

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**™, a menu-driven database system. The INTERNET address for **GSA Advantage!**™ is: <http://www.GSAAdvantage.gov>.

Schedule for 00CORP- Professional Services Schedule (PSS)

Federal Supply Group: PSS **Class:**

Contract Number: 47QRAA18D00DR

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: 08/05/2018 – 08/04/2023

Contractor: INDUS Technology, Inc.
 2243 San Diego Ave.
 San Diego, CA 92110 2924

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

Telephone: (619) 299-2555
Extension: 328
FAX Number: (619) 299-2444
Web Site: www.industechnology.com
E-mail: contracts@industechnology.com
Contract Administration: Eric MacGregor

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<u>SIN</u>	<u>Recovery</u>	<u>SIN Description</u>
520-21	520-21RC	Program Management Services
871-3	871-3RC	System Design, Engineering and Integration
871-4	871-4RC	Test and Evaluation
871-6	871-6RC	Acquisition and Life Cycle Management

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$3,000

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

11a. Time of Delivery (Contractor insert number of days): Specified on the 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 list that have expedited delivery: Contact Contractor

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 Contractor

- 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 Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 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).
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
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. **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 show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 159792662
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Categories Pricing

*Both designates at Contractor and Government Site.

<u>Item</u>	<u>SIN</u>	<u>Awarded Labor Category</u>	<u>Site</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
1	520-21; 871-3; 871-4; 871-6	Administrative Specialist	Both	\$52.03	\$53.07	\$54.13	\$55.21	\$56.32
2	520-21; 871-3; 871-4; 871-7	Cost Analyst	Both	\$84.18	\$85.86	\$87.58	\$89.33	\$91.12
3	520-21; 871-3; 871-4; 871-8	Document Specialist	Both	\$57.31	\$58.46	\$59.63	\$60.82	\$62.03
4	520-21; 871-3; 871-4; 871-9	Engineer	Both	\$86.72	\$88.45	\$90.22	\$92.03	\$93.87
5	520-21; 871-3; 871-4; 871-10	Financial Analyst	Both	\$86.14	\$87.86	\$89.62	\$91.41	\$93.24
6	520-21; 871-3; 871-4; 871-11	Junior Cost Analyst	Both	\$67.97	\$69.33	\$70.72	\$72.13	\$73.57
7	520-21; 871-3; 871-4; 871-12	Junior Engineer	Both	\$78.84	\$80.42	\$82.03	\$83.67	\$85.34
8	520-21; 871-3; 871-4; 871-13	Junior Logistics Engineer	Both	\$51.41	\$52.43	\$53.48	\$54.55	\$55.64
9	520-21; 871-3; 871-4; 871-14	Junior Management Analyst	Both	\$64.05	\$65.33	\$66.64	\$67.97	\$69.33
10	520-21; 871-3; 871-4; 871-15	Logistics Engineer	Both	\$62.88	\$64.14	\$65.42	\$66.73	\$68.07
11	520-21; 871-3; 871-4; 871-16	Management Analyst	Both	\$99.72	\$101.71	\$103.75	\$105.82	\$107.94
12	520-21; 871-3; 871-4; 871-17	Program Manager	Both	\$142.83	\$145.69	\$148.60	\$151.57	\$154.61
13	520-21; 871-3; 871-4; 871-18	Project Control Specialist	Both	\$92.08	\$93.92	\$95.80	\$97.72	\$99.67
14	520-21; 871-3; 871-4; 871-19	Project Manager	Both	\$89.60	\$91.39	\$93.22	\$95.09	\$96.99
15	520-21; 871-3; 871-4; 871-20	Senior Cost Analyst	Both	\$120.63	\$123.05	\$125.51	\$128.02	\$130.58
16	520-21; 871-3; 871-4; 871-21	Senior Engineer	Both	\$116.13	\$118.45	\$120.82	\$123.24	\$125.70
17	520-21; 871-3; 871-4; 871-22	Senior Financial Analyst	Both	\$120.63	\$123.05	\$125.51	\$128.02	\$130.58
18	520-21; 871-3; 871-4; 871-23	Senior Logistics Engineer	Both	\$114.91	\$117.21	\$119.55	\$121.95	\$124.38
19	520-21; 871-3; 871-4; 871-24	Senior Management Analyst	Both	\$122.41	\$124.86	\$127.35	\$129.90	\$132.50
20	520-21; 871-3; 871-4; 871-25	Senior Program Manager	Both	\$174.30	\$177.78	\$181.34	\$184.97	\$188.66
21	520-21; 871-3; 871-4; 871-26	Senior Project Manager	Both	\$142.83	\$145.69	\$148.60	\$151.57	\$154.61
22	520-21; 871-3; 871-4; 871-27	Senior Support Specialist	Both	\$72.10	\$73.54	\$75.01	\$76.51	\$78.04
23	520-21; 871-3; 871-4; 871-28	Sr. Subject Matter Expert (SME)	Both	\$160.52	\$163.73	\$167.01	\$170.35	\$173.76
24	520-21; 871-3; 871-4; 871-29	Subject Matter Expert	Both	\$136.61	\$139.35	\$142.13	\$144.98	\$147.88



Contract Number: 47QRAA18D00DR

25	520-21; 871-3; 871-4; 871-30	Support Specialist	Both	\$68.16	\$69.52	\$70.91	\$72.33	\$73.78
26	520-21; 871-3; 871-4; 871-31	Technical Trainer	Both	\$96.42	\$98.35	\$100.32	\$102.33	\$104.37

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Technical Trainer	Technical Instructor/Course Developer	2015-5635

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

INDUS Labor Category Descriptions

Senior Program Manager

Education/Experience: Bachelor's degree required. Typically has 10+ years of experience in managing complex engineering or technical efforts involving multiple facets of an engineering discipline. Experience in life-cycle management support of complex systems. Must be capable of leading projects that involve the successful management of teams composed of engineers, scientists, and management professionals who have been involved in analyzing, designing, developing, integrating, training, testing, documenting, implementing, and maintaining complex systems.

