



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 are available through GSA Advantage!, a menu-driven database system. The internet address of GSA Advantage! is www.GSAadvantage.gov

PROFESSIONAL ENGINEERING SCHEDULE FSC GROUP 871

CONTRACT NO. GS-10F-0239U

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

CONTRACT PERIOD: 19 May 2008 – 18 May 2013

CONTRACTOR NAME, ADDRESS, PHONE NUMBER AND FAX NUMBER

The McHenry Management Group
131 Hanbury Road - Suite A
Chesapeake, VA 23322
757-410-0233 (o)
757-410-7809 (f)
www.tmmg.us.com

BUSINESS SIZE: SDVOSB

CUSTOMER INFORMATION

1. Awarded Special Item Numbers (Prices apply to all SINs). The RC following the SIN Number denotes an award for Disaster Recovery:

871-1RC Strategic Planning for Technology Program/Activity

PED: Mechanical Engineering

871-2 RC Concept Development and Requirements Analysis

PED: Mechanical Engineering

871-3 RC System Design, Engineering and Integration

PED: Mechanical Engineering

871-5 RC Integrated Logistics Support

PED: Mechanical Engineering

871-6 RC Acquisitions and Life Cycle Management Support

PED: Mechanical Engineering



2. Maximum Order: \$750,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage: Domestic and Overseas
5. TMMG Locations
 - a. Chesapeake, VA
 - b. Baltimore, MD
 - c. Washington DC
6. Discount from List Prices or Statement of Net Price
 - a. Government net prices (discounts already deducted)
7. Quantity Discounts: None
8. Prompt Payment Terms: Net 30
9. Government purchase cards are accepted below the micro-purchase threshold (\$2,500)
10. Foreign Items: N/A
11. Time of Delivery Specified on the Task Order
 - a. Expedited Delivery: Contact TMMG
 - b. Overnight and 2-day Delivery: Contact TMMG
 - c. Urgent Requirements: Contact TMMG
 - d. FOB Point: Destination
12. Ordering Address: 131 Hanbury Road - Suite A, Chesapeake, VA 23322
 - a. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage at www.fss.gsa.gov/schedules.
13. Payment Address: 131 Hanbury Road - Suite A, Chesapeake, VA 23322
14. Warranty Provision: Contractor Standard Commercial Warranty
15. Export Packing Charges: N/A
16. Terms and Conditions
 - a. Government Purchase Card Acceptance: Contact TMMG
 - b. Rental, Maintenance, and Repair: N/A
 - c. Installation: N/A
 - d. Repair Parts: N/A
 - e. For any other Services (if Applicable): N/A



17. List of Service and Distribution Points: N/A

18. List of Participating Dealers: N/A

19. Preventative Maintenance: N/A

20. Environmental Attributes: None

21. DUNS Number: 809425163

22. TMMG is registered in the Central Contractor Registration (CCR) database

23. Ordering instructions are as provided in the attached Ordering Procedures for Services

| Labor Category | Year One | Year Two | Year Three | Year Four | Year Five |
|--------------------------------|-----------------|-----------------|-------------------|------------------|------------------|
| Program Manager | 156.05 | 160.74 | 165.56 | 170.53 | 175.65 |
| Sr. Project Manager III | 137.70 | 141.83 | 146.07 | 150.47 | 154.98 |
| Sr. Project Manager II | 133.10 | 137.10 | 141.21 | 145.44 | 149.81 |
| Sr. Project Manager I | 128.51 | 132.36 | 136.33 | 140.41 | 144.63 |
| Project Manager III | 123.38 | 127.07 | 130.89 | 134.81 | 138.84 |
| Project Manager II | 119.34 | 122.91 | 126.59 | 130.39 | 134.30 |
| Project Manager I | 114.74 | 118.20 | 121.74 | 125.38 | 129.14 |
| Sr. Project Supervisor III | 102.81 | 105.88 | 109.07 | 112.34 | 115.71 |
| Sr. Project Supervisor II | 98.22 | 101.16 | 104.20 | 107.32 | 110.55 |
| Sr. Project Supervisor I | 93.64 | 96.44 | 99.33 | 102.32 | 105.38 |
| Project Supervisor III | 91.79 | 94.56 | 97.39 | 100.32 | 103.33 |
| Project Supervisor II | 82.62 | 85.09 | 87.65 | 90.27 | 92.99 |
| Project Supervisor I | 73.44 | 75.64 | 77.92 | 80.27 | 82.67 |
| Sr. Engineering Consultant III | 123.92 | 127.63 | 131.46 | 135.41 | 139.46 |
| Sr. Engineering Consultant II | 119.34 | 122.91 | 126.59 | 130.39 | 134.30 |
| Sr. Engineering Consultant I | 114.74 | 118.20 | 121.74 | 125.38 | 129.14 |
| Engineering Specialist III | 91.79 | 94.56 | 97.39 | 100.32 | 103.33 |
| Engineering Specialist II | 87.21 | 89.81 | 92.50 | 95.29 | 98.13 |
| Engineering Specialist I | 82.62 | 85.09 | 87.65 | 90.27 | 92.99 |
| Sr. Engineer III | 91.79 | 94.56 | 97.39 | 100.32 | 103.33 |
| Sr. Engineer II | 87.21 | 89.81 | 92.50 | 95.29 | 98.13 |
| Sr. Engineer I | 82.62 | 85.09 | 87.65 | 90.27 | 92.99 |
| Engineer III | 78.03 | 80.36 | 82.78 | 85.27 | 87.83 |



