

**GENERAL SERVICES ADMINISTRATION (GSA)****Federal Supply Service****Authorized Federal Supply Schedule Price List**

Online 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 web address for GSA Advantage!® is GSAAdvantage.gov.

Schedule Title: [GSA Professional Services Schedule \(PSS\) 00CORP](#)

Contract Number: **47QRAA18D006A**

For more information on ordering from Federal Supply Schedules, select the FSS Schedules button at fss.gsa.gov.

Contract Period: March 14, 2018–March 13, 2023

Other than small business

C2 Technologies, Inc.

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Vienna, VA 22182

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800-316-6621

www.c2ti.com

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Company Information

C² = The Right Choice

C² Technologies, Inc. (C²) is a full-service, woman-owned business specializing in human performance improvement with headquarters in Vienna, VA and offices in Newport News, VA and Oklahoma City, OK, along with over 15 on-site support locations nationwide. We employ a multi-disciplinary team of over 400+ professionals. Our core business areas are:

- Education and Training Solutions—Research, Needs Assessment, Curriculum Design, Evaluation, Delivery, Instructional Management, Logistics, and Support
- Video production, Marketing and Advertising
- Program Management Office Support
- Strategic Consulting, Facilitation, Human Capital and Talent Management Solutions
- Business Process Re-engineering
- Information Technology Solutions

C² is an internationally recognized leader and one of the largest providers of management consulting, training, facilitation, organizational design, workforce planning, business process re-engineering, integrated marketing and communications in the nation. Our capabilities in these areas are unparalleled.

The hallmark of our company is **Small-Company Flexibility, Large-Company Stability**. We offer industrial-strength resources, business processes and services. As follows are some of the highlights of our offering:

- **Award-winning Leadership Team.** C² is led by **Industry Recognized leaders**, Dolly Oberoi and Curtis Cox, Co-Founders, and Manik Rath, CEO are supported by a strong corporate management team who are domain experts. Our team has a unique understanding of mission, vision, and transformational objectives of the government agencies.
- **Innovative and Creative Staff.** C² is well known for pushing the envelope of human imagination to provide the most innovative solutions while working within the constraints of the client organization. Our staff members are internationally recognized, professionally trained and certified, published and mission focused.
- **Robust Back-Office Infrastructure and Financial Stability.** C² has strong back-office operations, people, processes, tools, technology and lines of credit to support our clients – from information technology systems, to contracts, to human resources, to secure facilities, to finance. We have well-tested human resources, information technology, financial and contracts management DCAA approved systems; SOPs, checklists, and other support tools and technologies.
- **Resourcing and Reach-Back Capability.** C² is an industrial-strength performance improvement company, with three Solutions Development Centers and Innovation Labs, and 15 other offices nationwide. Successfully completed over 12,000 projects. C² offers a multidisciplinary workforce of more than 400 personnel and a cadre of over 350 instructors and subject-matter experts, thus giving us the reach-back capability to meet surges or changes in requirements seamlessly.
- **Extensive Government Experience.** C² offers three decades of experience in supporting GSA PSS requirements, having provided a range of services and developed products for practically every

government agency. C² has a proven track record of providing flexible, scalable, on-demand, award-winning services that are continually tailored, refined, and expanded to meet the requirements of our government clients. We are *future-ready!*

- **Indefinite Quantity Contract experience.** C² has extensive contractual experience with Defense, Federal, State, and local government agencies. Our corporate experience with other IDIQ contracts affirms that we know how to fully meet project responsibilities. Our top executives have successfully managed over 6,000 task orders for a wide range of government agencies.
- **Thought Leadership and Partnerships with Academic, Professional, and Research Institutions.** C² leverages our thought leaders, our SMEs, and our partnerships with academic institutions, research, and professional organizations in the latest research in education, technology trends/best practices, and other subjects of interest. We present at industry conferences, host Communities of Practices, publish, and serve on academic boards.
- **Scalable, Flexible, On-Demand Solution Present Low Risk.** Our team understands the operating environment and offers maximum flexibility to our customers.
- **Performance Reputation. Scalable.** C² is known for its ability to complete contracts on time, within budget, and to the satisfaction of its clients.
- **Quality Assurance.** C² strives first and foremost to produce quality products. We assign highly qualified professionals and provide staff members with the resources, training, authority, and support required to develop effective and high-impact products. C² is CMMI Level 3 and ISO 9001 certified.
- **Geographic Responsiveness.** C² has multiple offices across the country and is widely dispersed and flexible in undertaking assignments in multiple locations.
- **Award-Winning Company.** C² has received over 150 awards. This recognition by the industry is a testimonial to our superior experience and dedication to providing all our clients, with outstanding products and services.

