

Information and Infrastructure Technologies, Inc.



GENERAL SERVICES ADMINISTRATION



Federal Acquisition Service
Authorized Federal Acquisition Service FSS Price List

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

Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: GS00F031CA
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Contract Period: January 30, 2015 through January 29, 2025

Contractor: Information & Infrastructure Technologies,
Inc. 11921 Freedom Drive Ste 550
Reston, VA 20190

Business Size: Small Business

Telephone: (703) 478-7600

Extension:

FAX Number: (703) 478-7600

Web Site: www.iit-corp.com

E-mail: gfischer@iit-corp.com

Contract Administration: Grace Fischer

Price list current as of Modification #PA-0032 effective November 16, 2023

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IIT Company Overview

IIT provides vendor-neutral risk management and information security solutions for both businesses and government that are advanced, comprehensive, and complete.

IIT is a small business that provides Cyber Security, Information Operations and Information Assurance support to both Government and Commercial customers. Early and continued success has allowed for steady growth and diversification. Today, IIT's core business areas include Critical Infrastructure Protection, Homeland Security, Information Operations, Information Technology, Intelligence, Systems Security Engineering, and Training and Certification. .

Dedicated to providing its clients with the highest level of service and support, IIT recruits and retains only top quality personnel. IIT professionals have extensive problem solving and intelligence experience. Headquartered in Reston, VA, with geographically diverse team, IIT is well equipped to provide a variety of services to protect information, assets, and people.

Through its collaboration with standards boards such as the International Organization for Standardization (ISO), and its active participation in national and international professional organizations, IIT is directly involved in all major developments within the information security industry.

Uniquely focused on addressing the business and security risks inherent in the use of information technology, IIT's world-class methodologies and best practices ensure its clients create and maintain safe and secure business infrastructures and operating environments.

**INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

SPECIAL ITEM NUMBER SINS (SINS)

541330ENG ENGINEERING SERVICES

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

541420 ENGINEERING SYSTEM DESIGN AND INTEGRATION SERVICES

Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.

541715 ENGINEERING RESEARCH AND DEVELOPMENT AND STRATEGIC PLANNING

Services include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.

Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

NOTE: Services under this NAICs can not include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

541910 MARKETING RESEARCH AND ANALYSIS

Services include customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, establishing call centers (in relation to services provided under this schedule). NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

CUSTOMER INFORMATION:

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

SIN	SIN Description
541330ENG	Engineering Services
541420	Engineering System Design and Integration Services
541715	Engineering Research and Development and Strategic Planning
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541910	Marketing Research and Analysis
OLM	Order-Level Materials (OLM)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A

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. Refer to Page 17

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

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: 1% on labor for orders equal to or exceeding \$500,000.00

8. Prompt payment terms: Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order.

10b. Expedited Delivery. Contact Contractor. Expedited Delivery Times are Negotiated between IIT and the ordering agency.

10c. Overnight and 2-day delivery. Contact Contractor.

10d. Urgent Requirements. Contact Contractor.

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the

purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 12b. **Ordering procedures:** See Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment address(es):** Same as company address.
Information & Infrastructure Technologies, Inc.
11921 Freedom Dr, Suite 550
Reston, VA 20190
Attention: Accounting
14. **Warranty provision:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 22b. **If applicable, indicate that Section 508 compliance information is available for the Information and Communications technology (ICT) products and services and show where full details can be found. (e.g. contractor's website or other location). ICT accessibility standards can be found at <https://www.Section508.gov/>.** N/A
23. **Unique Entity Identifier (UEI) number:** P5BCLNFD3ZH4
24. **Notification regarding registration in System for Award Management (SAM) database:** Registered

Service Contract Labor Standards (SCLS):

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

GSA Labor Categories and Rates
Rates are Inclusive of IFF | Annual Escalation Rate is 1%

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 6	
	Government Site Rate	Contractor Site Rate
Manager I	\$ 113.16	\$ 140.59
Manager II	\$ 126.47	\$ 157.15
Manager III	\$ 139.79	\$ 173.67
Manager IV	\$ 153.11	\$ 190.20
Manager V	\$ 166.41	\$ 206.76
Manager VI	\$ 193.00	\$ 239.83
Project Manager I	\$ 86.52	\$ 107.48
Project Manager II	\$ 93.17	\$ 115.80
Project Manager III	\$ 96.53	\$ 119.93
Project Manager IV	\$ 101.17	\$ 125.71
Project Manager V	\$ 107.15	\$ 133.15
Project Manager VI	\$ 113.16	\$ 140.59
Business Analyst/Specialist I	\$ 63.91	\$ 79.45
Business Analyst/Specialist II	\$ 71.87	\$ 89.31
Business Analyst/Specialist III	\$ 79.89	\$ 99.24
Business Analyst/Specialist IV	\$ 88.55	\$ 110.01
Administrative Support V	\$ 57.90	\$ 71.97
Administrative Support VI	\$ 63.22	\$ 78.55
Sr Engineering Technician / Analyst I	\$ 66.57	\$ 82.71
Sr Engineering Technician / Analyst II	\$ 73.21	\$ 90.96
Sr Engineering Technician / Analyst III	\$ 79.88	\$ 99.24
Sr Engineering Technician / Analyst IV	\$ 86.52	\$ 107.48
Sr Engineering Technician / Analyst V	\$ 93.17	\$ 115.80
Sr Engineer / Analyst I	\$ 106.47	\$ 132.31
Sr Engineer / Analyst II	\$ 116.48	\$ 144.73
Sr Engineer / Analyst III	\$ 122.47	\$ 152.18
Engineering Technician / Analyst I	\$ 69.24	\$ 86.00
Engineering Technician / Analyst II	\$ 75.22	\$ 93.44
Engineering Technician / Analyst III	\$ 83.20	\$ 103.37
Engineer / Analyst I	\$ 86.52	\$ 107.48
Engineer / Analyst II	\$ 93.17	\$ 115.80
Jr. Engineering Technician I	\$ 63.88	\$ 79.39
Jr. Engineering Technician II	\$ 67.24	\$ 83.53
Jr. Engineering Technician III	\$ 69.90	\$ 86.85
Jr. Engineering Technician IV	\$ 74.54	\$ 92.65
Jr. Engineer / Analyst I	\$ 79.85	\$ 99.20

