



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Effective October 1, 2015, this Consolidated Schedule will become a GSA Professional Services Schedule (PSS) with no changes to any terms and conditions found within this document

Professional Services Schedule (PSS)  
**Contract Number: GS-00F-010DA**

Base Contract Period of Performance

OCTOBER 7, 2015 THROUGH OCTOBER 6, 2020



TAI PEDRO & ASSOCIATES, P.C.

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Silver Spring, Maryland 20910

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Contract Administration POC: Taiwo Pedro ([tai@tai-pedro.com](mailto:tai@tai-pedro.com))

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



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## SECTION I:- CORPORATE OVERVIEW

Dedicated to customer focused world class consultative services in financial management, management consulting, program support, and information technology to federal agencies, state governments, and private enterprises. TPA has grown every year since its inception. Growth for us, however, is a cautious undertaking. Our first priority is to satisfy our customers, and assure the professional and financial well-being of our employees. At TPA management's goal is to act responsibly so we can deliver what we promise, take care of our people, and contribute to our community.

Our work is based on our uncompromising commitment to our client and our people

We form a single team with our client's staff from start to successful project completion

We believe in making it easy for our clients to manage us so the team can be focused on results

We believe that rigorous processes executed by quality people produce quality results - continuously

We believe all of the above will result in an unblemished history of complete client satisfaction

Our mission is to achieve leadership positions in these disciplines by serving the needs of our customers in innovative ways and by being the best in everything we do. In our 24-year history, we have provided support services to a number of diverse federal agencies and commercial firms. In our engagements with these customers, we make a commitment to:

- ✚ conform to the specifications of the contract and adhere to contract schedules and price
- ✚ provide the services in accordance with commercial best practices
- ✚ focus on delivering value to our customers
- ✚ ensure customer satisfaction
- ✚ resolve issues immediately and effectively

Our commitment to these performance standards has resulted in a 100% success rate in meeting contract specifications, adhering to contract schedules, and meeting customer

satisfaction benchmarks. We are proud of this impeccable record and our ability to avoid delinquency in any performance element of the contracts we have been awarded.

TPA is committed to consolidated service solutions that emphasize high quality, innovative services, solution solving, and pro-active customer service:

**Quality** - At TPA quality is everyone's job because we know it is the key to customer satisfaction. TPA employs a disciplined process driven approach to project management to assure efficient, consistent high quality results for our customers.

**Experience** - We have the expertise that will integrate the right solutions to meet the needs of your programs.

**Skilled Professionals** - We continuously recruit against future requirements to assure we can respond rapidly to changing customer needs.

To find out how we can assist you in meeting your consolidated needs, please contact us at: 301-565-2181 or visit our website at [www.tai-pedro.com](http://www.tai-pedro.com)

## SECTION II: CUSTOMER INFORMATION

### 1. Table of awarded special item numbers:

SIN	Recovery	SIN Recovery SIN Description
SIN C520-11	520-11RC	Accounting
SIN C520-12	520-12RC	Budgeting
SIN C520-13	520-13RC	Complimentary Financial Management Services
SIN C520-15	520-15RC	Outsourcing Recurring Commercial Activities for Financial Management Services
SIN C520-9	520-9RC	Recovery Audit Services
SIN C874-1	874-1RC	Integrated Consulting Services
SIN C874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
SIN C874-6	874-6RC	Acquisition Management Support
SIN C874-7	874-7RC	Integrated Business Program Support Services
SIN C100-03	100-03RC	Ancillary Supplies and/or Services

2. **Maximum order: \$1,000,000**
3. **Minimum order: \$100**
4. **Geographic coverage (delivery area): Domestic and Overseas**
5. **Point(s) of production (city, county, and State or foreign country):**  
**TAI PEDRO & ASSOCIATES, P.C. (TPA)**  
**1010 Wayne Avenue**  
**Suite 550**  
**Silver Spring, Maryland 20910**
6. **Discount from list prices or statement of net price: Government net prices (discounts already deducted).**
7. **Quantity discounts: None**
8. **Prompt payment terms: Net 30 days**
- 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: **Will accept Over \$2,500.00**

10. Foreign items (list items by country of origin): **None**

11a. Time of delivery. (Contractor inserts number of days.) **To be specified on each individual Task Order**

11b. Expedited Delivery. The Contractor will insert the sentence: "Items available for expedited delivery are noted in this price list under this heading". The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **Contact – Taiwo Pedro, President, Tai Pedro & Associates, to expedite delivery.**

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **Contact – Taiwo Pedro, President, Tai Pedro & Associates, for overnight and 2 (two) day delivery.**

11d. Urgent Requirements. The Contractor will note in its price list the Urgent Requirements clause of its contract and advise agencies that they can also contact the Contractor s representative to affect a faster delivery. **Contact – Taiwo Pedro, President, Tai Pedro & Associates for rates.**

12. F.O.B. point (s). **Destination**

13a. Ordering address.

