

**FEDERAL SUPPLY SERVICE  
MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**



**Creative Computing Solutions, Inc.  
1901 Research Blvd., Suite 600  
Rockville, MD 20850  
(301) 294-3653  
[www.ccsin.com](http://www.ccsin.com)**

**Contract Number: GS-10F-0425R**  
**Period Covered by Contract: August 15, 2005 – August 14, 2010**

**Pricelist current through Modification 7 dated February 11, 2010**  
**General Services Administration**  
**Federal Supply Service**

Products and ordering information in this Authorized FSS MOBIS Schedule and Pricelist are also available on the GSA Advantage! System. Agencies can Browse GSA Advantage! By accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

**Special Item No. 874-1, 874-1RC – Consulting Services**  
**Special Item No. 874-2, 874-2RC – Facilitation Services**  
**Special Item No. 874-6, 874-6RC – Acquisition Management Support**  
**Special Item No. 874-7, 874-7RC – Program, Integration and Project Management Services**

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## BUSINESS CONSULTING

The MOBIS Schedule provides a full range of services and products for consulting and program management, and is designed to allow Federal agencies to begin or continue management, organizational and business improvement efforts.

MOBIS Contractors provide services to agencies as specified in task orders under the General Services Administration Federal Supply Schedule (GSS FSS). These services must fit into and support the system-wide model of management excellence and performance improvement embodied efforts and programs such as the Malcolm Baldrige National Quality Award (MBNQA), the President's Award for Quality (PAQ), National Partnership for Reinvention (NPR) initiatives, the Government Performance and Results Act, and/or individual agency management plans and strategies. The objective of MOBIS is to provide all Federal agencies with access to the finest management consulting firms available in the commercial sector.

CCSi Special Item Numbers (SINs) under MOBIS include:

Special Item No. 874-1, 874-1RC – Consulting Services

Special Item No. 874-2, 874-2RC – Facilitation Services

Special Item No. 874-6, 874-6RC – Acquisition Management Support

Special Item No. 874-7, 874-7RC – Program, Integration and Project Management Services

Work may begin as soon as five days after you issue a task request, depending on your requirements. Some guidelines:

- To get started, obtain the FSS.
- Request cost proposals from at least three MOBIS contractors.
- You must review schedule price lists from at least three MOBIS contractors (FAR 8.405-1) and make a best-value selection before placing an order.
- If your needs are long-term and recurring, you can obtain discounts by creating a MOBIS BPA.
- Issue a task order that includes the contractor's GSA number.

## TERMS AND CONDITIONS

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 874-1RC, 874-2, 874-2RC, 874-6, 874-6RC, 874-7, 874-7RC
- 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 concessions 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: \$300.00
4. Geographic coverage (delivery area): Domestic Only
5. Point of production: Same as company address
6. Discount from list prices or statement of net price: Government net price (discounts already deducted).
7. Quantity discounts: None offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: accepted over \$2,500.00
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery: Specified on Task Order
- 11b. Expedited Delivery. Contact Contractor
- 11c. Overnight and 2-day delivery. Contact Contractor
- 11d. Urgent Requirements. Contact Contractor
12. F.O.B. Point: Destination
- 13a. Ordering address: 1901 Research Blvd., Suite 600, Rockville, MD 20850
- 13b. Order procedures: For supplies and services, the ordering procedures, information on Blank 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: 1901 Research Blvd., Suite 600, Rockville, MD 20850
15. Warranty provision: Contractor's standard commercial warranty

16. Export packing charges: NA
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: NA
19. Terms and conditions of installation: NA
- 20a. Terms and conditions of repair parts indicating date of pars price lists and any discounts from the list price: NA
- 20b. Terms and conditions for any other services: NA
21. List of service and distribution points: NA
22. List of participating dealers: NA
23. Preventive maintenance: NA
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): NA
- 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., contractors website or other location.) The EIT can be found at:  
[www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: 005193037
26. Notification regarding registration in Central Contractor Registration (CCR) database:  
Registered

## EXECUTIVE SUMMARY

CCSi is a woman-owned, small disadvantaged business. This contract was awarded while CCSi was an 8(a) certified company. Initially establishing relationships with mid-size to large-size companies, CCSi broadened its base by seeking direct competitive contracts with the Federal Government. CCSi's principal business areas are to provide:

- Project Management Support
- Business Process Solutions
- eBusiness Applications Development
- Enterprise Architecture Services.

CCSi provides Consulting Services (SIN 874-1, 874-1RC) including business planning, systems alignment, process and productivity improvement, and performance measurement services for government agencies' re-engineering and business improvement efforts using consultants who are trained and experienced professionals. CCSi's approach to consulting services provides a focus on partnering with our clients to address their unique challenges with new and innovative solutions. We tailor our services to help our clients realize measurable improvements in processes, productivity, and customer satisfaction. Our model brings together relevant functional expertise of a task, commercial best practices, knowledge of existing products, and experienced project planning to design and implement business systems to meet current and developing requirements.

