



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service | Authorized Federal Supply Schedule Price List

Professional Services Schedule (PSS)

Federal Supply Group: 00CORP

Class: U006

Contract Number: 47QRAA19D0013

Contract Period: November 15, 2018 through November 14, 2023

Contractor: Prometheus Federal Services LLC

13846 Rembrandt Way

Chantilly, VA 20151

Business Size: Small, Economically Disadvantaged, Woman Owned, Veteran Owned Business, Service-Disabled

Telephone: (202) 792-1005

FAX Number: (202) 504-8006

Web Site: www.pfs.us

E-mail: sboo@pfs.us



A Service Disabled
Veteran-Owned
Small Business

An Economically
Disadvantaged Woman-
Owned Small Business

Contract Administration: Shawn Boo

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

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>



PFS is a public sector management consulting firm serving federal health and social services agency clients

DUNS: 08-001-4960

CAGE: 7Q144

NAICS: 541611

CONTACT

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 FEDERAL SERVICES
 13846 Rembrandt Way
 Chantilly, VA 20151
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A Service Disabled Veteran-Owned Small Business

An Economically Disadvantaged Woman-Owned Small Business

CAPABILITIES

HEALTH CARE IMPROVEMENT

PFS has experience in performance measurement and improvement, program evaluation, and strategic planning for federal health and social service agencies. Our consultants bring unique methodological knowledge and agility to the evaluation of public programs and services.

Service Lines

- > Performance Improvement
- > Quality Measurement
- > Workforce Planning
- > Clinical Training

PLANNING AND TECHNICAL ASSISTANCE

We partner with clients and their essential stakeholders to arrive at a shared understanding of where they would like to take their organization. Based on that shared vision, PFS consultants guide the development of actionable strategic plans that define mission, goals, and milestones with necessary stakeholder buy-in and support.

Service Lines

- > Analyses and Research
- > Planning Meeting Facilitation
- > Vision, Mission, and Goals Development
- > Plan Document Development
- > Planning Communications Support

BUSINESS TRANSFORMATION PLANNING AND SUPPORT

We help clients improve organizational capabilities and operations at all levels of the federal enterprise. Our consultants employ integrated tools and methodologies that support the visioning, planning, design, implementation, and learning required to drive lasting change.

Service Lines

- > Strategic Planning
- > Organizational Design
- > Business Process Reengineering
- > Change Management
- > Human Capital Analysis and Support

STRATEGIC COMMUNICATIONS

Our Team supports client efforts to engage key stakeholders through strategic communications that resonate. PFS consultants conduct research to inform policy issues and craft messages for federal clients. Our communicators leverage change management best practices into communications strategies that focus on results in the form of stakeholder buy-in and engagement.

Service Lines

- > Market Research, Analyses, and Evaluation
- > Strategy and Branding
- > Outreach and Stakeholder Engagement
- > Graphic Design and Product Development
- > Website Development and Social and New Media

LEARNING AND PERFORMANCE

Our learning strategists assess client needs and create learning solutions that balance traditional with cutting-edge technologies, custom tools with off-the-shelf products and platforms. Our domain knowledge and understanding of target populations combine with our expertise in instructional design and adult learning to provide high-impact and measurable learning experiences that translate into measurable outcomes.

Service Lines

- > Gap and Needs Analyses
- > Curriculum Design
- > Training Delivery and Evaluation

Customer Information

1a. Table of Awarded Special Item Number(s)

SIN	SIN Description
874-1	<p>Integrated Consulting Services – Contractors shall provide expert advice and assistance in support of an agency’s mission-oriented business functions. Services covered by this SIN include:</p> <ul style="list-style-type: none"> • Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/ simulations, reports, business policy and regulation development assistance and strategy formulation. • 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. • Advisory and assistance services in accordance with FAR 37.203.

