

# GENERAL SERVICES ADMINISTRATION

## **Federal Supply Service** *Authorized Federal Supply Schedule Price List*

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

### **Multiple Award Schedule (MAS)**

**Federal Supply Group:** Professional Services

**Contract Number:** 47QRAA18D00FJ

**For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.**

**Contract Period:** September 12, 2018 – September 11, 2023

**Price List is Current as of Modification # PS-0026 effective September 8, 2022**

**Contractor:** **ACQUISITION PROFESSIONALS LLC**  
**800 Corporate Dr., Suite 301**  
**Stafford, Virginia 22554**

**Business Size:** 8A, Small Business Concern, Small Disadvantaged Business Concern, Woman Owned Business, Woman Owned Small Business, Economically Disadvantaged Woman Owned, HUBZone Business

**Telephone:** 703-307-2062  
**FAX Number:** 703-884-4001  
**Web Site:** <https://www.acquisitionprofessionalsllc.com>  
**E-mail:** [lkclark@acqpros.com](mailto:lkclark@acqpros.com)  
**Contract Administration:** Luwanna Clark

## 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
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	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. This price is the Government price based on a unit of one, exclusive of any**

quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See 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. See Below.**
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage (delivery Area):** Domestic; 48 States, DC
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address on Page 1
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** 1% in excess of \$100,000.00
8. **Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. **Foreign items (list items by country of origin):** None
- 10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 10b. **Expedited Delivery. 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
- 10c. **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
- 10d. **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
11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment address(es):** Same as company address
14. **Warranty provision.:** Contractor’s standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 22b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (Available Upon Request). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
23. **Unique Entity Identifier:** QPX7HPXJX733
24. **Notification regarding registration in System for Award Management (SAM) database:** Registered

### Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

### LABOR CATEGORIES

NAICS	Labor Category	Minimum Education	Minimum Experience	GSA Price (w/IFF)
541611	Acquisition Consultant	Bachelors	15	\$122.44
541611	Acquisition Specialist II	Bachelors	8	\$124.91
541611	Acquisition Specialist III	Bachelors	15	\$127.66
541611	Administrative Assistant	High School	2	\$61.36
541611	Appraisal Support Assistant	Bachelors	2	\$66.83
541611	Budget Analyst	Bachelors	4	\$72.86
541611	Business Systems Analyst	Bachelors	4	\$85.41
541611	Contract Specialist	Bachelors	3	\$67.94
541611	Contract Specialist III	Bachelors	8	\$120.09
541611	Cost Price Analyst	Bachelors	5	\$103.76

541611	Functional Analyst	Bachelors	5	\$93.99
541611	General Clerk II**	High School	1	\$55.11
541611	Graphics/Section 508 Specialist	Bachelors	4	\$123.93
541611	Management Analyst II	Bachelors	6	\$98.74
541611	Procurement Specialist	Bachelors	5	\$112.99
541611	Program Analyst	Bachelors	8	\$89.77
541611	Program Manager	Bachelors	8	\$100.76
541611	Project Manager	Bachelors	8	\$118.89
541611	Project Manager / Acquisition Consultant	Bachelors	4	\$114.71
541611	Proposal Writer**	Bachelors	6	\$112.49
541611	Senior Procurement Assistant	Bachelors	4	\$59.55
541611	Senior Procurement Specialist	Bachelors	6	\$115.92
541611	Senior Subject Matter Expert	Bachelors	8	\$133.62

**Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix**

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
General Clerk II	0112 – General Clerk II	2015-4282

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), applies to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

## LABOR CATEGORY DESCRIPTIONS

### Acquisition Consultant

**Minimum\General Experience:** Minimum 15 years of related experience

**Functional Responsibility:** Provides organizational reviews on processes, procedures, and improvements relating to acquisition support. Provide leadership in special projects and events, tracks and monitors special projects.

Knowledgeable of federal rules and regulations as applicable to the Federal Acquisition Regulations (FAR).

**Minimum Education:** A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degree and 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.

