

# GENERAL SERVICES ADMINISTRATION

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

On-line access to contract ordering information, terms and condition, 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: <http://www.GSAAdvantage.gov>.

**Schedule for** – Professional Services Schedule (PSS)  
**Federal Supply Group:** 874                      **Class:** R499  
**Contract Number:** GS-10F-0129R

**For more information on ordering from Federal Supply Schedules**  
**Click on the FSS Schedules button at** <http://www.fss.gsa.gov>  
**Contract Period:** December 08, 2014 through December 07, 2019

**Contractor:**     BAI, Inc  
                         4600 Duke St., Suite 303  
                         Alexandria, VA 22304

**Business Size:**  
Large

**Telephone:**     (703) 461-4713  
**FAX Number:**   (703) 461-4719  
**Web Site:**       [www.bai-inc.net](http://www.bai-inc.net)  
**E-mail:**           [mindy.cookmeyer@bai-inc.net](mailto:mindy.cookmeyer@bai-inc.net)  
**Contract Administration:** Mindy Cookmeyer



## CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1, 874-1RC, 874-7, and 874-7RC
- 1b. **Identification of the lowest priced model number and the 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.**
- 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.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100
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).

**BAI, INC.**  
**Professional Services Schedule (PSS) Contract No. GS-10F-0129R**  
**PSS Pricing YR1**

PSS SIN	Skill Category	Price Offered to the Government	
		Labor Rates (Loaded)	
		On Site/Off Site	
874-1, 874-7, 874-1RC, 874-7RC		Inclusive of .75 IFF	
Option Period 2 (Year 1)			
December 8, 2014- December 7, 2015	Functional Specialist	\$ 206.74	\$ 277.01
	Lead Program Manager	\$ 201.41	\$ 233.20
	Senior Program Manager	\$ 200.14	\$ 231.75
	Program Manager (Mid-Level)	\$ 138.46	\$ 160.33
	Senior Project Manager	\$ 138.46	\$ 160.33
	Lead Project Manager	\$ 162.36	\$ 217.53
	Project Manager/Task Leader	\$ 95.67	\$ 110.78
	Lead Analyst/Senior Associate (Training)	\$ 144.00	\$ 166.74
	Lead Analyst/Senior Associate (Management)	\$ 144.00	\$ 166.74
	Lead Analyst/Senior Associate (Business Practices)	\$ 144.00	\$ 166.74
	Lead Analyst/Senior Associate (Cost)	\$ 144.00	\$ 166.74
	Senior Analyst (Training)	\$ 115.17	\$ 133.37
	Senior Analyst (Management)	\$ 115.17	\$ 133.37
	Senior Analyst (Business Practices)	\$ 115.17	\$ 133.37
	Senior Analyst (Cost)	\$ 115.17	\$ 133.37
	Scientist/Engineer III	\$ 129.84	\$ 173.97
	Scientist/Engineer II	\$ 104.11	\$ 139.51
	Scientist/Engineer I	\$ 77.59	\$ 103.96
	Support Specialist	\$ 90.83	\$ 108.40
	Analyst Mid-Level (Training)	\$ 66.76	\$ 77.31
	Analyst Mid-Level (Management)	\$ 66.76	\$ 77.31
	Analyst Mid-Level (Business Practices)	\$ 66.76	\$ 77.31
	Analyst Mid-Level (Cost)	\$ 66.76	\$ 77.31
	Associate Analyst (Training)	\$ 45.94	\$ 53.21
	Associate Analyst (Management)	\$ 45.94	\$ 53.21
	Associate Analyst (Business Practices)	\$ 45.94	\$ 53.21
	Associate Analyst (Cost)	\$ 45.94	\$ 53.21
	Junior Analyst (Training)	\$ 40.91	\$ 47.37
	Junior Analyst (Management)	\$ 40.91	\$ 47.37
	Junior Analyst (Business Practices)	\$ 40.91	\$ 47.37
	Junior Analyst (Cost)	\$ 40.91	\$ 47.37
	Lead Administrative Professional	\$ 86.38	\$ 103.10
	Senior Administrative Assistant	\$ 66.72	\$ 77.25
	Junior Administrative Assistant	\$ 53.02	\$ 61.40