The past is prologue to the future; experience and continuous improvement are the foundation for new service. Our proven record of solid past performance allows us to provide our clients with the **right results** at the **right time** and the **right price**.

Please visit our website for more information:

<http://www.c2ti.com/>



Doing Business with C² through GSA PSS

PROGRAM MANAGEMENT SERVICES

SIN 520-21

C² provides program management services that encompass the management of financial and business solutions programs and projects and include, but are not limited to program management, program oversight, project management, and program integration of a limited duration. A variety of functions may be used to support program integration or project management tasks.

We have performed these services for a variety of Federal customers including FAA, USAF, FDIC, and SBA, among others.

AUDIT AND FINANCIAL TRAINING SERVICES

SIN 520-14

C² plans and delivers audit and financial training services, including but not limited to course development and instruction required to support audit, review, financial assessment and financial management activities.

We have performed these services for many Federal customers including the Federal Aviation Administration (FAA), U.S. Air Force (USAF), Federal Deposit Insurance Corporation (FDIC), and Small Business Administration (SBA), among others.

ADVERTISING SERVICES

SIN 541-1

C² provides advertising services that promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups, and engage in recruitment campaigns. Services include, but are not limited to advertising objective determination; message decision and creation; media selection; outdoor marketing and media services; broadcast media (radio, TV, and public service announcements); direct mail services; media planning; media placement services; advertising evaluation; and activities related to advertising services.

We performed these services for many Federal customers including the U.S. Department of Veterans Affairs (VA), U.S. Navy, Department of Justice (DOJ), and Centers for Medicare and Medicaid Services (CMMS), among others.

MARKET RESEARCH AND ANALYSIS

SIN 541-4A

C² conducts market research and analysis. The services we provide include, but are not limited to 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; conducting individual interviews; preparing and distributing surveys and compiling and analyzing results; and establishing call centers (related to services provided under this schedule).

We have performed these services for many Federal customers including the VA, U.S. Navy, DOJ, and CMMS, among others.

VIDEO AND FILM PRODUCTION**SIN 541-4B**

C² provides video and film production services. These services include, but are not limited to editing and writing, directing, shooting, and arranging for talent and animation, narration, music and sound effects, duplication, distribution and video scoring.

The video and film production services are provided in various outputs, such as industry-standard formats, CD-ROM, and DVD, as well as video streaming. Filming in studios or on location, as well as live shows or events may also be provided.

We have performed these services for many Federal customers including the VA, U.S. Navy, and Environmental Protection Agency (EPA), among others.

STRATEGIC PLANNING FOR TECHNOLOGY PROGRAM/ACTIVITIES**SIN 871-1**

C² provides strategic planning services that involve defining and interpreting high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to analyzing the mission; developing program goals and objectives; conducting program evaluations; analyzing program effectiveness; conducting requirements analysis; conducting an organizational performance assessment; conducting special studies and analyses; training; and consulting.

We have performed these services for many Federal customers including the VA, Patient-Centered Outcomes Research Institute (PCORI), FAA, Department of Homeland Security (DHS), and Department of Defense (DoD), among others.