| | | | | | |
|------------------------------------|-------|-------|-------|--------|--------|
| Engineer II | 73.44 | 75.64 | 77.92 | 80.27 | 82.67 |
| Engineer I | 68.84 | 70.91 | 73.04 | 75.22 | 77.48 |
| Jr. Engineer III | 55.07 | 56.73 | 58.45 | 60.19 | 61.98 |
| Jr. Engineer II | 50.50 | 52.02 | 53.58 | 55.18 | 56.84 |
| Jr. Engineer I | 45.90 | 47.27 | 48.68 | 50.14 | 51.63 |
| ILS Engineering Specialist III | 70.91 | 73.04 | 75.22 | 77.48 | 79.80 |
| ILS Engineering Specialist II | 66.32 | 68.32 | 70.36 | 72.48 | 74.64 |
| ILS Engineering Specialist I | 61.73 | 63.58 | 65.49 | 67.45 | 69.48 |
| Project Lead III | 82.62 | 85.09 | 87.65 | 90.27 | 92.99 |
| Project Lead II | 78.03 | 80.36 | 82.78 | 85.27 | 87.83 |
| Network Systems Data Analyst II | 76.19 | 78.48 | 80.84 | 83.28 | 85.78 |
| Database Administrator III | 55.07 | 56.73 | 58.45 | 60.19 | 61.98 |
| Sr. Budget/Financial Analyst II | 91.79 | 94.56 | 97.39 | 100.32 | 103.33 |
| Sr. Budget/Financial Analyst I | 78.03 | 80.36 | 82.78 | 85.27 | 87.83 |
| Budget/Financial Analyst III | 55.07 | 56.73 | 58.45 | 60.19 | 61.98 |
| Budget/Financial Analyst I | 45.90 | 47.27 | 48.68 | 50.14 | 51.63 |
| Budget/Financial Administrator III | 39.65 | 40.85 | 42.09 | 43.35 | 44.67 |
| Budget/Financial Administrator II | 35.08 | 36.12 | 37.20 | 38.31 | 39.44 |
| Budget/Financial Administrator I | 30.48 | 31.40 | 32.32 | 33.29 | 34.29 |
| Sr. Administrative Support | 45.82 | 47.20 | 48.61 | 50.07 | 51.57 |
| Administrative Support | 19.09 | 19.67 | 20.25 | 20.85 | 21.46 |

Program Manager

Functional Description: Serves as the senior contract manager and as the principal interface between The McHenry Management Group and the client for multi-year very high dollar value ID/IQ programs with multiple projects and/or high value task orders. Reports to and is evaluated by a corporate Vice President, or in rare instances the corporate President. Is responsible for formulating, managing, enforcing budgetary constraints; productivity, overall production milestones; safety, regulatory and environmental standards; quality control; high level schedule management, reviewing work discrepancies, formulating and communicating policies, procedures, and goals of the program. Serve as the media spokesperson when requested by the customer. Serve as the Capture Manager for identifying, bidding, and winning new business to include contracts and large dollar task orders. Teams with other corporations to win new business and can sign Non-Disclosure Agreements for his/her specific business area. Knowledgeable of FAR requirements, corporate financial accounting processes, and contract administration guidelines. The McHenry Management Group is the point of contact for contract management with the customer. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order



requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|-----------------|--|----------------------------------|
| Program Manager | 18 or More Years directly related to the SOW | M.S. Degree or 26 yrs experience |

