

**General Services Administration**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Management, Organizational and Business Improvement Services (MOBIS)**

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

**Contract Number: GS-10F-0316P**  
**Contract Period: May 7, 2004 to May 6, 2014**



**BCF Solutions, Inc.**  
**14325 Willard Road, Suite 107**  
**Chantilly, VA 20151**



## Customer Information

- 1a. Awarded Special Item Numbers (SINs): 874-1, 874-2, 874-7
- 1b. Lowest priced item:  
Administrative Analyst Level I, May 7, 2009 to May 6, 2010, On Site, \$38.61 per hour
2. Maximum Order:  
\$1,000,000
3. Minimum Order:  
\$300.00
4. Geographic Coverage (Delivery Area): Domestic and Overseas Delivery
5. Points of Production:  
  
BCF Solutions, Inc., 14325 Willard Road, Suite 107, Chantilly VA 20151 (703) 817-9595
6. Discount from list prices or statement of net price: Prices shown in price list are net, with all discounts deducted.
7. Quantity Discounts: Not Applicable
8. Prompt payment terms: Net 30 Days
- 9a. Government commercial credit card is accepted.
- 9b. Discount for payment by Government commercial credit card: None
10. Foreign items: None
- 11a. Time of Delivery: As specified in purchase orders.
- 11b. Expedited Delivery: As negotiated and then specified in the purchase order.
- 11c. Overnight and 2-day Delivery: As negotiated and then specified in the purchase order.
- 11d. Urgent Requirements: On an ad hoc basis, best efforts based upon negotiations.
12. F.O.B. Point: Destination
13. Ordering Address:  
BCF Solutions, Incorporated  
14325 Willard Road, Suite 107  
Chantilly, Virginia 20151  
Attention: Chand Gupta  
Voice: (703) 817-9490  
FAX: (703) 817-9469  
Email: [cgupta@bcfsolutions.net](mailto:cgupta@bcfsolutions.net)

14. Payment Address: BCF Solutions, Incorporated  
14325 Willard Road, Suite 107  
Chantilly, Virginia 20151  
Attention: Chand Gupta  
Voice: (703) 817-9490  
FAX: (703) 817-9469  
Email: cgupta@bcfsolutions.net
15. Warranty provisions: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms and conditions of Government commercial credit card acceptance: Not Applicable
18. Terms and Conditions of Rental, Maintenance, and Repair: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts From List Prices: N/A
21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
24. Year 2000 (Y2K) compliant: All information technology items delivered will be Y2K compliant.
25. Environmental Attributes: Compliance with all environmental regulations.
26. DUNS Number: 171848554