INTEGRATED CONSULTING SERVICES

SIN 874-1

C² provides integrated consulting services in the form of expert advice and assistance in support of an agency's mission-oriented business functions. Services provided include management or strategy consulting (including research, evaluations, studies, analyses, scenarios and simulations, reports, business policy and regulation development assistance and strategy formulation, and facilitation and related decision support services); survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting; and stakeholder briefings. In addition, advisory and assistance services are provided in accordance with Federal Acquisition Regulations (FAR) 37.203.

We have performed these services for many Federal customers including the National Geospatial-Intelligence Agency (NGA), Defense Security Service (DSS), DHS, and DoD, among others.

TRAINING SERVICES**SIN 874-4**

C² provides training services, including but not limited to instructor-led training, web-based training and education courses, course development and test administration, learning management, and internships. We provide courses that are commercially available, off-the-shelf training or educational courses delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar) or web-based (i.e., Internet/intranet, software packages, and computer applications) system. These courses have a defined course title; length of time (i.e., hours, days, semesters, etc.); and description of material to be taught (i.e., syllabi, table of contents, etc.). Support materials not included are provided under SIN 100 03.

The professional services C² provides under this SIN support planning, creating, and executing testing and test administration; learning management; internships; or development of new courses or subject matter delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar) or web-based (i.e., Internet/intranet, software packages and computer applications) system. Customization services that are the result of planning, creating, and executing a proprietary format can be priced as a flat rate or as labor/hours using professional labor categories (i.e., Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistants, Technical Specialists, etc.).

These off-the-shelf course topics include, but are not limited to customer services, crisis and disaster recovery, team building, leadership and management training, diversity, strategic planning, instructional systems development, distance learning, quality management, business process improvement, problem solving, change management, software training, and cyber security.

C² has performed these services for many Federal customers including the FAA, DSS, DHS, DoD, VA, and others.

INTEGRATED PROGRAM SUPPORT SERVICES**SIN 874-7**

C² provides professional support services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. We provide all phases of program or project management—from planning to closeout—and operational/administrative business support services to carry out program objectives.

We have performed these services for many Federal customers including the DoD, DHS, VA, and others.

Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN	RECOVERY	SIN DESCRIPTION
520-21	520-21RC	Program Management Services
520-14	520-14RC	Audit and Financial Training Services
541-1	541-1RC	Advertising Services
541-4A	541-4ARC	Market Research and Analysis
541-4B	541-4BRC	Video and Film Production
871-1	871-1RC	Strategic Planning For Technology Program/Activities
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services
874-7	874-7RC	Integrated Program Support Services
00CORP 500	00CORP 500	Order Level Materials

1b. Identification of the lowest-priced model number and lowest unit price for that model for each special item number awarded in the contract.

Pricing discounts are shown below.

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.

Job titles are shown below with experience, education, and functional responsibility.

2. Maximum order.

\$1,000,000.

3. Minimum order.

\$100.

4. Geographic coverage (delivery area).

Worldwide.

5. Point(s) of production (city, county, and State or foreign country).

Vienna, VA, USA.

6. Discount from list prices or statement of net price.

Discounts to the government are shown in the Price List.

7. Quantity discounts.

One percent on orders of \$3,000,000.

8. Prompt payment terms.

None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the

contractual agreement in exchange for other concessions.

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

Yes. C² does not offer a discount for payment by Government Purchase Card or commercial credit card.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

Yes. C² does not offer a discount for payment by Government Purchase Card or commercial credit card.

10. Foreign items. (List items by country of origin.)

None.

11a. Time of delivery. (Contractor, insert number of days.)

To be determined by mutual agreement with the ordering agency.

11b. Expedited Delivery.

Items available for expedited delivery are noted in this Price List by (include symbol).

11c. Overnight and two-day delivery.

Overnight and two-day delivery is available. Customers may contact C² for rates for overnight and two-day delivery.

11d. Urgent requirements.

Customers may contact C² for faster delivery or RUSH delivery rates for urgent requirements.

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

Destination.

13a. Ordering address(es).

C² Technologies, Inc. Attn: LeNaye Willis-Lloyd
PSS Order – 1921 Gallows Road, Suite 1000
Vienna, VA 22182

13b. Ordering procedures.