CCSi's Facilitation Services (SIN 874-2, 874-2RC) provide facilitation and decision support services for our customers collaboration efforts, working groups, and teams. CCSi services emphasize facilitating requirements discussion/collaboration activities between diverse stakeholders and elements of the user community to facilitate process reengineering activities. CCSi facilitates meetings with the stakeholders and various user communities to establish a common understanding prior to commencing and throughout the reengineering activities. All activities are performed utilizing CCSi's ISO 9001 and SEI CMMI certified processes tailored to meet all requirements of the VA SDLC.

CCSi's Acquisition Management Support (SIN 874-6, 874-6RC) includes contract administration support services, which includes assistance with reviewing contractor performance, developing contract modifications, investigating reports of contract discrepancies, and contract close-out assistance. CCSi also provides acquisition planning assistance and document development (including market research, recommending procurement strategy, cost/price estimates, quality assurance surveillance plans, statements of work, and contract synopses).

CCSi's Program Integration and Project Management Services (SIN 874-7, 874-7RC) have been developed on a foundation of quality and repeatability. We have over 12 years of experience providing program and project management, program integration, and program oversight to the Federal Government and prime contractors. Our quality management plan focuses on the processes associated with program management and integration, including defect reduction, schedule, and cost controls. CCSi has received ISO-9001 and SEI CMMI Maturity Level 2 and Capability Level 3 certification for our core processes. As a component of CCSi's training and continuous improvement programs CCSi has implemented a corporate Project Management



Professional (PMP) certification program. Each of CCSi's Project Managers are PMP certified or working toward PMP certification.

CCSi operates with a strong business and management culture driven by the achievement of our customer's program objectives. Our certified processes contain all the elements necessary to support the objectives and operational needs of GSA MOBIS task orders. CCSi management will focus on providing quality service, leveraging our proven project management experience and our ISO-9001 approach into the customer's environment. We will utilize our proven fundamental processes for customer support and project management.



## PRICING

MOBIS SIN 874-1, 874-1RC – Consulting Services		
	Price Offered to the GSA including IFF	
	Labor Rates (Loaded) – current as of February 2010	
Skill Category	Government Site	Contractor Site
Subject Matter Expert I	\$180.11	\$203.02
Subject Matter Expert II	\$207.13	\$234.02
Principal Management Consultant	\$167.60	\$174.57
Senior Management Consultant	\$151.34	\$160.13
Management Consultant	\$126.70	\$135.49
Principal Consultant	\$106.36	\$115.17
Consultant	\$89.55	\$98.36
Associate Consultant	\$64.80	\$72.83
Principal Analyst	\$131.70	\$148.26
Senior Analyst	\$101.69	\$110.49
Analyst	\$77.14	\$85.94
Associate Analyst	\$54.58	\$62.72
Program Director	\$157.87	\$178.37
Program Manager	\$120.55	\$129.33
Project Manager	\$98.98	\$107.78
Task Manager	\$77.42	\$86.23
Senior Scientist	\$89.55	\$98.36
Scientist	\$74.98	\$83.78
Principal Engineer	\$111.45	\$127.05
Senior Engineer	\$83.37	\$92.16
Engineer	\$65.82	\$74.62
Logistician	\$72.10	\$80.56
Documentation Specialist	\$55.32	\$64.10
Senior Technical Writer	\$77.60	\$87.91
Technical Writer	\$41.41	\$50.22
Senior Administrative Assistant	\$38.90	\$47.60
Administrative Assistant	\$30.16	\$38.12
Senior Training Developer	\$74.98	\$83.78
Training Developer	\$49.81	\$58.60

<b>MOBIS SIN 874-2, 874-2RC – Facilitation Services</b>		
	<b>Price Offered to the GSA including IFF</b>	
	<b>Labor Rates (Loaded) – current as of February 2010</b>	
<b>Skill Category</b>	<b>Government Site</b>	<b>Contractor Site</b>
Subject Matter Expert I	\$180.11	\$203.02
Subject Matter Expert II	\$207.13	\$234.02
Principal Management Consultant	\$167.60	\$174.57
Senior Management Consultant	\$151.34	\$160.13
Management Consultant	\$126.70	\$135.49
Principal Consultant	\$106.36	\$115.17
Consultant	\$89.55	\$98.36
Associate Consultant	\$64.80	\$72.83
Principal Analyst	\$131.70	\$148.26
Senior Analyst	\$101.69	\$110.49
Analyst	\$77.14	\$85.94
Associate Analyst	\$54.58	\$62.72
Program Director	\$157.87	\$178.37
Program Manager	\$120.55	\$129.33
Project Manager	\$98.98	\$107.78
Task Manager	\$77.42	\$86.23
Documentation Specialist	\$55.32	\$64.10
Senior Technical Writer	\$77.60	\$87.91
Technical Writer	\$41.41	\$50.22
Senior Administrative Assistant	\$38.90	\$47.60
Administrative Assistant	\$30.16	\$38.12