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 6	
	Government Site Rate	Contractor Site Rate
Technical Specialist I	\$ 53.26	\$ 66.19
Technical Specialist II	\$ 58.56	\$ 72.75
Technical Specialist III	\$ 63.88	\$ 79.39
Technical Specialist IV	\$ 69.24	\$ 86.00
Technical Specialist V	\$ 74.54	\$ 92.65
Financial/Business Manager	\$ 89.49	\$ 121.51
Business Systems Analyst I	\$ 66.59	\$ 90.44
Business Systems Analyst II	\$ 76.80	\$ 104.00
Business Systems Analyst III	\$ 99.11	\$ 134.93
Business Systems Analyst IV	\$ 109.94	\$ 149.26
Professional Analyst I	\$ 80.54	\$ 109.36
Professional Analyst II	\$ 84.25	\$ 113.56
Professional Analyst III	\$ 93.45	\$ 126.88
Technical Expert I	\$ 108.58	\$ 138.38
Technical Expert II	\$ 112.56	\$ 148.94
Technical Expert III	\$ 122.21	\$ 164.09
Subject Matter Expert I	\$ 115.71	\$ 157.15
Subject Matter Expert II	\$ 126.29	\$ 171.48
Subject Matter Expert III	\$ 140.51	\$ 190.79
Management Consultant	\$ 102.43	\$ 139.12
Mid-Level Management Consultant	\$ 130.98	\$ 174.37
Senior Management Consultant	\$ 141.88	\$ 185.07
Executive Management Consultant	\$ 157.66	\$ 205.66

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 7	
	Government Site Rate	Contractor Site Rate
Manager I	\$ 114.29	\$ 142.00
Manager II	\$ 127.73	\$ 158.72
Manager III	\$ 141.19	\$ 175.41
Manager IV	\$ 154.64	\$ 192.10
Manager V	\$ 168.07	\$ 208.83
Manager VI	\$ 194.93	\$ 242.23
Project Manager I	\$ 87.39	\$ 108.55
Project Manager II	\$ 94.10	\$ 116.96
Project Manager III	\$ 97.50	\$ 121.13
Project Manager IV	\$ 102.18	\$ 126.97
Project Manager V	\$ 108.22	\$ 134.48
Project Manager VI	\$ 114.29	\$ 142.00
Business Analyst/Specialist I	\$ 64.55	\$ 80.24
Business Analyst/Specialist II	\$ 72.59	\$ 90.20
Business Analyst/Specialist III	\$ 80.69	\$ 100.23
Business Analyst/Specialist IV	\$ 89.44	\$ 111.11
Administrative Support V	\$ 58.48	\$ 72.69
Administrative Support VI	\$ 63.85	\$ 79.34
Sr Engineering Technician / Analyst I	\$ 67.24	\$ 83.54
Sr Engineering Technician / Analyst II	\$ 73.94	\$ 91.87
Sr Engineering Technician / Analyst III	\$ 80.68	\$ 100.23
Sr Engineering Technician / Analyst IV	\$ 87.39	\$ 108.55
Sr Engineering Technician / Analyst V	\$ 94.10	\$ 116.96
Sr Engineer / Analyst I	\$ 107.53	\$ 133.63
Sr Engineer / Analyst II	\$ 117.64	\$ 146.18
Sr Engineer / Analyst III	\$ 123.69	\$ 153.70
Engineering Technician / Analyst I	\$ 69.93	\$ 86.86
Engineering Technician / Analyst II	\$ 75.97	\$ 94.37
Engineering Technician / Analyst III	\$ 84.03	\$ 104.40
Engineer / Analyst I	\$ 87.39	\$ 108.55
Engineer / Analyst II	\$ 94.10	\$ 116.96
Jr. Engineering Technician I	\$ 64.52	\$ 80.18
Jr. Engineering Technician II	\$ 67.91	\$ 84.37
Jr. Engineering Technician III	\$ 70.60	\$ 87.72
Jr. Engineering Technician IV	\$ 75.29	\$ 93.58
Jr. Engineer / Analyst I	\$ 80.65	\$ 100.19

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 7	
	Government Site Rate	Contractor Site Rate
Technical Specialist I	\$ 53.79	\$ 66.85
Technical Specialist II	\$ 59.15	\$ 73.48
Technical Specialist III	\$ 64.52	\$ 80.18
Technical Specialist IV	\$ 69.93	\$ 86.86
Technical Specialist V	\$ 75.29	\$ 93.58
Financial/Business Manager	\$ 90.38	\$ 122.73
Business Systems Analyst I	\$ 67.26	\$ 91.34
Business Systems Analyst II	\$ 77.57	\$ 105.04
Business Systems Analyst III	\$ 110.10	\$ 136.28
Business Systems Analyst IV	\$ 111.04	\$ 150.75
Professional Analyst I	\$ 81.35	\$ 110.45
Professional Analyst II	\$ 85.09	\$ 114.70
Professional Analyst III	\$ 94.38	\$ 128.15
Technical Expert I	\$ 109.67	\$ 139.76
Technical Expert II	\$ 113.69	\$ 150.43
Technical Expert III	\$ 123.43	\$ 165.73
Subject Matter Expert I	\$ 116.87	\$ 158.72
Subject Matter Expert II	\$ 127.55	\$ 173.19
Subject Matter Expert III	\$ 141.92	\$ 192.70
Management Consultant	\$ 103.45	\$ 140.51
Mid-Level Management Consultant	\$ 132.29	\$ 176.11
Senior Management Consultant	\$ 143.30	\$ 186.92
Executive Management Consultant	\$ 159.24	\$ 207.72