## Service and Pricing

	May 7, 2009 to May 6, 2010		May 7, 2010 to May 6, 2011		May 7, 2011 to May 6, 2012		May 7, 2012 to May 6, 2013		May 7, 2013 to May 6, 2014	
	Price Offered to the Government		Price Offered to the Government		Price Offered to the Government		Price Offered to the Government		Price Offered to the Government	
Skill Category	Labor Rates (Loaded)		Labor Rates (Loaded)		Labor Rates (Loaded)		Labor Rates (Loaded)		Labor Rates (Loaded)	
	On Site/Off Site		On Site/Off Site		On Site/Off Site		On Site/Off Site		On Site/Off Site	
<i>Subject Matter Expert</i>	\$208.97	\$234.31	\$216.28	\$242.51	\$223.85	\$251.00	\$231.89	\$259.78	\$240.22	\$268.88
<i>Program Manager 1</i>	\$68.49	\$76.79	\$70.89	\$79.48	\$73.37	\$82.26	\$76.00	\$85.14	\$78.73	\$88.12
<i>Program Manager 2</i>	\$109.15	\$122.39	\$112.97	\$126.67	\$116.92	\$131.11	\$121.12	\$135.70	\$125.47	\$140.45
<i>Program Manager 3</i>	\$147.16	\$164.99	\$152.31	\$170.76	\$157.64	\$176.74	\$163.30	\$182.93	\$169.16	\$189.33
<i>Program Manager 4</i>	\$205.38	\$230.27	\$212.57	\$238.33	\$220.01	\$246.67	\$227.91	\$255.30	\$236.09	\$264.24
<i>Functional Manager 1</i>	\$47.24	\$52.97	\$48.89	\$54.82	\$50.60	\$56.74	\$52.42	\$58.73	\$54.30	\$60.78
<i>Functional Manager 2</i>	\$103.10	\$115.60	\$106.71	\$119.65	\$110.44	\$123.83	\$114.41	\$128.17	\$118.52	\$132.65
<i>Functional Manager 3</i>	\$147.16	\$164.99	\$152.31	\$170.76	\$157.64	\$176.74	\$163.30	\$182.93	\$169.16	\$189.33
<i>Functional Manager 4</i>	\$190.56	\$213.00	\$197.23	\$220.46	\$204.13	\$228.17	\$211.46	\$236.16	\$219.05	\$244.42
<i>Program Analyst/Financial Analyst 0</i>	\$38.61	\$43.30	\$39.96	\$44.82	\$41.36	\$46.38	\$42.84	\$48.01	\$44.38	\$49.69
<i>Program Analyst/Financial Analyst 1</i>	\$49.07	\$58.26	\$50.79	\$60.30	\$52.57	\$62.41	\$54.45	\$64.59	\$56.41	\$66.85
<i>Program Analyst/Financial Analyst 2</i>	\$84.21	\$94.41	\$87.16	\$97.71	\$90.21	\$101.13	\$93.45	\$104.67	\$96.80	\$108.34
<i>Program Analyst/Financial Analyst 3</i>	\$108.84	\$122.05	\$112.65	\$126.32	\$116.59	\$130.74	\$120.78	\$135.32	\$125.11	\$140.06
<i>Program Analyst/Financial Analyst 4</i>	\$147.16	\$164.99	\$152.31	\$170.76	\$157.64	\$176.74	\$163.30	\$182.93	\$169.16	\$189.33
<i>Military System Specialist 1</i>	\$51.96	\$58.26	\$53.78	\$60.30	\$55.66	\$62.41	\$57.66	\$64.59	\$59.73	\$66.85
<i>Military System Specialist 2</i>	\$94.99	\$106.50	\$98.31	\$110.23	\$101.76	\$114.09	\$105.41	\$118.08	\$109.19	\$122.21
<i>Military System Specialist 3</i>	\$118.71	\$133.10	\$122.86	\$137.76	\$127.17	\$142.58	\$131.73	\$147.57	\$136.46	\$152.74
<i>Military System Specialist 4</i>	\$161.94	\$181.57	\$167.61	\$187.92	\$173.47	\$194.50	\$179.70	\$201.31	\$186.15	\$208.36
<i>Administrative Analyst-1</i>	\$38.61	\$43.30	\$39.96	\$44.82	\$41.36	\$46.38	\$42.84	\$48.01	\$44.38	\$49.69
<i>Administrative Analyst-2</i>	\$53.82	\$60.33	\$55.70	\$62.44	\$57.65	\$64.63	\$59.72	\$66.89	\$61.87	\$69.23
<i>Administrative Analyst-3</i>	\$82.25	\$92.22	\$85.13	\$95.45	\$88.11	\$98.79	\$91.27	\$102.25	\$94.55	\$105.82
<i>Administrative Analyst-4</i>	\$103.10	\$115.60	\$106.71	\$119.65	\$110.44	\$123.83	\$114.41	\$128.17	\$118.52	\$132.65

## Labor Categories

<b>Job Title:</b>	SUBJECT MATTER EXPERT
<b>Position Summary:</b>	Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development. Considered a subject area expert by the Agency being supported.
<b>Position Responsibility:</b>	<p>Provides expert advise, assistance, guidance, or counseling in area of subject expertise.</p> <p>Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.</p>
<b>Typical Education:</b>	PhD, MS, MBA or Bachelor s Degree in Engineering, Computer Science, Business, Finance, Economics, Psychology or Accounting.
<b>Typical Experience:</b>	Fifteen or more years of related work experience.

**Job Title:** FUNCTIONAL MANAGER-1 (ENTRY)

**Position Summary:** Has management responsibility over a unit within a functional organization. Serves as the functional discipline area Lead Manager (LM), providing the technical resources to meet the demands of the task assignment(s), and is responsible for growing the technical capability and staff. Analyzes and reports performance measures and related statistics and supports functional training requirements.

**Position Responsibility:** Identifies and assigns the given tasks.

Develops the task implementation plan(s), and coordinates and implements through assigned technical staff.

Responsible for the quality of the technical products produced by the task team, reviews the technical products, provides technical direction to the task members and manager, and supports TM s from other programs for multi-discipline tasks.

Signs the time cards for the units technical staff.

Develops personnel ratings and reviews the performance with the assigned personnel.

Provides written and verbal reporting/presentations as needed.

**Typical Education:** A Bachelor Degree in a technical field such as Engineering, Computer Science, Business, Finance, or Accounting.