**BAI, INC.**  
**Professional Services Schedule (PSS) Contract No. GS-10F-0129R**  
**PSS Pricing YR2**

PSS SIN	Skill Category	Price Offered to the Government	
		Labor Rates (Loaded)	
		On Site/Off Site	
874-1, 874-7, 874-1RC, 874-7RC		Inclusive of .75 IFF	
Option Period 2 (Year 2)			
December 8, 2015- December 7, 2016	Functional Specialist	\$ 210.67	\$ 282.27
	Lead Program Manager	\$ 205.23	\$ 237.63
	Senior Program Manager	\$ 203.94	\$ 236.16
	Program Manager (Mid-Level)	\$ 141.09	\$ 163.38
	Senior Project Manager	\$ 141.09	\$ 163.38
	Lead Project Manager	\$ 165.44	\$ 221.66
	Project Manager/Task Leader	\$ 97.49	\$ 112.88
	Lead Analyst/Senior Associate (Training)	\$ 146.74	\$ 169.91
	Lead Analyst/Senior Associate (Management)	\$ 146.74	\$ 169.91
	Lead Analyst/Senior Associate (Business Practices)	\$ 146.74	\$ 169.91
	Lead Analyst/Senior Associate (Cost)	\$ 146.74	\$ 169.91
	Senior Analyst (Training)	\$ 117.36	\$ 135.90
	Senior Analyst (Management)	\$ 117.36	\$ 135.90
	Senior Analyst (Business Practices)	\$ 117.36	\$ 135.90
	Senior Analyst (Cost)	\$ 117.36	\$ 135.90
	Scientist/Engineer III	\$ 132.31	\$ 177.27
	Scientist/Engineer II	\$ 106.09	\$ 142.16
	Scientist/Engineer I	\$ 79.06	\$ 105.94
	Support Specialist	\$ 92.55	\$ 110.46
	Analyst Mid-Level (Training)	\$ 68.03	\$ 78.77
	Analyst Mid-Level (Management)	\$ 68.03	\$ 78.77
	Analyst Mid-Level (Business Practices)	\$ 68.03	\$ 78.77
	Analyst Mid-Level (Cost)	\$ 68.03	\$ 78.77
	Associate Analyst (Training)	\$ 46.81	\$ 54.22
	Associate Analyst (Management)	\$ 46.81	\$ 54.22
	Associate Analyst (Business Practices)	\$ 46.81	\$ 54.22
	Associate Analyst (Cost)	\$ 46.81	\$ 54.22
	Junior Analyst (Training)	\$ 41.69	\$ 48.27
	Junior Analyst (Management)	\$ 41.69	\$ 48.27
	Junior Analyst (Business Practices)	\$ 41.69	\$ 48.27
	Junior Analyst (Cost)	\$ 41.69	\$ 48.27
	Lead Administrative Professional	\$ 88.02	\$ 105.06
	Senior Administrative Assistant	\$ 67.99	\$ 78.71
	Junior Administrative Assistant	\$ 54.03	\$ 62.56

**BAI, INC.**  
**Professional Services Schedule (PSS) Contract No. GS-10F-0129R**  
**PSS Pricing YR3**

PSS SIN	Skill Category	Price Offered to the Government	
		Labor Rates (Loaded)	
		On Site/Off Site	
874-1, 874-7, 874-1RC, 874-7RC		<b>Inclusive of .75 IFF</b>	
<b>Option Period 2 (Year 3)</b>			
December 8, 2016- December 7, 2017	Functional Specialist	\$ 214.68	\$ 287.63
	Lead Program Manager	\$ 209.13	\$ 242.15
	Senior Program Manager	\$ 207.82	\$ 240.64
	Program Manager (Mid-Level)	\$ 143.77	\$ 166.48
	Senior Project Manager	\$ 143.77	\$ 166.48
	Lead Project Manager	\$ 168.59	\$ 225.87
	Project Manager/Task Leader	\$ 99.34	\$ 115.02
	Lead Analyst/Senior Associate (Training)	\$ 149.52	\$ 173.14
	Lead Analyst/Senior Associate (Management)	\$ 149.52	\$ 173.14
	Lead Analyst/Senior Associate (Business Practices)	\$ 149.52	\$ 173.14
	Lead Analyst/Senior Associate (Cost)	\$ 149.52	\$ 173.14
	Senior Analyst (Training)	\$ 119.59	\$ 138.48
	Senior Analyst (Management)	\$ 119.59	\$ 138.48
	Senior Analyst (Business Practices)	\$ 119.59	\$ 138.48
	Senior Analyst (Cost)	\$ 119.59	\$ 138.48
	Scientist/Engineer III	\$ 134.82	\$ 180.64
	Scientist/Engineer II	\$ 108.11	\$ 144.86
	Scientist/Engineer I	\$ 80.57	\$ 107.95
	Support Specialist	\$ 94.31	\$ 112.56
	Analyst Mid-Level (Training)	\$ 69.33	\$ 80.27
	Analyst Mid-Level (Management)	\$ 69.33	\$ 80.27
	Analyst Mid-Level (Business Practices)	\$ 69.33	\$ 80.27
	Analyst Mid-Level (Cost)	\$ 69.33	\$ 80.27
	Associate Analyst (Training)	\$ 47.70	\$ 55.25
	Associate Analyst (Management)	\$ 47.70	\$ 55.25
	Associate Analyst (Business Practices)	\$ 47.70	\$ 55.25
	Associate Analyst (Cost)	\$ 47.70	\$ 55.25
	Junior Analyst (Training)	\$ 42.48	\$ 49.19
	Junior Analyst (Management)	\$ 42.48	\$ 49.19
	Junior Analyst (Business Practices)	\$ 42.48	\$ 49.19
	Junior Analyst (Cost)	\$ 42.48	\$ 49.19
	Lead Administrative Professional	\$ 89.70	\$ 107.06
	Senior Administrative Assistant	\$ 69.28	\$ 80.21
	Junior Administrative Assistant	\$ 55.05	\$ 63.75