**MOBIS SIN 874-6, 874-6RC – Acquisition Management Support**

	<b>Price Offered to the GSA including IFF</b>	
	<b>Labor Rates (Loaded) – current as of February 2010</b>	
<b>Skill Category</b>	<b>Government Site</b>	<b>Contractor Site</b>
Subject Matter Expert I	\$180.11	\$203.02
Subject Matter Expert II	\$207.13	\$234.02
Principal Management Consultant	\$167.60	\$174.57
Senior Management Consultant	\$151.34	\$160.13
Management Consultant	\$126.70	\$135.49
Principal Consultant	\$106.36	\$115.17
Consultant	\$89.55	\$98.36
Associate Consultant	\$64.80	\$72.83
Principal Analyst	\$131.70	\$148.26
Senior Analyst	\$101.69	\$110.49
Analyst	\$77.14	\$85.94
Associate Analyst	\$54.58	\$62.72
Program Director	\$157.87	\$178.37
Program Manager	\$120.55	\$129.33
Project Manager	\$98.98	\$107.78
Task Manager	\$77.42	\$86.23
Documentation Specialist	\$55.32	\$64.10
Senior Technical Writer	\$77.60	\$87.91
Technical Writer	\$41.41	\$50.22
Senior Administrative Assistant	\$38.90	\$47.60
Administrative Assistant	\$30.16	\$38.12



<b>MOBIS SIN 874-7, 874-7RC – Program, Integration and Project Management Services</b>		
	<b>Price Offered to the GSA including IFF</b>	
	<b>Labor Rates (Loaded) – current as of February 2010</b>	
<b>Skill Category</b>	<b>Government Site</b>	<b>Contractor Site</b>
Subject Matter Expert I	\$180.11	\$203.02
Subject Matter Expert II	\$207.13	\$234.02
Principal Analyst	\$131.70	\$148.26
Program Director	\$157.87	\$178.37
Program Manager	\$120.55	\$129.33
Project Manager	\$98.98	\$107.78
Task Manager	\$77.42	\$86.23
Senior Scientist	\$89.55	\$98.36
Scientist	\$74.98	\$83.78
Principal Engineer	\$111.45	\$127.05
Senior Engineer	\$83.37	\$92.16
Engineer	\$65.82	\$74.62
Logistician	\$74.98	\$83.78
Documentation Specialist	\$55.32	\$64.10
Senior Technical Writer	\$77.60	\$87.91
Technical Writer	\$41.41	\$50.22
Senior Administrative Assistant	\$38.90	\$47.60
Administrative Assistant	\$30.16	\$38.12

## LABOR CATEGORIES

### SUBJECT MATTER EXPERT I

Subject Matter Expert I applies broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Provide subject matter expertise in industry, process or technology areas.

Provides highly technical expertise and guidance for business needs, operations, engineering, and development. Leads teams and conducts independent studies, writes complex algorithms, conducts research, and creates innovative solutions. Stays current with the specialty through publishing papers, writing books, or making presentations in conferences. A Subject Matter Expert I is qualified to perform such tasks as: plan and manage the work of information systems project teams; implement new project management organizations; assists translation of vision and strategy into business processes; leads clients in reengineering and transforming business processes; and develops and executes project budgets and financial analysis.

Minimum Requirements Matrix (Degree plus Experience)		
Highest Degree Earned	Years of General Experience	Years of Specific Experience
Ph.D.	8	4
MA/MS/MBA	9	4
BS/BA	12	6

### SUBJECT MATTER EXPERT II

Subject Matter Expert II applies broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. Provide subject matter expertise in industry, process or technology areas.

Provides highly technical expertise and guidance for business needs, operations, engineering, and development. Leads teams and conducts independent studies, writes complex algorithms, conducts research, and creates innovative solutions. Stays current with the specialty through publishing papers, writing books, or making presentations in conferences. A Subject Matter Expert II is qualified to perform such tasks as: plan and manage the work of information systems project teams; implement new project management organizations; assists translation of vision and strategy into business processes; leads clients in reengineering and transforming business processes; and develops and executes project budgets and financial analysis.

Minimum Requirements Matrix (Degree plus Experience)		
Highest Degree Earned	Years of General Experience	Years of Specific Experience
Ph.D.	10	5
MA/MS/MBA	12	5
BS/BA	15	7

## PRINCIPAL MANAGEMENT CONSULTANT

The Principal Management Consultant serves as a Program Manager or lead consultant for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks within the relevant subject matter domain of the project and the consultant's practice area. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Ensures that the techniques and methodologies used and solutions derived represent state of the art. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Responsible for monitoring the technical quality of work products and ensuring that products meet quality standards. Ensures that schedules and budgets are appropriate for the accomplishment of project objectives. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Program Manager. Works with customers in providing consultative advice in the area of expertise.

