

**General Services Administration Authorized Federal Supply
Schedule Price List**

FSS Group: Professional Services Schedule

SIN C520-12RC: Budgeting
**SIN C520-13RC: Complementary Financial Management
Services**
SIN C520-21RC: Program Management Services
SIN C874-1RC: Integrated Consulting Services



cBEYONData (dba name of DCS Consulting, Inc.)
9435 Lorton Market St. #720,
Lorton, VA 22079
Telephone: (703) 690-5730
Fax: (800) 498-3168

Contract Number: GS-00F-205CA

Contract Period: July 15, 2015 Through July 14, 2020

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu driven database system. The INTERNET address for GSA Advantage!™ is <http://www.gsadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.



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SECTION I / CUSTOMER INFORMATION

A. Contractor Information

DCS Consulting, Inc. (d.b.a) cBEYONData
 9435 Lorton Market St. #720
 Lorton, VA 22079

Contact Information:

Name	Dorinda Schmidtkecht	David Schmidtkecht
Title	President/COO	Principal
Address	9435 Lorton Market St. #720 Lorton, VA 22079	9435 Lorton Market St. #720 Lorton, VA 22079
Telephone #	(703) 690-5730	(703) 966-5831
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E-mail address	dorindas@cbeyondata.com	davids@cbeyondata.com
Website: http://www.cbeyondata.com		

Business Type/Size: Small, Economically Disadvantaged Women Owned Small Business (EDWOSB)

Discounts: Prices shown in Section III are Net Prices; basic discounts have already been deducted. Additional discounts may be available based on size and duration of task order.

DUNS Number: 966134368

B. Contract Terms and Conditions

1. Table of awarded special item numbers with appropriate cross reference to page numbers:

SIN	Recovery	SIN Description
C520-12	C520-12RC	Budgeting
C520-13	C520-13RC	Complementary Financial Management Services
C520-21	C520-21RC	Program Management Services
C874-1	C874-1RC	Integrated Consulting Services

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

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

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Domestic only.

**5. Point(s) of production (city, county, and State or foreign country).
Same as Company Address**

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

7. Quantity discounts. 1% for orders between \$100,000 and \$249,999.99, 1.5% for orders between \$250,000 and \$499,999.99, and 2% for orders over \$500,000

8. Prompt payment terms. NET 30 days

9. a. Notification that Government purchase cards are accepted up to the micro-purchase threshold. Yes

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

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

11. a. Time of delivery. To be specified within each Task Order

b. Expedited Delivery. Contact Contractor

c. Overnight and 2-day delivery. Contact Contractor

d. Urgent Requirements. Contact Contractor

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

13. Ordering Information

a. Ordering address:

Same as Contractor

b. Ordering procedures:

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

14. Payment address. Same as company address

15. Warranty provision. Contractor's standard commercial warranty.

16. Export packing charges, if applicable. Not applicable.

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

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable

19. Terms and conditions of installation (if applicable). Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable

a. Terms and conditions for any other services (if applicable). Not applicable

21. List of service and distribution points (if applicable). Not applicable

22. List of participating dealers (if applicable). Not applicable

23. **Preventive maintenance (if applicable).** Not applicable

24. **a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable

b. If applicable, indicated 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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. **Data Universal Number System (DUNS) number.** 966134368

Notification regarding registration in Central Contractor Registration (CCR) database: Registered SECTION II/EXPERIENCE

EXECUTIVE SUMMARY

cBEYONData is certified by the U.S. Small Business Administration (SBA) as a **Economically Disadvantaged Woman-Owned Small Business (EDWOSB)**. We are a company dedicated to providing quality services and we place a high value on business ethics. We offer services for the following SINS:

SIN C520 12 Budgeting
SIN C520 13 Complementary Financial Management Services
SIN C520 21 Program Management Services
SIN C874-1 Integrated Consulting Services

cBEYONData adheres to all applicable FAR Cost Accounting Standards for all contract types. We track our cost by utilizing cost accounting practices of recording our time and expenditures by customer and account. Employees utilize timesheets to record time for services rendered to clients and cost for expenditures are recorded based on the client or effort that directly benefits from the effort.

SECTION III/PRICE LIST & LABOR CATEGORIES

cBEYONData recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. More and more, we find that the skills needed to meet task order performance and address today's problems and tomorrow's challenges, require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, cBEYONData's Professional Services Schedule utilizes equivalencies between experience and education that allow us to take the full measure of an individual's capabilities.