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 8	
	Government Site Rate	Contractor Site Rate
Manager I	\$ 115.43	\$ 143.42
Manager II	\$ 129.01	\$ 160.31
Manager III	\$ 142.60	\$ 177.16
Manager IV	\$ 156.19	\$ 194.02
Manager V	\$ 169.75	\$ 210.92
Manager VI	\$ 196.88	\$ 244.65
Project Manager I	\$ 88.26	\$ 109.64
Project Manager II	\$ 95.04	\$ 118.13
Project Manager III	\$ 98.48	\$ 122.34
Project Manager IV	\$ 103.20	\$ 128.24
Project Manager V	\$ 109.30	\$ 135.82
Project Manager VI	\$ 115.43	\$ 143.42
Business Analyst/Specialist I	\$ 65.20	\$ 81.04
Business Analyst/Specialist II	\$ 73.32	\$ 91.10
Business Analyst/Specialist III	\$ 81.50	\$ 101.23
Business Analyst/Specialist IV	\$ 90.33	\$ 112.22
Administrative Support V	\$ 59.06	\$ 73.42
Administrative Support VI	\$ 64.49	\$ 80.13
Sr Engineering Technician / Analyst I	\$ 67.91	\$ 84.38
Sr Engineering Technician / Analyst II	\$ 74.68	\$ 92.79
Sr Engineering Technician / Analyst III	\$ 81.49	\$ 101.23
Sr Engineering Technician / Analyst IV	\$ 88.26	\$ 109.64
Sr Engineering Technician / Analyst V	\$ 95.04	\$ 118.13
Sr Engineer / Analyst I	\$ 108.61	\$ 134.97
Sr Engineer / Analyst II	\$ 118.82	\$ 147.64
Sr Engineer / Analyst III	\$ 124.93	\$ 155.24
Engineering Technician / Analyst I	\$ 70.63	\$ 87.73
Engineering Technician / Analyst II	\$ 76.73	\$ 95.31
Engineering Technician / Analyst III	\$ 84.87	\$ 105.44
Engineer / Analyst I	\$ 88.26	\$ 109.64
Engineer / Analyst II	\$ 95.04	\$ 118.13
Jr. Engineering Technician I	\$ 65.17	\$ 80.98
Jr. Engineering Technician II	\$ 68.59	\$ 85.21
Jr. Engineering Technician III	\$ 71.31	\$ 88.60
Jr. Engineering Technician IV	\$ 76.04	\$ 94.52
Jr. Engineer / Analyst I	\$ 81.46	\$ 101.19

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 8	
	Government Site Rate	Contractor Site Rate
Technical Specialist I	\$ 54.33	\$ 67.52
Technical Specialist II	\$ 59.74	\$ 74.21
Technical Specialist III	\$ 65.17	\$ 80.98
Technical Specialist IV	\$ 70.63	\$ 87.73
Technical Specialist V	\$ 76.04	\$ 94.52
Financial/Business Manager	\$ 91.28	\$ 123.96
Business Systems Analyst I	\$ 67.93	\$ 92.25
Business Systems Analyst II	\$ 78.35	\$ 106.09
Business Systems Analyst III	\$ 101.10	\$ 137.64
Business Systems Analyst IV	\$ 112.15	\$ 152.26
Professional Analyst I	\$ 82.16	\$ 111.55
Professional Analyst II	\$ 85.94	\$ 115.85
Professional Analyst III	\$ 95.32	\$ 129.43
Technical Expert I	\$ 110.77	\$ 141.16
Technical Expert II	\$ 114.83	\$ 151.93
Technical Expert III	\$ 124.66	\$ 167.39
Subject Matter Expert I	\$ 118.04	\$ 160.31
Subject Matter Expert II	\$ 128.83	\$ 174.92
Subject Matter Expert III	\$ 143.34	\$ 194.63
Management Consultant	\$ 104.48	\$ 141.92
Mid-Level Management Consultant	\$ 133.61	\$ 177.87
Senior Management Consultant	\$ 144.73	\$ 188.79
Executive Management Consultant	\$ 160.83	\$ 209.80

Information and Infrastructure Technologies, Inc. (IIT)
GSA Professional Services Schedule GS-00F-031CA

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 9	
	Government Site Rate	Contractor Site Rate
Manager I	\$ 116.58	\$ 144.85
Manager II	\$ 130.30	\$ 161.91
Manager III	\$ 144.03	\$ 178.93
Manager IV	\$ 157.75	\$ 195.96
Manager V	\$ 171.45	\$ 213.03
Manager VI	\$ 198.85	\$ 247.10
Project Manager I	\$ 89.14	\$ 110.74
Project Manager II	\$ 95.99	\$ 119.31
Project Manager III	\$ 99.46	\$ 123.56
Project Manager IV	\$ 104.23	\$ 129.52
Project Manager V	\$ 110.39	\$ 137.18
Project Manager VI	\$ 116.58	\$ 144.85
Business Analyst/Specialist I	\$ 65.85	\$ 81.85
Business Analyst/Specialist II	\$ 74.05	\$ 92.01
Business Analyst/Specialist III	\$ 82.32	\$ 102.24
Business Analyst/Specialist IV	\$ 91.23	\$ 113.34
Administrative Support V	\$ 59.65	\$ 74.15
Administrative Support VI	\$ 65.13	\$ 80.93
Sr Engineering Technician / Analyst I	\$ 68.59	\$ 85.22
Sr Engineering Technician / Analyst II	\$ 75.43	\$ 93.72
Sr Engineering Technician / Analyst III	\$ 82.30	\$ 102.24
Sr Engineering Technician / Analyst IV	\$ 89.14	\$ 110.74
Sr Engineering Technician / Analyst V	\$ 95.99	\$ 119.31
Sr Engineer / Analyst I	\$ 109.70	\$ 136.32
Sr Engineer / Analyst II	\$ 120.01	\$ 149.12
Sr Engineer / Analyst III	\$ 126.18	\$ 156.79
Engineering Technician / Analyst I	\$ 71.34	\$ 88.61
Engineering Technician / Analyst II	\$ 77.50	\$ 96.26
Engineering Technician / Analyst III	\$ 85.72	\$ 106.49
Engineer / Analyst I	\$ 89.14	\$ 110.74
Engineer / Analyst II	\$ 95.99	\$ 119.31
Jr. Engineering Technician I	\$ 65.82	\$ 81.79
Jr. Engineering Technician II	\$ 69.28	\$ 86.06
Jr. Engineering Technician III	\$ 72.02	\$ 89.48
Jr. Engineering Technician IV	\$ 76.80	\$ 95.47
Jr. Engineer / Analyst I	\$ 82.27	\$ 102.20