**Typical Experience:** Five years of related work experience.

**Job Title:** FUNCTIONAL MANAGER-2 (INTERMEDIATE)

**Position Summary:** Has management responsibility over several functional work units within the organization. As Task Manager (TM), serves as the expert in the units functional discipline area (s), providing management of the technical resources to meet the demands of the task assignment(s), and is responsible for building the work unit or departments technical capability and staff. Implements, analyzes, and reports performance measures. Conducts training on assigned functional disciplines.

**Position Responsibility:** Identifies and assigns the Lead Manager for a given work unit s task assignment(s).

Advises and directs the LM in the development of the task implementation plan(s).

Responsible for the quality of the technical products produced by the task staff, reviews the technical products and provides technical direction to the task members in the technical unit and supports LM s from other programs for multi-discipline tasks.

Reviews the time cards for the units technical staff and sign the LM s time cards.

Evaluates the performance of the LMs and reviews their units personnel ratings.

Provides written and verbal reporting/presentations as needed.

**Typical Education:** A Bachelors Degree in Engineering, Computer Science, Business, Finance, or Accounting.

**Typical Experience:** Eight years of related work experience.

**Job Title:** FUNCTIONAL MANAGER-3 (SENIOR)

**Position Summary:** Develops and implements the planning, organizing, controlling, integrating and reporting of recommendations for operational, engineering, and/or technical or functional programs processes. Insures proper organizational and or systems alignment for task planning and completion to meet organizational goals/objectives. Develops and implements performance measures and processes and establishes and conducts training programs. Supervises a professional and non-professional staff in the research and design of business improvement efforts involving several projects or one major program. Work activities are performed under operating work goals and objectives. Serves as the expert within the functional tasks assigned.

**Position Responsibility:** Identifies and assigns (with the concurrence of the PM) the Task Managers for a given task assignment.

Advises and directs the TM in the development of the task implementation plan which includes the organizational assessment and process improvement recommendations. Participates in the review and acceptance of the plan by the PM and the client.

Support PMs in their effort to expand the contract base.

Responsible for the quality of the technical products produced by the technical staff, reviews the work plan, draft products and provides technical direction to the task managers. Supports TMs from other programs for multi-discipline tasks.

Signs the time cards of assigned TM s and review the time cards of the TM s technical staff.

Reviews the performance of the units personnel with inputs from the Task Managers.

Provides written and verbal reporting/presentations as needed.

**Typical Education:** MS, MA, MBA or a Bachelors Degree in Engineering, Computer Science, Business, Finance, or Accounting.

**Typical Experience:** Twelve or more years of related work experience.

**Job Title:** FUNCTIONAL MANAGER-4 (LEAD)

**Position Summary:** Directs the development and coordinates the implementation for planning, organizing, controlling, integrating and completing operational, engineering or related technical or functional program processes. Responsible for the proper organizational and/or systems alignments, the performance measurement and training programs, and for the conduct of task planning and completion. Develops organizational goals and objectives and plans/develops process improvements in conjunction with the Senior Functional Managers. Supervises a professional and non-professional staff in the research and design of business improvement efforts involving several projects or one major program. Work activities are performed under operating work goals and objectives. Is the functional expert.

**Position Responsibility:** Direct the assignments of the Task Managers for a given task assignment through the Senior Functional Manager(s) with the concurrence of the PM.

Advises and directs the development of the task implementation plan which includes the organizational assessment and process improvement recommendations. Participates in the review and acceptance of the plan by the PM and the client.

Support PMs in their effort to expand the contract base.

Responsible for the quality of the technical products produced by the technical staff, reviews the work plan, draft products and provides technical direction to the task managers. Supports the managers from other programs for multi-discipline tasks.

Reviews the time cards of technical staff and signs the Senior Functional Manager time cards.

Reviews the performance of the units personnel with inputs from the senior Functional Managers.

Provides written and verbal reporting/presentations as needed.

**Typical Education:** MS, MA, MBA or a Bachelors Degree in Engineering, Computer Science, Business, Finance, or Accounting.

**Typical Experience:** Fifteen or more years of related work experience.

**Job Title:** PROGRAM MANAGER-1 (ENTRY)

**Position Summary:** Responsible for the overall planning, organization, and performance of a subcontract or delivery order. Develops, implements, operates, and/or maintains functional processes to plan and execute assigned customer taskings involving cost, schedule, or technical performance functionalities. This includes internal contract financial performance such as funding actions, or Purchase Requests (PRs), time sheets, and other contract expenditure data to insure accuracy and timeliness. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time. Primary interface with the client.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans, participates in the make/buy recommendations, selection of task managers, and training programs. Supports the Task Managers and provides technical direction working closely with the functional managers/technical personnel to produce products and to review them to ensure the delivery quality products.