SIN	SIN Description
874-4	<p>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships – Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.).</p> <p>Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may 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 Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.</p>

SIN	SIN Description
874-7	<p>Integrated Business Program Support Services – Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:</p> <ul style="list-style-type: none"> • All phases of program or project management, from planning to closeout. • Operational/administrative business support services in order to carry out program objectives. <p>Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractors Project or Program Manager. Personal services as defined in FAR are prohibited under the Professional Services Schedule.</p>

- 1b. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.
- 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.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic Only
5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
7. Quantity discounts: None
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Prometheus Federal Services, 13846 Rembrandt Way, Chantilly, VA 20151
- 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).
14. Payment address(es): Prometheus Federal Services, 13846 Rembrandt Way, Chantilly, VA 20151
15. Warranty provision: Contractor's standard commercial warranty

16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards will be acceptable for payments
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 080014960
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered
27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

GSA Award Rates

Base Contract Period (SIN 874-1, 874-4, 874-7)					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
	15-Nov-18 14-Nov-19	15-Nov-19 14-Nov-20	15-Nov-20 14-Nov-21	15-Nov-21 14-Nov-22	15-Nov-22 14-Nov-23
Senior Executive Advisor	\$449.95	\$461.20	\$472.73	\$484.55	\$496.67
Executive Advisor	\$405.17	\$415.30	\$425.68	\$436.32	\$447.23
Senior Program Director	\$374.96	\$384.34	\$393.94	\$403.79	\$413.89
Program Director	\$237.30	\$243.23	\$249.31	\$255.55	\$261.93
Senior Program Manager	\$299.97	\$307.47	\$315.16	\$323.03	\$331.11
Program Manager	\$206.08	\$211.23	\$216.51	\$221.92	\$227.47
Project Manager	\$155.03	\$158.91	\$162.88	\$166.95	\$171.13
Senior Team Leader	\$134.98	\$138.36	\$141.82	\$145.36	\$149.00
Team Leader	\$109.98	\$112.73	\$115.55	\$118.44	\$121.40
Principal Specialist III	\$264.98	\$271.60	\$278.39	\$285.35	\$292.49
Principal Specialist II	\$239.98	\$245.98	\$252.13	\$258.43	\$264.89
Principal Specialist I	\$214.98	\$220.36	\$225.87	\$231.51	\$237.30
Management Consultant III	\$172.57	\$176.89	\$181.31	\$185.84	\$190.49
Management Consultant II	\$125.65	\$128.79	\$132.01	\$135.31	\$138.70
Management Consultant I	\$86.29	\$88.44	\$90.66	\$92.92	\$95.24
Analyst III	\$86.29	\$88.44	\$90.66	\$92.92	\$95.24
Analyst II	\$70.73	\$72.50	\$74.31	\$76.17	\$78.07
Analyst I	\$59.16	\$60.64	\$62.16	\$63.71	\$65.31
Subject Matter Expert III	\$284.22	\$291.33	\$298.61	\$306.08	\$313.73
Subject Matter Expert II	\$279.41	\$286.39	\$293.55	\$300.89	\$308.41
Subject Matter Expert I	\$223.13	\$228.71	\$234.43	\$240.29	\$246.30
Principal Consultant III	\$364.97	\$374.09	\$383.44	\$393.03	\$402.86
Principal Consultant II	\$319.97	\$327.97	\$336.17	\$344.57	\$353.19
Principal Consultant I	\$284.97	\$292.09	\$299.39	\$306.88	\$314.55
Functional Specialist III	\$189.24	\$193.97	\$198.82	\$203.79	\$208.88
Functional Specialist II	\$114.27	\$117.12	\$120.05	\$123.05	\$126.13
Functional Specialist I	\$67.80	\$69.49	\$71.23	\$73.01	\$74.84
LSS Process Engineer	\$118.75	\$121.72	\$124.76	\$127.88	\$131.08
Senior Learning Strategist	\$149.98	\$153.73	\$157.58	\$161.52	\$165.56
Learning Strategist	\$139.99	\$143.49	\$147.08	\$150.75	\$154.52
Senior Instructional Designer	\$99.99	\$102.49	\$105.05	\$107.68	\$110.37
Instructional Designer	\$92.49	\$94.81	\$97.18	\$99.61	\$102.10

Labor Category Descriptions:

SENIOR EXECUTIVE ADVISOR

Description: Develops new capabilities, thought leadership, and vision; provides strategic advisory services and consultations; defines agenda and project objectives; manages execution of multiple strategic initiatives; balances potentially conflicting themes and objectives; generates innovative approaches to address business problems; ensures that appropriate structure is in place to support innovation and lasting change.