The rates shown in this section include the Industrial Funding Fee (IFF) of 0.75%. The labor category descriptions defined in this section provide the general guidelines for each labor category; however reasonable consideration may be used for determining the optimal combination of experience and education for each task.

A. Final Pricing

Item	SIN	Awarded Labor Category	Site	7/15/15 – 7/14/16	7/15/16 – 7/14/17	7/15/17 – 7/14/18	7/15/18 – 7/14/19	7/14/19 – 7/15/20
1	C520-12	Budget Administrator	Both	\$95.71	\$97.05	\$98.41	\$99.78	\$101.18
2	C520-12	Budget Analyst	Both	\$101.56	\$102.98	\$104.43	\$105.89	\$107.37
3	C520-12	Budgetary Accountant	Both	\$104.35	\$105.81	\$107.29	\$108.79	\$110.31
4	C520-12	Budget Project Manager	Both	\$111.83	\$113.39	\$114.98	\$116.59	\$118.22
5	C520-12	Budgetary Financial Analyst	Both	\$118.89	\$120.56	\$122.24	\$123.96	\$125.69
6	C520-12	Senior Functional Analyst	Both	\$124.93	\$126.68	\$128.46	\$130.26	\$132.08
7	C520-12	Financial Management Consultant	Both	\$128.02	\$129.81	\$131.63	\$133.47	\$135.34
8	C520-12	Senior Budget Analyst	Both	\$137.53	\$139.46	\$141.41	\$143.39	\$145.40
9	C520-12	Budgetary SME	Both	\$144.08	\$146.10	\$148.15	\$150.22	\$152.32
10	C520-12	Manager	Both	\$152.13	\$154.26	\$156.42	\$158.61	\$160.83
11	C520-12	Principal Financial SME	Both	\$152.45	\$154.58	\$156.75	\$158.94	\$161.17
12	C520-13	Financial Support Administrator	Both	\$93.19	\$94.50	\$95.82	\$97.16	\$98.52
13	C520-13	Junior Financial Analyst	Both	\$100.75	\$102.17	\$103.60	\$105.05	\$106.52
14	C520-13	Accountant	Both	\$107.30	\$108.81	\$110.33	\$111.87	\$113.44
15	C520-13	Financial Project Manager	Both	\$112.84	\$114.42	\$116.03	\$117.65	\$119.30
16	C520-13	Senior Financial Analyst	Both	\$124.43	\$126.17	\$127.94	\$129.73	\$131.55
17	C520-13	Financial Analyst	Both	\$129.97	\$131.79	\$133.64	\$135.51	\$137.41
18	C520-13	Financial SME	Both	\$138.03	\$139.97	\$141.93	\$143.91	\$145.93
19	C520-13	Senior Accountant	Both	\$142.06	\$144.05	\$146.06	\$148.11	\$150.18
20	C520-13	Manager Accountant	Both	\$146.09	\$148.13	\$150.21	\$152.31	\$154.44
21	C520-13	Principal Accounting SME	Both	\$153.43	\$155.58	\$157.76	\$159.97	\$162.20
22	C520-13	Junior Functional Analyst	Both	\$77.20	\$78.28	\$79.38	\$80.49	\$81.62
23	C520-13	Junior Task Lead	Both	\$92.84	\$94.14	\$95.46	\$96.80	\$98.15
24	C520-13	Functional Analyst	Both	\$98.51	\$99.89	\$101.28	\$102.70	\$104.14