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in FAR 8.405-3.

14. Payment address(es).

C² Technologies, Inc. Attn: Accounts Receivable
– 1921 Gallows Road, Suite 1000 Vienna, VA
22182

15. Warranty provision.

90-day warranty for all products and services.

16. Export packing charges, if applicable.

Actual charges, if applicable.

17. Terms and conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level).

C² accepts the Government Purchase Card at thresholds above the micro-purchase level.

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.

20a. 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.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and reduced pollutants).

Not Applicable.

24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found on the contractor's website. C² will comply with those requirements. The EIT standards can be found at www.Section508.gov/.

25. Data Universal Number System (DUNS) number.

807021241

26. Notification regarding registration in System for Award Management (SAM) database.

Vendor is registered in SAM.gov.

Labor Category Descriptions

JOB TITLE: ACCOUNTING ANALYST II

SINS: 520-21

Scope: Serves as a team member, helping to ensure that a group of analysts are working in concert to systematically integrate business, cost accounting, and financial reporting with management processes to ensure the efficient stewardship of public funds. Can provide guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Possesses the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Understands the interrelationships between core accounting requirements and automated solutions, considering the current system environment and the potential integration of added systems. Completes work within the client's specified time frame, ensuring that all requirements are met. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: ADMINISTRATIVE/CLERICAL II

SINS: 541-1, 541-4A, 541-4B, 871-1, 874-1, 874-4, 874-7, 520-21

Scope: Designs attractive layouts incorporating basic graphics in standard word processing software. Prepares complex and detailed documents from a variety of input sources. Produces a wide range of format versions through complete knowledge of word processing programs. Edits and proofreads. May provide technical assistance to less-experienced personnel.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: AUDIOVISUAL PRODUCTION SPECIALIST II

SINS: 541-1, 541-4A, 541-4B

Scope: Supports audiovisual productions by working with producers and directors on the design, installation, and positioning of sets and props. Evaluates material and advises speakers and presenters on media alternatives and equipment. May create multimedia productions and supervise the tape library's organization and maintenance. Supervises the delivery of audiovisual equipment for events, as well as equipment repair and the troubleshooting of equipment problems. Advises those planning

audiovisual programs on technical problems, such as acoustics, lighting, and program contents. Advises on planning and layout of physical facilities for audiovisual services. May supervise and train personnel in operating and maintaining audiovisual equipment.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: BUSINESS ANALYST I

SINS: 874-1, 874-7

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: BUSINESS ANALYST II

SINS: 874-1, 874-7

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: BUSINESS ANALYST III

SINS: 874-1, 874-7

Scope: Prepares and conducts business analyses and studies; needs assessments; requirements analysis and definition; and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business

systems. Identifies potential business risks. Areas of focus include, but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: COMPUTER PROGRAMMER II

SINS: 541-1, 541-4A, 541-4B

Scope: Creates and maintains operating systems, communications software, database packages, compilers, assemblers, and utility programs. Modifies existing software, and creates special-purpose software to ensure efficiency and integrity between systems and applications.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: CONFERENCE/TRADE SHOW/EVENT PLANNER II

SINS: 541-1, 541-4A, 541-4B

Scope: Coordinates with the client to determine specific goals and objectives in planning conferences, trade shows, and events. Prepares the event budget and tracks conference spending. Markets the facilitation package; locates the site; and plans and coordinates the speakers, materials, vendors, on-site points of contact, equipment, meals, etc. Oversees all or some event activities on-site, ensuring there is adequate staff support for each. Contacts attendees and sends all necessary conference materials. Coordinates with other departments, including graphics, to design and prepare event materials including name badges, certificates, etc.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: CONTENT SUBJECT MATTER EXPERT I

SINS: 520-14

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: CONTENT SUBJECT MATTER EXPERT II

SINS: 520-14, 874-1, 874-4

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: CONTENT SUBJECT MATTER EXPERT III

