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## Authorized Federal Supply Schedule Price List

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### Schedule for Mission Oriented Business Integrated Services (MOBIS)



Government Contract Solutions, Inc. (GCS, Inc.)  
1604 Spring Hill Rd., Suite 400  
Vienna, VA 22182  
703-749-2223 (phone)  
703-749-2244 (fax)  
[www.gcsinfo.com](http://www.gcsinfo.com)

Federal Supply Group 874, Class R499  
SIN 874-1 Consulting Services  
SIN 874-6 Acquisition Management Support  
SIN 874-7 Program Integration and Project Management Services  
Contract Number: GS-10F-0362R  
Contract Period: June 21, 2005 through June 20, 2010  
Small, Woman Owned Business  
Contract Administrator: Nick Aievoli  
[naievoli@gcsinfo.com](mailto:naievoli@gcsinfo.com)

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### Federal Supply Service

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: [GSAAdvantage.gov](http://GSAAdvantage.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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## **Corporate Overview**

### **About GCS**

GCS, Inc., founded in 1995, is a nationally certified woman owned business headquartered in Vienna, Virginia. GCS was initially founded to augment the workforce of our government contracting clients. However, in response to our clients needs, GCS began to provide more comprehensive management support in the areas of program management, acquisition, consulting and organizational planning, issue identification, and the design and implementation of integrated change strategies.

As a Prime Contractor, GCS has a proven track record of innovative, quality and flexible approaches to problem solving, responsiveness and reliability. An effective management structure, responsive reporting process and strong capital resources allow us to accommodate projects of varying size and complexity.

GCS has become a company that Government Agencies have come to rely upon for professional services; a firm that understands the nuances of federal government contract administration, compliance, programmatic and organizational issues; a firm that federal contract and acquisition organizations trust.

### **Consulting**

GCS has a cadre of senior level consultants to assist our clients in a variety of business management areas. GCS employees provide expert assistance and recommendations in the following areas: acquisition strategies; systems alignment, organizational assessments, process and productivity improvement; strategic, business and action planning; performance measures and indicators; program audits and evaluations. GCS staff have assisted agencies by reducing procurement cycle times; identifying/minimizing potential risk areas and maximizing service/product utility.

### **Program Management Services**

GCS provides services in the management and integration of programs and projects. These services include program management, program oversight, and project management. GCS Program Managers manage, coordinate cross functional activities within the client organization to develop and deliver recommendations to achieve agency objectives. We utilize our in house program methodologies and practices to ensure that proactive communication on project task status is provided and that projects are completed efficiently and cost effectively.

### **Acquisition Management Support**

GCS provides acquisition management support to agencies in conducting federal acquisition management activities, as follows: Acquisition planning assistance, acquisition documentation development, quality assurance surveillance plans, statement of work, statement of objectives, synopses, and solicitations; evaluation of proposal assistance, contract administration services, and competitive sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-



private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies. No inherently Governmental service will be performed.

### Customer Information

- 1a.** Awarded Special Item Numbers:
- SIN 874 1: CONSULTING SERVICES
  - SIN 874 6: ACQUISITION MANAGEMENT SUPPORT
  - SIN 874 7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES
- 1b.** Lowest priced model and lowest unit prices: Prices shown in pricelist are net.
- 1 c** Labor Category Descriptions Please See Page 5
- 2.** Maximum Order: \$1,000,000 (For Awarded Sins)
- 3.** Minimum Order: \$300
- 4.** Geographic Coverage: Domestic.
- 5.** Points of Production: Vienna, VA and at customer site as requested.
- 6.** Statement on Net Price: Prices shown in pricelist are net.
- 7.** Quantity Discounts: None Offered. However, discounts for orders that exceed the maximum order threshold shall be negotiated on an order by order basis.
- 8.** Prompt Payment Terms: None
- 9a.** Government Purchase Cards Accepted below micro- purchase threshold:
- 9b.** Government Purchase Cards Accepted above micro-purchase threshold:
- 10.** Foreign Items: N/A
- 11a.** Time of Delivery: To be negotiated per each delivery order.
- 11b.** Expedited Delivery: Contact GCS for expedited delivery.
- 11c.** Overnight & Two-day Delivery: Contact GCS for overnight & two-day delivery.
- 11d.** Urgent Requirements: Contact GCS for urgent requirements.
- 12.** F.O.B Points: Destination