25	C520-13	Task Lead	Both	\$101.64	\$103.06	\$104.51	\$105.97	\$107.45
26	C520-13	Senior Task Lead	Both	\$105.55	\$107.03	\$108.53	\$110.05	\$111.59
27	C520-21	Documentation Specialist	Both	\$113.36	\$114.94	\$116.55	\$118.18	\$119.84
28	C520-21	Senior Functional Analyst	Both	\$118.25	\$119.90	\$121.58	\$123.28	\$125.01
29	C520-21	Management Consultant	Both	\$127.95	\$129.74	\$131.56	\$133.40	\$135.27
30	C520-21	Senior Analyst	Both	\$129.00	\$130.81	\$132.64	\$134.50	\$136.38
31	C520-21	Principal Analyst	Both	\$131.93	\$133.78	\$135.65	\$137.55	\$139.48
32	C520-21	Principal SME	Both	\$143.85	\$145.86	\$147.90	\$149.97	\$152.07
33	C520-21	Principal Functional Analyst	Both	\$155.16	\$157.34	\$159.54	\$161.77	\$164.04
34	C520-21	Program Manager	Both	\$153.43	\$155.58	\$157.76	\$159.97	\$162.20
35	C874-1	Program Manager	Both	\$149.78	\$152.93	\$156.14	\$159.42	\$162.76
36	C874-1	Principal Functional Analyst	Both	\$153.90	\$157.13	\$160.43	\$163.80	\$167.24
37	C874-1	Junior Functional Analyst	Both	\$80.65	\$82.35	\$84.07	\$85.84	\$87.64
38	C874-1	Consultant	Both	\$95.80	\$97.81	\$99.86	\$101.96	\$104.10
39	C874-1	Functional Analyst	Both	\$100.66	\$102.77	\$104.93	\$107.14	\$109.39
40	C874-1	Task Lead	Both	\$103.08	\$105.25	\$107.46	\$109.71	\$112.02
41	C874-1	Senior Task Lead	Both	\$111.46	\$113.80	\$116.19	\$118.63	\$121.12
42	C874-1	Senior Documentation Specialist	Both	\$98.37	\$100.44	\$102.55	\$104.70	\$106.90
43	C874-1	Analyst	Both	\$112.79	\$115.16	\$117.58	\$120.05	\$122.57
44	C874-1	Management Consultant	Both	\$129.99	\$132.72	\$135.50	\$138.35	\$141.25
45	C874-1	Senior Functional Analyst	Both	\$128.46	\$131.16	\$133.91	\$136.73	\$139.60
46	C874-1	Principal Analyst	Both	\$131.55	\$134.31	\$137.13	\$140.01	\$142.95
47	C874-1	Senior SME	Both	\$135.02	\$137.85	\$140.75	\$143.71	\$146.72

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

**B. Labor Category Descriptions
FABS**

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Budget Administrator	Assists in collecting and organizing information required for preparation of budgets, budget analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards. Drafts text based on source material or input from professional staff. Provides administrative support to engagements as needed. Assists in collecting and organizing information required for preparation of analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards.	2 years of experience in the field or in a related area	Requires a High School Diploma

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Budget Analyst	Gathers, assembles, and formats budget data and prepares preliminary analysis for budget preparation; assists in preparation and presentation of preliminary and final budget documents; prepares budget presentation materials; maintains data and systems for budget tracking and reporting and generates reports; assists section/division with issues related to funds availability, fund transfers and budget compliance; prepares and participates in the preparation of the Court's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds, personnel and account coding. May assist in the documentation and development of a budgeting system or solution to include, defining user requirements, documenting budget process and flows, assisting in the configuration and testing of a budget system.	4 years of experience in the field or in a related area	Requires a Bachelor's* degree in related field
Budget Accountant	Performs business and/or budget management tasks to include budget support. Prepares budget schedules, performs data analysis, vouches transactions, and verifying account balances. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables.	4 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Budget Project Manager	Responsible for financial management engagements and overall budget management. Provides technical, budget and managerial skills to ensure all products and deliverables meet the client's requirements and deadlines. Responsible for resolution of audit, accounting, and reporting issues. Oversees multiple financial management services and related projects.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Budget Financial Analyst	Performs business and/or budget management tasks to include, financial management activities including audits, financial analysis, and preparation of reconciliations, vouching transactions, and verifying account balances. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Supports project by completing project specific tasks that require experience in performing financial analysis. Formulates basic diagnoses through financial or statistical modeling, assesses appropriate alternatives.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in related field
Senior Functional Analyst	Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Financial Management Consultant	Provides strategic business planning, performance measuring, program evaluation and auditing and productivity/ process improvement. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	7 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Senior Budget Analyst	Performs business and/or budget management tasks to include, budget management activities including budget audits, financial analysis, and preparation of reconciliations, vouching transactions, and verifying account balances. Consults with Team Leads on strategic analysis, system and process issues, cost, and economic analysis. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Formulates advanced analysis through financial or statistical modeling and provides assessment on alternative analysis.	7 years of experience in the field or in a related area	Requires a Bachelor's* degree in area of specialty
Budgetary SME	Assists in collecting and organizing information required for preparation of budgets, budget analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards. Drafts text based on source material or input from professional staff. Provides administrative support to engagements as needed. Assists in collecting and organizing information required for preparation of analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards.	7 years of experience in the field or in a related area	Requires an Advanced** degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Manager	Performs business and/or financial management tasks as a team leader or project manager. Directs the completion of project specific tasks within estimated time frames and budget constraints. Manages the day-to-day activities and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings. Increasing responsibility in implementation and management of financial services projects.	8 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Principal Financial SME	Provides highest-level functional and budget expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and Government management.	8 years of experience in the field or in a related area	Requires an Advanced** degree in a related field
Financial Support Administrator	Assists in collecting and organizing information required for preparation of analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards. Drafts text based on source material or input from professional staff. Provides administrative support to engagements as needed. Assists in collecting and organizing information required for preparation of analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards.	2 years of experience in the field or in a related area	Requires a High School Diploma