**TAI PEDRO & ASSOCIATES, P.C. (TPA)  
1010 Wayne Avenue  
Suite 550  
Silver Spring, Maryland 20910**

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)). Contactor is to simply include this statement as Item 13b.

14. Payment addresses (es).

**TAI PEDRO & ASSOCIATES, P.C. (TPA)  
1010 Wayne Avenue  
Suite 550  
Silver Spring, Maryland 20910**

15. Warranty provision - **Contractor Standard Commercial warranty**

16. Export packing charges, if applicable. **TBD / each Task Order**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **Contact – Taiwo Pedro, President, Tai Pedro & Associates for rates.**
18. Terms and conditions of rental, maintenance, and repair (if applicable). **N/A**
19. Terms and conditions of installation (if applicable). **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **N/A**
- 20a. Terms and conditions for any other services (if applicable). **N/A**
21. List of service and distribution points (if applicable). **N/A**
22. List of participating dealers (if applicable) **N/A**
23. Preventive maintenance (if applicable). **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and shows 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/) **N/A**
25. Data Universal Number System (DUNS) number. **78-6643569**
26. Notification regarding registration in System for Award management (SAM) database.  
**Registered in SAM.**



## Section III: Pricing

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

ID	SIN(s) Proposed	Labor Category Title/Task)	Year 1 Oct. 07, 2015 to Oct. 06, 2016	Year 2 Oct. 01, 2016 to Oct. 06, 2017	Year III Oct. 01, 2017 to Oct. 06, 2018	Year IV Oct. 06, 2018 to Oct. 06, 2019	Year V Oct. 07, 2019 to Oct. 06, 2020
1	847-1, 4,5, 6 and 7	Project Manager	\$151.35	\$ 154.68	\$ 158.08	\$ 161.56	\$ 165.11
2	847-1, 4,5, 6 and 7	Program Director	\$144.62	\$ 147.80	\$ 151.06	\$ 154.38	\$ 157.78
3	847-1, 4,5, 6 and 7	Executive Consultant	\$144.68	\$ 147.87	\$ 151.12	\$ 154.45	\$ 157.84
4	847-1, 4,5, 6 and 7	Senior Managing Consultant	\$106.11	\$ 108.45	\$ 110.83	\$ 113.27	\$ 115.77
5	847-1, 4,5, 6 and 7	Managing Consultant	\$ 92.69	\$ 94.72	\$ 96.81	\$ 98.94	\$ 101.11
6	847-1, 4,5, 6 and 7	Senior Consultant	\$ 72.15	\$ 73.74	\$ 75.36	\$ 77.02	\$ 78.72
7	847-1, 4,5, 6 and 7	Consultant	\$ 65.13	\$ 66.56	\$ 68.03	\$ 69.53	\$ 71.06
8	847-1, 4,5, 6 and 7	Quality Assurance Manager	\$ 92.69	\$ 94.72	\$ 96.81	\$ 98.94	\$ 101.11
9	847-1, 4,5, 6 and 7	Program Administration Specialist	\$ 76.34	\$ 78.02	\$ 79.74	\$ 81.49	\$ 83.29
10	847-1, 4,5, 6 and 7	Senior Functional Analyst	\$ 75.29	\$ 76.95	\$ 78.64	\$ 80.37	\$ 82.14
11	847-1, 4,5, 6 and 7	Senior Facilitator	\$ 76.34	\$ 78.02	\$ 79.74	\$ 81.49	\$ 83.29
12	847-1, 4,5, 6 and 7	Computer Systems Analyst	\$ 90.99	\$ 92.99	\$ 95.04	\$ 97.13	\$ 99.26
13	847-1, 4,5, 6 and 7	Sr. Database Management Specialist	\$ 95.64	\$ 97.74	\$ 99.89	\$ 102.09	\$ 104.34
14	847-1, 4,5, 6 and 7	System Administrator	\$ 69.63	\$ 71.16	\$ 72.73	\$ 74.33	\$ 75.96
15	847-1, 4,5, 6 and 7	Technical Writer/Editor	\$ 50.55	\$ 51.66	\$ 52.80	\$ 53.96	\$ 55.15