Senior Project Manager

Functional Description: Serves as the senior contract manager and as the principal interface between The McHenry Management Group and the client for medium value engineering programs with multiple projects and/or task orders. May include ID/IQ long duration task orders with multiple projects or sub-tasks. Reports to a Program Manager who evaluates the incumbent's performance, management capabilities, and advancement potential. Can serve as the Capture Manager for identifying, bidding and winning new business to include contracts and task orders or re-competed business. Responsible for formulating, managing, enforcing budgetary constraints; overall production schedules and milestones; safety, regulatory and environmental standards; quality control; assigning specific schedules, reviewing work discrepancies and communicating policies, procedures, and goals of the program. Knowledgeable of FAR requirements and guidelines. The McHenry Management Group is the point of contact for contract management with the customer. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|----------------------------|------------------|--------------------------------|
| Senior Project Manager I | 14 - 16 Years | MS Degree or 20 yrs experience |
| Senior Project Manager II | 16 - 18 Years | MS Degree or 22 yrs experience |
| Senior Project Manager III | 18 or More Years | MS Degree or 24 yrs experience |

Project Manager

Functional Description: Provides the daily management oversight and direction for large task orders or groups of task orders under the supervision of a Senior Project Manager who evaluates the incumbent's performance, proficiency and advancement potential. Interfaces with client technical and management personnel. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, procedures, and goals of the program. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.



| Category Level | Years Experience | Educational Experience |
|---------------------|------------------|--------------------------------|
| Project Manager I | 8 - 10 Years | MS Degree or 16 yrs experience |
| Project Manager II | 10 - 12 Years | MS Degree or 18 yrs experience |
| Project Manager III | 12 - 14 Years | MS Degree or 20 yrs experience |

Senior Project Supervisor

Functional Description (Level 1): Provides the technical supervision of multiple high dollar task orders correlating specific customer requirements to technical milestones; resource, data, regulatory, and production requirements; and budgetary constraints. Reports to a Program Manager who evaluates performance and monitors financial obligations. Possess technical certifications if required by the task order or regulatory guidance. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/ Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|-------------------------------|------------------|--------------------------------|
| Senior Project Supervisor I | 12 - 14 Years | BS Degree or 16 yrs experience |
| Senior Project Supervisor II | 14 - 16 Years | BS Degree or 18 yrs experience |
| Senior Project Supervisor III | 16 + Years | BS Degree or 20 yrs experience |

OR

Functional Description (Level 1A): Responsible for the oversight management of a significant high dollar project or task order requiring interaction with customers, subcontractors, and vendors on a daily basis. Directly manages the allocation of resources and programs labor and materials for a major project or multiple task orders. Responsible for ensuring all regulatory and budgetary compliance, specific project Quality Control, and coordination with all interested parties. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

** Both job descriptions warrant the same wage scale*

| Category Level | Years Experience | Educational Experience |
|-------------------------------|------------------|--|
| Senior Project Supervisor I | 0-5 Years | BS Degree or Equivalent Experience |
| Senior Project Supervisor II | 5-15 Years | BS Degree or Equivalent Experience |
| Senior Project Supervisor III | 15 + Years | BS Degree and/or Higher or Equivalent Experience |



Project Supervisor

Functional Description: Responsible for the technical performance of a single engineering project or group of relatively small projects in accordance with contract requirements; company/customer policy and procedures; and regulatory guidelines. Possess technical certifications if required by the task order or regulatory guidance. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|------------------------|------------------|----------------------------------|
| Project Supervisor I | 6 - 8 Years | BS Degree or 10 years experience |
| Project Supervisor II | 8 - 10 Years | BS Degree or 12 years experience |
| Project Supervisor III | 10+ Years | BS Degree or 14 years experience |

Project Lead

Functional Description: May assist the project supervisor or other management personnel in performance of a single engineering project or task on a large project. Leads groups of one or more employees in project completion. Possess certifications if required by the task order or regulatory guidance. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|------------------|------------------|--------------------------------|
| Project Lead I | 2 - 4 Years | BS Degree or 6 yrs experience |
| Project Lead II | 4 - 6 Years | BS Degree or 8 yrs experience |
| Project Lead III | 6 + Years | BS Degree or 10 yrs experience |

Senior Engineer Consultant

Functional Description: Possess the theoretical engineering expertise, knowledge, client knowledge, and/or training required for short duration tasks requiring analytical, in-depth research, and/or extremely specialized evaluation and/or professional techniques. This labor category can require specialized process skills or client based knowledge. May require the capability to gain a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.