Initials the time card of all TMs assigned to contract.

Provides input to functional manager in evaluating personnel performance.

Interacts with BCF s management to advice them on the progress of the contract. Interacts externally with the COTR and the CO.

**Typical Education:** A Bachelors Degree in Engineering, Computer Science, Business, Finance, Accounting.

**Typical Experience:** Five years of related work experience.

**Job Title:** PROGRAM MANAGER-2 (INTERMEDIATE)

**Position Summary:** Responsible for the overall planning, organization, and performance of a contract, subcontract, or delivery order. Develops, implements, operates, and/or maintains functional processes to plan and execute assigned customer taskings involving cost, schedule, or technical performance functionalities. This includes internal contract financial performance such as funding actions, or Purchase Requests (PRs), time sheets, and other contract expenditure data to insure accuracy and timeliness. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time. Supports and conducts training programs. Is the primary interface with the client.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans. Participates in the make/buy recommendations (with make being the first priority), and approves the make/buy recommendations. Supports the selection of Task Managers and is responsible for organizing and implementing task plans through the Task Managers. Provides technical direction working closely with the functional managers/technical personnel to produce products and to review them to ensure the delivery quality products.

Initials the time card of all TMs assigned to contract.

Provides input to Functional/Task Manager in evaluating personnel performance.

Interacts with BCF s management to advise them on the progress of the contract. Interacts externally with the COTR and the CO.

**Typical Education:** A Bachelors Degree in Engineering, Computer Science, Business, Finance, Accounting.

**Typical Experience:** Eight or more years of related work experience.

**Job Title:** PROGRAM MANAGER-3 (SENIOR)

**Position Summary:** Responsible for the overall planning, organization, and performance of a major contract, subcontract, or delivery order. Develops, implements, operates, and/or maintains functional processes to plan and execute assigned customer taskings involving cost, schedule, or technical performance functionalities. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time. This includes internal contract financial performance such as funding actions, or Purchase Requests (PRs), time sheets, and other contract expenditure data to insure accuracy and timeliness. Supports and conducts training programs. Is the primary interface with the client.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans, participates in the make/buy recommendations (with make being the first priority), and approves the make/buy recommendations and selection of task managers.

Responsible for working to expand the contract using the ceiling as a goal in conjunction with the Functional Managers and other staff as needed.

Approves the time cards of all Functional Task Managers (TMs) assigned to contract.

Reviews and approves Functional/Task Managers input in evaluating personnel performance.

Provides marketing intelligence of competition, related contract opportunities as they occur, and supports proposal efforts on related work as needed.

Interacts with BCF s management to advise them on the progress of the contract. Interacts externally with the COTR and the CO.

**Typical Education:** Bachelors Degree in such fields as Engineering, Computer Science, Business Management, or Accounting.

**Typical Experience:** Twelve or more years of related work experience.

**Job Title:** PROGRAM MANAGER-4 (LEAD)

**Position Summary:** Responsible for the overall planning, organization, and performance of a major contract or subcontract or delivery order (cost, schedule, technical performance, subcontractors performance), review and approve Purchase Requests (PRs). Quality Assurance (QA) & Configuration Management (CM) requirements, financial performance, contract reporting, fee earned. Ensures that all tasks issued are performed within cost and schedule. Ensures all technical requirements have been met. Also ensures all problems are resolved, and all required reports are generated and submitted on time.

**Position Responsibility:** Receives all formal task assignments, supports functional managers in identifying task managers and preparing task implementation plans, participates in the make/buy recommendations (with make being the first priority), and approves the make/buy recommendations and selection of task managers.

Responsible for working to expand the contract using the ceiling as a goal in conjunction with the Functional Managers and other staff as needed.

Approves the time cards of all Functional Task Managers (TMs) assigned to contract.

Reviews and approves Functional/Task Managers input in evaluating personnel performance.

Provides marketing intelligence of competition, related contract opportunities as they occur, and supports proposal efforts on related work as needed.

Interacts with BCF s management to advise them on the progress of the contract. Interacts externally with the COTR and the CO.

**Typical Education:** Bachelors Degree in such fields as Engineering, Computer Science, Business Management, or Accounting.

**Typical Experience:** Fifteen or more years of related work experience.

**Job Title:** PROGRAM ANALYST-0 (PRE-ENTRY)

**Position Summary:** Assist in the analysis of data, the development/formulation, and implementation of recommendations to provide solutions to programmatic and or specialized problems associated with the development of sophisticated/complex systems. Assists in the implementation of processes, products, or solutions to meet customer requirements.