ID	SIN(s) Proposed	Labor Category Title/Task)	Year 1 Oct. 07, 2015 to Oct. 06, 2016	Year 2 Oct. 01, 2016 to Oct. 06, 2017	Year III Oct. 01, 2017 to Oct. 06, 2018	Year IV Oct. 06, 2018 to Oct. 06, 2019	Year V Oct. 07, 2019 to Oct. 06, 2020
16	847-1, 4,5, 6 and 7	Documentation Specialist	\$ 49.64	\$ 50.73	\$ 51.85	\$ 52.99	\$ 54.15
17	847-1, 4,5, 6 and 7	User Relations Specialist	\$ 48.20	\$ 49.26	\$ 50.34	\$ 51.45	\$ 52.58
18	847-1, 4,5, 6 and 7	Sr. Accountant/Financ ial/Budget Specialist	\$ 85.36	\$ 87.24	\$ 89.15	\$ 91.12	\$ 93.12
19	847-1, 4,5, 6 and 7	Procurement/Cont racting Officer	\$ 81.42	\$ 83.21	\$ 85.04	\$ 86.92	\$ 88.83
20	847-1, 4,5, 6 and 7	Senior Contract Specialist	\$ 71.73	\$ 73.31	\$ 74.93	\$ 76.57	\$ 78.26
21	847-1, 4,5, 6 and 7	Electronic Meeting Technographer	\$ 47.41	\$ 48.45	\$ 49.52	\$ 50.61	\$ 51.72
22	847-1, 4,5, 6 and 7	Administrative Assistant	\$ 40.13	\$ 41.02	\$ 41.92	\$ 42.84	\$ 43.78
23	520-11, 12, 13 and 15	Partner/Principal	\$194.83	\$ 199.12	\$ 203.50	\$ 207.98	\$ 212.55
24	520-11, 12, 13 and 15	Senior Manager	\$176.84	\$ 180.73	\$ 184.70	\$ 188.77	\$ 192.92
25	520-11, 12, 13 and 15	Project Manager	\$148.47	\$ 151.74	\$ 155.08	\$ 158.49	\$ 161.97
26	520-11, 12, 13 and 15	Supervisor - Accountant	\$132.57	\$ 135.48	\$ 138.46	\$ 141.51	\$ 144.62
27	520-11, 12, 13 and 15	Supervisor - Financial Analyst	\$132.57	\$ 135.48	\$ 138.46	\$ 141.51	\$ 144.62
28	520-11, 12, 13 and 15	Supervisor - Budget Analyst	\$132.57	\$ 135.48	\$ 138.46	\$ 141.51	\$ 144.62
29	520-11, 12, 13 and 15	Sr. Accountant	\$108.16	\$ 110.54	\$ 112.97	\$ 115.46	\$ 118.00
30	520-11, 12, 13 and 15	Sr. Financial Analyst	\$108.16	\$ 110.54	\$ 112.97	\$ 115.46	\$ 118.00
31	520-11, 12, 13 and 15	Sr. Budget Analyst	\$108.16	\$ 110.54	\$ 112.97	\$ 115.46	\$ 118.00





ID	SIN(s) Proposed	Labor Category Title/Task)	Year 1 Oct. 07, 2015 to Oct. 06, 2016	Year 2 Oct. 01, 2016 to Oct. 06, 2017	Year III Oct. 01, 2017 to Oct. 06, 2018	Year IV Oct. 06, 2018 to Oct. 06, 2019	Year V Oct. 07, 2019 to Oct. 06, 2020
31	520-11, 12, 13 and 15	Staff - Accountant	\$ 56.60	\$ 57.84	\$ 59.12	\$ 60.42	\$ 61.75
32	520-11, 12, 13 and 15	Staff - Financial Analyst	\$ 56.60	\$ 57.84	\$ 59.12	\$ 60.42	\$ 61.75
33	520-11, 12, 13 and 15	Staff - Budget Analyst	\$ 56.60	\$ 57.84	\$ 59.12	\$ 60.42	\$ 61.75
34	520-11, 12, 13 and 15	Manager-Financial Systems Analyst	\$176.84	\$ 180.73	\$ 184.70	\$ 188.77	\$ 192.92
35	520-11, 12, 13 and 15	Sr. Financial Systems Analyst	\$132.57	\$ 135.49	\$ 138.47	\$ 141.51	\$ 144.63
36	520-11, 12, 13 and 15	Financial Systems Analyst	\$108.16	\$ 110.54	\$ 112.98	\$ 115.46	\$ 118.00