SINS: 520-14

Scope: Provides subject matter expertise relating to instructor-led training, web-based training, education courses, course development and test administration, learning management, and internships.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: COST ANALYST II

SINS: 520-21

Scope: Satisfies all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting on the status of cost analysts and estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices, including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis, and Business Case Analysis. Must have understanding of the OMB and DoD cost-estimating circulars, including OMB A-11, OMB A-76, OMB A-94 and DoD 5000. May also have knowledge of cost-estimating tools such as SEER, ACE-IT or their methodologies.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: ENGINEER/SCIENTIST I

SINS: 871-1

Scope: Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation of complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: ENGINEER/SCIENTIST III

SINS: 871-1

Scope: Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation of complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analyses employing modeling and simulation techniques.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: FINANCE ANALYST II

SINS: 520-21

Scope: Serves as a member of a group of analysts who are working in concert to systematically integrate business, cost-estimating, and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses through knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensures that tasks are completed in the client's specified time frame and assists with preparing milestone status reports and presentations for colleagues, subordinates, and end-user representatives. Should be familiar with activity-based costing, business case analysis, and outsourcing requirements.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: GRAPHIC ARTIST I

SINS: 520-14, 874-4

Scope: Renders, revises, and finalizes graphic sketches, designs, animation, and copy layouts for multimedia and print content. Determines size and arrangement of illustrative material and copy; selects style and size of type; and arranges layout based upon available space, knowledge of layout principles, and visual design principles.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: GRAPHIC ARTIST III

SINS: 520-14, 874-4

Scope: Renders, revises, and finalizes graphic sketches, designs, animation, and copy layouts for multimedia and print content. Determines size and arrangement of illustrative material and copy; selects style and size of type; and arranges layout based upon available space, knowledge of layout principles, and visual design principles.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: INSTRUCTIONAL SYSTEM DESIGNER I

SINS: 520-14, 874-4

Scope: Conducts training analysis; designs and develops training curricula; designs and develops multimedia and web storyboards and training; and measures and evaluates the training's effectiveness.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: INSTRUCTIONAL SYSTEM DESIGNER III

SINS: 520-14, 874-4

Scope: Conducts training analysis; designs and develops training curricula; designs and develops multimedia and web storyboards and training; and measures and evaluates the training's effectiveness.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: LEARNING STRATEGY CONSULTANT II

SINS: 871-1

Scope: Develops and revises training courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares all material (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: MANAGEMENT ANALYST I

SINS: 871-1, 874-7

Scope: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and organizations. Supports the development of

solutions to address an organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities to support the project team's objectives. Works closely with senior Management Consultants or Task Leads.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: MANAGEMENT ANALYST II

SINS: 874-1

Scope: Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and organizations. Evaluates options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Analysts or other staff as necessary.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: MANAGEMENT ANALYST III

SINS: 871-1, 874-7

Scope: Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to clients and project teams and is a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: MEDIA RELATIONS SPECIALIST II

SINS: 541-1, 541-4A, 541-4B

Scope: Develops the content and production of materials and communications, including but not limited to press releases, articles, brochures, and presentation materials. Plans marketing programs, events, and conferences for clients. Researches media markets as necessary, recommends marketing and communications strategies, and establishes publicity and promotion tactics. Directs the maintenance and improvement of client websites and develops new features for using web technology. Coordinates with the appropriate SMEs for the review and development of proposed communications. Acts as an advisor to clients on issues dealing with marketing and communications.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: MEDIA/MARKETING TECHNOLOGY SPECIALIST II

SINS: 541-1, 541-4A, 541-4B

Scope: Develops the content and production of materials and communications, including but not limited to press releases, articles, brochures, and presentation materials. Plans marketing programs, events, and conferences for clients. Researches media markets as necessary; recommends marketing and communications strategies; and establishes publicity and promotion tactics. Directs the maintenance and improvement of client websites and develops new features for using web technology. Coordinates with the appropriate SMEs to review and develop proposed communications. Acts as an advisor to clients on issues dealing with marketing and communications.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: ORGANIZATIONAL PERFORMANCE CONSULTANT II