The Principal Management Consultant candidate will have experience managing two or more large Programs from inception to deployment, in one or more of the following areas:

- Information Engineering – including demonstrated experience managing a program or project team responsible for the implementation of information engineering projects.
- Healthcare Services – including demonstrated experience in managing teams responsible for cost benefit analysis; research and document development; education and training; and strategic design and implementation.
- System Architecture and Administration – demonstrated experience managing the use of structured analysis, design methodologies and design tools, object-oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.
- Business Process Reengineering – including overseeing the facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, activity and data modeling, or information system development methods and practices.
- Communications – managing teams responsible for protocol analysis and knowledge of OSI protocol. Experience with current applicable technology, (such as ATM, frame relay, bridges, routers, gateways, FDDI, network operating systems). Experience directing a program or project team in the definition of computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	8	6
MA/MS/MBA	10	7
BS/BA	12	8

## SENIOR MANAGEMENT CONSULTANT

The Senior Management Consultant serves as the Program Manager for large, complex efforts, applying disciplines for the planning, analysis, design, implementation and support of assigned tasks. The Senior Management Consultant oversees the development of analytical and computational techniques and methodologies for problem solutions, identifies all necessary tasks, assigns responsibilities, and communicates directly with the client. In addition, the Senior Management Consultant directs enterprise-wide strategic systems planning, business information planning, and business analysis. He or she also manages process and data modeling in support of planning and analysis efforts, using both manual and automated tools such as Integrated Computer-Aided Software Engineering (I-CASE) tools.

The Senior Management Consultant candidate will have experience managing two or more large Programs from inception to deployment, in one or more of the following areas:

- Information Engineering - including demonstrated experience managing a program or project team responsible for the implementation of information engineering projects.
- System Architecture and Administration – demonstrated experience managing the use of structured analysis, design methodologies and design tools, object-oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.
- Business Process Reengineering – including overseeing the facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, activity and data modeling, or information system development methods and practices.
- Communications – managing teams responsible for protocol analysis and knowledge of OSI protocol. Experience with current applicable technology, (such as ATM, frame relay, bridges, routers, gateways, FDDI, network operating systems). Experience directing a program or project team in the definition of computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	6	4
MA/MS/MBA	8	5
BS/BA	10	6
Associates	12	8

## MANAGEMENT CONSULTANT

The Management Consultant serves as a Project or Program Manager for large multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. He or she oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Program Manager.

The Management Consultant candidate will have experience managing two or more large Programs from inception to deployment, in one or more of the following areas:

- Information Engineering – including demonstrated experience managing a program or project team responsible for the implementation of information engineering projects.
- System Architecture and Administration – demonstrated experience managing the use of structured analysis, design methodologies and design tools, object-oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems.
- Business Process Reengineering – including overseeing the facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, activity and data modeling, or information system development methods and practices.
- Communications – managing teams responsible for protocol analysis and knowledge of OSI protocol. Experience with current applicable technology, (such as ATM, frame relay, bridges, routers, gateways, FDDI, network operating systems). Experience directing a program or project team in the definition of computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	3	1
MA/MS/MBA	4	2
BS/BA	6	4
Associate's	8	5

## PRINCIPAL CONSULTANT

The Principal Consultant serves as the Technical Task Lead or Manager for multiple project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodologies for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools, such as Integrated Computer-Aided Software Engineering (I-CASE) tools. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategy documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to Project/Program Manager.

The candidate will have demonstrated experience in the execution of key project areas, and the ability to work independently. Specialized experience required includes experience in one or more of the following areas:

- Information Engineering – including demonstrated experience as leader of a team responsible for the implementation of information engineering projects.
- System Architecture and Administration – including use of structured analysis, design methodologies and design tools, and experience with the logical and physical functional, operational, and technical architecture of information systems.
- Communications – including operation and maintenance of communication network systems. Experience defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems is also desirable.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	5	3
MA/MS/MBA	6	4
BS/BA	8	5
Associate's	10	6
None	12	8

## CONSULTANT

The Consultant serves as a part of a team of Technical Specialist for one or more project tasks, applying multiple disciplines for the planning, analysis, design, implementation and support of assigned tasks. Assists in the development of analytical and computational techniques and methodologies for problem solutions. Assists with process and data modeling in support of planning and analysis efforts, using both manual and automated tools, (such as Integrated Computer-Aided Software Engineering (I-CASE) tools). As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategy documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to the Senior Consultant or Project Manager.