## TRAINING

Training Course	Duration	Participants	Year 1	Year 2	Year 3	Year 4	Year 5
ISO 9000 & Business Process Re-engineering	1 Day	20-30	\$ 4,057.34	\$ 4,146.60	\$ 4,237.83	\$4,331.06	\$4,426.34
ISO 9000 & Business Process Re-engineering	2 Days	20-30	\$ 7,154.00	\$ 7,311.39	\$ 7,472.24	\$7,636.63	\$7,804.63
ISO 9000 & Business Process Re-engineering	3 Days	20-30	\$10,220.00	\$10,444.84	\$10,674.63	\$10,909.47	\$11,149.48
ISO 9000 & Business Process Re-engineering	4 Days	20-30	\$14,308.00	\$14,622.78	\$14,944.48	\$15,273.26	\$15,609.27
ISO 9000 & Business Process Re-engineering	5 Days	20-30	\$17,374.00	\$17,756.23	\$18,146.87	\$18,546.10	\$18,954.11



**SIN C874-4 (per additional participants in excess of minimum 20/30)**

Training Course	Duration	Participants	Year 1	Year 2	Year 3	Year 4	Year 5
ISO 9000 & Business Process Re-engineering	1 Day	Over 20-30	\$10.71	\$10.95	\$11.19	\$11.43	\$11.68
ISO 9000 & Business Process Re-engineering	2 Days	Over 20-30	\$16.86	\$17.23	\$17.61	\$18.00	\$18.40
ISO 9000 & Business Process Re-engineering	3 Days	Over 20-30	\$20.44	\$20.89	\$21.35	\$21.82	\$22.30
ISO 9000 & Business Process Re-engineering	4 Days	Over 20-30	\$25.55	\$26.11	\$26.69	\$27.27	\$27.87
ISO 9000 & Business Process Re-engineering	5 Days	Over 20-30	\$30.66	\$31.33	\$32.02	\$32.73	\$33.45

**SUPPORT PRODUCT PRICING**

SIN(s)	Support Product (ODC's)	Year 1	Year 2	Year 3	Year 4	Year 5
874-5	Workbooks	\$0.67	\$0.68	\$0.70	\$0.71	\$0.73
874-5	Training Manuals	\$0.67	\$0.68	\$0.70	\$0.71	\$0.73
874-5	Audio Cassette Tapes	\$1.78	\$1.82	\$1.86	\$1.90	\$1.94
874-5	Video Cassette Tapes	\$4.06	\$4.15	\$4.24	\$4.33	\$4.43
874-5	Overhead transparencies	\$1.27	\$1.30	\$1.33	\$1.36	\$1.39
874-5	Computer Training equipment	\$152.15	\$155.50	\$158.92	\$162.42	\$165.99
874-5	Interactive Training Services	\$152.15	\$155.50	\$158.92	\$162.42	\$165.99
874-5	CD ROMS	\$4.06	\$4.15	\$4.24	\$4.33	\$4.43
874-5	Advanced Presentation Media	\$253.59	\$259.17	\$264.87	\$270.69	\$276.65
874-5	Assessment/Survey Instruments	\$253.59	\$259.17	\$264.87	\$270.69	\$276.65
874-5	Satellite Internet Broadcast Media	\$304.30	\$310.99	\$317.83	\$324.83	\$331.97



<b>SIN C520 – 9</b>					
<b>Service Category</b>	<b>10/1/15 to 09/30/16</b>	<b>10/1/16 to 09/30/17</b>	<b>10/1/17 to 09/30/18</b>	<b>10/1/18 to 09/30/19</b>	<b>10/1/19 to 09/30/20</b>
Recovery Audits	23.85%	23.85%	23.85%	23.85%	23.85%



## Section IV: TPA's SERVICE OFFERINGS

### FINANCIAL AND BUSINESS SOLUTION – FABS

#### **SIN C520-9/520-9RC - Recovery Audit Services**

Audits performed to recover funds resulting from overpayments, duplicate payments and underpayments. Performed under the authority of Section 354 of the National Defense Authorization Act for FY 96 (Public Law 104-106; 110 Stat. 268; 10 U.S.C. 2461), and Section 388 of the National Defense Authorization Act for FY 98. Audits performed to identify overpayments made to vendors. Performed under the authority of Section 354 of the National Defense Authorization Act for Fiscal Year 1996 (Public Law 104-106; 110 Stat. 268; 10 U.S. C. 2461 note), demonstration program to identify overpayments made to vendors; and Section 388 of the National Defense Authorization Act for Fiscal Year 1998 continuation and expansion of the demonstration program to identify overpayments made to vendors.