**Position Responsibility:** Assists in designing, coordinating, developing, and documenting proposed organization designs, and/or changes in business/programmatic processes, procedures, and/or products.

Works with users to define business improvement objectives.

Performs initial reviews of existing processes, procedures, and/or products.

Assists in the development of recommendations for modifications/changes to improve systems, processes, or products.

**Typical Education:** BA or BS Degree in engineering, Computer Science, Business, Finance, Math, Accounting, or Psychology.

**Typical Experience:** Zero to two years of related work experience.

**Job Title:** PROGRAM ANALYST -1 (ENTRY)

**Position Summary:** Assist in the analysis of data, the development/formulation, and implementation of recommendations to provide solutions to programmatic and or specialized problems associated with the development of sophisticated/complex systems. Assists in the implementation of processes, products, or solutions to meet customer requirements.

**Position Responsibility:** Assists in designing, coordinating, developing, and documenting proposed organization designs, and/or changes in business/programmatic processes, procedures, and/or products.

Works with users to define business improvement objectives.

Performs detail reviews of existing processes, procedures, and/or products.

Recommends modifications/changes to improve systems, processes, or products.

**Typical Education:** BA or BS Degree in engineering, Computer Science, Business, Finance, Math, Accounting, or Psychology.

**Typical Experience:** Three years of related work experience.

**Job Title:** PROGRAM ANALYST -2 (INTERMEDIATE)

**Position Summary:** Support the acquiring and analysis of data, the development/ formulation, and implementation or recommendations to provide business solutions to programmatic, organizational, or specialized problems requiring a measure of creative and comparative thinking to achieve systems or programmatic processes, products, or other solutions to customer requirements.

**Position Responsibility:** Designs, coordinates, develops and documents proposed organization designs, and/or business or programmatic processes, procedures, or products for complex organization or system structures.

Works with users to define business/programmatic goals, objectives, and/or improvements.

Recommends modifications and/or improvements to highly complex operational programs and systems.

Implements new processes, procedures, or products in support of organizational changes, system implementation, programmatic enhancements, etc.

**Typical Education:** BA or BS Degree in Engineering, Computer Science, Business, Finance, Math, Accounting, or Psychology.

**Typical Experience:** Eight years of related work experience.

**Job Title:** PROGRAM ANALYST-3 (SENIOR)

**Position Summary:** Formulates and implements data analysis and develops/implements recommendations to support changes, enhancements for complex business and/or programmatic solutions. Produces highly specialized processes, procedures or products requiring a measure of creative thinking for the improvement of sophisticated systems, business, or programmatic activities.

**Position Responsibility:** Designs, coordinates, develops and documents proposed organization designs, and/or changes in business/programmatic processes, procedures, or products involving systems or organizational structures.

Works with users to define business improvement objectives and to prescribe methods and approaches for developing processes, procedures, or products.

Recommends modifications to highly complex operational programs and procedures.

Creates processes, procedures and documentation for business improvements.

Provide functional guidance and assistance to other program analysts.

**Typical Education:** BA or BS Degree in Engineering, CS, Business, Finance, Accounting, or Psychology.

**Typical Experience:** Twelve years of related work experience.

**Job Title:** PROGRAM ANALYST -4 (LEAD)

**Position Summary:** Formulates and implements data analysis to support the development and implementation of changes or enhancements for recommended solutions to complex business or program issues. Recommendations support highly specialized processes, procedures, or products requiring a significant measure of creative thinking for their development. Formulate sophisticated business or program improvement solutions.

**Position Responsibility:** Supervise and/or provide lead direction in review and design of agencies organizational restructure, business, and program practices.

Works with users to define potential organizational/program structure changes including changes in goals, objectives, processes, procedures, or products. Prescribe methods and approaches for achieving productivity improvements.

Recommend modifications to highly complex operational systems and procedures.

Creates processes, procedures and documents for these processes to achieve business or program improvements.

Provide functional expertise guidance and assistance to other program analysts.

**Typical Education:** BA or BS Degree in Engineering, CS, Business, Finance, Accounting, or Psychology.

**Typical Experience:** Fifteen years of related work experience.

**Job Title:** FINANCIAL/COST ANALYST-0 (PRE-ENTRY)

**Position Summary:** Assists in preparing cost and budget estimates for programs, agencies, and activities as required. Assists in identifying cost and budget requirements and in developing financial systems required to achieve business improvements. Supports program cost, schedule, performance analysis, assessments, and status reporting. Assists in creation or evaluation of financial, accounting, or management control systems to enable the proper documentation of project related budgets, costs, or schedules and enhance program audits. Assist in the development of supporting systems, which permit automated evaluations.