- 13a.** Ordering Address: GCS, Inc  
1604 Spring Hill Rd., Suite 400  
Vienna, VA 22182  
Attn: Nick Aievoli  
Phone: (703) 749-2223 x238  
Fax: (703) 749-2244  
E-mail: naievoli@gcsinfo.com
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment Address: GCS, Inc  
1604 Spring Hill Rd., Suite 400  
Vienna, VA 22182  
Attn: Sue Elliott  
Phone: (703) 749-2223 x241  
Fax: (703) 749-2244  
E-mail: selliot@gcsinfo.com
15. Warranty Provision: N/A
16. Export Packing Charges: N/A
17. Terms and conditions of Government Commercial Credit Card acceptance: N/A
18. Terms and conditions of Government rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20 a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive Maintenance: N/A
- 24 a. Environmental Attributes: N/A
- 24b. Section 508 compliance: N/A
25. Data Universal Number (DUNS) Number: 94-892-8270
26. Notification regarding registration in CCR: GCS is registered in the Central Contractor Registration (CCR) database.

27. Uncompensated Overtime:

GCS, Inc.'s policies are consistent with the Fair Labor and Standards Act (FLSA). Non-Exempt employees are compensated at a rate of one and one-half (1.5) times their hourly rate for hours worked over 40 in a work week.

Salaried employees are paid according to a standard 40 hour work week. Hours worked are not to exceed forty hours per week, but in the rare event that an exempt employee works extended hours, no overtime pay is provided.

**GCS Inc**  
**2008 MOBIS Price Schedule**

**Mission Oriented Business Integrated Services**

**SINs 874-1, SIN 874-6 & SIN 874-7:**

**\*Cleared Personnel**

	<b>Hourly Rate Government Site</b>	<b>Hourly Rate GCS Site</b>	<b>Hourly Rate Government Site</b>	<b>Hourly Rate GCS Site</b>
<b><i>Acquisition Analysts</i></b>				
Sr. Acquisition Analyst III	\$129.65	\$145.21	\$155.58	\$174.25
Sr. Acquisition Analyst II	\$109.45	\$122.58	\$131.34	\$147.10
Sr. Acquisition Analyst I	\$95.25	\$106.68	\$114.30	\$128.02
Acquisition Analyst II	\$79.50	\$89.03	\$95.40	\$106.84
Acquisition Analyst I	\$73.50	\$82.32	\$88.20	\$98.78
<b><i>Contract Consultants</i></b>				
Sr. Contracts Consultant IV	\$129.79	\$145.37	\$155.75	\$174.44
Sr. Contracts Consultant III	\$94.74	\$106.11	\$113.69	\$127.33
Sr. Contracts Consultant II	\$90.39	\$101.22	\$108.47	\$121.46
Sr. Contracts Consultant I	\$81.54	\$91.31	\$97.85	\$109.57
Contracts Consultant II	\$71.58	\$80.17	\$85.90	\$96.20
Contracts Consultant I	\$60.81	\$68.11	\$72.97	\$81.73
<b><i>Grants Specialist</i></b>				
Grants Specialist	\$67.03	\$75.07	\$80.44	\$90.08
<b><i>Principal Consultant</i></b>				
Principal Consultant	\$202.50	\$226.80	\$243.00	\$272.16
<b><i>Subject Matter Expert</i></b>				
Subject Matter Expert	\$105.25	\$117.87	\$126.30	\$141.44
<b><i>Program Managers</i></b>				
Program Manager IV	\$109.51	\$122.65	\$131.41	\$147.18
Program Manager III	\$91.37	\$102.35	\$109.64	\$122.82
Program Manager II	\$78.43	\$87.84	\$94.12	\$105.41
Program Manager I	\$60.81	\$68.11	\$72.97	\$81.73
<b><i>Project Managers</i></b>				
Project Managers III	\$79.46	\$88.99	\$95.35	\$106.79
Project Managers II	\$58.74	\$65.78	\$70.49	\$78.94
Project Managers I	\$49.41	\$55.34	\$59.29	\$66.41
Project Analyst	\$68.89	\$77.16	\$82.67	\$92.59
<b><i>Pricing Analysts</i></b>				
Pricing Analyst IV	\$91.37	\$102.35	\$109.64	\$122.82
Pricing Analyst III	\$75.32	\$84.35	\$90.38	\$101.22
Pricing Analyst II	\$62.19	\$69.66	\$74.63	\$83.59



