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan.

*Minimum Education:* Bachelor's Degree

### **Labor Category Descriptions - 520**

## **Partner**

*Minimum Experience:* 20 Years

*Functional Responsibilities:* Shareholder/Partner - Ultimately responsibility for all client deliverables and authorized to sign the firm's name to reports. Responsible for managing the client and acts as the main liaison with senior client personnel. Essential functions include overseeing the planning, supervising, and completion of engagements, approving the timing and assigning of staff to engagements, and reviewing and approving

deliverables to ensure all applicable AICPA, Government Audit Standards, Federal Financial Accounting Standards, and other applicable standards are met.

*Minimum Education:* Master's Degree

### **Program Manager III**

*Minimum Experience:* 12 Years

*Functional Responsibilities:* Experience in Financial Management, Cost Estimating, Procurement Strategic Planning and Execution, or Business Management. Must be capable of leading projects that involve the successful management of multi-functional teams. Specialized experience includes project development, expertise in management and control of funds and resources, demonstrated capability in managing multiple tasks. Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources.

*Minimum Education:* Master's Degree

### **Program Manager II**

*Minimum Experience:* 8 Years

*Functional Responsibilities:* Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

*Minimum Education:* Bachelor's Degree

### **Auditor III**

*Minimum Experience:* 8 Years

*Functional Responsibilities:* Serves as a leader ensuring that a group of auditors are working in concert to ensure the efficient stewardship of public funds. Must be able to prepare audit programs, perform field work, prepare working papers, consolidate findings and prepare recommendations, and write audit reports. Must be able to assess processes and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client.

*Minimum Education:* Bachelor's Degree

### **Auditor II**

*Minimum Experience:* 5 Years

*Functional Responsibilities:* Serves as team leader and senior accountant on engagements involving independent analysis and oversight functions for the Federal accounting cycle. This includes timely submission and proper formatting of financial reports. Makes sound recommendations and provides professional technical assistance to senior Federal leadership for systems improvements and for proper accounting treatment of financial transactions. Provides advice and assistance to staff and Federal officials concerning financial and accounting systems procedures, reports and other financial management requirements.

*Minimum Education:* Bachelor's Degree

### **Auditor I**

*Minimum Experience:* 3 Years

*Functional Responsibilities:* Serves as a junior member of group of auditors who are working to prepare audit programs, perform field work, prepare working papers, consolidate findings and prepare recommendations, and write audit reports. Under supervision, should be able to assess processes and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems.

*Minimum Education:* Bachelor's Degree

### **Financial Analyst III**

*Minimum Experience:* 8 Years

*Functional Responsibilities:* Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations.

*Minimum Education:* Bachelor's Degree

### **Financial Analyst II**

*Minimum Experience:* 5 Years

*Functional Responsibilities:* Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses through knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later.

*Minimum Education:* Bachelor's Degree

### **Financial Analyst I**

*Minimum Experience:* 2 Years

*Functional Responsibilities:* Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses an understanding of the budget allocation, execution, and administration process. Has the ability to monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers. Under supervision, must be able to assess products and procedures for compliance with government standards,

accounting principles and multi-tiered system application standards. Cognizant of interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later.

*Minimum Education:* Bachelor's Degree

### **Entry Level Analyst**

*Minimum Experience:* 1 Year

*Functional Responsibilities:* Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. May be familiar with government financial management, activity based costing, business case analysis and/or outsourcing requirements.

*Minimum Education:* Bachelor's Degree

### **Audit Director**

*Minimum Experience:* 15 Years

*Functional Responsibilities:* Leads and directs accounting teams and audit preparedness efforts. Advises and guides the executive level of organizations, agencies, and entities. Coordinates accounting and audit readiness efforts across multiple sites and disciplines. When necessary, develops and revises training courses. Supervises and directs all members of the accounting team and coordinates efforts while providing expertise to mid-level and junior accountants.

*Minimum Education:* Bachelor's Degree

### **Subject Matter Expert**

*Minimum Experience:* 10 Years

*Functional Responsibilities:* Provides executive level guidance and subject matter expertise to accounting and audit teams. Serves as knowledge 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:* Bachelor's Degree

### **SR. Accounting Technician**

*Minimum Experience:* 8 Years

*Functional Responsibilities:* Serves as team leader and senior accountant on engagements involving independent analysis and oversight functions for the Federal accounting cycle. This includes timely submission and proper formatting of financial reports. Makes sound recommendations and provides professional technical assistance to senior Federal leadership for systems improvements and for proper accounting treatment of financial transactions. Provides advice and assistance to staff and Federal officials concerning financial and accounting systems procedures, reports and other financial management requirements.

*Minimum Education:* Bachelor's Degree

### **Accounting Technician III**

*Minimum Experience: 7 Years*

*Functional Responsibilities:* Serves as a team lead, working in concert with other accountants and analysts to provide professional accounting and financial management services to Federal, State & Local, and other government clients. Possess an expert understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Be able to function as a subject matter expert to assess products and procedures for compliance with government standards and financial management regulations.

*Minimum Education:* Bachelor's Degree

### **Accounting Technician II**

*Minimum Experience: 5 Years*

*Functional Responsibilities:* Serves as a team lead or senior team member, working in concert to provide professional accounting and financial management services to Federal, State & Local, and other government clients. Possess a general understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. Be able to function as a subject matter expert to efficiently reconcile and remedy fiscal discrepancies. Under minimal supervision, be able to assess products and procedures for compliance with government standards and financial management regulations.

*Minimum Education:* Bachelor's Degree

### **Accounting Technician I**

*Minimum Experience: 2 Years*

*Functional Responsibilities:* Serves as a member of a team of accountants and analysts, who work in concert to provide professional accounting and financial management services to Federal, State & Local, and other government clients. Possess an understanding of the U.S. Standard General Ledger, Federal financial statements, and Federal budget execution. In addition, possess skill set to efficiently reconcile and remedy fiscal discrepancies. Under close supervision, be able to assess products and procedures for compliance with government standards and financial management regulations. Cognizant of interrelationships between financial management requirements and automated solutions.

*Minimum Education:* Bachelor's Degree