| Category Level | Years Experience | Educational Experience |
|--------------------------------|------------------|--------------------------------|
| Senior Engineer Consultant I | 8 - 10 Years | MS Degree or 16 yrs experience |
| Senior Engineer Consultant II | 10 - 12 Years | MS Degree or 18 yrs experience |
| Senior Engineer Consultant III | 12 - 14 Years | MS Degree or 20 yrs experience |

Engineering Specialist

Functional Description (Level 1): *Possess the functional and/or technical engineering expertise, knowledge, and/or training required for short duration specific engineering tasks requiring specialized technical skills. This labor category requires specialized process skills which may include certifications. May require the capability to gain a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|----------------------------|------------------|----------------------------------|
| Engineering Specialist I | 6 - 8 Years | BS Degree or 10 years experience |
| Engineering Specialist II | 8 - 10 Years | BS Degree or 12 years experience |
| Engineering Specialist III | 10+ Years | BS Degree or 14 years experience |

OR

Functional Description (Level 1A): *Possess in-depth engineering knowledge and expertise required to fault analyze, maintain, repair or develop a specific engineering task, system, process, procedure, component, or end item. Knowledgeable of applicable technical publications, manufacturer's policies and procedures, and technical guidance as promulgated by the customer. Doctrinally considered a "Subject Matter Expert". Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

** Both job descriptions warrant the same wage scale*

| Category Level | Years Experience | Educational Experience |
|-----------------------------|------------------|--|
| Engineering Specialist IA | 0-3 Years | BS Degree or Equivalent Experience |
| Engineering Specialist IIA | 3-10 Years | BS Degree or Equivalent Experience |
| Engineering Specialist IIIA | 10 or More Years | BS Degree and/or Higher or Equivalent Experience |



Senior Engineer

Functional Description: Performs complex tasks such as defining, interpreting, planning, analyzing, developing and coordinating engineering support activities related to engineering tasks. Reviews and evaluates engineering plans and technical evaluations. Tracks engineering task performance and funding. Develops, reviews, evaluates, and modifies engineering program documentation. Interfaces with customer and other designated Government and Non-Government agencies. Organizes and controls workflow. May supervise less senior staff. Extensive engineering job specific knowledge is desirable. Has the capability or currently possesses a Secret or Top Secret security clearance the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|---------------------|------------------|----------------------------------|
| Senior Engineer I | 6 - 8 Years | BS Degree or 10 years experience |
| Senior Engineer II | 8 - 10 Years | BS Degree or 12 years experience |
| Senior Engineer III | 10+ Years | BS Degree or 14 years experience |

Engineer

Functional Description: Performs moderately complex tasks such as planning and coordinating engineering tasks. Reviews and evaluates engineering documentation, plans and technical specifications. Tracks engineering milestones and funding. Reviews, evaluates, and modifies program documentation and specifications. Interfaces with customer and other designated Government and Non-Government agencies. Attends program reviews, technical meetings, meetings, and briefings as required. May supervise less senior staff. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|----------------|------------------|----------------------------------|
| Engineer I | 4 Years | BS Degree or 8 years experience |
| Engineer II | 5 Years | BS Degree or 10 years experience |
| Engineer III | 6 or More Years | BS Degree or 12 years experience |

Entry Level Engineer (Junior Engineer)

Functional Description: Performs entry level engineering tasks, analysis, project evaluation or technical tasks development under the direct supervision of a more senior engineer. Analyzes tasks, identifies resource requirements and milestones, and manages the task to completion. Has the capability or currently possesses a Secret or Top Secret security clearance the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and



regulatory certifications/licenses as required by the Contract/ Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|--------------------------|------------------|--------------------------------------|
| Entry Level Engineer I | 0-1 Years | BS Degree or AS + 2 years experience |
| Entry Level Engineer II | 1-2 Years | BS Degree or AS + 4 years experience |
| Entry Level Engineer III | 3+ More Years | BS Degree or AS + 6 years experience |

ILS Engineering Specialist

Functional Description: Responsible for the logistical engineering support of assigned programs, contracts, or task orders reporting to the task/contract appropriate level of management. Possess the task/contract specific knowledge and skills required to provide supply, maintenance, transportation, acquisition, and/or disposal expertise to the task/contract. Knowledgeable of all OSHA, EPA, State and Federal regulatory guidance as applicable to assigned responsibilities. Can have additional responsibilities to include those of site Safety Manager. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/ Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|--------------------------------|------------------|--------------------------------|
| ILS Engineering Specialist I | 4-6 Years | BS Degree or 8 yrs experience |
| ILS Engineering Specialist II | 6-8 Years | BS Degree or 9 yrs experience |
| ILS Engineering Specialist III | 8+ or More Years | BS Degree or 10 yrs experience |