**BAI, INC.**  
**Professional Services Schedule (PSS) Contract No. GS-10F-0129R**  
**PSS Pricing YR4**

PSS SIN	Skill Category	Price Offered to the Government	
		Labor Rates (Loaded)	
		On Site/Off Site	
874-1, 874-7, 874-1RC, 874-7RC		Inclusive of .75 IFF	
Option Period 2 (Year 4)			
December 8, 2017- December 7, 2018	Functional Specialist	\$ 218.75	\$ 293.10
	Lead Program Manager	\$ 213.10	\$ 246.75
	Senior Program Manager	\$ 211.77	\$ 245.21
	Program Manager (Mid-Level)	\$ 146.50	\$ 169.65
	Senior Project Manager	\$ 146.50	\$ 169.65
	Lead Project Manager	\$ 171.79	\$ 230.16
	Project Manager/Task Leader	\$ 101.23	\$ 117.21
	Lead Analyst/Senior Associate (Training)	\$ 152.36	\$ 176.43
	Lead Analyst/Senior Associate (Management)	\$ 152.36	\$ 176.43
	Lead Analyst/Senior Associate (Business Practices)	\$ 152.36	\$ 176.43
	Lead Analyst/Senior Associate (Cost)	\$ 152.36	\$ 176.43
	Senior Analyst (Training)	\$ 121.86	\$ 141.11
	Senior Analyst (Management)	\$ 121.86	\$ 141.11
	Senior Analyst (Business Practices)	\$ 121.86	\$ 141.11
	Senior Analyst (Cost)	\$ 121.86	\$ 141.11
	Scientist/Engineer III	\$ 137.38	\$ 184.07
	Scientist/Engineer II	\$ 110.16	\$ 147.61
	Scientist/Engineer I	\$ 82.10	\$ 110.00
	Support Specialist	\$ 96.11	\$ 114.70
	Analyst Mid-Level (Training)	\$ 70.64	\$ 81.80
	Analyst Mid-Level (Management)	\$ 70.64	\$ 81.80
	Analyst Mid-Level (Business Practices)	\$ 70.64	\$ 81.80
	Analyst Mid-Level (Cost)	\$ 70.64	\$ 81.80
	Associate Analyst (Training)	\$ 48.61	\$ 56.30
	Associate Analyst (Management)	\$ 48.61	\$ 56.30
	Associate Analyst (Business Practices)	\$ 48.61	\$ 56.30
	Associate Analyst (Cost)	\$ 48.61	\$ 56.30
	Junior Analyst (Training)	\$ 43.29	\$ 50.12
	Junior Analyst (Management)	\$ 43.29	\$ 50.12
	Junior Analyst (Business Practices)	\$ 43.29	\$ 50.12
	Junior Analyst (Cost)	\$ 43.29	\$ 50.12
	Lead Administrative Professional	\$ 91.40	\$ 109.09
	Senior Administrative Assistant	\$ 70.59	\$ 81.73
	Junior Administrative Assistant	\$ 56.10	\$ 64.96