The candidate will have demonstrated experience in the execution of key project areas, and the ability to work independently or under only general direction. Specialized experience required includes experience in one or more of the following areas:

- Information Engineering – including demonstrated experience as member of a team responsible for the implementation of information engineering projects.
- System Architecture and Administration – including use of structured analysis, design methodologies and design tools, and experience with the logical and physical functional, operational, and technical architecture of information systems. Should also have demonstrated experience using current DBMS's technologies, application design utilizing various DBMS's and experience with DBMS internals.
- Communications – including operation and maintenance of communication network systems. Experience defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems is also desirable.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	2	1
BS/BA	3	1
Associate's	5	3
None	6	4

## ASSOCIATE CONSULTANT

The Associate Consultant serves as a part of a team of Technical Specialist for one or more project tasks, applying his/her expertise for the analysis, design, implementation and support of assigned tasks. Assists in the development of analytical and computational techniques and methodologies for problem solutions. Assists with process and data modeling in support of planning and analysis efforts, using both manual and automated tools, (such as Integrated Computer-Aided Software Engineering (I-CASE) tools). As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategy documents. Reports any changes or suggestions to the Senior Consultant or Project Manager.

The candidate will have demonstrated experience in the execution of key project areas, and the ability to produce results under supervision. Specialized experience required includes experience in one or more of the following areas:

- Information Engineering – including demonstrated experience as member of a team responsible for the implementation of information engineering projects.
- Healthcare Services – including demonstrated experience as member of team in gathering data for cost benefit analysis; document development; education and training preparation under supervision of project/program manager.
- System Architecture and Administration – including use of structured analysis, design methodologies and design tools, and experience with the logical and physical functional, operational, and technical architecture of information systems. Should also have demonstrated experience using current DBMS's technologies, application design utilizing various DBMS's and experience with DBMS internals.
- Communications – including operation and maintenance of communication network systems. Experience defining computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems is also desirable.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	0	0
BS/BA	1	0
Associate's	4	1
None	5	1

## Principal Analyst

Principal Analyst provides requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, including two years of supervisory experience.

Technical leader and manager for multiple tasks in area of discipline and related areas (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently performs exceptionally complex tasks in area of discipline or related areas. Leads a medium to large team performing tasking in area of discipline or related areas, or independently performs highly complex tasks in area of discipline or related areas. Defines and documents task requirements. Identifies costs for existing IT systems (maintenance, operations, etc). Identifies life cycle costs for proposed IT systems (development, operations, maintenance). Conducts trade-off studies. Performs systematic reviews of selected functions to determine application and design against defined requirements. Provides briefings on analyses conducted. Develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy. Provides functional guidance on assigned tasks.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	5	3
MA/MS/MBA	7	3
BS/BA	10	5

## Senior Analyst

The Senior Analyst works independently to solve complex application problems in all phases of systems analysis. Provides technical direction for personnel performing software development tasks, including reviewing their work for correctness, adherence to the design concept and to user standards, as well as ensuring that work is progressing according to schedule. Coordinates with the Project Manager to ensure that all problems are resolved. Recommends system installations. Prepares milestone status reports and delivers presentations on the system concept to colleagues, subordinates, and end user representatives. Provides technical direction to lower level systems analysts.

The candidate will possess proven supervisory skills, and the demonstrated ability to work independently or under general direction on the analysis and design of business applications on complex, large-scale systems, including experience in database management concepts. Experience in the client/server environment. Knowledge of state-of-the-art storage and retrieval methods is required, as well as the ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. Demonstrated experience in systems analysis, design and programming using applicable CASE and IE tools and methods, (such as Oracle CASE, IEF CASE, -CASE), is strongly desired.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	4	2
MA/MS/MBA	6	4
BS/BA	8	5
Associate's	10	6
None	12	8

## Analyst

The Analyst works independently or under general direction to resolve complex application problems involving all phases of systems analysis. Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations.

The candidate will have experience handling increasing responsibilities in assignments of a technical nature, and the demonstrated ability to work independently or under general direction on the analysis and design of business applications on complex, large-scale systems, including experience in database management concepts. Experience in the client/server environment. Knowledge of state-of-the-art storage and retrieval methods is required.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	2	1
BS/BA	3	1
Associate's	5	3
None	6	4

## Associate Analyst

The Associate Analyst works under supervision to resolve application problems involving all phases of systems analysis. Coordinates with the Task/Project Manager to ensure problem solution and user satisfaction. Participates in the planning, organizing, and performance of work associated with one or more subtasks within the relevant subject matter domain of the project and analyst's practice area. Works as part of project team, with technical and managerial guidance provided. Provides state-of-the-art methods, tools, and techniques in performance. Ensures that the products meet the quality standard. Assists in planning work efforts, ensuring that schedule and budget are appropriate for accomplishment of project objectives. Minimal interaction with customers in providing consultative advice in areas of expertise.