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 9	
	Government Site Rate	Contractor Site Rate
Technical Specialist I	\$ 54.87	\$ 68.20
Technical Specialist II	\$ 60.34	\$ 74.95
Technical Specialist III	\$ 65.82	\$ 81.79
Technical Specialist IV	\$ 71.34	\$ 88.61
Technical Specialist V	\$ 76.80	\$ 95.47
Financial/Business Manager	\$ 92.19	\$ 125.20
Business Systems Analyst I	\$ 68.61	\$ 93.17
Business Systems Analyst II	\$ 79.13	\$ 107.15
Business Systems Analyst III	\$ 102.11	\$ 139.02
Business Systems Analyst IV	\$ 113.27	\$ 153.78
Professional Analyst I	\$ 82.98	\$ 112.67
Professional Analyst II	\$ 86.80	\$ 117.01
Professional Analyst III	\$ 96.27	\$ 130.72
Technical Expert I	\$ 111.88	\$ 142.57
Technical Expert II	\$ 115.98	\$ 153.45
Technical Expert III	\$ 125.91	\$ 169.06
Subject Matter Expert I	\$ 119.22	\$ 161.91
Subject Matter Expert II	\$ 130.12	\$ 176.67
Subject Matter Expert III	\$ 144.77	\$ 196.58
Management Consultant	\$ 105.52	\$ 143.34
Mid-Level Management Consultant	\$ 134.95	\$ 179.65
Senior Management Consultant	\$ 146.18	\$ 190.68
Executive Management Consultant	\$ 162.44	\$ 211.90

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 10	
	Government Site Rate	Contractor Site Rate
Manager I	\$ 117.75	\$ 146.30
Manager II	\$ 131.60	\$ 163.53
Manager III	\$ 145.47	\$ 180.72
Manager IV	\$ 159.33	\$ 197.92
Manager V	\$ 173.16	\$ 215.16
Manager VI	\$ 200.84	\$ 249.57
Project Manager I	\$ 90.03	\$ 111.85
Project Manager II	\$ 96.95	\$ 120.50
Project Manager III	\$ 100.45	\$ 124.80
Project Manager IV	\$ 105.27	\$ 130.82
Project Manager V	\$ 111.49	\$ 138.55
Project Manager VI	\$ 117.75	\$ 146.30
Business Analyst/Specialist I	\$ 66.51	\$ 82.67
Business Analyst/Specialist II	\$ 74.79	\$ 92.93
Business Analyst/Specialist III	\$ 83.14	\$ 103.26
Business Analyst/Specialist IV	\$ 92.14	\$ 114.47
Administrative Support V	\$ 60.25	\$ 74.89
Administrative Support VI	\$ 65.78	\$ 81.74
Sr Engineering Technician / Analyst I	\$ 69.28	\$ 86.07
Sr Engineering Technician / Analyst II	\$ 76.18	\$ 94.66
Sr Engineering Technician / Analyst III	\$ 83.12	\$ 103.26
Sr Engineering Technician / Analyst IV	\$ 90.03	\$ 111.85
Sr Engineering Technician / Analyst V	\$ 96.95	\$ 120.50
Sr Engineer / Analyst I	\$ 110.80	\$ 137.68
Sr Engineer / Analyst II	\$ 121.21	\$ 150.61
Sr Engineer / Analyst III	\$ 127.44	\$ 158.36
Engineering Technician / Analyst I	\$ 72.05	\$ 89.50
Engineering Technician / Analyst II	\$ 78.28	\$ 97.22
Engineering Technician / Analyst III	\$ 86.58	\$ 107.55
Engineer / Analyst I	\$ 90.03	\$ 111.85
Engineer / Analyst II	\$ 96.95	\$ 120.50
Jr. Engineering Technician I	\$ 66.48	\$ 82.61
Jr. Engineering Technician II	\$ 69.97	\$ 86.92
Jr. Engineering Technician III	\$ 72.74	\$ 90.38
Jr. Engineering Technician IV	\$ 77.57	\$ 96.42
Jr. Engineer / Analyst I	\$ 83.09	\$ 103.23

OPTION PERIOD 1		
LABOR CATEGORIES	YEAR 10	
	Government Site Rate	Contractor Site Rate
Technical Specialist I	\$ 55.42	\$ 68.88
Technical Specialist II	\$ 60.94	\$ 75.70
Technical Specialist III	\$ 66.48	\$ 82.61
Technical Specialist IV	\$ 72.05	\$ 89.50
Technical Specialist V	\$ 77.57	\$ 96.42
Financial/Business Manager	\$ 93.11	\$ 126.45
Business Systems Analyst I	\$ 69.30	\$ 94.10
Business Systems Analyst II	\$ 79.92	\$ 108.22
Business Systems Analyst III	\$ 103.13	\$ 140.41
Business Systems Analyst IV	\$ 114.40	\$ 155.32
Professional Analyst I	\$ 83.81	\$ 113.80
Professional Analyst II	\$ 87.67	\$ 118.18
Professional Analyst III	\$ 97.23	\$ 132.03
Technical Expert I	\$ 113.00	\$ 144.00
Technical Expert II	\$ 117.14	\$ 154.98
Technical Expert III	\$ 127.17	\$ 170.75
Subject Matter Expert I	\$ 120.41	\$ 163.53
Subject Matter Expert II	\$ 131.42	\$ 178.44
Subject Matter Expert III	\$ 146.22	\$ 198.55
Management Consultant	\$ 106.58	\$ 144.77
Mid-Level Management Consultant	\$ 136.30	\$ 181.45
Senior Management Consultant	\$ 147.64	\$ 192.59
Executive Management Consultant	\$ 164.06	\$ 214.02

LABOR CATEGORY DESCRIPTIONS

Manager – Directs the performance of a variety of related projects, which may be organized by a specific technology, program or particular client. Oversees the development, application, marketing and resource allocation. Responsible for the effective management of funds, personnel, and quality and timely delivery of all required contractual items. Confers with Program Managers to provide technical advice and to assist with problem resolution. Maintains the development and execution of business opportunities based on broad-range general guidance. Responsible for marketing and follow-on business opportunities. Operates within the client guidance, contractual limitations, and Company policy. Serves as the focal point of contact with the client regarding all aspects of a specific task order. Manages all levels of a program. May perform other duties as assigned.