#### **SIN C520-11/520-11RC - Accounting**

Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations. Examples of Accounting Services includes but is not limited to: Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, performing special studies to improve accounting operations, resolve accounting issues, resolve and implement audit findings, recovery reviews, assess or enhance accounting internal controls, improve operating efficiency and effectiveness, apply information technology to provide better or more timely service

#### **SIN C520-12/520-12RC - Budgeting**

Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes. Examples of Budget Services includes but is not limited to: Assess and improve the budget formulation process, Assess and improve the budget execution process, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance in improving budget preparation or execution processes and related systems, reviewing budgetary controls, assist management with implementing corrective actions, and apply information technology to streamline/improve budget-related activities.

#### **SIN C520-13/520-13RC - Complementary Financial Management Services**

Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic

and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking. Examples of Financial Management Systems Services includes but is not limited to: Assess and improve financial management systems, conduct A-127 system compliance reviews, conduct other system assessments to improve operating efficiency, effectiveness, controls, and system performance, assist management with implementing corrective actions, documenting systems, identify systems requirements, plan and develop systems, assess the integrity of financial systems and related data, provide technical assistance in meeting agency financial management system requirements, etc.

### **SIN C520-14/520-14RC - Audit & Financial Training Services**

Plan and deliver audit and financial training services including but not limited to course development and instruction required to support audit, review, financial assessment and financial management activities; training in compliance with Government Laws, Office of Management and Budget (OMB) and circulars and bulletins, and training in internal controls. Examples of Financial Reporting and Analysis Services includes but is not limited to: Assess and improve current financial reporting and analysis, develop new reporting formats and pro-forma financial reports, provide technical assistance in meeting agency financial management reporting and analysis requirements, assist in improving and streamlining reporting and analysis processes and related procedures, assist management with implementing corrective actions, analyze financial results, conduct cost-benefit or other special financial analyses, assist analysis and enhancement of existing pricing and rate structures.

### **SIN C520-15/520-15RC - Outsourcing Recurring Commercial Activities for Financial Management Services**

Federal agencies are required to comply with OMB Circular No. A-76, "Performance of Commercial Activities," and Circular No. A-76 Revised Supplemental Handbook issued March 1996 prior to outsourcing of recurring commercial activities. Federal agencies are responsible for identifying inherently governmental activities, which are not subject to Circular A-76 or its Supplemental Handbook. As a matter of policy, an inherently governmental activity is one that is so intimately related to the exercise of the public interest as to mandate performance by Federal employees. The Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, dated September 23, 1992 (Federal Register, September 30, 1992, page 45096), provides guidance on the identification of inherently governmental activities (see Appendix 5 of OMB Circular No. A-76 Revised Supplemental Handbook).



## 874 – MOBIS

TPA offers a full range of management and consulting services that can improve a Federal agency's performance and their endeavor in meeting mission goals. We support client's efforts to improve performance, quality, timeliness, and efficiency of service through the use of specialized consulting and training services, surveys, competitive sourcing, and project management. These services facilitate agencies' response to dynamic, evolutionary influences and mandates, and enable them to continuously improve mission performance. TPA is helping agencies to meet business, compliance, and operational requirements, including quality management, business process reengineering, strategic and business planning, and benchmarking. We are also supporting strategic sourcing, ISO 9000 and ISO 14000 compliance, organizational assessments and evaluations, process improvements, performance measurement, change management, and training.

### **SIN C874-1/874-1RC: Integrated Consulting Services**

Provide expert advice, assistance, guidance, or counseling in support of an agency's mission-oriented business functions. Services covered by this SIN are: Management or strategy consulting, program planning, audits, and evaluations, studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises, or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies, executive/management coaching services, customized business training as needed to successfully perform/complete a consulting engagement, policy and regulation development assistance, expert witness services in support of litigation, claims, or other formal cases, advisory and assistance services in accordance with FAR 37.203. The term "consulting" as defined herein does not include staff augmentation. Ancillary supplies and services are for orders and blanket purchase agreements that complete work or a project that is solely associated with the supplies and/or services purchased under this schedule. The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule.

### **SIN C 874-4/C874-4: Training Services**

Services will be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e., traditional classroom setting or conference/seminar), and/or web-based (i.e., Internet/Intranet, software packages and computer applications) system. At minimum, proposed services in support of planning, creating, and/or executing a customized course(s) will include labor categories (i.e., Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.