### Acquisition Specialist II (Intermediate)

**Minimum\General Experience:** Minimum 8 years of related experience

**Functional Responsibility:** Assists in the preparation of supporting acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates independent government cost estimates. Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks. Provides support in areas such as development of acquisition strategies; development of requests for proposals; and participation in source selections. Knowledgeable of federal rules and regulations as applicable to the Federal Acquisition Regulations (FAR).

**Minimum Education:** A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degree and 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.

### Acquisition Specialist III (Senior)

**Minimum\General Experience:** Minimum 15 years of related experience

**Functional Responsibility:** Provides subject matter acquisition expertise in support of federal acquisitions. Assists government procurement agencies to define proposals and qualify vendors, applies knowledge of government/ defense acquisition processes to support customers in the analysis and improvement of acquisition process policy and procedures. Devises strategies for deploying and implementing new acquisition policy initiatives and measuring the effectiveness of implementation. Uses quantitative analytical techniques to assess system acquisition process issues and develops risk reduction/mitigation approaches for improving acquisition/program planning, control, and execution. Provides technical guidance and advisory assistance in the preparation of acquisition documentation including a statement of objectives (SOOs), statement of work (SOW) requirements, procurement plans, program descriptions, technical specifications, and other required solicitation information. Reviews Request for Proposal (RFP) packages for conformance with all aspects of relevant procurement regulations and validates cost estimates. Provides technical assistance in vendor/acquisition contractor proposal evaluation, COTS product analysis, source selection, acceptance testing, and performance monitoring against established benchmarks. Leads the development and implementation of a program's acquisition strategy. Includes preparing and coordinating the approval of regulatory and statutory documentation and managing preparations for milestone decision reviews. Other responsibilities include managing a program's acquisition activities, coordinating/drafting briefings, and memoranda for a variety of stakeholders and assisting the management in budgeting, contracting, and cost analysis activities. Knowledgeable of federal rules and regulations as applicable to the Federal Acquisition Regulations (FAR).

**Minimum Education:** A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degree and 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.

### Administrative Assistant

**Minimum\General Experience:** Minimum 2 years of related experience

**Functional Responsibility:** Supports the client organization or department by performing administrative services. Assists management with administrative tasks such as tracking and compiling information of interest. Prepares various reports detailing the administrative information handled by the position. Reads and answers correspondence. May handle confidential information if required.

**Minimum Education:** High School Diploma

#### Appraisal Support Assistant

**Minimum\General Experience:** Minimum 2 years of related experience

**Functional Responsibility:** Responsible for understanding the contract and customer requirements to ensure the requirements are met in a timely manner. Manage and support both the customer and contracting as an integral part of the management system. Ensure timely management and procurement of required services through the proper channels and ensure the acquisition stays on task and point.

**Minimum Education:** Bachelor's Degree

#### Budget Analyst

**Minimum\General Experience:** Minimum 4 years of related experience

**Functional Responsibility:** Provides budget support, including budget preparation, formulation, presentation, execution, and financial management policy. Consolidates data for the presentation of the budget and provides a viable overview of the financial status of operations. Maintains accounting records and analyzes funds to identify possible trends. Responsible for evaluating the relationship between major program changes and the financial status ensuring adequate funds for program coverage; prepares reports, forms, and schedules. Provides financial advice to management officials for proper program planning and elective decision-making. Requires knowledge of the concepts, practices, laws, and regulations which apply to budgeting for programs and services, including knowledge of Office of Management and Budget (OMB) regulations and policies; as well knowledge of how budgets are developed, transmitted, presented, examined by OMB, and reviewed by Congress.

**Minimum Education:** Bachelor's Degree

#### Business Systems Analyst

**Minimum\General Experience:** Minimum 4 years of related experience

**Functional Responsibility:** Develops methodology documents based on self-initiated interviews, diagrams, surveys, and workflow analysis. Researches and analyzes all aspects of existing business practices and procedures. Communicates with heads of departments about common frustrations, hindrances and other issues that interrupt workflow. Ability to obtain and document methods and procedures and process workload assessment. Experience in assisting consultants and program officials in planning project designs and managing progress of studies by reviewing proposals, estimating work hour requirements, and advising on the most efficient sequencing of events.

