



**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE FSS 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 are available through *GSA Advantage!*®, a menu-driven database system. The INTERNET address *GSA Advantage!*® is: [GSAAdvantage.gov](https://www.gsa.gov/advantage)

**Schedule Title: Multiple Award Schedule  
Federal Supply Group: Professional Services**

Contract Number: **GS-10F-088AA**

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

Contract Period: **January 30, 2013 through January 29, 2028**

**Contractor:** DYNAMIC MANAGEMENT ASSOCIATES, LLC  
13512 Minnieville Road, Suite 275  
Woodbridge, VA 22192

**Business Size:** Small, Veteran Owned, Service-Disabled Business

**Telephone:** (703) 398-9217  
**Web Site:** [www.dynmgt.com](http://www.dynmgt.com)  
**E-mail:** [joseph.bond@dynmgt.com](mailto:joseph.bond@dynmgt.com)  
**Contract Admin:** Joseph Bond

Pricelist current through Modification **#PS-0031**, effective **03/29/2023**.

## **CUSTOMER INFORMATION:**

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 541611/541611RC and OLM/OLMRC/OLMSTLOC, page 4.
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** See page 4.
- 1c. **A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided:** See page 6.
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). See Page 4.
7. **Quantity discounts:** None
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:** See 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. **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 for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>.** N/A
23. **Unique Entity Identifier (UEI) Number:** NFNAK88DBZ83
24. **Notification regarding registration in System for Award Management (SAM) database:**  
Registered

**Awarded GSA Pricing**

**SIN: 541611/541611RC Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

Labor Category Title	Year 11 01/30/2023 - 01/29/2024	Year 12 01/30/2024 - 01/29/2025	Year 13 01/30/2025 - 01/29/2026	Year 14 01/30/2026 - 01/29/2027	Year 15 01/30/2027 - 01/29/2028
Acquisition Business Manager	\$153.59	\$158.20	\$162.94	\$167.83	\$172.87
Acquisition Consultant	\$162.67	\$167.55	\$172.57	\$177.75	\$183.08
Acquisition Consultant 2	\$48.43	\$49.88	\$51.39	\$52.93	\$54.52
Acquisition Cost Analyst	\$86.76	\$89.36	\$92.04	\$94.80	\$97.64
Acquisition Program Manager	\$64.57	\$66.50	\$68.49	\$70.55	\$72.66
Business Analyst II	\$49.29	\$50.77	\$52.29	\$53.86	\$55.48
Business/Financial Consultant 2	\$44.17	\$45.50	\$46.86	\$48.27	\$49.72
Communications Consultant 2	\$54.84	\$56.48	\$58.18	\$59.92	\$61.71
Contract Specialist Level I	\$48.31	\$49.75	\$51.24	\$52.79	\$54.37
Contract Specialist Level II	\$52.53	\$54.11	\$55.73	\$57.40	\$59.12
Contract Specialist Level III	\$63.29	\$65.19	\$67.14	\$69.16	\$71.23
HUMINT Collector	\$48.60	\$50.06	\$51.56	\$53.11	\$54.70
Information Systems Analyst 2	\$39.44	\$40.61	\$41.83	\$43.09	\$44.38
Intelligence Analyst	\$57.36	\$59.08	\$60.86	\$62.68	\$64.56
Operations Research Analyst 2	\$41.67	\$42.92	\$44.21	\$45.54	\$46.91
Procurement Technician	\$30.63	\$31.56	\$32.50	\$33.48	\$34.49
Program Management Consultant	\$162.67	\$167.55	\$172.57	\$177.75	\$183.08

Program Manager Consultant 3	\$92.56	\$95.35	\$98.21	\$101.15	\$104.18
Program/Administrative Support	\$55.72	\$57.39	\$59.11	\$60.89	\$62.71
Project Analyst 2	\$49.02	\$50.49	\$52.00	\$53.56	\$55.16
Project Analyst 3	\$59.97	\$61.77	\$63.63	\$65.53	\$67.50
Senior Acquisition Consultant	\$209.53	\$215.82	\$222.30	\$228.97	\$235.84
Senior Acquisition Program Manager	\$74.02	\$76.23	\$78.52	\$80.88	\$83.30
Senior Program Management Consultant	\$227.65	\$234.48	\$241.51	\$248.76	\$256.22
Senior Systems Program Integration Consultant	\$186.50	\$192.09	\$197.85	\$203.79	\$209.90
Sr. HUMINT Collector	\$59.12	\$60.89	\$62.71	\$64.59	\$66.53
Strategic Planner Consultant 2	\$79.94	\$82.34	\$84.81	\$87.36	\$89.97
Tactical EW (Cyber) Collector	\$61.18	\$63.01	\$64.91	\$66.85	\$68.86
Tactical EW (SIGINT) Collector	\$45.10	\$46.46	\$47.85	\$49.28	\$50.76
Technical Editor 2	\$50.97	\$52.50	\$54.08	\$55.70	\$57.37