Manager I – Bachelor's Degree and 6 years of general experience.

Manager II – Bachelor's Degree and 8 years of general experience.

Manager III – Bachelor's Degree and 10 years of general experience.

Manager IV – Bachelor's Degree and 12 years of general experience.

Manager V – Bachelor's Degree and 14 years of general experience.

Manager VI – Master's Degree and 16 years of general experience.

Equivalent experience can be substituted for education:

8 years for a Bachelor's Degree

Bachelors plus 2 years for Master's

Project Manager - Manages project operations, ensures project schedules are met and resources are used effectively. Ensures proper relationships are established between customers, team partners, and vendors to facilitate the delivery of engineering technology services. Supervises staff operations. Coordinates the resolution of product-related problems. Prepares and presents project status to senior management and customer representatives.

Project Manager I – Bachelor's Degree and 2 years of general experience.

Project Manager II – Bachelor's Degree and 4 years of general experience.

Project Manager III – Bachelor's Degree and 5 years of general experience.

Project Manager IV – Bachelor's Degree and 6 years of general experience.

Project Manager V – Bachelor's Degree and 7 years of general experience.

Project Manager VI – Master's Degree and 6 years of general experience.

Equivalent experience can be substituted for education:

8 years for a Bachelor's Degree

Bachelors plus 2 years for Master's

Business Analyst/Specialist - Includes efforts identified as business and finance in nature, including but not limited to project control, finance, accounting, project planning, scheduling and cost estimating. Performs evaluations of procedures, processes, techniques related to management problems or contractual issues which require reporting and recommending solutions. Individual will evaluate/prepare economic analyses, formulate business case reports and correlate technical and business issues. Prepares work breakdown structures, comparison charts, tables, graphs and diagrams to assist in analyzing problems. As required, provides general supervision and direction to administrative staff.

Business Analyst/Specialist I – Bachelor's and 2 years of general experience.

Business Analyst/Specialist II – Bachelor's and 3 years of general experience.

Business Analyst/Specialist III – Bachelor's Degree and 4 years of general experience.

Business Analyst/Specialist IV – Bachelor's Degree and 6 years of general experience.

Equivalent experience can be substituted for education:

8 years for a Bachelor's Degree

Administrative Support - Provides administrative related support to technical and management level personnel including but not limited to documentation planning including graphical and computer inputs, project administration, general office support, executive secretarial support, human resource and personnel planning, event planning and execution, office relocation planning, records and data input.

Administrative Support V – Associate’s Degree and 4 years general experience

Administrative Support VI – Bachelor’s Degree and 3 years of general experience.

Equivalent experience can be substituted for education:

4 years for an Associate’s Degree

8 years for a Bachelor’s Degree

Senior Engineering Technician / Analyst – Performs a variety of intelligence, analytical, programmatic, operational, collection processing, engineering, and information operations related tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supervises teams of Engineers through full project life. Responsible for major technical/analytical, programmatic, operational, collection processing, and information operations related projects of higher complexity and importance than those normally assigned to lower level engineers. May perform other duties as assigned.

Sr. Engineering Technician / Analyst I – Associate’s Degree and 3 years of general experience.

Sr. Engineering Technician / Analyst II – Associate’s Degree and 4 years of general experience.

Sr. Engineering Technician / Analyst III – Associate’s Degree and 5 years of general experience.

Sr. Engineering Technician / Analyst IV – Associate’s Degree and 6 years of general experience.

Sr. Engineering Technician / Analyst V – Associate’s Degree and 7 years of general experience.

Equivalent experience can be substituted for education:

4 years for an Associate’s Degree

Senior Engineer / Analyst- Performs a variety of intelligence, analytical, programmatic, operational, collection processing, engineering, and information operations related tasks, either independently or under supervision, which are broad in nature and are concerned with design and implementation, including personnel, hardware, software and support facilities and/or equipment. Supervises teams of Engineers through full project life. Responsible for major technical/analytical, programmatic, operational, collection processing, and information operations related projects of higher complexity and importance than those normally assigned to lower level engineers. Coordinates the activities of Engineers and Analysts assigned to projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Responsible for design, development, implementation, and analysis of technical products and systems. Develops, implements, and monitors information systems policies and controls to ensure data accuracy, security, and regulatory compliance. May perform other duties as assigned.

Sr. Engineer / Analyst I – Bachelor’s Degree and 6 years of general experience.

Sr. Engineer / Analyst II – Bachelor’s Degree and 7 years of general experience.

Sr. Engineer / Analyst III – Bachelor’s Degree and 8 years of general experience.

Engineering Technician / Analyst – Under supervision performs a variety of intelligence, analytical, programmatic, operational, collection processing, engineering, systems integration, and information operations related tasks, which are broad in nature and are concerned with design and implementation, including personnel, hardware, software, and support facilities and/or equipment. Performs with some latitude for unreviewed actions and decisions. Plans and performs analytical, programmatic, operational, collection processing, and information operations related research, design development, and other assignments in conformance with design, analytical, programmatic, operational, collection processing, and information operations related, and customer specifications. Responsible for the technical/analytical, programmatic, operational, collection processing, and information operations related part of a major project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of Technicians assigned to specific analytical, programmatic, operational, collection processing, and information operations related projects. May perform other duties as assigned.

Engineering Technician / Analyst I – High School Diploma and 5 years of general experience.

Engineering Technician / Analyst II – Associate’s Degree and 3 years of general experience.

Engineering Technician / Analyst III – Associate’s Degree and 4 years of general experience.