Relevant experience includes direct experience in work efforts involving the delivery of strategic planning, program evaluation, quality management services, process management, facilitation, work groups, survey design and implementation, and outsourcing studies and documentation. Supports analysis and design of business applications on systems, including experience in database management concepts. Experience in the client/server environment. For Healthcare Services demonstrated experience as member of team in gathering data for cost benefit analysis; document development.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	0	0
BS/BA	1	0
Associate's	4	1
None	5	1

## Program Director

The Program Director must demonstrate proven supervisory and management skills on major programs. Responsible for managing major programs that incorporate multiple independent projects or tasks. Requires complete engineering project development experience from inception through deployment, a demonstrated ability to provide guidance and direction for multiple tasks across several functional areas, including the use of different technologies. Proven expertise in understanding program requirements of the types of tasks to be performed, reviewing and evaluating all work performed, management and control of funds and resources, and providing direction to ensure compliance with all management policies.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	8	6
MA/MS/MBA	12	8
BS/BA	15	11

## Program Manager

The candidate serves as the Program Manager for a technical, engineering, or logistics-oriented effort, employing multiple disciplines in the planning, analysis, design, implementation and support of assigned tasks. Leads source selection efforts. Oversees the development of analytical and computational techniques and methodologies for problem solutions. Directs enterprise-wide strategic systems planning, business information planning, and analysis. Identifies all task responsibilities and reports any changes or suggestions accordingly to the client and/or corporate Senior Management.

The Program Manager will hold a Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline, and will have proven supervisory and management skills.

The candidate will have progressive project-related experience, including complete engineering project development from cradle to grave, demonstrating the ability to provide guidance and direction for multiple tasks across several functional areas, using different technologies. Proven expertise in understanding program requirements of the types of tasks to be performed, the ability to review and evaluate all work performed, management budgets and resources, and provide direction to ensure compliance with all management policies.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	8	2
MA/MS/MBA	10	3
BS/BA	12	4
Associate's	14	5

## Project Manager

The Project Manager is responsible for managing and overseeing work performed on one or more task orders. Holds primary responsibility for the planning, management, and oversight of work efforts of project team personnel; determining and monitoring task order schedules and budgets; and ensuring compliance with all contract and task order requirements and quality standards. Serves as the primary interface with the task order customer. 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 provides a quality review of all work products. Assists the Program Manager as required in managing contract performance.

The candidate holds a BA or BS and nine years of relevant management experience; master's degree and seven years of relevant management experience; PhD and five years of relevant management experience; or 14 years of relevant management experience. Relevant experience includes direct supervision of teams of professionals with generalized and specialized expertise in designing and implementing strategic planning; program evaluation using feasibility, effectiveness, and cost-benefit of organizational strategies, policies, and programs; quality management services; process management; facilitation; work groups; survey design and implementation; and outsourcing studies and documentation.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	5	2
BS/BA	7	3
Associate's	9	4
None	14	5

## Task Manager

The Task Manager is responsible for day-to-day management and operations of one or more subtasks, under the guidance of the Project Manager. Responsible for planning and managing the work efforts of task team personnel; determining and monitoring subtask schedules and budgets; and ensuring compliance with all contract and task order requirements and quality standards pertaining to the task/subtask. Interfaces with customer personnel in work performance. Demonstrates skills in the scope of work encompassed by the task/subtask; provides technical guidance to the task team in performance of the work; and provides quality review of all work products. Assists the Project Manager as required in managing delivery order performance.

The candidate holds a BA or BS and four years of relevant management experience; master's degree and three years of relevant management experience; PhD and two years of relevant management experience; or eight years of relevant management experience. Relevant experience includes direct supervision of teams of professionals with generalized and specialized expertise in designing and implementing strategic planning; program evaluation using feasibility, effectiveness, and cost-benefit of organizational strategies, policies, and programs; quality management services; process management; facilitation; work groups; survey design and implementation; and outsourcing studies and documentation.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	2	1
BS/BA	3	2
Associate's	4	2
None	8	3

## Senior Scientist

The Senior Scientist leads or participates in strategic, tactical, and operational-level planning and management studies to determine the Government's Most Efficient Organization (MEO) for science-oriented enterprises. Provides scientific advice in comparison of in-house bids to proposed ISSA prices. Leads or participates in studies, assessments, administrative appeals, and the development of in-house Government cost estimates and Performance Work Statements (PWSs) for science and research projects. Provides scientific advice to source selection efforts and private-public partnerships.

The candidate will have demonstrated progressive experience in science, research and development from inception to deployment, and the ability to provide technical guidance and direction in multiple tasks across several functional areas, using different technologies. Must have proven expertise in a relevant field and/or applied sciences, demonstrated skills in the management and control of funds and resources, and demonstrated ability in managing complex multi-task contracts.

**Education Requirement:** Bachelor's Degree in Engineering, Mathematics, Physics, Chemistry, Computer Science, or other related scientific or technical discipline.