SINS: 871-1

Scope: Supports tasks related to organization analysis, development of operating procedures, training needs assessment, and training.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROCESS IMPROVEMENT ANALYST I

SINS: 874-7

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and researches, collects, and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Areas of focus include, but are not limited to identifying and eliminating duplication; outsourcing opportunities; streamlining; centralizing; business transformation; business process redesign and modeling; quality improvement; and lean six sigma.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROCESS IMPROVEMENT ANALYST II

SINS: 874-7

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and researches, collects, and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Areas of focus include, but are not limited to identifying and eliminating duplication; outsourcing opportunities; streamlining; centralizing; business transformation; business process redesign and modeling; quality improvement; and lean six sigma.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROCESS IMPROVEMENT ANALYST III

SINS: 874-7

Scope: Guides and assists clients through a wide range of management, organizational, and business improvement and modernization initiatives by applying continuous process improvement strategies, methodologies and principles. Develops business methods for problem solving, process change, and solutions implementation ensuring enterprise-wide integration. Identifies best practices; assesses performance measurement; and researches, collects, and verifies data and translates it into strategic and operational guidance. Provides group facilitation, interviewing, training, and other forms of knowledge transfer. Areas of focus include, but are not limited to identifying and eliminating duplication; outsourcing opportunities; streamlining; centralizing; business transformation; business process redesign and modeling; quality improvement; and lean six sigma.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PROCUREMENT ANALYST II

SINS: 520-21

Scope: Develops Acquisition Plans and other procurement justification and approval documentation. Develops Source Selection Plans, including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications, and contract correspondence. Performs contract administration.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROGRAM MANAGER I

SINS: 874-7, 520-21

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support an effort. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROGRAM MANAGER II

SINS: 541-1, 541-4A, 541-4B, 871-1, 520-14, 520-21, 874-1, 874-4

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROGRAM MANAGER III

SINS: 874-7, 520-21

Scope: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support an effort. Establishes and alters (as necessary) the corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PROGRAMMER/MULTIMEDIA DEVELOPER I

SINS: 520-14, 874-4

Scope: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROGRAMMER/MULTI-MEDIA DEVELOPER III

SINS: 520-14, 874-4

Scope: Provides programming and multimedia support for training projects, including authoring content in various authoring languages.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PROJECT MANAGER I

SINS: 541-1, 541-4A, 541-4B, 871-1, 520-14, 520-21, 874-1, 874-4, 874-7

Scope: Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; and communicating organization policies, purposes, and goals to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: PROJECT MANAGER II

SINS: 520-21

Scope: Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and ensuring that the technical and financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures the delivery of quality products and services.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: PROJECT MANAGER III

SINS: 541-1, 541-4A, 541-4B, 871-1, 520-14, 520-21, 874-1, 874-4, 874-7

Scope: Monitors each task and keeps the Program Manager abreast of all problems and accomplishments. Anticipates problems and works to mitigate them. As a team or project leader, provides technical direction for the complete systems development effort. May serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems

problems using new technology. Can complete tasks within estimated timeframes and budget constraints. Schedules and assigns duties to subordinates. Interacts with government management personnel. Reports in writing and orally to contractor management and government representatives, including the government contracting office.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: PUBLIC RELATIONS SPECIALIST II

SINS: 541-1, 541-4A, 541-4B

Scope: Supports the planning and coordination of public relations events and activities to support the mission, objectives, and goals of the client's organization. Plans, prepares, and disseminates publicity concerning the client's organization through newspapers, periodicals, and audiovisual communications media, including the Internet. Assists in the development and implementation of public relations and communications plans. Accomplishes assigned duties through written communications, speeches, and personal contact. Performs assignments in specialized areas of public relations activities such as press, radio, and TV relations; tradeshow public relations; and community relations.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: QUALITY ASSURANCE SPECIALIST II