**GCS Inc**  
**2008 MOBIS Price Schedule**

**Mission Oriented Business Integrated Services**

**SINs 874-1, SIN 874-6 & SIN 874-7:**

**\*Cleared Personnel**

	<b>Hourly Rate Government Site</b>	<b>Hourly Rate GCS Site</b>	<b>Hourly Rate Government Site</b>	<b>Hourly Rate GCS Site</b>
Pricing Analyst I	\$53.86	\$60.33	\$64.63	\$72.40
<b><i>Administrative Specialists</i></b>				
Administrative Specialist III	\$53.51	\$59.92	\$64.21	\$71.90
Administrative Specialist II	\$43.22	\$48.41	\$51.86	\$58.09
<b><i>Procurement Specialists</i></b>				
Procurement Specialists III	\$71.76	\$80.37	\$86.11	\$96.44
Procurement Specialists I	\$47.34	\$53.02	\$56.81	\$63.62

**\*Cleared Personnel have a secret clearance or above**

All of the above prices include an Industrial Funding Fee (IFF) of  $\frac{3}{4}$  of 1%.

**Commercial Sales Practice Format Information:**

For the purposes of the discount relationship as it relates to the pricing for personnel with security clearances, GSA contract prices are at least 9.24%-20.60% lower than the prices charged to the most favored customer (MFC).

## LABOR CATEGORY DESCRIPTIONS

### Acquisition Analysts

#### **Sr. Acquisition Analyst III**

*Functional Responsibility:*

Provides advice and assistance functional area technical experts (COTR and program offices) on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Individuals as required will possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

*Experience & Education:*

Generally, a B.S. or B.A degree is required with at least eighteen years of acquisition experience. Frequently advanced degrees and certifications may be required and consequently maybe substituted for years of experience. Significant Acquisitions experience beyond eighteen years with experience managing complex contract support projects may be substituted for education requirement.

#### **Sr. Acquisition Analyst II**

*Functional Responsibility:*

Supplies technical expertise and often assumes managerial duties. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Provides advice and assistance to functional area technical experts (COTR and program offices) on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Individuals as required will possess extensive working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

*Experience & Education:*

Generally, a B.S. or B.A degree is required with at least fifteen years of acquisition experience. Frequently advanced degrees and certifications may be required and consequently maybe substituted for years of experience. Significant Acquisitions experience beyond fifteen years with experience managing complex contract support projects may be substituted for education requirement.

### **Sr. Acquisition Analyst I**

#### *Functional Responsibility:*

Supplies technical expertise and often assumes managerial duties. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Provides advice and assistance to functional area technical experts (COTR and program offices) on contractual matters in the acquisition planning stages based on a working knowledge of regulation policy. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Individuals as required will possess excellent working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

#### *Experience & Education:*

Generally, a B.S. or B.A degree is required with at least twelve years of acquisition experience. Frequently advanced degrees and certifications may be required and consequently maybe substituted for years of experience. Significant Acquisitions experience beyond ten years with experience managing complex contract support projects may be substituted for education requirement.

### **Acquisition Analyst II**

#### *Functional Responsibility:*

Provides advice and assistance to functional area technical experts assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Individuals as required will possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

#### *Experience & Education:*

Generally, a B.S. or B.A degree is required with at least ten years of acquisition/contracting experience.

### **Acquisition Analyst I**

#### *Functional Responsibility:*

Provides advice and assistance to functional area technical experts assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the

current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

*Experience & Education:*

Generally, a B.S. or B.A degree is required with at least eight years of acquisition/contracting experience.

**Contract Consultants**

**Sr. Contract Consultant IV**

*Functional Responsibility:*

Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirements from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms & conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.

*Experience & Education:*

Twenty years of progressive government contract experience including management of contracts and pricing staff. A 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is the norm. Frequently advanced degrees and certifications may be required and consequently maybe substituted for years of experience. Significant Contracts Management experience beyond twenty years may be substituted for education requirement.

**Sr. Contract Consultant III**

*Functional Responsibility:*

Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirements from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms & conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.

*Experience & Education:*

Fifteen years of progressive government contract experience including management of contracts and pricing staff. A 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is the norm. Frequently advanced degrees and certifications may be required and consequently maybe substituted for years of experience. Significant Contracts Management experience beyond 15 years may be substituted for education requirement.

### **Sr. Contract Consultant II**

*Functional Responsibility:*

Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirements from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms & conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.