**Position Responsibility:** Prepares for review estimated budgets or actual costs related to the defined requirements of the systems development.

Interact with government and contractor staff in the development of improved systems for creating budget estimates or cost/schedule performance baselines.

Interact with Government POC during the preparation or evaluation of the management systems or assessments/status of the project(s).

Respond to task assignments with a process for performing cost/budget estimates or cost performance analyses based on complexity of system.

Serves as liaison between the PM and government POC s. Direct collection of supporting data for cost/budget estimates cost performance analyses.

**Typical Education:** BA or BS Degree in Engineering, Accounting, Business, Finance, Math or Economics.

**Typical Experience:** Zero to two years of related work experience.

**Job Title:** FINANCIAL/COST ANALYST-1 (ENTRY)

**Position Summary:** Prepares cost and budget estimates for programs, agencies, and activities as required. Identify cost and budget requirements and assists in developing financial systems required to achieve business improvements. Supports program cost, schedule, performance analysis, assessments, and status reporting. Assists in creation or evaluation of financial, accounting, or management control systems to enable the proper documentation of project related budgets, costs, or schedules and enhance program audits. Assist in the development of supporting systems, which permit automated evaluations.

**Position Responsibility:** Determine estimated budgets or actual costs related to the defined requirements of the systems development.

Interact with government and contractor staff in the development of improved systems for creating budget estimates or cost/schedule performance baselines.

Interact with Government POC during the preparation or evaluation of the management systems or assessments/status of the project(s).

Respond to task assignments with a process for performing cost/budget estimates or cost performance analyses based on complexity of system.

Serves as liaison between the PM and government POC s. Direct collection of supporting data for cost/budget estimates cost performance analyses.

**Typical Education:** BA or BS Degree in Engineering, Accounting, Business, Finance, Math or Economics.

**Typical Experience:** Two years of related work experience.

**Job Title:** FINANCIAL/COST ANALYST-2 (INTERMEDIATE)

**Position Summary:** Prepare cost and budget estimates for programs, agencies, and activities as required. Identify cost and budget requirements and assists in developing financial systems required to achieve business improvements. Supports program cost, schedule performance and assessments, baselines, and/or status reporting. Assists in the creation of or evaluation of financial and accounting systems to enable the proper documentation of project related costs, and or schedules, and enhance program audits. Develop and assist in implementing supporting systems, which permit automated evaluations.

**Position Responsibility:** Determine estimated budgets or actual costs related to the defined requirements of the systems development.

Interact with government and contractor staff in the development of improved systems for creating budget estimates or cost/schedule performance baselines.

Interact with Government/POC during the preparation or evaluation of the management systems or assessments/status of the project(s).

Respond to task assignments with a process for performing cost/budget estimates or cost performance analyses based on complexity of system.

Serves as liaison between the PM and government POC s. Conducts collection of supporting data for cost/budget estimates or cost/schedule performance analyses. Support related training.

**Typical Education:** BA or BS Degree in Engineering, Accounting, Business, Finance, Math or Economics.

**Typical Experience:** Five years of related work experience.

**Job Title:** FINANCIAL/COST ANALYST-3 (SENIOR)

**Position Summary:** Prepares and supports implementation of cost and budget estimates for programs, agencies, and activities as required. Identifies cost and budget requirements and assists in developing financial systems required to achieve business improvements. Supports program cost, schedule performance analysis, assessments, baselines, status reporting, and related training. Creates or evaluates financial, accounting, or management control systems to enable the proper documentation of project related budgets, costs, schedules and enhance program audits. Develop and implement supporting systems, which permit automated evaluations.

**Position Responsibility:** Determine estimated budgets or actual costs related to the defined requirements of the systems development.

Interact with government and contractor staff in the development of improved systems for creating budget estimates or cost/schedule performance baselines.

Interact with Government POC during the preparation or evaluation of the management systems or assessments/status of the project(s).

Respond to task assignments with a process for performing cost/budget estimates or cost performance analyses based on complexity of system.

Serves as liaison between the PM and government POC s. Directs or conducts collection of supporting data requirements for cost/budget estimates or cost/schedule performance, contract requirements, analyses, management control systems, and training.

**Typical Education:** BA or BS Degree in Engineering, Accounting, Business, Finance, Math or Economics.

**Typical Experience:** Ten years of related work experience.

**Job Title:** FINANCIAL/COST ANALYST-4 (LEAD)

**Position Summary:** Prepares and supports implementation of cost and budget estimates for programs, agencies, and activities as required. Identify cost and budget requirements and assists in developing financial systems required to achieve business improvements. Develops and implements cost, schedule technical performance measurement activities including contract requirements management control or baseline evaluation, cost performance analyses, status reporting and training. Creates or evaluates financial, accounting, or management control systems to enable the proper documentation of project related budgets, costs, schedules, and enhance program audits. Develops and implements or evaluates supporting systems, which permit automated assessments.

**Position Responsibility:** Determine estimated budget or actual costs related to the defined requirements of the systems development.

Interact with government and contractor staff in the development of improved systems for creating budget estimates or cost/schedule performance baselines.

Interact with Government POC during the preparation or evaluation of the management systems or assessments/status of the project(s).

Respond to task assignments with a process for performing cost/budget estimates or cost performance analyses based on complexity of system.

Serves as liaison between the PM and government POC s. Responsible for collection of supporting data for cost/budget estimates or cost performance analyses.

Develops/conducts financial and cost performance training.

**Typical Education:** BA or BS Degree in Engineering, Accounting, Business, Finance or Economics.

**Typical Experience:** Fifteen years of related work experience.

**Job Title:** MILITARY SYSTEM SPECIALIST-1 (ENTRY)

**Position Summary:** Assists in the planning, organization, controlling, integration and completion of technical projects within military systems and organizations. Research and design technical solutions, involving small projects. Conducts performance analyze on cost, schedule, or technical requirements.

**Position Responsibility:** Performs routine design, development, validation, or performance analyses including evaluation of procedures, processes, techniques, models and/or methodologies used to develop or analyze and assess sophisticated/complex military systems solutions to customer requirements.

Provides expertise in specific system s integration with other defense systems and/or organizations.

Is a subject matter expert on specific system operations or cost, schedule, or technical performance requirements.

Coordinate system/problem definition and work activities.

Provides specific knowledge on system interface issues.

Develops written technical approach and methodology with regard to major technical proposals.

**Typical Education:** Bachelors Degree in a related Technical or Business field or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, organizations, techniques, processes, or practices of the subject organization/system.

**Typical Experience:** Three years of related work experience. Experience in the development/instruction of training programs is helpful.

<b>Job Title:</b>	MILITARY SYSTEM SPECIALIST-2 (INTERMEDIATE)
<b>Position Summary:</b>	Plans, organizes, controls, integrates and completes technical projects within military systems/organizations. Research and design technical solutions involving small to mid-size projects. Implements cost, schedule, or technical requirements, baselines, and/or assessments.
<b>Position Responsibility:</b>	<p>Performs high level/expert design, development, validation evaluation of procedures, processes, techniques, models and/or methodologies used to develop, analyze, or assess sophisticated/complex military systems/organizations to solve customer requirements.</p> <p>Provides expertise in specific system s integration with other defense systems/organizations.</p> <p>Oversees and reviews the work of lower level specialists.</p> <p>Is a subject matter expert on specific system/organizations operations or cost, schedule, or technical performance requirements and/or baselines.</p> <p>Coordinate system/problem definition and work activities.</p> <p>Provides specific knowledge on interface issues.</p> <p>Develops written technical approach and methodology with regard to major technical proposals.</p>
<b>Typical Education:</b>	Bachelors Degree in a related Technical or Business field or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, techniques, principals, or practices of the project subject.
<b>Typical Experience:</b>	Five years of related work experience. Additional years of general experience in the fields of Research & Development, Testing, Acquisition, of Software Development is extremely useful. Experience in the development/instruction of training programs is helpful.

**Job Title:** MILITARY SYSTEM SPECIALIST-3 (SENIOR)

**Position Summary:** Plans, organizes, controls, integrates and completes technical projects associated with military systems and organizations. Conducts research and development of technical issues, involving mid to large-size projects. Implements and evaluates cost, schedule, or technical baseline requirements and/or assessments.

**Position Responsibility:** Performs high level/expert design, development, validation evaluation, or assessments of procedures, processes, techniques, models and/or methodologies used in developing or managing sophisticated/complex military systems/organizations.

Provides expertise in specific system s integration with other defense systems/organizations.

Directs and reviews the work of military systems specialists.

Is a subject matter expert on specific system/organization operations or cost, schedule, or technical performance requirements and/or baselines.

Directs system/problem definition and work activities.

Provides specific knowledge on system/organization interface issues.

Develops written technical approach and methodology with regard to major technical proposals.

**Typical Education:** MS, MA, MBA or a Bachelors Degree in a related Technical or Business field or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, techniques, principals, or practices of the project subject.

**Typical Experience:** Ten years of related work experience. Additional years of general experience in the fields of Research & Development, Testing, Acquisition, of Software Development is extremely useful. Experience in the development/instruction of training programs is helpful.

**Job Title:** MILITARY SYSTEM SPECIALIST-4 (LEAD)

**Position Summary:** Directs, coordinates and exercise authority for planning, organizing, controlling, integrating and recommending cost, schedule or technical performance solutions within military systems and organizations. Supervises research and design of technical solutions and program assessments involving several small projects or one major project.

**Position Responsibility:** Performs high level/expert design, development, validation evaluation of procedures, processes, techniques, models and/or methodologies used in sophisticated/complex military systems, organizations, and/or management control procedures.

Provides expertise in specific system s/organization s integration and business improvement efforts.

Directs and reviews the work of other military system specialists.

Is a subject matter expert on specific system and business operations or cost, schedule, technical performance requirements and/or baselines.

Coordinates system/problem definition and work activities.

Provides specific knowledge on organizational design and interface issues.

Develops written technical approaches and methodologies.

**Typical Education:** MS, MA, MBA or a Bachelors Degree in a related Technical or Business field, or training in specific Military Occupational Specialties (MOS) related to the project subject. Specialized knowledge of equipment, techniques, principals, or practices, processes of the subject type organization.

**Typical Experience:** Twelve years of related work experience. Additional years of general experience in the fields of Research & Development, Testing, Acquisition, of Software Development is extremely useful. Experience in the development/instruction of training programs is desired.

**Job Title:** ADMINISTRATIVE ANALYST-1 (ENTRY)

**Position Summary:** Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Establishes configuration data control by assisting in the development and implementation of configuration management control systems.

**Position Responsibility:** Assist in the design of survey instruments.

Maintains the Configuration Management database for maintaining historical data.

Under established procedures and working under immediate supervisor, analyzes collected data.

Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor.

Establishes and maintains confidential files and records.

Under supervision prepares special reports.

Take minutes of meetings.

**Typical Education:** Bachelors Degree

**Typical Experience:** Two years of related work experience.

**Job Title:** ADMINISTRATIVE ANALYST-2 (INTERMEDIATE)

**Position Summary:** Under limited direction perform both administrative and technical duties. Collects, evaluates, and maintains work activity data and documentation such as survey data, time activities, user guides, training materials, and other performance data reports. Presents platform training, facilitates meetings and provides limited feedback on organizational activities.

**Position Responsibility:** Design survey instruments.

Schedule and facilitate staff meetings.

Direct the establishment and maintenance of the Configuration Management database for maintaining historical data.

Analyze collected data.

Respond to routine inquiries using standard formats.

Prepares draft special reports.

Ensures minutes of meetings are accurate and complete.

**Typical Education:** Bachelors Degree.

**Typical Experience:** Six years of related work experience.

**Job Title:** ADMINISTRATIVE ANALYST-3 (SENIOR)

**Position Summary:** Operating with independence performs primarily technical duties, but also performs limited administrative duties associated with the conduct of facilitated meetings and the collection and storage of data. Facilitates meetings, conducts training classes, evaluates and analyzes performance data.

**Position Responsibility:** Design and evaluate results of survey instruments.

Facilitate client meetings.

Evaluate performance measures and results.

Direct the activities of others in the accomplishment of assigned work.

Primary interface with client s senior management.

**Typical Education:** Ph.D., Masters, Bachelors Degree.

**Typical Experience:** Eight years of related work experience.

**Job Title:** ADMINISTRATIVE ANALYST-4 (LEAD)

**Position Summary:** Operating with independence performs primarily technical duties, but also performs limited administrative duties associated with the conduct of facilitated meetings and the collection and storage of data. Facilitates meetings, conducts training classes, evaluates and analyzes performance data.

**Position Responsibility:** Design and evaluate results of survey instruments.

Facilitate client meetings.

Evaluate performance measures and results.

Direct the activities of others in the accomplishment of assigned work.

Primary interface with client s senior management.

**Typical Education:** Ph.D., Masters, Bachelors Degree.

**Typical Experience:** Twelve years of related work experience.

**Education/Experience Equivalents:**

1. A Master's degree may be substituted for two years of general experience.
2. A doctoral degree may be substituted for an additional two years of general experience.
3. For all categories requiring a degree, one additional year of experience may be substituted for each year of college not attended.
4. Additional experience to be substituted for education must also be specialized experience defined for the labor category.