**BAI, INC.**  
**Professional Services Schedule (PSS) Contract No. GS-10F-0129R**  
**PSS Pricing YR5**

PSS SIN	Skill Category	Price Offered to the Government	
		Labor Rates (Loaded)	
		On Site/Off Site	
874-1, 874-7, 874-1RC, 874-7RC		Inclusive of .75 IFF	
Option Period 2 (Year 5)			
December 8, 2018- December 7, 2019	Functional Specialist	\$ 222.91	\$ 298.67
	Lead Program Manager	\$ 217.15	\$ 251.44
	Senior Program Manager	\$ 215.79	\$ 249.87
	Program Manager (Mid-Level)	\$ 149.29	\$ 172.87
	Senior Project Manager	\$ 149.29	\$ 234.54
	Lead Project Manager	\$ 175.05	\$ 172.87
	Project Manager/Task Leader	\$ 103.15	\$ 119.44
	Lead Analyst/Senior Associate (Training)	\$ 155.26	\$ 179.78
	Lead Analyst/Senior Associate (Management)	\$ 155.26	\$ 179.78
	Lead Analyst/Senior Associate (Business Practices)	\$ 155.26	\$ 179.78
	Lead Analyst/Senior Associate (Cost)	\$ 155.26	\$ 179.78
	Senior Analyst (Training)	\$ 124.18	\$ 143.79
	Senior Analyst (Management)	\$ 124.18	\$ 143.79
	Senior Analyst (Business Practices)	\$ 124.18	\$ 143.79
	Senior Analyst (Cost)	\$ 124.18	\$ 143.79
	Scientist/Engineer III	\$ 139.99	\$ 187.57
	Scientist/Engineer II	\$ 112.26	\$ 150.41
	Scientist/Engineer I	\$ 83.66	\$ 112.09
	Support Specialist	\$ 97.93	\$ 116.88
	Analyst Mid-Level (Training)	\$ 71.99	\$ 83.35
	Analyst Mid-Level (Management)	\$ 71.99	\$ 83.35
	Analyst Mid-Level (Business Practices)	\$ 71.99	\$ 83.35
	Analyst Mid-Level (Cost)	\$ 71.99	\$ 83.35
	Associate Analyst (Training)	\$ 49.53	\$ 57.37
	Associate Analyst (Management)	\$ 49.53	\$ 57.37
	Associate Analyst (Business Practices)	\$ 49.53	\$ 57.37
	Associate Analyst (Cost)	\$ 49.53	\$ 57.37
	Junior Analyst (Training)	\$ 44.11	\$ 51.07
	Junior Analyst (Management)	\$ 44.11	\$ 51.07
	Junior Analyst (Business Practices)	\$ 44.11	\$ 51.07
	Junior Analyst (Cost)	\$ 44.11	\$ 51.07
	Lead Administrative Professional	\$ 93.14	\$ 111.16
	Senior Administrative Assistant	\$ 71.93	\$ 83.29
	Junior Administrative Assistant	\$ 57.16	\$ 66.20

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## **BAI PSS Labor Category Descriptions**

### **Functional Specialist**

Senior expert with extensive knowledge and experience in one or more functional or technical areas. Provides highly specialized programmatic support and subject matter expertise. Identifies and establishes strategies for addressing programmatic requirements, challenges, and gaps. Plans and conducts reviews of key programs, facilities, and/or activities. Generates reports and briefings on progress, milestones, and performance issues.

### **Experience / Education**

Requires a Masters Degree with ten years, or, a Ph.D. with eight years, of directly related experience, in a related technical field such as, Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

### **Lead Program Manager**

This position includes a supervisory element which provides leadership and guidance for a group of Program or Project Managers. Provides programmatic and multiple task management supervision and leadership on a contract/program wide basis. Maintains liaison with all support elements, both internally and externally, including client program management/supervision, e.g. client technical Program Manager and COTR. Allocated and manages resources necessary to accomplish assigned tasks within specified time and budget guidelines. Conducts and supports internal and external program management meetings, as required. Ensures adequacy and proper distribution of resources among various task areas. Oversee schedules, plans agenda, and prepares record memoranda for periodic program management meetings. Approves, Reviews, manages and tracks fiscal processes. Prepares program review briefs, monthly and end-of-contract reports. Provides regular updates on program actions planned, ongoing, and completed.

### **Experience / Education**

Requires a Bachelors Degree with eight years, Masters Degree with six years, or, a Ph.D. with four years, of directly related project management experience, in a related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

Requires a minimum of four years experience in managing personnel in a professional environment.

**Senior Program Manager**

Provides programmatic and multiple task management supervision and leadership on a contract/program wide basis. Maintains liaison with all support elements, both internally and externally, including client program management/supervision, e.g. client technical Program Manager and COTR. Allocated and manages resources necessary to accomplish assigned tasks within specified time and budget guidelines. Conducts and supports internal and external program management meetings, as required. Ensures adequacy and proper distribution of resources among various task areas. Coordinates schedules, plans agenda, and prepares record memoranda for periodic program management meetings. Reviews, manages and tracks fiscal processes. Prepares program review briefs, monthly and end-of-contract reports. Provides regular updates on program actions planned, ongoing, and completed.

**Experience / Education**

Requires a Bachelors Degree with six years, Masters Degree with four years, or, a Ph.D. with two years, of directly related project management experience, in a related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

Requires a minimum of two years experience in managing personnel in a professional environment.

**Program Manager (Mid-Level)**

Provides programmatic and multiple task management supervision and leadership on a contract/program wide basis. Maintains liaison with all support elements, both internally and externally, including client program management/supervision, e.g. client technical Program Manager and COTR. Allocated and manages resources necessary to accomplish assigned tasks within specified time and budget guidelines. Conducts and supports internal and external program management meetings, as required. Ensures adequacy and proper distribution of resources among various task areas. Assists with schedules, plans agenda, and prepares record memoranda for periodic program management meetings. Prepares program review briefs, monthly and end-of-contract reports. Provides regular updates on program actions planned, ongoing, and completed.

**Experience / Education**

Requires a Bachelors Degree with four years, Masters Degree with two years, of directly related project management experience, in a related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.



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**Lead Project Manager**

This position includes a supervisory element which provides leadership and guidance for a group of Project Managers.

Responsible for the overall performance of one or more major contracts/tasks (cost, schedule, technical performance, subcontractor performance, reviews and approves requirements, allocations, staffing, contract reporting, and fee earned). Ensures that each task is performed within cost, schedule, and technical requirements and problems are resolved. Receives all formal task assignments, identifies subordinate managers and reviews task implementation plans. May also serve as Program Manager and interact with the client technical Program Manager and COTR.

**Experience / Education**

Requires a Bachelors Degree with six years, Masters Degree with four years, or, a Ph.D. with two years, of directly related project management experience, in a related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

Requires a minimum of two years experience in managing personnel in a professional environment.

**Senior Project Manager**

Responsible for the overall performance of one major contract/task (cost, schedule, technical performance, subcontractor performance, reviews and approves requirements, allocations, staffing). Ensures that each task is performed within cost, schedule, and technical requirements and problems are resolved. Receives all formal task assignments, identifies subordinate managers and reviews task implementation plans. If no Program Manager is assigned, interacts with the client technical Program Manager and COTR.

**Experience / Education**

Requires a Bachelors Degree with four years, Masters Degree with two years, of directly related project management experience, in a related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

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**Project Manager/Task Leader**

This position includes a supervisory element which provides leadership and guidance to other Task Leaders for single or multiple Tasks. Responsible for the overall performance of one major contract/task (cost, schedule, technical performance, subcontractor performance, reviews and approves requirements, allocations, contract reporting, and fee earned). Ensures that each task is performed within cost, schedule, and technical requirements and problems are resolved.

**Experience / Education**

Requires a Bachelors Degree with two years of directly related project management experience, in a related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

**Lead Analyst/Senior Associate (Training)**

This position includes a supervisory element which provides leadership and guidance for a group or Analysts. Provide on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulations. Conduct and evaluate training to include front-end analysis, design of training courses, and development of training program content and material, and classroom/laboratory instruction. Conducts the research necessary to revise training courses and prepares appropriate new and/or updated training materials. Confers with technical staff members to interpret technical requirements and verify training and instructional material and translates it into practical language for training and instruction. Conducts classroom/laboratory instruction including formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Develops and validates, and implements instruments measuring student achievement of learning/training objectives. Designs and facilitates curricula for use in traditional and non-traditional training situations.

**Experience / Education**

Requires a Bachelors Degree with fifteen years, or a Masters Degree with ten years of related experience.

Requires a minimum of four years experience in managing personnel in a professional environment.

**Lead Analyst/Senior Associate (Management)**

This position includes a supervisory element which provides leadership and guidance for a group of Analysts. Responsible for analyzing logistical, organizational and managerial area design, development, maintenance and testing and management and organizational analyses, efficiency and quality control methodologies. Participates in identification and description of user requirements, determination and generations of data requirements. Develops and implements quality control and efficiency methodologies to ensure compliance with project quality assurance standards, guidelines, and procedures in a large organization. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the project life cycle. Provides direct support to consultants and other senior personnel conducting consulting activities including creativity and sound judgment involving unusual and complex management and technical problems. Applies management expertise, process improvement and reengineering methodologies and principles to conduct management analysis and process modernization projects. Functions can include activity modeling, developing new businesses process and methods, identifying and implementing best practices, and creating and assessing management performance measurements. Frequently assigned to many tasks concurrently.

**Experience / Education**

Requires a Bachelors Degree with fifteen years, or a Masters Degree with ten years of related experiences in a Business / Management related field or a related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

Requires a minimum of four years experience in managing personnel in a professional environment.

**Lead Analyst/Senior Associate (Business Practices)**

This position includes a supervisory element which provides leadership and guidance for a group of Analysts. This position performs in highly specialized subject areas such as satellite telecommunications, financial systems, BPR, human factors engineering and systems design or engineering. Additionally, this position provides technical/and/or specialized guidance concerning complex problems or challenges in the subject matter field. Perform analysis and studies; prepare reports and give presentations. Works independently or as a member of a team.

**Experience / Education**

Requires a Bachelors Degree with fifteen years, or a Masters Degree with ten years of related experience, in a technical field such as Business, Accounting, Management, Operations Research Industrial Engineering, or related field. Requires a minimum of four years experience in managing personnel in a professional environment.

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**Lead Analyst/Senior Associate (Cost)**

This position includes a supervisory element which provides leadership and guidance for a group of Analysts. Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives by providing technical and financial justification and cost/benefit analyses. The FEA states investment costs, benefits and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functionality, security and other integration issues are addressed.

**Experience / Education**

Requires a Bachelors Degree with fifteen years, or a Masters Degree with ten years of related experience in a technical field such as Business, Accounting, Management, Operations Research Industrial Engineering, or related field. Requires a minimum of four years experience in managing personnel in a professional environment.

**Senior Analyst (Training)**

Provide on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulations. Conduct and evaluate training to include front-end analysis, design of training courses, and development of training program content and material, and classroom/laboratory instruction. Conducts the research necessary to revise training courses and prepares appropriate new and/or updated training materials. Confers with technical staff members to interpret technical requirements and verify training and instructional material and translates it into practical language for training and instruction.

**Experience / Education**

Requires a Bachelors Degree with six years, or a Masters Degree with four years of related experience in a technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

**Senior Analyst (Management)**

Responsible for analyzing logistical, organizational and managerial area design, development, maintenance and testing and management and organizational analyses, efficiency and quality control methodologies. Participates in identification and description of user requirements, determination and generations of data requirements. Develops and implements quality control and efficiency methodologies to ensure compliance with project quality assurance standards, guidelines, and procedures in a large organization. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the project life cycle. Applies management expertise, process improvement and reengineering methodologies and principles to conduct management analysis and process modernization projects. Functions can include activity modeling, developing new businesses process and methods, identifying and implementing best practices, and creating and assessing management performance measurements.

**Experience / Education**

Requires a Bachelors Degree with six years, or a Masters Degree with four years of related experience in a technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

**Senior Analyst (Business Practices)**

This position performs in highly specialized subject areas such as satellite telecommunications, financial systems, BPR, human factors engineering and systems design or engineering. Additionally, this position provides technical/and/or specialized guidance concerning complex problems or challenges in the subject matter field. Perform analysis and studies; prepare reports and give presentations.

**Experience / Education**

Requires a Bachelors Degree with six years, or a Masters Degree with four years of related experience in a technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

**Senior Analyst (Cost)**

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives by providing technical and financial justification and cost/benefit analyses. The FEA states investment costs, benefits and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functionality, security and other integration issues are addressed. The incumbent has an understanding of cost estimating circulars, regulations and requirements and is knowledgeable in the use of cost estimating tools and methodologies

**Experience / Education**

Requires a Bachelors Degree with six years, or a Masters Degree with four years of related experience in Business, Accounting, Management, Operations Research Industrial Engineering, or related field.

**Scientist/Engineer III**

Provides highly specialized scientific, functional, or technical area support and expertise. Identifies and provides guidance for addressing programmatic and analytical requirements. Develops and implements strategies for the review and oversight of science, technology, and engineering programs and activities. Provides high-level expertise for assessing and reporting on progress, milestones, and performance gaps. Responsible for leading specific projects or personnel in relevant technical or functional areas.

**Experience / Education**

Requires a Masters Degree with at least eight years, or a Ph.D. with at least six years, of relevant academic training and professional experience in a relevant scientific or technical field.

**Scientist/Engineer II**

Provides scientific, functional, or technical area support and expertise. Assists in the identification of programmatic and analytical requirements in specialized areas. Supports the review and oversight of science, technology, and engineering programs and activities. Assesses and reports on progress, milestones, and performance gaps. May be assigned responsibilities for specific projects in relevant technical or functional areas.

**Experience / Education**

Requires a Bachelors Degree with at least eight years, a Masters Degree with at least six years, or a Ph.D. with at least three years, of relevant academic training and professional experience in a relevant scientific or technical field.

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**Scientist/Engineer I**

Provides scientific, functional, or technical area support and expertise. Assists in the identification of programmatic and analytical requirements in specialized areas. Supports the review and oversight of science, technology, and engineering programs and activities. Assesses and reports on progress, milestones, and performance gaps.

**Experience / Education**

Requires a Bachelors Degree with at least four years, a Masters Degree with at least two years, or a Ph.D., of relevant academic training and professional experience in a relevant scientific or technical field.

**Support Specialist**

Provide specialized technical, contracts, or finance support tailored to the individual clients needs. Evaluate client's requirement and perform the required specialized task conferring with the technical staff to ensure the implementation of the new processes are coordinated with the client. Additionally, this position provides technical/and/or specialized guidance concerning complex problems or challenges in the subject matter field. Perform analysis and studies; prepare reports and give presentations.

**Experience / Education**

Requires a Bachelors Degree with at least four years, or a Masters Degree with at least two years of experience in a related field.

**Analyst Mid-Level (Training)**

Provide on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulations. Conduct and evaluate training to include front-end analysis, design of training courses, and development of training program content and material, and classroom/laboratory instruction. Conducts the research necessary to revise training courses and prepares appropriate new and/or updated training materials.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least four years of related work experience or formal instructional training, such as US military instructor training schools, and/or vocational teaching, instruction, or education in a related field.

**Analyst Mid-Level (Management)**

Responsible for analyzing logistical, organizational and managerial area design, development, maintenance and testing and management and organizational analyses, efficiency and quality control methodologies. Participates in identification and description of user requirements, determination and generations of data requirements. Develops and implements quality control and efficiency methodologies to ensure compliance with project quality assurance standards, guidelines, and procedures in a large organization. Provides direct support to consultants and other senior personnel conducting consulting activities including creativity and sound judgment involving unusual and complex management and technical problems.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least four years of related work experience in a business/management field or directly related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

**Analyst Mid-Level (Business Practices)**

This position performs in highly specialized subject areas such as satellite telecommunications, financial systems, BPR, human factors engineering and systems design or engineering. Additionally, this position provides technical/and/or specialized guidance concerning complex problems or challenges in the subject matter field. Perform analysis and studies; prepare reports and give presentations. Works as a member of a team.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least four years of related work experience in a business practices related field.

**Analyst Mid-Level (Cost)**

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives by providing technical and financial justification and cost/benefit analyses. The FEA states investment costs, benefits and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functionality, security and other integration issues are addressed.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least four years of related work experience in a business practices related field.



**Associate Analyst (Training)**

Provide on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulations. Conducts the research necessary to revise training courses and prepares appropriate new and/or updated training materials. Develops and validates, and implements instruments measuring student achievement of learning/training objectives. Designs and facilitates curricula for use in traditional and non-traditional training situations.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least two years of related work experience or formal instructional training, such as US military instructor training schools, and/or vocational teaching, instruction, or education in a related field.

**Associate Analyst (Management)**

Participates in identification and description of user requirements, determination and generations of data requirements. Develops and implements quality control and efficiency methodologies to ensure compliance with project quality assurance standards, guidelines, and procedures in a large organization. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the project life cycle. Provides direct support to consultants and other senior personnel conducting consulting activities including creativity and sound judgment involving unusual and complex management and technical problems.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least two years of related work experience in a business/management field or directly related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

**Associate Analyst (Business Practices)**

This position performs in highly specialized subject areas such as satellite telecommunications, financial systems, BPR, human factors engineering and systems design or engineering. Additionally, this position provides technical/and/or specialized guidance concerning complex problems or challenges in the subject matter field. Works as a member of a team.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least two years of related work experience in a business practices related field.

**Associate Analyst (Cost)**

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives by providing technical and financial justification and cost/benefit analyses. Ensures that cross-functionality, security and other integration issues are addressed.

**Experience / Education**

Requires a minimum of a Bachelor's Degree with at least two years of related work experience in a business practices related field.

**Junior Analyst (Training)**

Conduct and evaluate training to include front-end analysis, design of training courses, and development of training program content and material, and classroom/laboratory instruction. Conducts the research necessary to revise training courses and prepares appropriate new and/or updated training materials. Confers with technical staff members to interpret technical requirements and verify training and instructional material and translates it into practical language for training and instruction.

**Experience / Education**

A minimum of a Bachelor's Degree or formal instructional training, such as US military instructor training schools, and/or vocational teaching, instruction, or education in a related field.

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**Junior Analyst (Management)**

Participates in identification and description of user requirements, determination and generations of data requirements. Develops and implements quality control and efficiency methodologies to ensure compliance with project quality assurance standards, guidelines, and procedures in a large organization. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the project life cycle. Functions can include activity modeling, developing new businesses process and methods, identifying and implementing best practices, and creating and assessing management performance measurements.

**Experience / Education**

Requires a minimum of a Bachelor's Degree in a business/management field or directly related technical field such as Engineering, Physical, Life or Social Sciences, Physics, Mathematics, or Computer Science.

**Junior Analyst (Business Practices)**

This position performs in highly specialized subject areas such as financial systems, BPR, human factors engineering and systems design or engineering. Additionally, this position provides technical/and/or specialized guidance concerning complex problems or challenges in the subject matter field. Perform analysis and studies; prepare reports and give presentations. Works as a member of a team.

**Experience / Education**

Requires a minimum of a Bachelor's Degree in a business practices related field.

**Junior Analyst (Cost)**

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives by providing technical and financial justification and cost/benefit analyses. Incumbent must be able to collect and analyze data and organize it in a standard work breakdown structure or financial spreadsheet as tem plated by a more experience Cost Analyst. The incumbent must have knowledge of cost methodologies and cost modeling applications, including Microsoft Excel.

**Experience / Education**

Requires a minimum of a Bachelor's Degree in a business practices related field.

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**Lead Administrative Professional**

Performs standard and/or advanced secretarial duties to include Lead or Supervisory functions for a group of Administrative professionals. Maintains regular and follow-up files and confidential data. Collects information as needed for conferences and reports. Arranges meeting as directed. May use word processing equipment in performing assigned tasks. Screens telephone calls, incoming mail, publications, and other correspondence. Maintains and updates daily calendars. Prepares special reports as directed. May arrange and take minutes of meetings. May make travel and lodging arrangements. Additionally, able to provides administrative support in the management of a project or contract activities include tracking, monitoring and reporting budgets and schedules on a given project/task; maintaining administrative records, and coordinating required administrative services.

**Experience / Education**

This position requires a High School diploma or GED with at least ten years, or an Associate Degree with eight years, or a Bachelors Degree with at least six years of related work experience. Requires a minimum of two years experience in managing personnel in a professional environment.

**Senior Administrative Assistant**

Performs standard and/or advanced secretarial duties. Maintains regular and follow-up files and confidential data. Collects information as needed for conferences and reports. Arranges meeting as directed. May use word processing equipment in performing assigned tasks. Screens telephone calls, incoming mail, publications, and other correspondence. Maintains and updates daily calendars. Prepares special reports as directed. May arrange and take minutes of meetings. May make travel and lodging arrangements.

**Experience / Education**

This position requires a High School, GED, or completion of a certified administrative vocational school with at least six years, or an Associate Degree with five years, or a Bachelors Degree with at least four years of related work experience.

**Junior Administrative Assistant**

Performs standard and/or advanced secretarial duties. Maintains regular and follow-up files and confidential data. May use word processing equipment in performing assigned tasks. Screens telephone calls, incoming mail, publications, and other correspondence. Maintains and updates daily calendars. May arrange and take minutes of meetings.

**Experience / Education**

This position requires a High School, GED, or completion of a certified administrative vocational school with at least four years, or an Associate Degree with three years, or a Bachelors Degree with at least two years of related work experience.