Creates detailed plans for execution and implementation of new processes, including budgetary guidelines and key personnel. Works with project managers to develop new project plans and see them through to completion.

Oversees the life cycle of changes to business systems and prepares detailed reports for executive management.

**Minimum Education:** Bachelor's Degree in Business Administration

### Contract Specialist

**Minimum\General Experience:** Minimum 3 years of related experience

**Functional Responsibility:** Responsible for: (1) soliciting, evaluating, negotiating, and awarding contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government; (2) administering contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties; (3) recommend terminating contracts by analyzing, negotiating, and settling claims and proposals; (4) analyzing and evaluating cost or price proposals and accounting systems data; (5) planning, assisting with establishing, or reviewing contracts, programs, policies, or procedures; (6) assisting in the formulating and administering policies and procedures to insure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms; (7) developing acquisition strategies and managing procurements. Requires specialized knowledge of negotiation techniques to meet and reach agreement through discussion with a proposed contractor on the price and performance terms, and to set forth all these terms in a procurement document. Requires specialized knowledge of post-award contracting procedures to oversee or ensure compliance with the terms of contracts, to determine the reasonableness of and to negotiate claims, to resolve disputes and other problems concerning obligations of either the Government or the contractor, and to negotiate contract modifications. Requires specialized knowledge of post-award procedures and negotiation techniques to represent the Government in terminations for convenience or default and in claims and settlements.

**Minimum Education:** Bachelor's Degree

### Contract Specialist III

**Minimum\General Experience:** Minimum 8 years of related experience

**Functional Responsibility:** Responsible for experienced expert level contract specialist support activities including individual contributions and oversight of teams of similar staff performing: (1) soliciting, evaluating, negotiating, and awarding contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government; (2) administering contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties; (3) recommend terminating contracts by analyzing, negotiating, and settling claims and proposals; (4) analyzing and evaluating cost or price proposals and accounting systems data; (5) planning, assisting with establishing, or reviewing contracts, programs, policies, or procedures; (6) assisting in the formulating and administering policies and procedures to insure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms; (7) developing acquisition strategies and managing procurements. May supervise other contracts support staff or teams. Requires specialized knowledge of negotiation techniques to meet and reach agreement through discussion with a proposed contractor on the price and performance terms, and to set forth all these terms in a procurement document. Requires specialized knowledge of post-award contracting procedures to oversee or ensure compliance with the terms of contracts, to determine the reasonableness of and to negotiate claims, to resolve disputes and other problems concerning obligations of either the Government or the contractor, and to negotiate contract modifications. Requires specialized knowledge of post-award procedures and negotiation techniques to represent the Government in terminations for convenience or default and in claims and settlements.

**Minimum Education:** Bachelor's Degree



### Cost Price Analyst

**Minimum\General Experience:** Minimum 5 years of related experience

**Functional Responsibility:** Researches and evaluates costs for projects, clients, departments, and products. Contributes methods to improve cost estimation processes. Compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives for contract transactions. Compiles information from periodicals, catalogs, and other sources to keep informed on price trends and manufacturing processes.

**Minimum Education:** Bachelor's Degree

### Functional Analyst

**Minimum\General Experience:** Minimum 5 years of related experience

**Functional Responsibility:** Gathers information through interviews with employees and managers to study the procedures and systems currently in place. Analyzes user needs to determine functional requirements, tasks, and their interrelationships. Identifies resources required for each task. Document procedures and processes for improvement. Designs computer systems to meet an organization's requirements by researching emerging technologies for new solutions and using techniques such as data modeling. Prepares reports that balance costs and benefits to present to managers. Installs and configures new systems or upgrade existing ones. Runs tests to ensure that systems meet specifications, composes user manuals and other documentation, and trains existing users on new capabilities.