Experience & Education: Minimum of 18 years experience and Masters Degree. Experience & Education may not be substituted for this labor category.

EXECUTIVE ADVISOR

Description: Provides strategic advisory services and consultations; defines agenda and project objectives; manages execution of multiple strategic initiatives; balances potentially conflicting themes and objectives; generates innovative approaches to address business problems; ensures that appropriate structure is in place to support innovation and lasting change.

Experience & Education: Minimum of 17 years experience and Doctorate Degree. Experience & Education may not be substituted for this labor category.

SENIOR PROGRAM DIRECTOR

Description: Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team; contributes to organizational direction through regular involvement with senior level client leadership and team members; maintains productive and effective client relationship with the most senior levels of the client organization; plans programs from start to completion involving deadlines, milestones and processes; supervises all program and project managers involved to provide feedback and resolve complex problems.

Experience & Education: Minimum of 17 years experience and Masters Degree. Experience & Education may not be substituted for this labor category.

PROGRAM DIRECTOR

Description: Executive responsible for providing strategic direction, vision, leadership, and program management to the team; contributes to organizational direction through regular involvement with senior level client leadership and team members; maintains productive and effective client relationship with the most senior levels of the client organization.

Experience & Education: Minimum of 15 years experience and Masters Degree

SENIOR PROGRAM MANAGER

Description: Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations; maintains and manages relationships with senior level management within the client organization; responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge; ensures quality standards and work performance on all task orders and projects; plans, organizes, and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project, and directs program personnel.

Experience & Education: Minimum of 15 years experience and Masters Degree

PROGRAM MANAGER

Description: Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations; maintains and manages relationships with senior level management within the client organization; responsible for ensuring senior

level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge; ensures quality standards and work performance on all task orders and projects; plans, organizes, and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project, and directs program personnel.

Experience & Education: Minimum of 12 years experience and Masters Degree

PROJECT MANAGER

Description: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project; demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products; organizes, directs, and coordinates the planning and production of all contract support activities; responsible for staffing, project planning, project financials, and staff direction and oversight; maintains and manages the client interface at the COTR levels of the client organization; assists the Sr. Project Manager or Program Managers as required in managing contract performance.

Experience & Education: Minimum of 9 years experience and Masters Degree

SENIOR TEAM LEADER

Description: Responsible for supervisions, managing, and motivating team members on a daily basis. Creates an inspiring team environment with an open communication culture; delegates tasks and sets deadlines; monitors team performance and reports on metrics; discover training needs and provide coaching; generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines; answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance. Proven work experience as a team leader or supervisor with knowledge of performance metrics.

Experience & Education: Minimum of 4 years experience and Bachelors Degree

TEAM LEADER

Description: Responsible for supervisions, managing, and motivating team members on a daily basis. Creates an inspiring team environment with an open communication culture; delegates tasks and sets deadlines; monitors team performance and reports on metrics; discover training needs and provide coaching; generates and shares comprehensive and detailed reports about team performance, mission-related objectives, and deadlines; answers team member questions, helps with team member problems, and oversees team member work for quality and guideline compliance.

Experience & Education: Minimum of 2 years experience and Bachelors Degree

PRINCIPAL SPECIALIST III

Description: Senior expert with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possesses demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling an simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of other staff as necessary on activated related to the specified field or discipline.