Equivalent experience can be substituted for education:

4 years for an Associate’s Degree

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Engineer / Analyst – Under supervision performs a variety of intelligence, analytical, programmatic, operational, collection processing, engineering, systems integration, and information operations related tasks, which are broad in nature and are concerned with design and implementation, including personnel, hardware, software, and support facilities and/or equipment. Performs with some latitude for unreviewed actions and decisions. Plans and performs analytical, programmatic, operational, collection processing, and information operations related research, design development, and other assignments in conformance with design, analytical, programmatic, operational, collection processing, and information operations related, and customer specifications. Responsible for the technical/analytical, programmatic, operational, collection processing, and information operations related part of a major project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of Technicians assigned to specific analytical, programmatic, operational, collection processing, and information operations related projects. Recommends alterations to development and design to improve quality of products and/or procedures. Includes the implementation and design of hardware and software. Monitors the performance of systems may perform other duties as assigned.

Engineer / Analyst I – Bachelor's Degree and 5 years of general experience.

Engineer / Analyst II – Bachelor's Degree and 6 years of general experience.

Jr. Engineering Technician – Under supervision, assists in defining and executing intelligence, analytical, programmatic, operational, collection processing, engineering, and information operations related activities within a project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, analytical, programmatic, operational, collection processing, information operations related activities, and development and staffing of an analytical, programmatic, operational, collection processing, and information operations related management plan. Performs analytical, programmatic, operational, collection processing, and information operations related planning, performance management, capacity planning, testing and validation, and benchmarking. Development and staffing of an analytical, programmatic, operational, collection processing, and information operations related management plan. Supports project Engineers, as required. Analyzes and develops technical documentation detailing the integration and system performance. May perform other duties as assigned.

Jr. Engineering Technician I – High School Diploma and 4 years of general experience.

Jr. Engineering Technician II – Associate's Degree and 2 years of general experience.

Jr. Engineering Technician III – Associate's Degree and 3 years of general experience.

Jr. Engineering Technician IV – Associate's Degree and 4 years of general experience.

Equivalent experience can be substituted for education:

4 years for an Associate's Degree

Jr. Engineer / Analyst – Under supervision, assists in defining and executing intelligence, analytical, programmatic, operational, collection processing, engineering, and information operations related activities within a project. These activities may consist of planning, performance management, capacity planning, testing and validation, benchmarking, analytical, programmatic, operational, collection processing, information operations related activities, and development and staffing of an analytical, programmatic, operational, collection processing, and information operations related management plan. Performs analytical, programmatic, operational, collection processing, and information operations related planning, performance management, capacity planning, testing and validation, and benchmarking. Development and staffing of an analytical, programmatic, operational, collection processing, and information operations related management plan. Supports project Engineers, as required. Analyzes and develops technical documentation detailing the integration and system performance. Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. May perform other duties as assigned.

Jr. Engineer / Analyst I – Bachelor's Degree and 5 years of general experience.

Technical Specialist – Works under supervision to perform a variety of analytical, programmatic, operational, collection processing, engineering, and information operations related tasks, which are broad in nature and are concerned with the design and implementation, including support facilities and/or equipment. Supports the planning and performance of intelligence, analytical, programmatic, operational, collection processing, and information operations related and customer specifications. Supports the technical/analytical, programmatic, operational, collection processing, and information operations related activities related to the development and integration, of testing of a project assigned to higher level engineers. Works under the supervision of a Sr. Engineers or project manager. May perform other duties as assigned.

Technical Specialist I – High School Diploma and 2 years of general experience

Technical Specialist II – High School Diploma and 4 years of general experience.

Technical Specialist III – High School Diploma and 5 years of general experience.

Technical Specialist IV – Associates Degree and 2 year of general experience.

Technical Specialist V – Associates Degree and 3 years of general experience.

Equivalent experience can be substituted for education: 4 years for an Associate's Degree

Financial/Business Manager

Functional Responsibility: The Financial/Business Manager provides highly specialized knowledge and theoretical skills necessary to define, analyze, verify and document complex problems or issues. The Manager is capable of designing and developing solutions for implementation. The functions performed by the Manager include: improving business processes by directing the development, implementation, and maintenance of business applications systems and formulating business systems architecture plans, estimating costs, and ensuring projects meet strategic and financial needs/goals. Must have a broad knowledge of financial/business applications and customer requirements. The Manager may also develop and provide training specifically tailored to customer's needs.

Minimum Education/Experience: Must have the training in one or more of the following areas: finance, accounting, computer systems, statistics, business processes, information collection, manipulation and analysis, process/functional analysis, numerical analysis, operations research, or mathematics.

Financial/Business Manager – Bachelor's degree and 5 years of general experience

Equivalent experience can be substituted for education:

High School Diploma and 8 years for a Bachelor's

Professional Analyst

Functional Responsibility: The Professional Analyst provides highly specialized knowledge and theoretical skills necessary to define, analyze, verify and document complex problems or issues. The Professional Analyst is capable of designing and developing solutions for implementation by the technical staff. The functions performed by the Professional Analyst include: design, development, integration and testing of complex technology concepts and systems architectures. Must have a broad knowledge of technology, applications and customer requirements. Must have an in depth understanding of technology to include engineering, complex analysis, computer design and architectures, network architectures and protocols, IEEE standards, system design, complex military/commercial standards. Must be trained to apply and/or develop advanced technologies, scientific principles, theories and concepts related to technical disciplines. The Professional Analyst may also develop and provide training specifically tailored to customer's needs. These training programs may include operator training as well as professional certification training and licensing.

Minimum Education/Experience: Must have training in one or more of the following areas: computer sciences, computer systems, re-engineering, information collection, manipulation and analysis, development/operational testing, modeling and simulation, process/functional analysis, test design, reliability, availability and maintainability analysis, numerical analysis, engineering, operations research, mathematics or physics.

Professional Analyst I – Bachelor's Degree and 7 years of general experience.

Professional Analyst II – Bachelor's Degree and 10 years of general experience.

Professional Analyst III – Master's Degree and 10 years of general experience.