SINS: 541-1, 541-4A, 541-4B, 871-1, 520-14,874-1, 874-4, 874-7

Scope: Plans, develops, and administers quality policies covering organization-wide areas or key contracts. Oversees the work of staff, which includes management and senior-level professionals. Analyzes organizational procedures and work instructions, and develops feasible alternatives based on thorough research and analysis. Leads test-suite-based efforts to ensure specifications and standards compliance. Conducts interviews and audits to retrieve essential quality information. Collects, compiles, and assembles quality records for analytical documents and reports.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: RESEARCH ANALYST I

SINS: 871-1, 874-1, 874-4

Scope: Performs analysis applying appropriate scientific and engineering processes and modeling techniques to the lifecycle development of systems. Performs analyses and trade-off studies related to operational issues and reviews test plans to ensure that MOEs address operational requirements. Reviews plans for system integration, operation, and maintenance and assists with developing training for operational personnel.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: RESEARCH ANALYST II

SINS: 541-1, 541-4A, 541-4B

Scope: Coordinates and conducts research initiatives, developing an innovative market positioning strategy that meets client requirements and industry standards. Builds relationships with technical experts in academia and contracts assistance when required. Meets with the client regularly to discuss performance, propose initiatives, and establish priorities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: RESEARCH ANALYST III

SINS: 871-1, 874-1

Scope: Provides supervision to analysts and performs analyses applying appropriate scientific and engineering processes and modeling techniques to the lifecycle development of systems. Performs analyses and trade-off studies related to operational issues and reviews test plans to ensure MOEs address operational requirements. Reviews plans for system integration, operation, and maintenance and assists with developing training for operational personnel. Applies the operations research methodology to defining and formulating economic analyses and related benefit, cost, and risk studies.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: STRATEGY CONSULTANT I

SINS: 874-1

Scope: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and organizations. Supports the development of solutions to address an organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of the project team's objectives. Works closely with senior Management Consultants or Task Leads.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: STRATEGY CONSULTANT III

SINS: 874-1

Scope: Senior expert that possesses demonstrated knowledge and extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Provides leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: SUBJECT MATTER EXPERT I

SINS: 874-1, 520-21

Scope: Provides subject matter expertise relating to management or strategy consulting, including research, evaluations, studies, analyses, scenarios and simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: SUBJECT MATTER EXPERT II

SINS: 874-1, 520-21,541-4B

Scope: Implements strategy dictating marketing direction and management of support services in a specified field. Meets with the client regularly to discuss performance, propose initiatives, and establish priorities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: SUBJECT MATTER EXPERT III

SINS: 874-1, 520-21

Scope: Provides subject matter expertise relating to management or strategy consulting, including research, evaluations, studies, analyses, scenarios and simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.

Requirement: Associates Degree and 10 years of experience.

JOB TITLE: SYSTEMS ANALYST I

SINS: 874-7

Scope: Applies developed skills and knowledge of techniques in a specific professional, scientific/engineering, or technical area. Analyzes, evaluates, and makes recommendations as part of a team or under supervision of senior personnel.

Requirement: Associates Degree and 6 years of experience.

JOB TITLE: SYSTEMS ANALYST II

SINS: 874-7, 520-21

Scope: Leads small teams of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the client. Capable of gathering user requirements and translating them into workable, automated solutions. Familiar with database architectures, object-oriented design, and systems implementation. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must have understanding of all stages of a project's life cycle, including the creation of schedules, requirements documents, system designs and specifications, and project status reports.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: TECHNICAL WRITER/EDITOR II

SINS: 541-1, 541-4A, 541-4B, 520-14, 520-21, 874-1, 874-4, 874-7

Scope: Edits and writes technical materials, such as training manuals, appendices, or operating and maintenance instructions. May assist in layout work.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: TEST/EVALUATION SPECIALIST II