**Minimum Education:** Bachelor's degree

### General Clerk II

**Minimum\General Experience:** Minimum 1 years of related experience

**Functional Responsibility:** Responsible for data/document support including filing and system management; maintains projects records; departmental documentation to include policies, procedures, formal letters, memos, and correspondence of all types. Develops, reviews, and reproduces briefing materials, reports, and other project documentation.

**Minimum Education:** High School Diploma

### Graphics/Section 508 Specialist

**Minimum\General Experience:** Minimum 4 years of related experience

**Functional Responsibility:** Designs or creates graphic materials. Provides and/or supports design of projects from conception to completion. Designs and produces graphics in support of client projects. Provides technical knowledge and expertise on one or more of the following: computer graphics, digital photography, videography, animations, multimedia, video, web, etc. Experienced in desktop layout, image manipulation, and pre-press preparation. Assists or leads Section 508 compliance including testing and reporting on status and through use of toolsets if required.

**Minimum Education:** Bachelor's Degree



### **Management Analyst II**

**Minimum\General Experience:** Minimum 6 years of related experience

**Functional Responsibility:** Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates a project team to ensure enterprise-wide integration of management efforts.

**Minimum Education:** Bachelor's Degree

### **Procurement Specialist**

**Minimum\General Experience:** Minimum 5 years of related experience

**Functional Responsibility:** Responsible for assisting in the analysis and preparation of acquisition documentation working closely with various teams as well as outside vendors to meet project requirements. Generally, manages contracts after award and oversees the ordering of goods and services. Conducts research and identifies prospective suppliers, evaluates their offering against key business criteria and required product/service specifications. Requests quotes and compare prices for maximum return on investment. Estimate and establish cost parameters and budgets for purchases. Creates and maintains good relationships with vendors and suppliers.

**Minimum Education:** Bachelor's Degree

### **Program Analyst**

**Minimum\General Experience:** Minimum 8 years of related experience

**Functional Responsibility:** Responsible for performing day-to-day management of assigned projects involving engineers, scientists, and management professionals; analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems; and organizing, directing, and coordinating planning and production of all activities associated with assigned projects.

**Minimum Education:** Bachelor's Degree

### **Program Manager**

**Minimum\General Experience:** Minimum 8 years of related experience

**Functional Responsibility:** Directs and provides leadership to contractor and sub-contractor teams working with local, State, or Federal government programs in accordance with existing procedures, applicable laws, and government requirements. Oversees desk teams, field subject matter experts, specialists, and engineers in the execution of duties that may include preparing proposals, writing contract terms and conditions, engineering services, site surveys, installation drawings, ordering and delivery of products, configuration of data management, training, logistics support, preparing and disseminating information regarding contract status, and reviewing contractual obligations.

**Minimum Education:** Bachelor's Degree

### **Project Manager**

**Minimum\General Experience:** Minimum 8 years of related experience

**Functional Responsibility:** Provides Project Management support to one or more clients. Utilizes experience in project management skillsets to support the assigned tasks. Provides Project Management support to one or more clients. Performs day-to-day project support possibly involving multiple projects and groups of personnel. Organizes, directs, and coordinates the planning and production of project support activities. May interface with the Government Project Manager or Program Manager in the management and execution of the assigned project. May engage corporate management support structure for effective contract support activities. Can manage project efforts and involve multiple facets of support disciplines. Performs day-to-day management of assigned projects that involve individuals or teams. Develop and coordinate project plans. Assists in prioritizing projects, enhancement of projects, and change requests. Uses skills in task areas to address requirements within the client scope work. Prepares regular project status reports. Demonstrates written and oral communication skills.

**Minimum Education:** Bachelor's Degree

### **Project Manager/Acquisition Consultant**

**Minimum\General Experience:** Minimum 4 years of related experience

**Functional Responsibility:** Provides Project Management support and utilizes experience in project / acquisition skills. Performs day-to-day project support involving multiple projects and groups of personnel. Organizes, directs, and coordinates acquisition project planning. Interfaces with the Government PM/COR on project. Performs day-to-day management of assigned projects and team. Senior level staff responsible for leading other staff or experienced individual contributions assisting in the analysis and preparation of acquisition documentation working closely with various teams as well as outside vendors to meet project requirements. Generally, manages contracts after award and oversees the ordering of goods and services. Conducts research and identifies prospective suppliers, evaluates their offering against key business criteria and required product/service specifications. Requests quotes and compare prices for maximum return on investment. Estimate and establish cost parameters and budgets for purchases. Creates and maintains good relationships with vendors and suppliers. May supervise other procurement support staff.