Equivalent experience can be substituted for education:

High School Diploma and 8 years for Bachelor's

Bachelor's and 2 years or High School Diploma and 12 years for Master's

Business Systems Analyst

Functional Responsibility: The Business Systems Analyst provides specialized knowledge and technical skills to evaluate intricate problems related to the operation of a business environment. Evaluations include the overall operation of the client's business environment, the interrelationship of personnel and functions, resulting in solutions for overall improvement of efficiency and effectiveness of work. Functions include the testing of business policies, financial management practices and other work procedures.

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Minimum Education/Experience: Must have a bachelor's degree and training/experience in business operations and related functions, such as accounting, finance, management operations. Analysis work should include modeling, graphic analysis, and operations research.

Business Systems Analyst I – Bachelor's Degree and 8 years of general experience.

Business Systems Analyst II – Bachelor's Degree and 12 years of general experience.

Business Systems Analyst III – Bachelor's Degree and 15 years of general experience.

Business Systems Analyst IV – Bachelor's Degree and 20 years of general experience.

Equivalent experience can be substituted for education: High School Diploma and 8 years for Bachelor's

Technical Expert

Functional Responsibility: The Technical Expert independently provides specialized knowledge and technical skills necessary to analyze complex requirements, quantify essential performance parameters and metrics, and design comprehensive solutions based upon the customer's needs and constraints. Functions include task analysis, requirements definition, organizational analysis, system analysis, functional/procedural process analysis, data analysis, statistical analysis, modeling and simulation, test planning, configuration management, hardware and software testing, quality management, system engineering or other operational research analysis. The Technical Expert must be capable of leading teams of technology professionals tasked with translating and mapping complex scientific and engineering concepts into tailored operational solutions that efficiently address critical customer technical requirements.

Minimum Education/Experience: Must have training in one or more of the following areas: electrical or computer engineering, physics, computer science, computer systems design, probability and statistics, business processes, re-engineering, information collection, manipulation and analysis, developmental/operational testing, modeling/simulation, process/functional analysis, test design, reliability, availability and maintainability analysis, engineering or operational research.

Technical Expert I – Associate's Degree and 8 years general experience.

Technical Expert II – Bachelor's Degree and 10 years general experience.

Technical Expert III – Bachelor's Degree and 15 years general experience.

Subject Matter Expert

Functional Responsibility: Provides access to forward thinking subject matter experts in a wide variety of highly technical areas to include computer architecture, electronics, physics, scientific, business and/or system analysis. Perform studies and analysis to support the most difficult technical needs of the customer. Designs, develops and makes recommendations concerning state of the art technologies and their application to the customer's needs.

Minimum Education/Experience: Highly educated subject matter experts with extensive experience, knowledge and understanding of complex issues. Renowned scientists, engineers, physicists, or analysts. Skilled and experienced at understanding complex issues and developing forward looking solutions.

Subject Matter Expert I – Bachelor's Degree and 8 years general experience.

Subject Matter Expert II – Bachelor's Degree and 10 years general experience.

Subject Matter Expert III – Master's Degree and 14 years general experience.

Equivalent experience can be substituted for education:

High School Diploma and 8 years for Bachelor's

Bachelor's and 2 years or High School and 12 years

Management Consultant

Functional Responsibility: The Management Consultant provides technical contract management to include program and project management, operational decisions, reports, deliverables, customer interface, quality control, logistic support and contract administration. The Management Consultant must be skilled as a Subject Matter Expert, as described in the previous section.

Minimum Education/Experience: Must have the essential analytic and technical skills plus supervisory/management and personnel training experience. Must have or be able to obtain a security clearance of Secret or higher as required. Must be able to perform in a security

environment involving special security requirements.

Management Consultant – Bachelor’s Degree and 10 years general experience.

Mid-Level Management Consultant – Bachelor’s Degree and 15 years general experience.

Senior Management Consultant – Master’s Degree and 15 years general experience.

Executive Management Consultant – Master’s Degree and 18 years general experience.

Equivalent experience can be substituted for education:

High School Diploma and 8 years for Bachelor’s

Bachelors and 2 years or High School and 12 years

Account Associate

Functional Responsibility: Assists with daily coordination and implementation of creative projects, research, analyses, media relations, materials development, and admin tasks, as necessary. Essential in content creation, Account Associates have well-developed writing and oral presentation skills and have some direct contact with clients. Participates in the creation, review, and submission of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc. May lead other junior and mid-level account associates. As an entry-level position, little previous work experience is required. Begins to develop expertise in one area of communications.

Account Associate I – Bachelor’s Degree and 1 year general experience.

Account Associate II – Bachelor’s Degree and 2 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.

Strategist

Functional Responsibility: Supports accounts with the aim of becoming the “center of the wheel” on at least one account. Supports day-to-day project functions with oversight. Manages and develops daily project priorities and tactics with little to no oversight. Manages daily client interaction with little to no supervision. Demonstrates strategic understanding of project goals and the tactics needed to achieve them. Shows critical thinking and creativity skills in order to “think big” and develop solutions on behalf of our clients. Participates in the creation, review, and submission of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc. Begins to develop expertise in one area of communications and/or design.

Strategist I – High School Diploma and 1 year general experience.

Strategist II – Bachelor’s Degree and 4 years general experience.

Strategist III – Bachelor’s Degree and 8 years general experience.

Strategist IV – Bachelor’s Degree and 15 years general experience.

Strategist V – Bachelor’s Degree and 20 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.

Director

Functional Responsibility: Oversees the planning and execution of programs. Manages one account independently and communicates daily with team members regarding client's business. Develops and maintains strong relationships with staff and clients. Participates in the creation, review, and submission of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc. Conducts performance reviews of direct reports and mentors junior staff.

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Director I – Bachelor’s Degree and 4 years general experience.
Director II – Bachelor’s Degree and 6 years general experience.
Director III – Bachelor’s Degree and 8 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.

Executive

Functional Responsibility: Seasoned professional with a broad range of skills in all facets of traditional and digital communications. Provides excellent client service and serve as advisors to the project team. Manage programs and accounts independently and effectively from creative concept development to implementation to measurement. Addresses issues or problems that arise on the program, communicates them to client and other stakeholders, and manages them until resolution. Provides counsel at senior levels of the client organization to analyze and solve problems. 5 years of experience is equalvalent to a PMP Cert.