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Awards Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS 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 SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## Labor Category Descriptions

### **SINs 541611/541611RC**

#### **Acquisition Business Manager**

- Minimum Years of Experience: 10 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides support to program management and federal acquisition management activities. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include:
  - ✓ Financial assessment of acquisition strategy
  - ✓ Business Case assessment of market research
  - ✓ Cost estimate integration with plans and budgets
  - ✓ Financial assessment of acquisition progress
  - ✓ Financial assessment of budgetary changes
  - ✓ Reporting and documentation associated with project/program objectives.

#### **Acquisition Consultant**

- Minimum Years of Experience: 15 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides senior-level support to program management and federal acquisition management activities. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include:
  - ✓ Acquisition planning assistance
  - ✓ Market research
  - ✓ Recommending procurement strategy
  - ✓ Acquisition document development
  - ✓ Contract Administration, including contract performance monitoring.

#### **Acquisition Consultant 2**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides senior-level support for analysis of acquisition requirements to include developing acquisition strategy, policy, and changes in client acquisitions. Specific responsibilities include:
  - ✓ Providing recommendations on changes to acquisition policy to support integration of new systems and training.
  - ✓ Providing acquisition planning assistance, including market research, and recommending procurement strategies.
  - ✓ Generating gap and deficiency analyses for the Program Manager and functional elements within the program office, as well as outside organizations. Providing recommendations on solutions to gaps and deficiencies.
  - ✓ Evaluating complex training systems and making recommendations for design modifications to meet supportability requirements.
  - ✓ Reviewing and providing recommendations on acquisition and test objectives by reviewing program documents such as detailed system specifications; development and production schedules; engineering change proposals; design studies; and test reports.

#### **Acquisition Cost Analyst**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides senior-level support to program management and federal acquisition management activities. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include:

- ✓ Acquisition document development, including cost/price estimates and price negotiation memoranda.
- ✓ Expert assistance in supporting proposal evaluations, including price/cost analysis.
- ✓ Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies.
- ✓ Earned Value Management (EVM) support.
- ✓ Reporting and documentation associated with project/program objectives.

### **Acquisition Program Manager**

- Minimum Years of Experience: 8 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides program and acquisition management advice and assistance supporting the planning, developing, and executing of pending acquisitions. Specific responsibilities include:
  - ✓ Assist in the efficient and effective execution of management and oversight responsibilities supporting pending acquisitions.
  - ✓ Develop a governance process to ensure all post award acquisitions are reviewed and complaint with customer requirements.
  - ✓ Manage risk and assess the progress of the acquisition programs against approved cost, schedule, and performance metrics in annual execution reviews.
  - ✓ Conduct market research, assist with the development of contract requirements, participate in surveillance, and other functions necessary to manage the acquisition and contract performance throughout the life of the requirement.
  - ✓ Provide education to acquisition teams to offer best practices, trends, and solutions that ensure successful adherence to all regulations and policies.

### **Business Analyst II**

- Minimum Years of Experience: 3 years
- Minimum Education: Bachelor's
- Functional Responsibility: Support the use of advanced qualitative and quantitative methods to analyze the effectiveness of organizational programs and implementing study methods to evaluate the efficiency of complex program operations. Specific responsibilities include:
  - ✓ Provide data management and formal analysis of program data.
  - ✓ Analyze interpretation of data to identify any program risks or potential deficiencies.
  - ✓ Participate in strategic planning with regards to program development.
  - ✓ Assist with programmatic goals management.

### **Business Financial Consultant 2**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides senior-level support for analysis of resourcing requirements supporting execution year and future year budget planning. This includes developing cost models to support analysis of requirements. Specific responsibilities include:
  - ✓ Providing analysis of future program cost based on program requirements.
  - ✓ Developing comprehensive cost models to assess future program costs to support training development requirements, Information Technology (IT) requirements, and long-term lifecycle management.
  - ✓ Gathering information and conducting analysis to support the developing of Program Objective Memorandum (POM) Issue papers to support changes in future year funding.
  - ✓ Developing briefing material to support communication of funding requirements with senior leadership.
  - ✓ Developing and implementing monthly tracking and reporting for execution of program resources.