**Minimum Education:** Bachelor's Degree

### **Proposal Writer**

**Minimum\General Experience:** Minimum 6 years of related experience

**Functional Responsibility:** Applies technical writing experience authoring and/or updating scientific, technical, engineering, management, process, or other professional materials in accordance with applicable standards. Applies knowledge of applicable government standards, specifications and practices as required. Conceptualizes, formats, structures, writes, edits, and finalizes items such as written products, documentation, publications, manuals, orders, specifications, modification, plans, procedures, and results. Completes specific writing assignments in a clear and concise manner. Works with other personnel to gather data for various written products developed. Uses experience in the field of technical writing/editing with specialized experience in planning, developing, maintaining, and rewriting documents.

**Minimum Education:** Bachelor's Degree

### **Senior Procurement Assistant**

**Minimum\General Experience:** Minimum 4 years of related experience

**Functional Responsibility:** Provides senior level assistance to the team, client, and/or other contract staff in the analysis and preparation of acquisition documentation working closely with various teams as well as outside vendors to meet project requirements. Assists to manage contracts after award and oversees the ordering of goods and services. Aids in the conduct of research and identifies prospective suppliers, evaluates their offering against key business criteria and required product/service specifications. Assists to request quotes and compare prices for maximum return on investment. Supports estimates and establishing cost parameters and budgets for purchases. Creates and maintains good relationships with vendors and suppliers. May coordinate the assistance of other more junior contractor staff.

**Minimum Education:** Bachelor's Degree

### **Senior Procurement Specialist**

**Minimum\General Experience:** Minimum 6 years of related experience

**Functional Responsibility:** Responsible for senior level contract specialist support activities including individual contributions and oversight of staff performing: (1) soliciting, evaluating, negotiating, and awarding contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government; (2) administering contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties; (3) recommend terminating contracts by analyzing, negotiating, and settling claims and proposals; (4) analyzing and evaluating cost or price proposals and accounting systems data; (5) planning, assisting with establishing, or reviewing contracts, programs, policies, or procedures; (6) assisting in the formulating and administering policies and procedures to insure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms; (7) developing acquisition strategies and managing procurements. May supervise other contracts support staff. Requires specialized knowledge of negotiation techniques to meet and reach agreement through discussion with a proposed contractor on the price and performance terms, and to set forth all these terms in a procurement document. Requires specialized knowledge of post-award contracting procedures to oversee or ensure compliance with the terms of contracts, to determine the reasonableness of and to negotiate claims, to resolve disputes and other problems concerning obligations of either the Government or the contractor, and to negotiate contract modifications. Requires specialized knowledge of post-award procedures and negotiation techniques to represent the Government in terminations for convenience or default and in claims and settlements.

**Minimum Education:** Bachelor's Degree

### **Senior Subject Matter Expert**

**Minimum\General Experience:** Minimum 8 years of related experience

**Functional Responsibility:** Responsible to ensure the facts and details are correct so that the project's/program's deliverable(s) will meet the needs of the stakeholders, legislation, policies, standards, and best practices. Develops new processes and policies, identifying and providing business rules and procedures, and communicates the contexts in which the rules, processes and polices are applied. Provide input for the design and construction of test cases and scenarios and validates executed test results. Provides input into and/or creates and executes user

documentation and training materials. Definitive source of knowledge who contributes expertise to enhance organizational efficiency; evaluates organizational needs and recommends best practice viable technical solutions.