*Experience & Education:*

Twelve years of progressive government contracting experience and generally a 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is the norm. Frequently advanced degrees and certifications may be required and consequently maybe substituted for years of experience. Significant Contracts Management experience beyond 12 years may be substituted for education requirement.

### **Sr. Contract Consultant I**

*Functional Responsibility:*

Provides expert advice to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirements from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms & conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.

*Experience & Education:*

Eight years of progressive Government contracting experience and generally a 4-year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is the norm. Advanced degrees and certifications may be substituted for years of experience. Significant Contracts Management experience beyond eight years may be substituted for education requirement.

### **Contract Consultant II**

*Functional Responsibility:*

Provides direction to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirements from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms &

conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.

*Experience & Education:*

Typically possesses a minimum of six years progressive experience in government contracts.

**Contract Consultant I**

*Functional Responsibility:*

Provides direction to agency directors and senior staff in contract administration and delivers executive level management and oversight to the contracts and pricing staff as needed. Analyzes project requirements from inception to closeout and develops solutions to agencies needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms & conditions. Individuals will also possess extensive working knowledge of the FAR and DFAR and agency supplements as required.

*Experience & Education:*

Typically possesses a minimum of three years experience in government contracting with a degree, or five years without a degree.

**Grants Specialist**

**Grants Specialist**

*Functional Responsibility:*

Performs some of the same functions as a Contract Specialist but with specialized expertise in the areas of grant policy and administration.

*Experience & Education:*

Typically possesses a minimum of three years experience in the areas of grant policy and administration. Often possess a 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

**Principal Consultant**

**Principal Consultant**

*Functional Responsibility*

:

Provides expert advice to agency senior staff in a wide variety of department level activities and/or major programs. Delivers senior level management and oversight to agency leadership as needed. Analyzes project requirements and develops strategic solutions and tactical plans to meet agencies needs. Capable of planning, directing and implementing initiatives. Duties may include researching legislative and organizational matters, recommending alternatives and best practices, reviewing organizational

effectiveness and recommending improvements, and developing communication strategies for both internal and external audiences.

*Experience & Education:*

Fifteen years of government contract experience. Has served in major roles at high levels of industry and/or government. Experienced in senior executive-level management and leadership. Master's degree or equivalent experience required.

**Subject Matter Expert**

**Subject Matter Expert**

*Functional Responsibility:*

Delivers expert leadership and support to agency directors and senior managers for organizational optimization and business improvement services. Provides program management oversight for complex projects and offers specialized knowledge in technical area. Analyzes project requirements from inception to closeout, develops solutions to agencies requirements, and coordinates project resolution. May Design and lead executive level workshops.

*Experience & Education:*

Ten years of progressive experience in functional area of expertise and at minimum a 4-year course of study leading to a bachelor's degree related to area of subject matter specialty. Frequently advanced degrees and certifications may be required.

**Program Managers**

**Program Manager IV**

*Functional Responsibility:*

Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel.

*Experience & Education:*

Minimum fifteen years of progressive experience is required including previous project management experience. Specialized experience required includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. Bachelor's degree in Business, Accounting, Economics or other related discipline.

### **Program Manager III**

*Functional Responsibility:*

Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel.

*Experience & Education:*

Minimum twelve years of progressive experience is required including previous project management experience. Specialized experience required includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. Bachelor's degree in Business, Accounting, Economics or other related discipline.

### **Program Manager II**

*Functional Responsibility:*

Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as liaison to government and outside representatives and coordinates activities of support personnel.

*Experience & Education:*

Minimum nine years of progressive experience is required including previous project management experience. Specialized experience required includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. Bachelor's degree in Business, Accounting, Economics or other related discipline.

### **Program Manager I**

*Functional Responsibility:*

Directs the planning and management of projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Ensures goals and standards are successfully implemented and is responsible for the overall success of the project. Serves as liaison to government representatives.

*Experience & Education:*

Minimum six years of progressive experience is required including previous project management experience. Specialized experience required includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. Bachelor's degree in Business, Accounting, Economics or other related discipline.

## Project Managers

### **Project Manager III**

#### *Functional Responsibility:*

Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes and GCS policy and procedures. Participates in contract negotiations.

#### *Experience & Education:*

Minimum nine years of progressive experience is required. Experience required includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. Bachelor's degree in Business, Accounting, Economics or other related discipline.

### **Project Manager II**

#### *Functional Responsibility:*

Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes and GCS policy and procedures. Participates in contract negotiations.

#### *Experience & Education:*

Minimum six years of progressive experience is required. Experience required includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. Bachelor's degree in Business, Accounting, Economics or other related discipline.

### **Project Manager I**

#### *Functional Responsibility:*

Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes and GCS policy and procedures. Participates in contract negotiations.

*Experience & Education:*

Minimum three years of progressive experience is required. Experience required includes: complete project development from inception to deployment; proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts. Bachelor's degree in Business, Accounting, Economics or other related discipline.

**Project Analysts**

**Project Analyst**

*Functional Responsibility:*

Operates independently or in direct support of the Project/Program manager. Participates in all phases of project including providing research, lending technical expertise and assistance in project management, contracts, acquisitions, and procurement. Assists in defining scope of the project and delivers ideas and solutions for project resolution.

*Experience & Education:*

Two years progressive experience as a project analyst is required. Bachelor's degree in Business, Accounting, Economics or other related discipline.

**Pricing Analysts**

**Pricing Analyst IV**

*Functional Responsibility:*

Responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues.

*Experience & Education:*

Generally, BS degree in Business or related discipline with twelve years pricing experience. Prior Government contract pricing experience, working knowledge of the FAR, and management of bids and proposals.

**Pricing Analyst III**

*Functional Responsibility:*

Responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues.

*Experience & Education:*

Generally, BS degree in Business or related discipline with nine years pricing experience. Prior Government contract pricing experience, working knowledge of the FAR, and management of bids and proposals.

## **Pricing Analyst II**

### *Functional Responsibility:*

Responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Often participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues.

### *Experience & Education:*

Generally, BS degree in Business or related discipline with six years pricing experience. Prior Government contract pricing experience, working knowledge of the FAR, and management of bids and proposals.

## **Pricing Analyst I**

### *Functional Responsibility:*

Responsible for development of cost effective pricing strategies and improvement of internal pricing controls. Often participates in pricing management policy decisions and may plan and manage concurrent projects and interface with operations and proposal teams for strategy and contracting issues.

### *Experience & Education:*

Generally, BS degree in Business or related discipline with three years pricing experience. Prior Government contract pricing experience, working knowledge of the FAR, and management of bids and proposals.

## **Administrative Specialists**

### **Administrative Specialist III**

#### *Functional Responsibility:*

Provides advice, oversight, and technical knowledge of the installation, application, and operation of word processing systems. Assists in establishing and maintaining both centralized and decentralized office files, and management and record keeping systems including automated record management systems. Assists in the development of various guidelines and procedures. May also provide direct support to consultants and senior managers.

#### *Experience & Education:*

Minimum six years of experience providing administrative support, similar to that described under functional responsibility, and having knowledge and understanding of administrative concepts, regulations, policies, office automation and business practices.  
Associates Degree in business or liberal arts is preferred and may be substituted for two years minimum experience.

### **Administrative Specialist II**

#### *Functional Responsibility:*

Provides advice, oversight, and technical knowledge of the installation, application, and operation of word processing systems. Assists in establishing and maintaining both centralized and decentralized office files, and management and record keeping systems including automated record management systems. Assists in

the development of various guidelines and procedures. May also provide direct support to consultants and senior managers.

*Experience & Education:*

Minimum three years of experience providing administrative support, similar to that described under functional responsibility, and having knowledge and understanding of administrative concepts, regulations, policies, office automation and business practices.

Associates Degree in business or liberal arts is preferred and may be substituted for one year minimum experience.

**Procurement Specialists**

**Procurement Specialist III**

*Functional Responsibility:*

Develops strategic planning for material acquisition, internal invoice processes, and funding procedures. Provides direction to senior staff regarding procurement selections and negotiations of procured services. Often interfaces with Contracting Officers, COTR's, Contractors, and Program Managers. May have experience in the following areas: procurement systems, Excel, CPM, CostPoint and other automated databases.

*Experience & Education:*

Generally requires at least high school diploma with six years prior procurement experience.

**Procurement Specialist I**

*Functional Responsibility:*

Develops strategic planning for material acquisition, internal invoice processes, and funding procedures. Provides direction to senior staff regarding procurement selections and negotiations of procured services. Often interfaces with Contracting Officers, COTR's, Contractors, and Program Managers. May have experience in the following areas: procurement systems, Excel, CPM, CostPoint and other automated databases.

*Experience & Education:*

Generally requires at least a high school diploma with prior procurement experience.