- ✓ Conducting current and future risk assessments and providing alternatives to support the senior leadership decision-making process.

### **Communications Consultant 2**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides senior-level support to further strategic communication by supporting engagement strategies to communicate the programmatic information to senior-level leadership. Specific responsibilities include:
  - ✓ Designing and delivering outreach products to increase awareness and understanding of initiatives and emerging technologies and capabilities.
  - ✓ Developing a comprehensive engagement plan and associated communication products to inform key stakeholder groups; addressing relevant concerns and interests; and facilitating collaboration in the execution of roles and responsibilities.
  - ✓ Analyzing key stakeholder equity in Accessions and Fleet training to better understand perceived benefits, concerns, and issues.
  - ✓ Providing recommendations for stakeholder engagement to increase awareness and understanding of issues and requirements.

### **Contract Specialist Level I**

- Minimum Years of Experience: 2 years
- Minimum Education: Associates
- Functional Responsibility: Requires knowledge of Federal state, or local contract laws, regulations, and procedures applicable to the acquisition and contract administration of extensive or unique equipment, supplies or services. Specific responsibilities include:
  - ✓ Knowledge of various types of contracts, methods of contracting, and selection factors to plan appropriate strategies to procure complex requirements.
  - ✓ Support negotiations in the pre-award and post-award phases of contracting.
  - ✓ Knowledge of program objectives, technical terminology, and uses of equipment, services, or construction procured sufficient to participate in planning, negotiation, and administration.

### **Contract Specialist Level II**

- Minimum Years of Experience: 4 years
- Minimum Education: Bachelor's
- Functional Responsibility: Requires knowledge of Federal, state or local contract laws, regulations and procedures applicable to the acquisition and contract administration of extensive or unique equipment, supplies, or services. Specific responsibilities include:
  - ✓ Preparation of various types of contracts and use of different methods of contracting, and selection factors to plan appropriate strategies to procure moderately complex requirements.
  - ✓ Participation in and support for team negotiations in the pre-award and post-award phases of contracting.
  - ✓ Capturing program objectives, technical terminology, and uses of equipment, services, or construction procured sufficient during planning, negotiation, and administration.
  - ✓ Support of COR administration to include preparation of contract files and required documents.

### **Contract Specialist Level III**

- Minimum Years of Experience: 10 years
- Minimum Education: Bachelor's
- Functional Responsibility: Must have knowledge of Federal, state, or local contract laws, regulations, and procedures applicable to the acquisition and contract administration of extensive or unique equipment, supplies, or services. Specific responsibilities include:

- ✓ Determination of applicability of contract types, methods of contracting, and selection factors to plan appropriate strategies to procure complex requirements.
- ✓ Support of negotiating in the pre-award and post-award phases of contracting.
- ✓ Research program objectives, technical terminology, and uses of equipment, supplies, or services during planning, negotiation, and administration.
- ✓ Support COR administration, preparation of contract files and required.

### **HUMINT Collector**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor's
- Functional Responsibility: Assist the training and assessment of training exercises and the core capabilities of HUMINT collection and intelligence analysis. Specific responsibilities include:
  - ✓ Provide HUMINT consultant support during training exercises.
  - ✓ Develop and update reference tools,
  - ✓ Document lessons learned and best practices from previous exercises and operational employment.
  - ✓ Participate in the execution of training and assessment during the planning, briefing, executing, and debriefing phases of exercises.

### **Information Systems Analyst 2**

- Minimum Years of Experience: 7 years
- Minimum Education: Associate's
- Functional Responsibility: Provides technical support and analysis of an IT Infrastructure. This includes providing technical guidance and methodologies for managing, evaluating, recommending, reporting, and resolving IT solutions. Specific responsibilities include:
  - ✓ Analyzing current mission-critical infrastructure composition and operational lifecycle and assessing existing infrastructure's ability to conduct mission-essential tasks.
  - ✓ Conducting systems analysis to recommend system architecture and design that optimizes performance and facilitates integration of dependent systems and data.
  - ✓ Conducting analysis to identify technical risks to equipment function and offer mitigation strategies based on probability and severity.
  - ✓ Evaluating issues and providing recommendations related to system cost, schedule, and performance.
  - ✓ Developing, reviewing, and providing recommendations on Cyber Security Information Assurance plan(s) to support IT changes.
  - ✓ Reviewing and providing recommendations on software systems solutions to support implementation of requirements.
  - ✓ Analyzing, reviewing, and providing recommendations on Test and Evaluation (T&E) program planning, execution, and results.