Experience & Education: Minimum of 11 years experience and Masters Degree

PRINCIPAL SPECIALIST II

Description: Possesses demonstrated knowledge in designated field or discipline; possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements; participates in the development of solutions by leveraging knowledge of the designated field or discipline; contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies; may direct the activities of other staff as necessary on activities related to the specified field or discipline.

Experience & Education: Minimum of 9 years experience and Masters Degree

PRINCIPAL SPECIALIST I

Description: Possesses demonstrated knowledge in designated field or discipline; possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements; participates in the development of solutions by leveraging knowledge of the designated field or discipline; contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies; may direct the activities of other staff as necessary on activities related to the specified field or discipline.

Experience & Education: Minimum of 7 years experience and Masters Degree

MANAGEMENT CONSULTANT III

Description: Possesses demonstrated knowledge, experience, and ability in the development and management of solutions, recommendations, or outcomes across multiple tasks and/or organizations; evaluates options to address organizational challenges and manages implementation of project plans; directs activities in support of project objectives and helps assess the impact of industry trends and policies; manages projects tasks as needed.

Experience & Education: Minimum of 10 years experience and Masters Degree

MANAGEMENT CONSULTANT II

Description: Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations; evaluates options to address organizational challenges and contributes to implementation of project plans; supports project objectives and helps assess the impact of industry trends and policies.

Experience & Education: Minimum of 6 years experience and Masters Degree

MANAGEMENT CONSULTANT I

Description: Possesses knowledge, experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations; evaluates options to address organizational challenges and contributes to implementation of project plans; supports project objectives and helps assess the impact of industry trends and policies.

Experience & Education: Minimum of 4 years experience and Bachelors Degree

ANALYST III

Description: Prepares and conducts analyses and studies, needs assessments, and requirements analysis to align systems and solutions; applies analytical methodologies and principles to meet client needs; prepares forecasts and analyzes trends, develops and analyzes metrics, and prepares reports and recommendations related to management, organizational structure, policies/procedures and systems; areas of focus include but are not limited to business performance, project analysis, internal control, risk assessment, and support of project objectives.

Experience & Education: Minimum of 4 years experience and Bachelors Degree

ANALYST II

Description: Prepares and conducts analyses and studies, needs assessments, and requirements analysis to align systems and solutions; applies analytical methodologies and principles to meet client needs; prepares forecasts and analyzes trends, develops and analyzes metrics, and prepares reports and recommendations related to management, organizational structure, policies/procedures and systems; areas of focus include but are not limited to business performance, project analysis, internal control, risk assessment, and support of project objectives.

Experience & Education: Minimum of 2 years experience and Bachelors Degree

ANALYST I

Description: Prepares and conducts analyses and studies, needs assessments, and requirements analysis to align systems and solutions; applies analytical methodologies and principles to meet client needs; prepares forecasts and analyzes trends, develops and analyzes metrics, and prepares reports and recommendations related to management, organizational structure, policies/procedures and systems; areas of focus include but are not limited to business performance, project analysis, internal control, risk assessment, and support of project objectives.

Experience & Education: Minimum of 1 year experience and Bachelors Degree

SUBJECT MATTER EXPERT III

Description: Senior industry leader and expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization's core goals and strategic direction.

Experience & Education: Minimum of 14 years experience and Doctorate Degree

SUBJECT MATTER EXPERT II

Description: Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization's core goals and strategic direction.

Experience & Education: Minimum of 12 years experience and Doctorate Degree

SUBJECT MATTER EXPERT I

Description: Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas; provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions; provides high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; primarily utilized on projects for specific expertise, not in a managerial capacity, to align with and support the organization's core goals and strategic direction.

Experience & Education: Minimum of 12 years experience and Masters Degree

PRINCIPAL CONSULTANT III

Description: Controls most day-to-day contract activities; serves as the main contact person between the company and the clients; oversees several consultant teams and guides them during projects as part of their daily routine; delegates projects and tasks to various teams; interfaces with the client from the

beginning to the end of projects; responsible for the analysis, design, scheduling, construction and delivery of solutions to meet client expectations.