Executive I – Bachelor’s Degree and 8 years general experience.
Executive II – Bachelor’s Degree and 10 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.

Program Manager

Functional Responsibility: Responsible for the management and supervision of a single program from inception to completion. Directs and approves overall approaches and project plans and resolves client issues. Creates synergies between team and subcontractors and reallocates resources accordingly. Serves as the main point of contact with the government customer and meets with them on a consistent schedule to discuss performance, propose ideas, and prioritize work as needed. Participates in the creation, review, and submission of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc. Supports and contributes to performance reviews of fellow team members and mentors junior staff. Certified Associate in Project Management (CAPM) Certification preferred, but not required.

Program Manager I – High School Diploma and 1 year general experience.
Program Manager II – Bachelor’s Degree and 3 years general experience.
Program Manager III – Bachelor’s Degree and 6 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.

Analyst

Functional Responsibility: Works with clients to identify and analyze their business needs, develop solutions, and provide recommendations. Develops financial models for forecasting, budgeting, program management, and other analytical purposes. Analyzes data from multiple sources to draw meaningful insights and conclusions. Prepares presentations and reports that effectively communicate findings and recommendations. Participates in client meetings and workshops to understand the client’s objectives and requirements. Collaborates with team members on projects, providing guidance and support as needed. Utilizes company's proprietary tools and software to complete tasks efficiently. Stays up-to-date on industry trends and best practices. Assists in developing proposals and pitches for new business opportunities. Manages project timelines and deliverables to ensure successful completion of engagements. Monitors progress against goals and take corrective action when necessary.

Analyst I – High School Diploma and 2 years general experience.
Analyst II – Bachelor’s Degree and 4 years general experience.
Analyst III – Bachelor’s Degree and 8 years general experience.
Analyst IV – Bachelor’s Degree and 15 years general experience.
Analyst V – Bachelor’s Degree and 20 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.

Business Analyst

Functional Responsibility: Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into requirements. Uses available resources and personnel to carry out analysis to support team's goals for performance improvement. Participates in the creation and review of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc. Takes direction from more experienced staff and requires direct oversight in all work activities and deliverables.

Business Analyst I – High School Diploma and 2 years general experience.

Business Analyst II – Bachelor's Degree and 1 year general experience.

Business Analyst III – Bachelor's Degree and 2 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor's Degree.

Administrative

Functional Responsibility: Provides general administrative and clerical support for project tasks including but not limited to note taking, graphics support, database maintenance, writing and editing support, executive leadership support, and correspondence development. Assists in the identification of issues and problems. Provides excellent customer service with tact and professionalism. Participates in the creation and review of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc. Executes work with supervision from mid level to senior members of the team.

Administrative I – High School Diploma and 1 year general experience.

Administrative II – High School Diploma and 2 years general experience.

Administrative III – High School Diploma and 3 years general experience.

Multimedia Designer

Functional Responsibility: Uses knowledge and expertise of current design software to produce graphic art and visual materials including but not limited to static or motion images, films, websites, podcasts, communication products, and informative and instructional material through a variety of media outlets. Generates and manipulates graphic images, animations, sound, text, and video into consolidated and seamless multimedia products. Keeps pace with technology and software advancements in the field and identifies areas of use within the organization. Upholds brand and style standards to contribute to the production of all visual narratives. Leverages creative latitude and discretion to transform abstract or notional concepts into tangible products.

Multimedia Designer I – High School Diploma and 1 year general experience.

Multimedia Designer III – High School Diploma and 3 years general experience.

Writer

Functional Responsibility: Writes and/or edits marketing and communications materials including but not limited to reports, blogs, briefings, presentations, and other project deliverables to meet contract requirements. Develops outlines and drafts for review and approval by specialists and project management ensuring final products meet applicable requirements, standards, and regulations. Researches and gathers background information for inclusion in deliverables. Consults relevant information sources and verifies pertinent guidelines governing project deliverables. Supports internal and external content and communications strategies. Participates in the creation, review, and submission of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc. Submits work to more experienced members on the team for review and feedback.

Writer I – High School Diploma and 1 year general experience.

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Writer II – Bachelor’s Degree and 2 years general experience.

Writer III – Bachelor’s Degree and 4 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.

Knowledge Manager

Functional Responsibility: Works with client and project team to understand stakeholder requirements that drive the design and technical solutions. Involved in the full life cycle of the IT applications and systems development and implementation. Accountable for the design and implementation of application build, release, deployment, testing, and configuration activities. Works with internal business partners to gather requirements, prototype, architect, implement, and update solutions, build and execute plans, perform quality reviews, manage operations, and triage and fix issues. Participates in the creation, review, and submission of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc.

Knowledge Manager I – High School Diploma and 2 years general experience.

Knowledge Manager II – High School Diploma and 4 years general experience.

Subject Matter Expert

Functional Responsibility: Possesses specialized knowledge and experience in areas of particular value to clients. Demonstrates mastery of capability or area of expertise which dictates high compensation. Leads efforts to advance client's understanding and performance in particular areas. Provides expertise including current best practices and appropriate implementation of latest techniques and tools. Provides specialized advice, delivers presentations, leads client meetings, and assesses team deliverables for accuracy. Participates in the creation, review, and submission of client deliverables including but not limited to: communications strategies, analyses, assessments/ recommendations, plans, research, messages, campaigns, policy recommendations, media monitoring activities and reports, collaboration sites, knowledge management systems, websites, etc.

Subject Matter Expert I – Bachelor’s Degree and 6 years general experience.

Subject Matter Expert II – Bachelor’s Degree and 8 years general experience.

Subject Matter Expert III – Bachelor’s Degree and 10 years general experience.

Subject Matter Expert IV – Bachelor’s Degree and 15 years general experience.

Subject Matter Expert V – Bachelor’s Degree and 20 years general experience.

Equivalent experience can be substituted for education:

6 years of additional military experience equals Bachelor's Degree or 4 years of additional relevant experience equals Bachelor’s Degree.