### **Intelligence Analyst**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provide advisory intelligence analysis support for training and assessment of exercises. Specific responsibilities include:
  - ✓ Provide instruction on the use of relevant systems and equipment.
  - ✓ Incorporate principles of intelligence operations into exercises.
  - ✓ Incorporate use of computer networks and telecommunications.
  - ✓ Participate in the execution of training and assessment during the planning, briefing, executing, and debriefing phases of exercises.

### **Operational Research Analyst 2**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor's

- **Functional Responsibility:** Provides senior-level support for the development of an assessments database, collection of data, and provide data analysis to assess program objectives. Specific responsibilities include:
  - ✓ Assisting program team in measuring the efficiency and effectiveness of their processes and the training developed and delivered using their strategies.
  - ✓ Designing, building, validating, and maintaining an assessment database using Microsoft (MS) Access database or similar database tool as determined by a program office.
  - ✓ Collecting, processing, and integrating data from multiple, disparate, automated, and manual sources.
  - ✓ Designing and executing processes to access data, write queries, create, and run reports, manipulate, and parse potentially large datasets to support analysis.
  - ✓ Developing and administering procedures to ensure the integrity, accuracy, appropriateness, and completeness of assessment data.
  - ✓ Developing and maintaining interactive visualizations (e.g., dashboards) to support analysis and to present meaningful performance metrics to senior leadership.
  - ✓ Monitoring performance measures, identifying trends, and providing inputs to program management risk assessments.
  - ✓ Supporting the development, modification, and validation of new and existing performance measures for individual performance, program performance, and readiness impacts.

#### **Procurement Technician**

- Minimum Years of Experience: 2 years
- Minimum Education: High School
- **Functional Responsibility:** Support the processing payments/invoices, filing, providing administrative support. Specific responsibilities include:
  - ✓ Provides clerical and other administrative support to support scheduling, status report, processing and filing of contract deliverables.
  - ✓ Supports acquisition team in the review of proposals, preparing briefings and acquisition related documents.
  - ✓ Develops processes to replace or improve upon current methods.
  - ✓ Assists with refinement, reviews, and modifications to processes and systems to aid productivity and efficiencies.

#### **Program Management Consultant**

- Minimum Years of Experience: 10 years
- Minimum Education: Bachelor's
- **Functional Responsibility:** Provides professional acquisition management support services to agencies conducting federal acquisition activities. Plans, initiates, manages, and executes management activates supporting acquisition programs and projects. Specific responsibilities include:
  - ✓ Recommending integrated cost, schedule, and technical procurement strategy
  - ✓ Defining impact of acquisition policy on program management execution
  - ✓ Preparing Acquisition Decision Memorandum; Business Case Analysis; and Program Management assessments
  - ✓ Assessing contract program management execution
  - ✓ Participating on monthly Integrated Program Reviews (IPRs)
  - ✓ Evaluation of the impact of major statutory and regulatory documents on programs; and preparing briefings, impact statements, and studies

#### **Program Manager Consultant 3**

- Minimum Years of Experience: At least three (3) years of related experience including project management experience and best practices.
- Minimum Education: Master's

- **Functional Responsibility:** Provides program management analysis and support. Specific responsibilities include:
  - ✓ Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter-related project tasks.
  - ✓ Manages teams on contract support personnel at multiple locations.
  - ✓ Maintains and manages the customer interface at the senior levels of the customer organization.
  - ✓ Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.
  - ✓ Develops and enforces work standards.
  - ✓ Provides Quality Assurance (QA), communicates goals, objectives, and policies.
  - ✓ Provides financial management and project administration.
  - ✓ Supervises and directs staff on a daily basis.
  - ✓ Performs planning, analyzing, and evaluating the effectiveness of operating programs.
  - ✓ Utilizes advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.
  - ✓ Participates in meetings and projects with stakeholders, staff, Project Managers. (PMs), etc. to render project activities into actionable solutions across business units and initiatives.
  - ✓ Assists in assessing and responding to highly complex and time-sensitive issues.