Experience & Education: Minimum of 16 years experience and Masters Degree

PRINCIPAL CONSULTANT II

Description: Controls most day-to-day contract activities; serves as the main contact person between the company and the clients; oversees several consultant teams and guides them during projects as part of their daily routine; delegates projects and tasks to various teams; interfaces with the client from the beginning to the end of projects; responsible for the analysis, design, scheduling, construction and delivery of solutions to meet client expectations.

Experience & Education: Minimum of 14 years experience and Masters Degree

PRINCIPAL CONSULTANT I

Description: Controls most day-to-day contract activities; serves as the main contact person between the company and the clients; oversees several consultant teams and guides them during projects as part of their daily routine; delegates projects and tasks to various teams; interfaces with the client from the beginning to the end of projects; responsible for the analysis, design, scheduling, construction and delivery of solutions to meet client expectations.

Experience & Education: Minimum of 12 years experience and Masters Degree

FUNCTIONAL SPECIALIST III

Description: Senior expert with extensive knowledge in designated field or discipline; provides insight and advice concerning task or project strategic direction and outcomes; may contribute to the evaluation, analysis, and development of recommended solutions; resolves complex problems which require an in-depth knowledge of subject matter related to the designated field or discipline; applies principles and methods of the subject matter to specialized solutions; generally possesses demonstrated ability and experience in management consulting and specialized expertise in technical domains; may direct other staff as necessary on activities related to the specified field or discipline.

Experience & Education: Minimum of 12 years experience and Masters Degree

FUNCTIONAL SPECIALIST II

Description: Possesses demonstrated knowledge in designated field or discipline; possesses substantive experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements; participates in the development of solutions by leveraging knowledge of the designated field or discipline; contributes to the implementation of strategy and helps assess the impact of industry trends and policies; directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline; may include specialized certifications and/or qualifications relevant to the project scope.

Experience & Education: Minimum of 4 years experience and Masters Degree

FUNCTIONAL SPECIALIST I

Description: Possesses knowledge in designated field or discipline; supports assessments of organization's challenges using specialized skills and knowledge; contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies; conducts activities in support of the project team's objectives; may include specialized certifications and/or qualifications relevant to the project scope.

Experience & Education: Minimum of 2 years experience and Bachelors Degree

LSS PROCESS ENGINEER

Description: 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 research, 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.

Experience & Education: Minimum of 6 years experience and Bachelors Degree

SENIOR LEARNING STRATEGIST

Description: Provides learning management and coordination, including administration, logistics, operations, technology management and user support, and program evaluation. Works with Instructors to guide the development of learning strategies and delivery of learning programs.

Experience & Education: Minimum of 7 years experience and Bachelors Degree

LEARNING STRATEGIST

Description: Provides learning management and coordination, including administration, logistics, operations, technology management and user support, and program evaluation. Works with Instructors to guide the development of learning strategies and delivery of learning programs.

Experience & Education: Minimum of 6 years experience and Bachelors Degree

SENIOR INSTRUCTIONAL DESIGNER

Description: Assists with training analysis, designing and development of training curricula, designing and developing web-based or other training medium, and measurement and evaluation of training success.

Experience & Education: Minimum of 4 years experience and Bachelors Degree

INSTRUCTIONAL DESIGNER

Description: Assists with training analysis, designing and development of training curricula, designing and developing web-based or other training medium, and measurement and evaluation of training success.

Experience & Education: Minimum of 2 years experience and Bachelors Degree

EXPERIENCE & EDUCATION SUBSTITUTION

- * Bachelors degree = Associate degree + 2 years relevant experience = 4 years relevant experience
- * Masters degree = Bachelors + 2 years relevant experience = 6 years relevant experience
- * Doctorate degree = Masters degree + 4 years relevant experience = 10 years relevant experience

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