Minimum Requirements Matrix (Degree plus Experience)		
Highest Degree Earned	Years of General Experience	Years of Specific Experience
Ph.D.	6	4
MA/MS/MBA	8	5
BS/BA	10	6

## Scientist

The Scientist leads or participates in strategic, tactical, and operational-level planning and management studies to determine the Government's Most Efficient Organization (MEO) for science-oriented enterprises. Participates in studies, assessments, administrative appeals, and the development of in-house Government cost estimates and Performance Work Statements (PWSs) for science and research projects. Provides scientific advice to source selection efforts and private-public partnerships.

The candidate will have demonstrated progressive experience in science, research and development from inception to deployment, and the ability to provide technical guidance and direction in multiple tasks across several functional areas, using different technologies. Must have proven expertise in a relevant field and/or applied sciences, demonstrated skills in the management and control of funds and resources, and demonstrated ability in managing complex multi-task contracts.

**Education Requirement:** Bachelor's Degree in Engineering, Mathematics, Physics, Chemistry, Computer Science, or other related scientific or technical discipline.

Minimum Requirements Matrix (Degree plus Experience)		
Highest Degree Earned	Years of General Experience	Years of Specific Experience
Ph.D.	2	0
MA/MS/MBA	4	2
BS/BA	8	4

## Principal Engineer

Principal Engineer provides technical management support and services in specialized IT area(s), e.g., telecommunications, operating systems software, software/hardware integration, software validation and verification, including two years of supervisory experience.

Provides highly technical expertise and guidance for performance of tasks using best practices, modern system engineering methods and performance measurement techniques. Expertise may be in advanced or highly complex IT systems. Performs in all phases of system development and implementation, with special emphasis on study and analysis, and testing and acceptance phases. Performs evaluation of current IT operations in order to determine multi-year projections for personnel, hardware, and software. Areas of IT specialization may include linear programming, telecommunications, interactive processing, business process re-engineering, configuration management, quality engineering, security engineering, real-time programming, software/hardware integration, source-data automation, software validation and verification, micro/mini computers, teleprocessing monitors, and operating systems software. Participates in hardware/software evaluations. May be required to act as supervisor on one or more tasks. Coordinates with contract management and systems analysts, as well as Government personnel to ensure that the problem has been properly identified and that the solution shall satisfy the customer's requirements. Provides highly technical expertise and guidance in IT specialties not covered by other specialists.

### Minimum Requirements Matrix (Degree plus Experience)

Highest Degree Earned	Years of General Experience	Years of Specific Experience
Ph.D.	5	3
MA/MS/MBA	7	3
BS/BA	10	5

## Senior Engineer

The Senior Engineer will lead meetings with functional/user management to define business systems requirements and to resolve problems in existing jobs. Analyzes cost and benefit tradeoffs of systems solutions. Leads a team of other Engineer analysts in any of the phases in the life cycle of application software development. Leads the development of systems design specifications, and prepares or reviews systems documentation and report layouts using automated tools, current design techniques or functional program specifications. Codes, or reviews code of complex programs, generates or reviews program test data, and leads testing and debugging of programs.

The candidate will hold a Bachelor's Degree in Engineering, Mathematics, Physics, Chemistry, Computer Science, or other related scientific or technical discipline, and demonstrated experience managing and performing software-engineering activities increasing responsibilities in software engineering activities. The candidate will have experience as an applications Engineer on large-scale database management systems, knowledge of target computer equipment and the ability to develop complex software to satisfy design objectives. Knowledgeable of applicable standards is strongly desired. Use of design tools (such as IDEF1x, entity relationship diagrams), and other design techniques, object-oriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems are also desired.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
Ph.D.	4	2
MA/MS/MBA	6	4
BS/BA	8	5
Associate's	10	6
None	12	8

## Engineer

The Engineer works with functional/user management to define business systems requirements and to resolve problems in existing jobs. Analyzes cost and benefit tradeoffs for systems solutions. Works as a member of a team of Engineer analysts in any of the phases of the application software lifecycle. Develops systems design specifications, and prepares systems documentation and report layouts using automated tools, current design techniques or functional program specifications. Codes or reviews code of more complex programs, generates or reviews program test data, and leads testing and debugging of programs.

The candidate will have experience as an applications Engineer on large-scale database management systems, knowledge of target computer equipment and the ability to develop complex software to satisfy design objectives. General experience required includes managing and performing software engineering activities, and increasing responsibilities in software engineering activities. Knowledgeable of applicable standards is strongly desired. Use of design tools (such as IDEF1x, entity relationship diagrams), and other design techniques, objectoriented principles, and experience with the logical and physical functional, operational, and technical architecture of large and complex information systems are also desired.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	2	1
BS/BA	4	2
Associate's	6	4
None	8	5

## Logistician

The Logistician participates in strategic, tactical, and operational level planning and management studies to determine the Government's MEO for technical, logistics, or engineering-oriented enterprises. Provides logistics advice in comparison of in-house bids to proposed ISSA prices. Participates in studies, assessments, administrative appeals, and development of in-house Government cost estimates and PWSs for technical, logistics, or engineering projects. Provides logistics support to source selection efforts and private-public partnerships.

The candidate must demonstrate progressive experience in the analysis of government logistics requirements and will hold a Bachelor's Degree in Logistics, Business, Engineering, or other related scientific or technical discipline.

Minimum Requirements Matrix (Degree plus Experience)		
Highest Degree Earned	Years of General Experience	Years of Specific Experience
MA/MS/MBA	2	1
BS/BA	4	2
Associate's	6	3
None	8	4

## Documentation Specialist

The Documentation Specialist is responsible for all documentation efforts, including directing the work of others in the accomplishment of assigned documentation work. Collects and analyzes technical literature available. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. Uses automated tools, including computer terminal and word processing or desktop publishing software in performing assigned duties. May coordinate the production and distribution of material.

The candidate possesses specialized experience, including preparing technical documentation, performing research and determining and applying relevant Government and industry documentation standards.

Minimum Requirements Matrix (Degree plus Experience)		
Highest Degree Earned	Years of General Experience	Years of Specific Experience
Ph.D.	4	2
MA/MS/MBA	6	4
BS/BA	8	5
Associate's	10	6
None	12	8

## Senior Technical Writer

The Technical Writer provides documentation support for strategic, tactical, and operational level planning and management studies to determine the Government's MEO and for comparison of in-house bids to proposed ISSA prices. Prepares and edits documents related to studies, assessments, administrative appeals, and develops in-house Government cost estimates and PWSs for technical, logistics, or engineering projects. Provides documentation and project library support to source selection efforts and private-public partnerships.

The candidate holds a Bachelor's Degree in English, Literature, Engineering, Business, or other related discipline, possesses a good understanding of applicable Government and/or industry standards, and offers demonstrated experience in writing, reviewing and/or editing technical documentation.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	4	2
BS/BA	6	3
Associate's	8	4
None	10	5

## Technical Writer

The Technical Writer provides documentation support for strategic, tactical, and operational level planning and management studies to determine the Government's MEO and for comparison of in-house bids to proposed ISSA prices. Prepares and edits documents related to studies, assessments, administrative appeals, and develops in-house Government cost estimates and PWSs for technical, logistics, or engineering projects. Provides documentation and project library support to source selection efforts and private-public partnerships.

The candidate holds a Bachelor's Degree in English, Literature, Engineering, Business, or other related discipline, possesses a good understanding of applicable Government and/or industry standards, and offers demonstrated experience in writing, reviewing and/or editing technical documentation.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	2	1
BS/BA	4	2
Associate's	6	3
None	8	4

## Senior Administrative Assistant

Administrative Assistant performs administrative duties as required such as writing memos, filing, typing, and copying documents. Task may include responsibility for general administration function such as word processing, developing spreadsheets, maintaining program, project, and task files, technical support services to program, project managers for project planning and budget reviews. Organizes and maintains calendars for one or more managers, schedules meetings, takes meeting notes and distributes to attendees. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Using this knowledge creates guidelines and standard procedures for the job. Works under minimal supervision of one or more managers.

The candidate has 5 years general or educational experience; M. S. Office Suite (Word, Excel, Outlook, PowerPoint); Desktop Publishing (e.g. M.S. Publisher). Must possess good communication and interpersonal skills; and the ability to develop guidelines and procedures and supervise other administrative assistants. Technical writing background a plus.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
High School	5	3
Associate's	3	2
BS/BA	2	1

## Administrative Assistant

Administrative Assistant performs administrative duties as required such as filing, typing, and copying documents. Screens and transfers callers, arranges meetings and may handle travel accommodations. Task may include responsibility for general administration function such as word processing, developing spreadsheets and maintaining program, project, and task files. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

The candidate has 2 years of general or educational experience; M. S. Office Suite (Word, Excel, Outlook, PowerPoint); Desktop Publishing (e.g. M.S. Publisher). Must possess good communication and interpersonal skills; and the ability to work with minimal supervision. Technical writing background a plus.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
High School	2	1
Associate's	1	1
BS/BA	0	0

## Senior Training Developer

The Senior Training Developer conducts the research necessary to develop and revise advanced training courses and prepare appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Conducts formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision and direction to staff.

The candidate offers specialized experience developing and providing technical and end-user training on computer hardware and application software, excellent communication skills, and the demonstrated ability to work independently or under only general direction.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
MA/MS/MBA	2	1
BS/BA	4	2
Associate's	6	3
None	8	4

## Training Developer

The Training Developer conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Conducts formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provides daily supervision and direction to staff.

The candidate offers specialized experience developing and providing technical and end-user training on computer hardware and application software, excellent communication skills, and the demonstrated ability to work independently or under only general direction.

<b>Minimum Requirements Matrix (Degree plus Experience)</b>		
<b>Highest Degree Earned</b>	<b>Years of General Experience</b>	<b>Years of Specific Experience</b>
BS/BA	2	1
Associate's	4	2
None	6	3