**Program/Administrative Support**

- **Minimum Years of Experience:** 4 years
- **Minimum Education:** Bachelor's
- **Functional Responsibility:** Provides program and administrative management advice and assistance supporting the planning, developing, and executing of service acquisitions. Specific responsibilities include:
  - ✓ Support the identification, assessment, validation, and approval of support requirements.
  - ✓ Ensure requirements process accurately document contract need.
  - ✓ Document the need proposed requirements and obtain requirements approvals.
  - ✓ Review and provide recommendations on documents related to proposed and/or current service acquisitions contracts.
  - ✓ Provide for the efficient and accurate tracking of requirements from requirements development through contract administration.

**Project Analyst 2**

- **Minimum Years of Experience:** At least three (3) years of related experience including project management experience and best practices.
- **Minimum Education:** Bachelor's
- **Functional Responsibility:** Provides program analysis and support. Specific responsibilities include:
  - ✓ Performs planning, analyzing, and evaluating the effectiveness of operating programs.
  - ✓ Utilizes advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.
  - ✓ Participates in meetings and projects with stakeholders, staff, PMs, etc. to render project activities into actionable solutions across business units and initiatives.
  - ✓ Assists in assessing and responding to highly complex and time-sensitive issues.

### **Project Analyst 3**

- Minimum Years of Experience: At least eight (8) years of related experience including project management experience and best practices.
- Minimum Education: Bachelor's
- Functional Responsibility: Provides program analysis and support. Specific responsibilities include:
  - ✓ Performs planning, analyzing, and evaluating the effectiveness of operating programs.
  - ✓ Utilizes advanced qualitative and quantitative techniques to analyze and measure the effectiveness, efficiency, and productivity of organizational programs, establishing study methods and techniques and analyzing and evaluating the effectiveness of complex program operations.
  - ✓ Participates in meetings and projects with stakeholders, staff, PMs, etc. to render project activities into actionable solutions across business units and initiatives.
  - ✓ Effectively assesses and responds to highly complex and time-sensitive issues.
  - ✓ Reviews business requirements and other documentation from multiple sources to identify and resolve cross initiative dependencies and ensure consistency of approach and application across the enterprise/command.
  - ✓ Develops queries, analyses, or reports from applications for operations or management staff of assigned business unit(s).
  - ✓ Provides guidance or technical supervision to less experienced staff performing similar functions.

### **Senior Acquisition Consultant**

- Minimum Years of Experience: 20 years
- Minimum Education: Master's
- Functional Responsibility: Provides senior-level support to program management and federal acquisition management activities. Plans, initiates, manages, and executes mission-oriented business programs and projects. Specific responsibilities include:
  - ✓ Acquisition planning assistance
  - ✓ Market research
  - ✓ Recommending procurement strategy
  - ✓ Acquisition document development
  - ✓ Contract Administration, including contract performance monitoring, developing modifications, and investigating discrepancies.
  - ✓ Reporting and documentation associated with project/program objectives
  - ✓ Stakeholder briefings, participation in required meetings, and related project support services.

### **Senior Acquisition Program Manager**

- Minimum Years of Experience: 10 years
- Minimum Education: Bachelor's
- Functional Responsibility: Provides program and acquisition management advice and assistance supporting the planning, developing, and executing of pending acquisitions. Specific responsibilities include:
  - ✓ Principal lead on contract cost, schedule, and performance.
  - ✓ Participate in monthly program reviews.
  - ✓ Manage the efficient and effective execution of management and oversight responsibilities supporting pending acquisitions.  
Manage risk and assess the progress of the acquisition programs against approved cost, schedule, and performance metrics in annual execution reviews.

### **Senior Program Management Consultant**

- Minimum Years of Experience: 20 years
- Minimum Education: Master's

- **Functional Responsibility:** Provides professional acquisition management support services to agencies conducting federal acquisition activities. Plans, initiates, manages, and executes management activities supporting acquisition programs and projects. Specific responsibilities include:
  - ✓ Performing portfolio management assessment
  - ✓ Recommending integrated cost, schedule, and technical procurement strategy
  - ✓ Defining impact of acquisition policy on program management execution
  - ✓ Preparing Acquisition Decision Memorandum; Business Case Analysis, and Program Management assessments
  - ✓ Project leadership and communications with stakeholders
  - ✓ Assessing contract program management execution
  - ✓ Participating on monthly IPRs
  - ✓ Preparation of senior-level briefings, white papers, impact statements, studies, and performing outreach and coordination of program benefits and requirements.