**Minimum Education:** Bachelor's Degree

**EDUCATION/EXPERIENCE SUBSTITUTIONS**

Awarded			Substitutions				
Labor Category	Min EDU	Min EXP	PhD	Masters	Bachelors	Associate	High School
Acquisition Consultant	Bachelors	15	11	13	N/A	17	19
Acquisition Specialist II	Bachelors	8	4	6		9	11
Acquisition Specialist III	Bachelors	15	11	13		17	19
Administrative Assistant	High School	2	N/A	N/A		N/A	N/A
Appraisal Support Assistant	Bachelors	2	N/A	1		5	7
Budget Analyst	Bachelors	4	N/A	2		6	8
Business Systems Analyst	Bachelors	4	N/A	2		6	8
Contract Specialist	Bachelors	3	N/A	1		5	7
Contract Specialist III	Bachelors	8	4	6		9	11
Cost Price Analyst	Bachelors	5	N/A	2		6	8
Functional Analyst	Bachelors	5	N/A	3	N/A	7	9
General Clerk II	High School	1	N/A	N/A		N/A	N/A
Graphics/Section 508 Specialist	Bachelors	4	N/A	2		6	8
Management Analyst II	Bachelors	6	3	4		7	9
Procurement Specialist	Bachelors	5	4	6		9	11
Program Analyst	Bachelors	8	4	6		9	11
Program Manager	Bachelors	8	4	6		9	11
Project Manager	Bachelors	8	4	6		9	11
Project Manager/Acquisition Consultant	Bachelors	4	N/A	2		6	8
Proposal Writer	Bachelors	6	3	4		7	9
Senior Procurement Assistant	Bachelors	4	N/A	2	6	8	
Senior Procurement Specialist	Bachelors	6	3	4	7	9	
Senior Subject Matter Expert	Bachelors	8	4	6	10	12	

## TRAINING COURSES

NAICS Codes	Course Title*	Minimum Participants	Maximum Participants	Facility	GSA Price (w/IFF)
611430	Statement of Work/Performance Work Statement/Statement of Objectives	6	25	Customer	\$125.19
611430	Independent Government Cost Estimate	6	25	Customer	\$125.19
611430	Justification for Other Than Full and Open Competition	6	25	Customer	\$125.19
611430	Source Selection	6	25	Customer	\$125.19
611430	Market Research	6	25	Customer	\$125.19

## TRAINING COURSE DESCRIPTIONS

Course Title	Course Length	Minimum Participants	Maximum Participants	Unit of Issue	Rate
<b>Statement of Work/ Performance Work Statement/ Statement of Objectives</b>	3 Days	6	25	Per Person	\$125.19
Students will learn best practices and recognize the impact SOWs/PWSs/SOOs have on cost, schedule, and quality. Students will have hands-on practice with writing SOW/PWS/SOO that reflects actual requirements, elicits competitive proposals, and guides contractor performance. Students practice writing each part of the SOW/PWS/SOO with real requirements to help achieve the best value for each acquisition.					
<b>Independent Government Cost Estimate</b>	2 Days	6	25	Per Person	\$125.19
Students will learn to develop the IGCE with step-by-step procedures breaking the requirement into various price/cost elements, extracting data from requirements, methods and sources used to estimate prices and making assumptions. Students will practice developing price/cost data to develop a reliable and useful estimate.					
<b>Justification for Other Than Full and Open Competition</b>	2 Days	6	25	Per Person	\$125.19
Students will learn how the policies and procedures for excluding one or more sources from full and open competition through hands-on practice of real-world scenarios. Students will understand the various legal authorities for exclusion of sources, how to support the decision for exclusion and drafting the Justification and documenting the contract file.					
<b>Source Selection</b>	2 Days	6	25	Per Person	\$125.19
Students will learn how to develop evaluation criteria and factors from requirements, select appropriate source selection method and techniques, how to conduct source selections and document results. Students will have hands-on practice with real world examples of source selections gaining invaluable knowledge, skills, and tools through best practices to make sound business decisions and reduce risks of protests.					
<b>Market Research</b>	2 Days	6	25	Per Person	\$125.19
Students will learn and apply the basic principles, tools, and methods for performing market research based upon specific requirements, terminology, and sources to gathering information and documenting results.					