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Junior Financial Analyst	Gathers, assembles, and formats data and prepares preliminary analysis for budget preparation; assists in preparation and presentation of preliminary and final budget documents; prepares budget presentation materials; maintains data and systems for budget tracking and reporting and generates reports; assists section/division with issues related to funds availability, fund transfers and budget compliance; prepares and participates in the preparation of the Court's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds, personnel and account coding. May assist in the documentation and development of a budgeting system or solution to include, defining user requirements, documenting budget process and flows, assisting in the configuration and testing of a budget system.	4 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Accountant	Performs business and/or financial management tasks to include audit support and testing. Prepares reconciliations, performs data analysis, vouches transactions, and verifying account balances. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables.	4 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Financial Project Manager	Responsible for financial management engagements and overall contract management. Provides technical and managerial skills to ensure all products and deliverables meet the client's requirements and deadlines. Responsible for resolution of audit, accounting, and reporting issues. Oversees multiple financial management services and related projects.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Financial Analyst	Performs business and/or financial management tasks to include, financial management activities including audits, financial analysis, and preparation of reconciliations, vouching transactions, and verifying account balances. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Supports project by completing project specific tasks that require experience in performing financial analysis. Formulates basic diagnoses through financial or statistical modeling, assesses appropriate alternatives.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Senior Financial Analyst	Performs business and/or financial management tasks to include, financial management activities including audits, financial analysis, and preparation of reconciliations, vouching transactions, and verifying account balances. Consults with Team Leads on strategic analysis, system and process issues, cost, and economic analysis. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Formulates basic diagnoses through financial or statistical modeling, assesses appropriate alternatives. Often performs analysis requiring advanced training and degrees with minimal supervision.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Financial Consultant	Provides strategic business planning, performance measuring, program evaluation and auditing and productivity/ process improvement. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Financial SME	Assists in collecting and organizing information required for preparation of analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards. Drafts text based on source material or input from professional staff. Provides administrative support to engagements as needed. Assists in collecting and organizing information required for preparation of analyses, studies, guides, reports, training materials, or any other customer deliverables and documents. Edits and formats documents to ensure readability and conformance with applicable standards.	7 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Senior Accountant	Performs business and/or financial management tasks to include, financial management activities including audits, financial analysis, and preparation of reconciliations, vouching transactions, and verifying account balances. Consults with Team Leads on strategic analysis, system and process issues, cost, and economic analysis. Conducts analysis of appropriate consulting tools to satisfy program requirements and creates project deliverables. Specific expertise in financial modeling, financial statement analysis, or budgeting and accounting. Formulates advanced analysis through financial or statistical modeling and provides assessment on alternative analysis.	7 years of experience in the field or in a related area	Requires a Bachelor's* degree in related field
Manager Accounting	Performs business and/or financial management tasks as a team leader or project manager. Directs the completion of project specific tasks within estimated time frames and budget constraints. Manages the day-to-day activities and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings. Increasing responsibility in implementation and management of financial services projects.	8 years of experience in the field or in a related area	Requires a Bachelor's* degree in related field
Principal Accounting SME	Provides highest-level functional expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and Government management.	8 years of experience in the field or in a related area	Requires an Advanced** degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Junior Functional Analyst	Supports analysis of user needs to determine functional and cross-functional requirements. Supports functional allocation to identify required tasks and their interrelationships. Develops and implements business solutions with close supervision.	2 years of experience in the field or in a related area	Requires a High School Diploma
Junior Task Lead	Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment.	3 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Functional Analyst	Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops and implements business solutions with some supervision.	4 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Task Lead	Leads or provides program/project management and consulting services including planning, studies, analyses and training. Provides engineering support to management in program initiation, execution and close-out; policy and regulation development; and litigations, claims or other cases. Has demonstrated ability to work under minimal supervision. Supervises and reviews the work of more junior engineers.	4 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Senior Task Lead	Leads or provides program/project management and consulting services including planning, studies, analyses and training. Leads engineering support to management in program initiation, execution and close-out; policy and regulation development; and litigations, claims or other cases. Has demonstrated ability to work independently and supervise teams of engineers.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Documentation Specialist	Gathers, analyzes, and composes complex technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Works independently or under minimal supervision. Assists in planning office management functions and supervises clerical staff.	4 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Senior Functional Analyst	Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Management Consultant	Provides strategic business planning, performance measuring, program evaluation and auditing and productivity/ process improvement. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Senior Analyst	Leads or performs on analytical, consulting, or assessment processes in support of technical, business & administrative goals of the program. Often performs analysis requiring advanced training and degrees with minimal supervision.	8 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Principal Analyst	Acts as principal lead on analytical, consulting, or assessment processes in support of technical, business & administrative goals of the program. Often performs analysis requiring advanced training and degrees.	6 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field

TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Principal SME	Provides highest-level functional expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and Government management.	8 years of experience in the field or in a related area	Requires an Advanced** degree in a related field
Principal Functional Analyst	Plans, organizes, directs, and conducts consulting survey or training tasks in problem areas. Has technical responsibility for organizing, executing, and coordinating assignments. Keeps abreast of related methodologies / databases, and tools. Anticipates and solves complex problems related to program performance.	8 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Program Manager	Coordinates and monitors the scheduling, pricing, and technical performance of programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules. Develops solutions to program problems and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget.	8 years of experience in the field or in a related area	Requires a Bachelor's* degree in a related field
Substitution Methodology			
Degree Requirement	Acceptable Substitution(s)		
* Bachelors degree	AA plus an additional 2 years experience	HS plus an additional 4 years experience	
** Advanced degree	Bachelor's Degree plus an additional 4 years experience		

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TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Program Manager	Coordinates and monitors the scheduling, pricing, and technical performance of programs. Ensures adherence to master plans and schedules. Develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget.	10 years of experience in project management.	Requires a bachelor's * degree
Principal Functional Analyst	Plans, organizes, directs, and conducts consulting survey or training tasks in problem areas. Has technical responsibility for organizing, executing, and coordinating assignments. Keeps abreast of related methodologies / databases, and tools. Anticipates and solves complex problems related to program performance. Often performs analysis requiring advanced training and degrees.	10 years of experience in the field or in a related area	Requires a bachelor's * degree in a related field

Junior Functional Analyst	Supports analysis of user needs to determine functional and cross-functional requirements. Supports functional allocation to identify required tasks and their interrelationships. Develops and implements business solutions with close supervision.	2 years of experience in the field or in a related area	Requires a bachelor's * degree in a related field
Consultant	Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment.	4 years of experience in the field or in a related area	Bachelor * degree in related field
Functional Analyst	Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Develops and implements business solutions with some supervision.	6 years of experience in the field or in a related area	Requires a bachelor's * degree in a related field
Task Lead	Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and business solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.	6 years of experience in the field or in a related area	Bachelor * degree in related field
Senior Task Lead	Senior leader, experience in project and task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and business solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.	6 years of experience in the field or in a related area	Bachelor * degree in related field

Senior Documentation Specialist	Gathers, analyzes, and composes complex technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Works independently or under minimal supervision. Assists in planning office management functions and supervises clerical staff.	6 years of experience in the field or in a related area.	Requires an associate's ** degree in a related field
Analyst	Leads or performs on analytical, consulting, or assessment processes in support of technical, business and administrative goals of the program and its mission. Often performs analysis requiring advanced training and degrees with minimal supervision.	6 years of experience in the field or in a related area.	Requires a bachelor's * degree in a related field
TITLE	DESCRIPTION	YEARS OF EXPERIENCE	EDUCATION
Management Consultant	Provides strategic business planning, performance measuring, program evaluation and auditing and productivity/ process improvement. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.	8 years of experience in the field or in a related area	Requires a bachelor's * degree in area of specialty
Senior Functional Analyst	Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.	6 years of experience in the field or in a related area	Requires a bachelor's * degree in a related field
Principal Analyst	Acts as principal lead on analytical, consulting, or assessment processes in support of technical, business and administrative goals of the program and its mission. Often performs analysis requiring advanced training and degrees.	10 years of experience in the field or in a related area.	Requires a bachelor's * degree in a related field

Sr. Subject Matter Expert	Provides highest-level expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of corporate and Government management.	8 years of experience in the field or in a related area.	Requires a bachelor's * degree in a related field
Substitution Methodology			
Degree Requirement	Acceptable Substitution(s)		
* Bachelors degree	AA plus an additional 2 years experience	HS plus an additional 4 years experience	
** Associates degree	HS plus an additional 2 years experience		