Programmer/Data Base Administrator

Functional Description: Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|--|------------------|-------------------------------|
| Programmer/Data Base Administrator I | 0-2 Years | BS Degree or 4 yrs experience |
| Programmer/Data Base Administrator II | 2-5 Years | BS Degree or 6 yrs experience |
| Programmer/Data Base Administrator III | 5 or More Years | BS Degree or 8 yrs experience |



Network Systems and Data Analyst

Functional Description: Analyze, design, test, and evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet, and other data communications systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software. Include working knowledgeably with telecommunications specialists who deal with the interfacing of computer and communications equipment. May supervise computer programmers. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|--------------------------------------|------------------|-------------------------------|
| Network Systems and Data Analyst I | 0-2 Years | BS Degree or 4 yrs experience |
| Network Systems and Data Analyst II | 2-5 Years | BS Degree or 6 yrs experience |
| Network Systems and Data Analyst III | 5 or More Years | BS Degree or 8 yrs experience |

Senior Budget/Financial Analyst

Functional Description: Plays the primary role in the development, analysis, and execution of contractual budgets, annual budgets and the preparation of financial reports that summarize and forecast the organization's financial position, such as income statements, balance sheets, and analyses of future earnings or expenses. Employs cost-benefit analysis to review financial requests, assess program trade-offs, and explore alternative funding methods. Helps the chief operating officer, agency head, or other top managers analyze proposed budget plans and devise possible alternatives if the projected results are unsatisfactory or funding limits are revised. Knowledgeable and experienced in government contract management, cost accounting standards and Federal Acquisition Regulation (FAR). Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|----------------------------------|------------------|--------------------------------|
| Sr. Budget/Financial Analyst I | 6-8 Years | BA Degree or 10 yrs experience |
| Sr. Budget/Financial Analyst II | 8-10 Years | BA Degree or 12 yrs experience |
| Sr. Budget/Financial Analyst III | 10+ More Years | BA Degree or 14 yrs experience |

Budget/Financial Analyst

Functional Description: Supports the project manager, the management consulting, and facilitation team. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report or recommended solutions. Prepares and presents financial and contractual information to senior management. Works independently with minimal supervision. Possesses experience in preparation and analysis of financial statements, development of complex project schedules, and similar activities. Proficient in spreadsheet packages and has a basic knowledge of projects and



management software tools. Knowledgeable and experienced in government contract management, cost accounting standards and Federal Acquisition Regulation (FAR). Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements.

| Category Level | Years Experience | Educational Experience |
|------------------------------|-------------------------|-------------------------------|
| Budget/Financial Analyst I | 0-2 Years | BA Degree or 4 yrs experience |
| Budget/Financial Analyst II | 2-5 Years | BA Degree or 6 yrs experience |
| Budget/Financial Analyst III | 5 or More Years | BA Degree or 8 yrs experience |

Budget/Financial Administrator

Functional Description: Can be responsible for Accounts Receivable/Accounts Payable postings of projects and/or task orders; auditing of financial records to ensure accuracy; management of DCAA approved financial management automated systems; reconciliation of corporate or customer financial statements and/or records of financial institutions; internal financial audits; financial administration of employee benefit programs; negotiations with customers and other financial duties as assigned. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Possesses all technical and regulatory certifications/licenses as required by the Contract/Task Order. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|------------------------------------|-------------------------|--|
| Budget/Financial Administrator I | 0 or More Years | AA Degree or 2 years experience |
| Budget/Financial Administrator II | 1-3 Years | AA Degree or 4 yrs equivalent experience |
| Budget/Financial Administrator III | 4 or More Years | AA Degree or 6 yrs equivalent |

Support Administrator/Project Assistant

Functional Description: Provides day to day administrative, budgetary, and/or contracting support to specific task orders, projects, or programs. Responsible for compiling, preparing, and the on-time submission of reports; contract statistical and budgetary data complication; correspondence management; office administration; personnel management (may include recruitment and retention); preparing for meetings and conferences and documenting the results; and other administrative duties as assigned. Has the capability or currently possesses a Secret or Top Secret security clearance upon the re-award of which will be dependent upon Contract/Task Order requirements. Can perform other duties as agreed in advance.

| Category Level | Years Experience | Educational Experience |
|---|-------------------------|----------------------------------|
| Support Administrator/ Project Assistant | 0 or More Years | AS Degree or 2 years experience |
| Sr. Administrative Support | 10+ years | AS Degree or 14 years experience |