SINS: 874-1, 874-4

Scope: Analyzes tasks and engineering data to develop testing criteria and uses these criteria to develop performance-based testing instruments which measure students' learning and ability to perform the task. Designs and implements test reliability and CBT courseware validity studies. Develops and writes validation reports. Familiar with the use and application of off-the-shelf tools. Applies concentrated and diversified knowledge of an advanced nature in broad assignment areas. Has ability to analyze and interpret statistical data. May supervise a group concerned with various testing and assessment activities.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: TRAINING SOFTWARE ARCHITECT II

SINS: 874-4

Scope: Provides subject matter expertise to support all types of training development projects, including systems design, selection, development, integration, and support.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: VIDEOGRAPHER II

SINS: 541-1, 541-4A, 541-4B

Scope: Sets up and operates video cameras and related audio, lighting, and recording equipment used in instructional systems and incorporates interactive video disk technology. Performs off-line video editing. Advises the producer/director regarding shot composition and assists in post-production shot selection. Accomplishes off-line video narrative, editing, special effects, and animation along with quality control of off-line video tape. May develop computer graphics.

Requirement: Associates Degree and 9 years of experience.

JOB TITLE: VISUAL COMMUNICATIONS/GRAPHICS SPECIALIST II

SINS: 541-1, 541-4A, 541-4B

Scope: Assists the design team lead in establishing conceptual and stylistic direction for the team's work. Designs materials and approves other designers' work. Possesses specialized skills in web, multimedia, or video. Has expertise in using design software and pre-press production. Meets with client as necessary.

Requirement: Associates Degree and 9 years of experience.

Price List

Labor Category	GSA Price w/ IFF

Accounting Analyst II	\$ 92.70
Administrative/Clerical II	\$ 54.19
Audiovisual Production Specialist II	\$ 75.69
Business analyst I	\$ 78.06
Business analyst II	\$ 97.84
Business analyst III	\$ 105.84
Computer Programmer II	\$ 65.94
Conference/Trade Show/Event Planner II	\$ 71.68
Content Subject Matter Expert I	\$ 169.31
Content Subject Matter Expert II	\$ 182.49
Content Subject Matter Expert III	\$ 194.52
Cost Analyst II	\$ 105.80

Engineer/Scientist I	\$ 72.68
Engineer/Scientist III	\$ 94.70
Finance Analyst II	\$ 101.77
Graphic Artist I	\$ 36.03
Graphic Artist III	\$ 69.85
Instructional Systems Designer I	\$ 69.81
Instructional Systems Designer III	\$ 104.34
Learning Strategy Consultant II	\$ 159.22
Management analyst I	\$ 64.63
Management analyst II	\$ 96.22
Management analyst III	\$ 130.46
Media Relations Specialist II	\$ 85.02
Media/Marketing Technology Spec. II	\$ 119.18

Organizational Performance Consultant II	\$ 159.19
Process Improvement Analyst I	\$ 105.56
Process Improvement Analyst II	\$ 127.19
Process Improvement Analyst III	\$ 142.09
Procurement Analyst II	\$ 85.65
Program Manager I	\$ 130.08
Program Manager II	\$ 152.90
Program Manager III	\$ 197.49
Programmer /Multimedia Developer I	\$ 54.98
Programmer /Multimedia Developer III	\$ 75.04
Project Manager I	\$ 124.13
Project Manager II	\$ 148.12
Project Manager III	\$ 155.16

Public Relations Specialist II	\$ 103.51
Quality Assurance Specialist II	\$ 62.32
Research Analyst I	\$ 83.65
Research Analyst II	\$ 107.99
Research Analyst III	\$ 113.65
Strategy Consultant I	\$ 113.07
Strategy Consultant III	\$ 189.73
Subject Matter Expert I	\$ 169.53
Subject Matter Expert II	\$ 182.38
Subject Matter Expert III	\$ 194.46
Systems Analyst I	\$ 72.98
Systems Analyst II	\$ 97.38
Technical Writer/Editor II	\$ 52.56

Test/Evaluation Specialist II	\$ 102.23
Training Software Architect II	\$ 88.46
Videographer II	\$ 99.74
Visual Communications/Graphics Specialist II	\$ 130.75