### **SIN C874-6/C874-6: Contract, Procurement, and Acquisition Support Services**

Provide professional support services to agencies in conducting Federal acquisition management activities. Services covered by this SIN are acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.; expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis; contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies; contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

### **SIN 874-7 (C874-7): Program and Project Management Services.**

Provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited.

## SECTION V: LABOR CATEGORY DESCRIPTION

TPA recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. Increasingly, we find that the skills needed to meet Task Order performance requirements, in order to address today's problems, and tomorrow's challenges require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, TPA's Schedule utilizes equivalencies between experience and education that allows us to take the full measure of an individual's capabilities. The job descriptions defined in this section provide the general guidelines for each labor category; however reasonable consideration may be used for determining the optimal combination of experience and education for each task.

### SERVICE CONTRACT ACT (SCA)

The SCA is applicable to this contract as it applies to the entire Professional Service Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

#### 1. Project Manager

**Duties:**

Develops and applies advanced methods for business process reengineering, organizational performance support, team training development, and strategic planning services. Interfaces with top level government officials. Will perform high-level analytical/operational MOBIS implementation consulting as well as provide facilitation and training services.

**Qualifications:**

Degree: BS or equivalent

**Experience:**

6 - 20 years as outlined below:

- ✦ Management-level knowledge about a wide range of available hardware, software, security and communication capabilities, and experience in assessing their usefulness in relation to clients' needs.
- ✦ Experience in presenting problems, alternative solutions to problems, and recommend actions to cognizant officials in a clear, concise, and workable manner.
- ✦ Experience in managing a team composed of analysts, programmers, network engineers, and other specialists in analyzing telecommunications/ADP systems.
- ✦ Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-to-one basis.

#### 2. Program Director



**Duties:**

Serves as the contractor's single contract manager, and shall be 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, purposes, and goals of the organization to subordinates.

**Qualifications:**

A Bachelor's degree in Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of fifteen years of experience, of which at least ten years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

**Experience:**

With a Master's degree (in the fields described above): thirteen years general experience of which at least nine years specialized experience is required.

With a PhD (in the fields described above) twelve years general experience of which at least eight years must be specialized experience.

**3. Executive Professional/Consultants**

**Duties**

Formulates statements of management and business problems, supervises the solution of problems through the use of automated equipment, and acts as project manager during implementation. In addition, this individual has extensive experience as a manager of technical personnel.

**Qualification**

Relevant experience, including supervisory and project management experience

**Minimum Years of Experience**

Level	Ph.D.	Master's Degree	Bachelor's Degree
Level 4	8	10	12
Level 3	5	7	9
Level 2	3	5	7
Level 1	1	3	5

**4. Senior Management Consultant**

**Duties:** The Senior Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and inter organizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program

schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

**Education:**

Progressive senior level management and high level organizational experience.

**Experience:**

Level	Ph.D.	Master's Degree	Bachelor's Degree
Level 3	15	17	19
Level 2	11	13	15
Level 1	7	9	11

**5. Management Consultant**

**Duties:**

The Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and inter organizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

**Education/Experience:**

Progressive senior level management and organizational experience.

**Experience:**

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 3	10	12	14	16
Level 2	6	8	10	12
Level 1	2	4	6	8

**6. Senior Consultant**

**Duties:**

The Senior Consultant is a recognized authority across multiple areas of expertise. The Senior Consultant provides leadership at the highest technical and programmatic levels for teams to accomplish customer-sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

**Qualification:**

Progressive management experience, including extensive supervisory and project management experience.

**Experience:**

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 3	10	12	14	16
Level 2	6	8	10	12
Level 1	2	4	6	8

### 7. Consultant

**Duties:**

The Consultant is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

**Qualification:**

Relevant experience, including supervisory and project management experience

**Experience:**

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 4	8	10	12	14
Level 3	5	7	9	11
Level 2	3	5	7	9
Level 1	1	3	5	7

### 8. Quality Assurance Manager

**Duties:**

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

**Qualification:**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight years of experience, of which at least five years must be specialized. Specialized experience includes: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

**Experience:**

- ✚ With a Master's Degree (in the fields described above): six years of general experience of which at least four years must be specialized experience.
- ✚ With a PhD (in the fields described above) five years of general experience is required of which at least three years must be specialized experience.
- ✚ With thirteen years of general experience of which at least eleven years must be specialized experience, a degree in the fields described above) is not required.

### 9. Program Administration Specialist

**Duties:**

Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

**Qualification:**

Requires a high school diploma with a minimum of four years of experience, of which at least two years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

**Experience:**

With an Associate's degree in Computer Science, Business. Two years of general experience of which at least one year must be specialized experience.  
With a Bachelor's degree in any field, will require one year of general experience and one year of specialized experience.