### **Senior Systems Program Integration Consultant**

- Minimum Years of Experience: 15 years
- Minimum Education: Master's
- **Functional Responsibility:** Provides professional acquisition management support services to agencies conducting federal acquisition activities. Plans, initiates, manages, and executes technical activities supporting acquisition programs and projects. Specific responsibilities include:
  - ✓ Acquisition planning assistance
  - ✓ Technical market research analysis
  - ✓ Recommending technical aspects of procurement strategy
  - ✓ Project planning and scheduling
  - ✓ Preparing requirements and technical paragraphs in Statements Of Work (SOWs)
  - ✓ Project management, including technical performance, monitoring, and measurement.
  - ✓ Technical proposal analysis
  - ✓ Participating in technical contract oversight meetings

### **Sr HUMINT Collector**

- Minimum Years of Experience: 7 years
- Minimum Education: Bachelor's
- **Functional Responsibility:** Responsible for management and coordination associated with contract requirements. Specific responsibilities include:
  - ✓ Lead contractor team and make recommendations to improve current processes.
  - ✓ Provide monthly funding status update, that includes, but is not limited to, funds expended, funds remaining, and if applicable, estimate of funds that will be unexecuted after the performance period.
  - ✓ Identify required resources to execute training and assessment events.
  - ✓ Participate in the execution of training and assessment during the planning, briefing, executing, and debriefing phases of exercises.

### **Strategic Planner Consultant 2**

- Minimum Years of Experience: 7 years
- Minimum Education: Bachelor's
- **Functional Responsibility:** Provides senior-level support to create a Strategic Plan based on Senior Leadership Vision and develop requirements in support of the Strategic Plan to support future budget planning. Specific responsibilities include:
  - ✓ Conducting analysis to support long-range planning related to the development and the integration of related learning technologies and information systems.
  - ✓ Conducting analysis to address Strategic Gaps and Standardized Mission-Critical processes.

- ✓ Analyzing proposed doctrine, policy, and missions to identify possible gaps and risks when compared to existing doctrine, policy, and missions.
- ✓ Providing research and recommendations to support execution of mission-critical responsibilities.
- ✓ Providing recommendations for standardized procedures and reference guides to establish consistency in execution of mission-critical processes while streamlining mission performance.
- ✓ Examining current process variance and gaps and recommending process redesign and change management activities.
- ✓ Identifying possible as-is/to-be gaps and risks, and documents recommended mitigations.

**Tactical EW (CYBER) Collector**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor’s
- Functional Responsibility: Provide advisory tactical EW cyber collection and analysis support for training and assessment of exercises. Specific responsibilities include:
  - ✓ Provide instruction on the use of relevant systems and equipment.
  - ✓ Incorporate principles of tactical EW cyber operations into exercises.
  - ✓ Incorporate use of computer networks and telecommunications.
  - ✓ Participate in the execution of training and assessment during the planning, briefing, executing, and debriefing phases of exercises.

**Tactical EW (SIGINT) Collector**

- Minimum Years of Experience: 5 years
- Minimum Education: Bachelor’s
- Functional Responsibility: Provide advisory tactical EW collection and SIGINT analysis support for training and assessment of exercises. Specific responsibilities include:
  - ✓ Provide instruction on the use of relevant systems and equipment.
  - ✓ Incorporate principles of tactical EW/SIGINT operations into exercises.
  - ✓ Incorporate use of computer networks and telecommunications.
  - ✓ Participate in the execution of training and assessment during the planning, briefing, executing, and debriefing phases of exercises.

**Technical Editor 2**

- Minimum Years of Experience: 4 years
- Minimum Education: Bachelor’s
- Functional Responsibility: Provides administrative support to program management staff including preparation of deliverables, internal reports, and briefing. Specific responsibilities include:
  - ✓ Technical editing
  - ✓ Project tracking
  - ✓ Document coordination, review, and processing
  - ✓ Scheduling
  - ✓ Office resource procurement

**Degree Substitution Equivalency**

Equivalent Degree

Experience

Associate’s

2 years relevant experience

Bachelor’s

Associate’s degree + 2 years relevant experience or 4 years relevant experience

Master's

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

PhD

Master's + 2 years relevant experience or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience