

# GSA Catalog and Price List for



## **TOTAL SOLUTIONS**

**Financial and Business Solutions (FABS)**

# **GS-23F-0253R**

SIN 520-13 Complementary Financial Management Services

Total Solutions, Inc.  
238 Business Park Blvd., Suite G  
Madison, Alabama 35758  
256-721-3987  
256-464-7178 fax  
[www.totalsolutions-inc.com](http://www.totalsolutions-inc.com)

Contract Number: GS-23F-0253R  
Period Covered by Contract: September 2, 2010 through September 1, 2015

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 for GSA *Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

Schedule Title: Financial and Business Solutions  
FSC Group: 520  
Contract Number: GS-23F-0253R

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: September 2, 2010 through September 1, 2015  
Contractor Name: Total Solutions, Inc.  
Address: 238 Business Park Blvd., Suite G, Madison, Alabama  
35758  
Phone Number: 256-721-3987  
Fax Number: 256-464-7178  
Web site: [www.totalsolutions-inc.com](http://www.totalsolutions-inc.com)  
Contact for Contract Administration: Stan Twyman

Business size: 8(a), SDB, small, woman-owned

Prices shown herein are Net 30 (discount deducted)

Supplement Number:

Effective Date: September 2, 2010

CUSTOMER INFORMATION PAGE

- 1a. SIN 520-13 Complementary Financial Management Services
- 1b. Awarded Pricing

<b>Labor Category</b>	<b>09/02/10-09/01/11</b>	<b>09/02/11-09/01/12</b>	<b>09/02/12-09/01/13</b>	<b>09/02/13-09/01/14</b>	<b>09/02/14-09/01/15</b>
Business Methods Engineer I	\$55.64	\$56.75	\$57.89	\$59.05	\$60.23
Business Methods Engineer II	\$62.03	\$63.27	\$64.54	\$65.83	\$67.15
Business Methods Engineer III	\$69.72	\$71.11	\$72.53	\$73.98	\$75.46
Business Methods Engineer IV	\$73.73	\$75.20	\$76.70	\$78.23	\$79.79
Business Methods Engineer V	\$89.52	\$91.31	\$93.14	\$95.00	\$96.90
Business Methods Engineer VI	\$98.30	\$100.27	\$102.28	\$104.33	\$106.42
Technical Writer/Editor I	\$35.36	\$36.07	\$36.79	\$37.53	\$38.28
Technical Writer/Editor II	\$52.79	\$53.85	\$54.93	\$56.02	\$57.14
Technical Writer/Editor III	\$56.08	\$57.20	\$58.34	\$59.51	\$60.70
Technical Writer/Editor IV	\$64.38	\$65.67	\$66.98	\$68.32	\$69.69
Subject Matter Expert I	\$100.26	\$102.27	\$104.32	\$106.41	\$108.54
Subject Matter Expert II	\$122.50	\$124.95	\$127.44	\$129.99	\$132.59
Subject Matter Expert III	\$149.70	\$152.69	\$155.74	\$158.85	\$162.03
Program Manager	\$129.98	\$132.58	\$135.23	\$137.93	\$140.69
Project Manager I	\$101.50	\$103.53	\$105.60	\$107.71	\$109.86
Project Manager II	\$121.74	\$124.17	\$126.65	\$129.18	\$131.76
Administrative & Documentation Support I	\$34.78	\$35.48	\$36.19	\$36.91	\$37.65
Administrative & Documentation Support II	\$43.92	\$44.80	\$45.70	\$46.61	\$47.54
Administrative & Documentation Support III	\$57.29	\$58.44	\$59.61	\$60.80	\$62.02
Administrative Support I	\$24.33	\$24.82	\$25.32	\$25.83	\$26.35
Administrative Support II	\$33.50	\$34.17	\$34.85	\$35.55	\$36.26
Program Support Analyst I	\$41.79	\$42.63	\$43.48	\$44.35	\$45.24
Program Support Analyst II	\$55.72	\$56.83	\$57.97	\$59.13	\$60.31
Program Support Analyst III	\$64.12	\$65.40	\$66.71	\$68.04	\$69.40

- 1c. Labor Category Descriptions follow the contract terms and conditions.
2. Maximum order: \$1,000,000
3. Minimum order: \$300.00
4. Geographic coverage (delivery area): Domestic delivery only
5. Point(s) of production (city, county, and state or foreign country): Not applicable
6. Discount from list prices or statement of net price: To be negotiated at the task order level
7. Quantity discounts: Not applicable
8. Prompt payment terms: 1%Net10days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Yes
10. Foreign items: Not applicable.
- 11a. Time of delivery: To be negotiated at the task order level
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list.
- 11c. Overnight and 2-day delivery: not applicable
- 11d. Urgent requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery.
12. F.O.B. point(s): Destination.
- 13a. Ordering address(es): Total Solutions, Inc., 238 Business Park Blvd., Suite G, Madison AL 35758
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address: Total Solutions, Inc., 238 Business Park Blvd., Suite G, Madison AL 35758
15. Warranty provision: Not applicable
16. Export packing charges: Not applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not applicable
18. Terms and conditions of rental maintenance, and repair – Not applicable.
19. Terms and conditions of installation – Not applicable.
20. Terms and conditions of repair parts – Not applicable.
- 20a. Terms and conditions for any other services – Not applicable.
21. List of service and distribution points – Not applicable
22. List of participating dealers – Not applicable
23. Preventative maintenance – Not applicable.
- 24a. Special attributes such as environmental attributes: Not applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/). Not applicable
25. Data Universal Number System (DUNS) number: 93-803-5573
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered and registration valid to 7/8/06

**Labor Category Descriptions for Total Solutions, Inc.**  
**Financial and Business Solutions (FABS)**  
**GS-23F-0253R**  
**SIN 520-13 Complementary Financial Management Services**

**Business Methods Engineer I**

Reports to Project / Team Lead/Manager or higher level Business Methods Engineer

**RESPONSIBILITIES:**

Assists with studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations. Develops, implements, and maintains business and engineering methods and processes. Assists with systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations.

Typical duties can include the following:

- Review accounting practices and processes
- Develops, gathers, and organizes process information
- Documents processes
- Assists with comparing processes to industry
- Collects and assists with analysis of current and planned cost data
- Other duties as needed/assigned for this level of position

**POSITION REQUIREMENTS:**

This position typically requires two years overall and 1 year of related experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices.

Experience may be considered in lieu of degree.

**Business Methods Engineer II**

Reports to Project / Team Lead/Manager or higher level Business Methods Engineer

**RESPONSIBILITIES:**

Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations. Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations.

Typical duties can include the following:

- Review and assess accounting practices and processes
- Develops, gathers, and organizes process information
- Document processes
- Compare processes to industry
- Facilitate development of and present a medium and long-term strategic business plan
- Facilitate the development of business plans
- Collects and analyzes current and planned cost data
- Other duties as needed/assigned for this level of position

**POSITION REQUIREMENTS:**

This position typically requires five years overall and two years of related experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices.

Experience may be considered in lieu of degree.

### **Business Methods Engineer III**

Reports to Project / Team Lead/Manager or higher level Business Methods Engineer

#### **RESPONSIBILITIES:**

Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations. Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations. May mentor lower level team members.

Typical duties can include the following:

- Reviews and assesses accounting practices and processes
- Develops, gathers, and organizes process information
- Documents processes
- Compares processes to industry
- Facilitates development of and present a medium and long-term strategic business plan
- Facilitates the development of business plans
- Collects and analyzes current and planned cost data
- Provides leadership to other team members
- Other duties as needed/assigned for this level of position

#### **POSITION REQUIREMENTS:**

This position typically requires seven years overall and three years of related experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices. Experience may be considered in lieu of degree.

### **Business Methods Engineer IV**

Reports to Project or Team Lead/Manager

#### **RESPONSIBILITIES:**

Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations. Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations. May provide team leadership.

Typical duties can include the following:

- Reviews and assesses accounting practices and processes
- Develops, gathers, and organizes process information
- Compares processes to industry
- Facilitates development of and present a medium and long-term strategic business plan
- Facilitates the development of business plans
- Collects and analyzes current and planned cost data
- Provides team leadership and supervision
- Other duties as needed/assigned for this level of position

#### **POSITION REQUIREMENTS:**

This position typically requires nine years overall and four years of related experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices. Experience may be considered in lieu of degree.

## **Business Methods Engineer V**

Reports to Project or Team Lead/Manager

### **RESPONSIBILITIES:**

Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations. Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations. May provide daily supervision and direction to staff.

Typical duties can include the following:

- Develops strategic plans for business methods for assigned organization
- Reviews and assesses accounting practices and processes
- Develops, gathers, and organizes process information
- Documents processes
- Compares processes to industry
- Facilitates development of and present a medium and long-term strategic business plan
- Facilitates the development of business plans
- Collects and analyzes current and planned cost data
- Develops system requirements for proposals
- Provide team leadership
- Other duties as needed/assigned for this level of position

### **POSITION REQUIREMENTS:**

This position typically requires twelve years overall and five years of related experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices. Experience may be considered in lieu of degree.

## **Business Methods Engineer VI**

Reports to Project or Team Lead/Manager

### **RESPONSIBILITIES:**

Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations. Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations. May provide daily supervision and direction to staff.

Typical duties can include the following:

- Develops strategic plans for business methods for assigned organization
- Reviews and assesses accounting practices and processes
- Develops, gathers, and organizes process information
- Documents processes
- Compares processes to industry
- Facilitates development of and present a medium and long-term strategic business plan
- Facilitate the development of business plans
- Collects and analyzes current and planned cost data
- Develops system requirements for proposals
- Oversees project implementation

- Provides team leadership
- Other duties as needed/assigned for this level of position

**POSITION REQUIREMENTS:**

This position typically requires fifteen years overall and six years of related experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Requires knowledge of government accounting practices. Experience may be considered in lieu of degree.

**Technical Writer / Editor I**

Reports to Project or team leader

**RESPONSIBILITIES:**

Assists in the production of management plans, technical documents, and presentation graphics. Performs administrative and document support duties. Gathers and arranges technical information. Assists in organization and maintenance of project library. Performs document retrieval through use of an electronic or paper document repository. Provides office administration support, maintains files, prepares correspondence, updates schedules and coordinates travel. Performs data entry functions and verifies data entered.

- Ensures user manuals and documents are in compliance with established standards and specifications.
- Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverable.
- Edits technical reports and deliverable documents for content, style, and grammar.
- May write user manuals and other original material.
- Assists in research projects on document formats, content, policies, and procedures to aid company in standardization.
- Assists in review of product design and documentation for compliance to standards and contract requirements.
- Interviews users and technical staff for information relevant to software and documentation requirements.
- Maintains library of all required documents, deliverables, masters, and reference materials.
- Performs other related duties of a comparable level as assigned.

**POSITION REQUIREMENTS:**

This position typically requires two years of experience. Basic understanding of technical subject matter of reports required. Working knowledge of computer operation is required for creating and editing documents. Requires strong written and verbal communication skills in technical and non-technical areas. Ability to integrate and organize large volumes of technical information into concise and readable documents is required. Ability to research and absorb new subject material is also required. A Bachelors degree or equivalent. Experience may be considered in lieu of degree.

**Technical Writer / Editor II**

Reports to Project or team leader

**RESPONSIBILITIES:**

Assists in collecting and organizing technical, management and administrative information required for preparation of users' manuals, training materials, installation guides, proposals, and reports. Performs technical, journalistic and expository writing per customer requirements. Edits technical documentation including proposals functional descriptions, system specifications, users' manuals, special reports, plans, technical documents, presentation graphics, or other

customer deliverables and documents. May develop and integrate graphics with deliverable documents.

- Prepares proposals, presentations, and documents in compliance with established standards and specifications.
- Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverable.
- Edits technical reports and deliverable documents for content, style, and grammar.
- Writes proposals, presentations, and other original material.
- Researches and establishes document formats, content, policies, and procedures to aid company in standardization.
- Reviews product design and documentation for compliance to standards and contract requirements.
- Interviews users and technical staff for information relevant to documentation requirements.
- Conducts training for users and co-workers on new products and software.
- Maintains library of all required documents, deliverables, masters, and reference materials.
- Performs other related duties of a comparable level as assigned.

#### POSITION REQUIREMENTS:

This position typically requires four to seven years of experience. Basic understanding of technical subject matter of reports required. Working knowledge of computer operation is required for creating and editing documents. Requires strong written and verbal communication skills in technical and non-technical areas. Ability to integrate and organize large volumes of technical information into concise and readable documents is required. Ability to research and absorb new subject material is also required. A Bachelors degree or equivalent. Experience may be considered in lieu of degree.

#### **Technical Writer / Editor III**

Reports to Project or team leader

#### RESPONSIBILITIES:

Collects and organizes technical, management and administrative information required for preparation of users' manuals, training materials, installation guides, proposals, and reports. Performs technical, journalistic and expository writing per customer requirements. Edits technical documentation including functional descriptions, system specifications, users' manuals, special reports, plans, technical documents, presentation graphics, or other customer deliverables and documents. May develop and integrate graphics with deliverable documents. May provide daily direction and supervision of team.

- Designs and develops manuals and documents by interpreting complex standards and specifications.
- Interviews and interfaces with individuals including programmers, engineers, word processing operators, graphics illustrators, technical staff, and users in order to produce deliverable.
- Plans and oversees all documentation projects and ensures compliance with standards and contract requirements.
- Originates and writes technical reports, user manuals, deliverable documents, and other original material.
- Requires ability to participate in the design of multi media presentations.
- Participates/contributes to establishing document formats, content, policies, and procedures to aid company in standardization.
- Acts as a point of contact to train users and co-workers on new products and software.

- Develops and maintains documentation schedules and ensures compliance with established documentation process.
- Plans and coordinates all staffing and resource allocations necessary to produce all publications and documentation for program/department.
- Assists in the development of budgets and project planning related to all documentation requirements for a program/department.
- Performs other related duties of a comparable level as assigned.

**POSITION REQUIREMENTS:**

This position typically requires eight to eleven years of experience. Basic understanding of technical subject matter of reports required. Working knowledge of computer operation is required for creating and editing documents. Requires strong written and verbal communication skills in technical and non-technical areas. Ability to integrate and organize large volumes of technical information into concise and readable documents is required. Ability to research and absorb new subject material is also required.

A Bachelors degree or equivalent. Experience may be considered in lieu of degree.

**Technical Writer / Editor IV**

Reports to Project or team leader

**RESPONSIBILITIES:**

Collects and organizes technical, management and administrative information required for preparation of users' manuals, training materials, installation guides, proposals, and reports. Performs technical, journalistic and expository writing per customer requirements. Edits technical documentation including functional descriptions, system specifications, users' manuals, special reports, plans, technical documents, presentation graphics, or other customer deliverables and documents. May develop and integrate graphics with deliverable documents. May provide daily direction and supervision of team.

- Designs and develops manuals and documents by interpreting complex standards and specifications.
- Interviews and interfaces with individuals including programmers, engineers, word processing operators, graphics illustrators, technical staff, and users in order to produce deliverable.
- Plans and oversees all documentation projects and ensures compliance with standards and contract requirements.
- Originates and writes technical reports, user manuals, deliverable documents, and other original material. Requires ability to participate in the design of multi media presentations.
- Participates/contributes to establishing document formats, content, policies, and procedures to aid company in standardization.
- Acts as a point of contact to train users and co-workers on new products and software.
- Develops and maintains documentation schedules and ensures compliance with established documentation process.
- Plans and coordinates all staffing and resource allocations necessary to produce all publications and documentation for program/department.
- Assists in the development of budgets and project planning related to all documentation requirements for a program/department.
- Develop budgets and project plans for team.
- Performs other related duties of a comparable level as assigned.

**POSITION REQUIREMENTS:**

This position typically requires twelve years of experience. Basic understanding of technical subject matter of reports required. Working knowledge of computer operation is required for creating and editing documents. Requires strong written and verbal communication skills in

technical and non-technical areas. Ability to integrate and organize large volumes of technical information into concise and readable documents is required. Ability to research and absorb new subject material is also required. Requires experience with budgeting and project planning. A Bachelors degree or equivalent. Experience may be considered in lieu of degree.

### **Subject Matter Expert I**

Reports to Project or Team Manager/Lead

#### **RESPONSIBILITIES:**

Possesses unique experience and expert knowledge in technical, functional, and/or process areas. Applies best industry practices and standards, current technology, and creative solutions to challenging problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and schedule constraints.

- Conducts studies, technical assessments, system analysis and architectural level analysis to improve business processes for engineering/technical organizations.
- Develops, implements, and maintains business and engineering methods and processes. Provides systems engineering and business analysis support to update or enhance business and technical practices for assigned engineering organizations.
- Interfaces with other technical groups, government organizations, and commercial companies
- Develops, gathers, and organizes process information.
- Collects and analyzes current and planned cost data
- Develop work breakdown structures
- Develop written reports/ proposals
- Facilitate meetings
- Other duties as needed/assigned for this level of position

#### **POSITION REQUIREMENTS:**

This position typically requires five years overall and 2 years of specialized experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Years of relevant work experience may be considered in lieu of degree.

#### **ADDITIONAL CONSIDERATION:**

Experience in areas directly related to business area required.

### **Subject Matter Expert II**

Reports to Directorate/Branch Manager

#### **RESPONSIBILITIES:**

Possesses unique experience and expert knowledge in technical, functional, and/or process areas. Applies best industry practices and standards, current technology, and creative solutions to challenging problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and schedule constraints.

- Investigate, research, assess, and evaluate functions and technical capabilities of the assigned organization and provide recommendations for standard business practices and customer relations processes / policies relating to those facilities with the objective of understanding and reducing actual cost for the facilities of facility services.

- Research and develop market studies on the adequacy of assigned organization in contrast to similar available resources in the market place. From the study results, recommend improvements, changes, additions, or deletions from the existing manner of doing business.
- Facilitate the development of medium and long-term Strategic Plans, develop Business Plans and Strategies for assigned organization.
- Facilitate the development of Facilities Plans for assigned organization.
- Develop process and supporting methodology to develop responses for quoting work from customers. This coordination will involve multiple supporting organization and groups.
- Finalize proposals and quotes for work.
- Interface with other technical groups, government organizations, and commercial companies.
- Develop work breakdown structures.
- Develop written reports/ proposals.
- Facilitate meetings
- Other duties as needed/assigned for this level of position.

**POSITION REQUIREMENTS:**

This position typically requires 10 years over all and five years of specialized experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Years of relevant work experience may be considered in lieu of degree. Broad experience in military / aeronautical industry preferred.

**Subject Matter Expert III**

Reports to Directorate/Branch Manager

**RESPONSIBILITIES:**

Possesses unique experience and expert knowledge in technical, functional, and/or process areas. Applies best industry practices and standards, current technology, and creative solutions to challenging problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and schedule constraints.

- Investigate, research, assess, and evaluate functions and technical capabilities of the assigned organization and provide recommendations for standard business practices and customer relations processes / policies relating to those facilities with the objective of understanding and reducing actual cost for the facilities of facility services.
- Research and develop market studies on the adequacy of assigned organization in contrast to similar available resources in the market place. From the study results, recommend improvements, changes, additions, or deletions from the existing manner of doing business.
- Facilitate the development of medium and long-term Strategic Plans, develop Business Plans and Strategies for assigned organization.
- Facilitate the development of Facilities Plans for assigned organization.
- Develop process and supporting methodology to develop responses for quoting work from customers. This coordination will involve multiple supporting organization and groups.
- Finalize proposals and quotes for work.
- Interface with other technical groups, government organizations, and commercial companies

- Develop work breakdown structures
- Develop written reports/ proposals
- Facilitate meetings
- Other duties as needed/assigned for this level of position

**POSITION REQUIREMENTS:**

This position typically requires 15 years over all and ten years of specialized experience. A Bachelor's degree or equivalent in Engineering, or other related field. Position requires project management and an engineering background that includes both technical and business experience. Years of relevant work experience may be considered in lieu of degree. Broad experience in military / aeronautical industry preferred.

**Program Manager**

**RESPONSIBILITIES:**

Serves as the contract manager and as the contractor's authorized interface with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), Government management personnel and customer agency representatives.

Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, procedures, and goals of the organization. Responsible for the overall contract performance.

- Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of all contractual items.
- Operates within client guidance, contractual limitations, and Company business and policy directives. Serves as focal point of contact with client regarding program activities.
- Ensures that all required resources including manpower, production standards, computer time, and facilities are available for program implementation.
- Manages program consisting of multiple projects including project identification, design, development and delivery.
- Confers with project manager to provide technical advice and to assist with problem resolution.
- May perform other duties as assigned.

**POSITION REQUIREMENTS:**

This position typically requires twelve years of experience. A Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field.

**Project Manager I**

**RESPONSIBILITIES:**

Serves as the project manager for a task order and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), and the task order-level COR(s), Government management personnel and customer agency representatives. Under the guidance of the Program Manager, is responsible for the overall technical, performance, schedule and cost management of the specific task order(s). Insures that the SOW (task order) requirements are satisfied.

- Manages project operations.
- Ensures production schedules are met.
- Ensures system resources are used effectively.
- Coordinates the resolution of production-related problems.
- Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output.
- Supervises staff operations.

#### POSITION REQUIREMENTS:

This position typically requires seven years of experience. A Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field.

#### **Project Manager II**

##### RESPONSIBILITIES:

Serves as the project manager for a task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), Government management personnel and customer agency representatives. Under the guidance of the Program Manager, is responsible for the overall technical, performance, schedule and cost management of the specific task order(s). Insures that the SOW (task order) requirements are satisfied. Performs enterprise wide horizontal integration planning.

- Manages project operations.
- Ensures production schedules are met.
- Ensures system resources are used effectively.
- Coordinates the resolution of production-related problems.
- Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output.
- Supervises staff operations.

##### POSITION REQUIREMENTS:

This position typically requires twelve years of experience. A Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field.

#### **Administrative and Documentation Support I**

##### RESPONSIBILITIES:

Performs administrative and document support duties. Assists in the production of management plans, technical documents, and presentation graphics. Gathers and arranges technical information. Assists in organization and maintenance of project library. Performs document retrieval through use of an electronic or paper document repository. Provides office administration support, maintains files, prepares correspondence, updates schedules and coordinates travel. Performs data entry functions and verifies data entered.

##### POSITION REQUIREMENTS:

This position typically requires two years of experience. An Associates degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field.

#### **Administrative and Documentation Support II**

##### RESPONSIBILITIES:

Performs administrative and document support duties. Implements administrative operating procedures. Assists in the production of management plans, technical documents, and presentation graphics. Integrates graphics. Gathers, analyzes, and arranges technical information. Organizes and maintains project library. Maintains version control of project documents. Performs document retrieval through use of an electronic or paper document repository. Provides office administration support, maintains files, prepares correspondence, updates schedules, and coordinates travel. Performs data entry functions and verifies data entered.

##### POSITION REQUIREMENTS:

This position typically requires four years of experience. An Associates degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field.

### **Administrative and Documentation Support III**

#### **RESPONSIBILITIES:**

Assists in collecting and organizing technical, management and administrative information required for preparation of users' manuals, training materials, installation guides, proposals, and reports. Performs technical, journalistic and expository writing per customer requirements. Edits technical documentation including functional descriptions, system specifications, users' manuals, special reports, plans, technical documents, presentation graphics, or other customer deliverables and documents. May develop and integrate graphics with deliverable documents.

#### **POSITION REQUIREMENTS:**

This position typically requires five years of experience. A Bachelor's degree or equivalent in English, Literature, or other related discipline.

### **Administrative Support I**

#### **RESPONSIBILITIES:**

Provides maintenance and support of various data systems and provides collection and organization of information. Produces periodic reports for general distribution. Other duties, such as, filing, word processing, data entry, receiving phone calls, may be typical. Performs other related duties as assigned.

#### **POSITION REQUIREMENTS:**

Ability to maintain a high degree of accuracy and precision is essential. General knowledge of office processes, such as, filing and word processing. Requires one year experience typically acquired through work. A high school diploma or equivalent is also required.

### **Administrative Support II**

#### **RESPONSIBILITIES:**

Provides coordination of management information. Supports staff in scheduling, preparation of correspondence, administrative processes, and special activities. Assembles and analyzes data and prepares complex and/or confidential reports. Initiates and/or completes correspondence. Performs other related duties of a comparable level as required.

#### **POSITION REQUIREMENTS:**

Must have the ability to organize corporate communications with little direct supervision. A high degree of discretion is mandatory. Must have the ability to plan, coordinate, work, and communicate with staff and external organizations in the accomplishment of duties. Requires a working knowledge of various types of office equipment and software such as a personal computer, word processor, and spreadsheets. Requires four years experience in the administrative field or a Bachelors degree with two years of applicable experience.

### **Program Support Analyst I**

#### **RESPONSIBILITIES:**

Performs planning and coordination of scheduling activities involving systems, projects or sub-projects. Works with scheduling tools to analyze interdependencies between related projects. Develops work breakdown structures. Documents analysis results. Supports business and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Evaluates existing procedures, processes, techniques, models and/or systems related to administrative problems or contractual issues. Applies process improvement and

reengineering methodologies and principles. Performs activity and data modeling, identifies best practices, and analyzes performance metrics.

**POSITION REQUIREMENTS:**

This position typically requires five years of experience. A Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field. Experience may be considered in lieu of degree.

**Program Support Analyst II**

**RESPONSIBILITIES:**

Conducts the planning and coordination of scheduling activities involving systems, projects or sub-projects. Uses knowledge of scheduling tools to analyze interdependencies between related projects. Develops work breakdown structures. Documents analysis results. Supports business and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Evaluates existing procedures, processes, techniques, models and/or systems related to administrative problems or contractual issues and recommends solutions. Applies process improvement and reengineering methodologies and principles. Performs activity and data modeling, develops business methods, identifies best practices, and analyzes performance metrics.

**POSITION REQUIREMENTS:**

This position typically requires seven years of experience. A Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related field. Experience may be considered in lieu of degree.

**Program Support Analyst III**

**RESPONSIBILITIES:**

Leads the planning and coordination of scheduling activities involving large systems or multiple projects. Applies in-depth knowledge of scheduling tools to analyze interdependencies between related projects. Develops work breakdown structures. Documents results of analysis. Provides management and administrative advice/analysis including budgeting, manpower planning, resource planning, and financial reporting. Performs evaluations of procedures, processes, techniques, models and/or systems and recommends solutions. Applies process improvement and reengineering methodologies and principles to evaluate and conduct process modernization projects. Performs activity and data modeling, develops business methods, identifies best practices, and creates and assesses performance measurements. May provide daily supervision and direction to staff.

**POSITION REQUIREMENTS:**

This position typically requires twelve years of experience. A Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline. Experience may be considered in lieu of degree.