### 10.Senior Functional Analyst

**Duties:**

Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

**Qualifications:**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years of experience, of which at least eight years must be specialized. Specialized experience includes: superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

**Experience:**

- ✚ With a Master's Degree (in the fields described above): eight years of general experience of which at least six years must be specialized experience is required.
- ✚ With thirteen years of general experience of which at least eleven years of specialized experience, a degree is not required.

### 11.Senior Facilitator

**Duties:**

The individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, an effective understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of management plans, budgets, and schedules. This individual may perform duties related to the production,

collection and analysis of samples, surveys and data. This individual follows established procedures.

**Education:**

Relevant experience related to performing planning and implementation support.

**Experience:**

Level	Master's Degree	Bachelor's Degree	Associate's Degree	High School/GED
Level 3	1	3	5	8
Level 2	0	2	4	6
Level 1	0	1	3	5

### 12. Computer Systems Analyst

**Qualifications:**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years of experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years of experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

**Experience:**

- ✚ With a Master's Degree (in the fields described above): four years general experience of which at least three years must be specialized experience is required.
- ✚ With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

### 13. Senior Data Base Management Specialist

**Duties:**

Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

**Qualifications:**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years of experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems

**Experience:**

- ✚ With a Master's Degree (in the fields described above): eight years general experience of which at least six years must be specialized experience is required.
- ✚ With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

#### 14. System Administrator

**Duties:**

Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning.

**Qualifications:**

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years of experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

**Experience:**

- ✚ With a Master's Degree (in the fields described above): eight years general experience of which at least six years must be specialized experience is required.
- ✚ With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

#### 15. Technical Writer/Editor

**Duties:**

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

**Qualification:**

A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years of experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

**Experience:**

- With a Master's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required.
- With seven years general experience of which at least five years is specialized, a degree is not required.

#### 16. Documentation Specialist

**Duties:**

Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

**Qualifications:**

An Associate's degree (in the fields described in this paragraph) is required. This position requires a minimum of three years of experience, of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

**Experience:**

With a Bachelor's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required. With six years general experience of which at least four years is specialized, a degree is not required.

**17. User Relations Specialist/Consultant**

**Duties:**

Facilitates the exchange of information and data to meet customer needs and expectations. Attends meetings when needed to provide support for clients. Also provides information and resource materials for client projects including regulations, chemical information, journal articles, and government documents.

**Qualifications:**

A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years of experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

**18. Senior Financial/Budget Analyst**

**Duties:**

Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles and multitiered system application standards. Must be able to grasp interrelationships between financial management requirements and automation solutions, considering the current system environment, and the potential integration of added systems concurrently or later. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Coordinates all aspects of complex financial application automation requesting guidance only in extremely difficult situations. Completes objectives independently within the negotiated budget.



**Qualifications:**

B.A. or B.S. degree. Must have 10 years of financial management experience.

**Experience:**

At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

**19. Procurement Contracting Officer**

**Duties:**

Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives. Prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc.

**Qualifications:**

B.A. or B.S. degree. Must have 10 years of financial management experience. At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts

**20. Senior Contract Specialist**

**Duties:** Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives., prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc.

**Qualification:**

B.A. or B.S. degree. Must have 10 years of financial management experience.

**Experience:**

At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

**21. Electronic Meeting Technographer**

**Duties:**

Supports the meeting facilitator or Data Modeler in preparing and conducting meetings, and in meeting follow-up activities. Manipulates online electronic meeting software, such as Group Systems V, for Business Reengineering or Process Improvement sessions. Responsible for the cataloging, maintenance, and distribution of customer session data files.

**Qualifications:**

Requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, English, communications, Human Resource Development, or other related technical disciplines. This position requires a minimum of three years of experience, of which at least one is specialized. Specialized experience includes: cross functional computer skills, knowledge of LAN servers, and knowledge of technical content. General experience includes knowledge of automated environments.



**Experience:**

With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline: five years general experience of which at least two years specialized experience is required.

**22. Administrative Assistant**

**Duties:**

Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Must be capable of using various word processing equipment.

**Qualifications:**

High School diploma or GED. Must have at least two years' experience in a technical typing position. At least one year's experience working as a technical typist preparing computer system documentation or documenting developed software requirements.

**23. Partner**

**Duties:**

Serves as the Contractor counterpart to the Government program/technical manager. Operates independently, managing substantial program/technical support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated ability to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters management structure as necessary to effectively direct program/technical support activities. Confers with Government management officials regarding the status of specific Contractor program/technical activities and problems, issues, or conflicts.

**Qualifications:**

Education: Minimum Requirement: Bachelor's Degree in accounting with CPA certification, or related discipline.

**Experience:**

Minimum 10 years of related work experience.

**24. Principal/Senior Manager**

**Duties:**

Serves as the Contractor counterpart to the Government program/technical manager. Manages moderate program/technical support operations potentially involving multiple projects/task orders and personnel at multiple locations. Organizes, directs, and coordinates planning and execution of all program/technical support activities. Shall have demonstrated ability to interface with management. Establishes and alters management structure as necessary to effectively direct program/technical support activities. Confers with appropriate Government management officials regarding the status of specific Contractor program/technical activities and problems, issues, or conflicts.

**Qualifications:**



Education: Minimum Requirement: Bachelors Degree in accounting with CPA certification, or related discipline.

**Experience:**

Minimum 10 years of related work experience.

**25. Project Manager**

**Duties:**

Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel to minimize costs and maximize efficiency in achieving requirements stated in the contract. Leads the planning, organizing, and control efforts of the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.

**Qualifications:**

Education: Minimum Requirement: Master's Degree in business, operations research, management, computer science, engineering, or related discipline

**Experience:**

Minimum 10 years of related work experience.

**26. Supervisor Auditor/Accountant/Financial/Budget Analyst**

**Duties:**

Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel, as well as the Project Manager and other contractor personnel as required, to minimize costs and maximize efficiency in achieving requirements stated in the contract. Plans, organizes, and controls the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.

**Qualifications:**

Minimum Requirement: Bachelor's Degree in business, operations research, management, computer science, engineering, or related discipline. CPA certification preferred

**Experience:**

Minimum 6 years of related work experience.

**27. Supervisor Auditor/Accountant/Financial/Budget Analyst**

**Duties:**

Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel, as well as the Project Manager and other contractor personnel as required, to minimize costs and maximize efficiency in achieving requirements stated in the contract. Plans, organizes, and controls the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under

the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.

**Qualifications:**

Minimum Requirement: Bachelor’s Degree in business, operations research, management, computer science, engineering, or related discipline. CPA certification preferred

**Experience:**

Minimum 6 years of related work experience.

**28. Senior Auditor/Accountant/Financial/Budget Analyst**

**Duties:**

Responsible for major segments of the work performed under contract. Supervises and directs the efforts of the accountants in the performance of procedures specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the work performed under contract for proper documentation. Summarizes the results of the work performed under contract for consideration by the Task Leader or Project Manager for inclusion in the draft report.

**Qualifications:**

Minimum Requirement: Bachelor’s Degree in business, operations research, management, computer science, engineering, or related discipline. CPA certification preferred

**Experience:**

Minimum 6 years of related work experience.

**29. Auditor/Accountant/Financial/Budget Analyst**

**Duties:**

Performs the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend change to established procedures.

**Qualifications:**

Minimum Requirement: Bachelor’s Degree in business, operations research, management, computer science, engineering, or related discipline.

**Experience:**

Minimum 4 years of related work experience.

**30. Manager - Financial Systems Analyst**

**Duties:**

Performs system design and development. Supervises and provides technical guidance to Systems Analysts and Junior Systems Analysts. Formulates and implements solutions to complex and/or highly specialized problems requiring a high degree of technical expertise and creative thinking for the development of efficient solutions to complex customer requirements. Develops system improvement recommendations for review by the Project Manager.

**Qualifications:**

Minimum Requirement: Master’s Degree in a technical field, operations research,



management, computer science, engineering, or related discipline.

**Experience:**

Minimum 10 years of related work experience.

**31.Senior Financial Systems Analyst**

**Duties:**

Reviews components of the overall system under the supervision of the Senior Systems Analyst. Formulates and recommends solutions to highly specialized problems requiring creative thinking for the development of efficient solutions to customer requirements. Prepares working papers and other documentation to support recommended changes to the existing system. Provides technical direction to Junior Systems Analysts..

**Qualifications:**

Minimum Requirement: Bachelor’s Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

**Experience:**

Minimum 7 years of related work experience.

**32.Senior Financial Systems Analyst**

**Duties:**

Assists the Systems Analyst in reviewing components of the overall system. Prepares working papers and other documentation to support recommended changes to the existing system.

**Qualifications:**

Minimum Requirement: Bachelor’s Degree in a technical field, operations research, management, computer science, engineering, or related discipline.

**Experience:**

Minimum 3 years of related work experience.