Functional Responsibilities: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Program Manager

Education/Experience: Bachelor's degree desired. Typically has 8 years of related experience in managing complex technical efforts.

Functional Responsibilities: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Senior Project Manager

Education/Experience: Bachelor's degree. 10 years' experience in managing complex engineering or technical efforts involving multiple facets of an engineering discipline. 4 years of hands-on experience in direct supervision of major efforts in the analysis, design, development, integration, training, testing, documentation, and implementation of complex systems.

Functional Responsibilities: Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills.

Project Manager

Education/Experience: Bachelor's degree desired. 5 years of accounting or financial experience, including 3 years of increasing responsibilities in assignment supervision and management.

Functional Responsibilities: Under the guidance of the Program Manager, is responsible for the overall management of the specific task order(s) and insuring that the technical/financial solutions and schedules in the specific delivery orders are implemented in a timely manner. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates competent writing and oral communication skills. Ensures quality products and services are delivered.

Senior Cost Analyst

Education/Experience: Bachelor's degree in business, economics, engineering or related field. 8 years of professional experience Master's degree desired, SCEA certification can be substituted for Master's degree. Experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

Functional Responsibilities: Must satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting status of cost analysts/estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis, and Business Case

Analysis. Must have understanding of the Office of Management, Budget, and Department of Defense cost estimating circulars including OMB A-11, OMB A-76, OMB A-94 and DOD 5000. May also have knowledge of cost estimating tools such as SEER, ACE-IT or their methodologies.

Cost Analyst

Education/Experience: Bachelor's degree in business, economics, engineering or related field. 5 years of professional experience in cost analysis with a demonstrated ability to supervise and lead a team of analysts.

Functional Responsibilities: Must satisfy all cost analysis activities. Capable of leading a team of cost/junior cost analysts. Ensures that all task requirements have been satisfied. Responsible for reporting status of cost analysts/estimating activities to the Program Manager. Must be knowledgeable of common investment analysis practices including Life Cycle Cost Estimating, Cost Benefit Analysis, Cost Effectiveness Analysis, and Business Case Analysis. Must have understanding of the Office of Management, Budget, and Department of Defense cost estimating circulars including OMB A-11, OMB A-76, OMB A-94 and DoD 5000. May also have knowledge of cost estimating tools such as SEER, ACE-IT or their methodologies.

Junior Cost Analyst

Education/Experience: Bachelor's degree in business, economics, engineering or related field. Up to 2 years of cost analyses/estimating experience.

Functional Responsibilities: Must be able to collect and analyze data and organize it in a standard work breakdown structure. Must be knowledgeable of cost methodologies and cost modeling applications, including Microsoft Excel. Must also be knowledgeable of time value of money, net present value, real US nominal dollars, and other common cost estimating practices.

Document Specialist

Education/Experience: Associates'. degree desired. 3 years of experience in technical writing and documentation. Experience in preparing technical documentation, which is to include researching for applicable standards.

Functional Responsibilities: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

Subject Matter Expert (SME)

Education/Experience: Bachelor's degree required, Master's Degree desired. Specialized field certification, in SCEA, CGFM, CPA, CISA, or equivalent. 10 years of experience in the field of financial management, accounting, cost estimating, business process improvement, accounting systems, or information technology applications, economics, or statistics.

Functional Responsibilities: defines the problems, analyzes, and develops plans and requirements in the subject matter area for moderately complex-to-complex financial systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis.

Senior Logistics Engineer

Education/Experience: Bachelor's degree desired. 9 years' experience providing logistic support for major systems. At least 4 years of direct program experience in the full life-cycle logistic support for a system acquisition project.

Functional Responsibilities: Directly supports and supervises logistical personnel supporting program managers performing tasking associated with engineering or acquisition projects. Prepares integrated logistic plans, policy, and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in the system

development processes at each major milestone. Performs analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analyses in a report format. Develops systems maintenance concepts and plans and life cycle supply requirements and processes to meet supply requirements. Performs cost analysis associated with systems logistic support and develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.

Logistics Engineer

Education/Experience: Bachelor's degree desired. Typically has 4 years' experience providing logistic support for major systems. At least 2 years of direct program experience in the full life-cycle logistic support for a system acquisition project.

Functional Responsibilities: Prepares integrated logistic plans, policy, and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in system development processes at each major milestone. Assists in performing analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analyses in a report format. Develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.

Junior Logistics Engineer

Education/Experience: Bachelor's degree desired. 2 years' experience in the application of logistic principles addressed in full life-cycle logistic support for a system acquisition project.

Functional Responsibilities: Prepares integrated logistic plans, policy, and procedures for logistic support for major systems. Ensures that proper logistic considerations are included in system development processes at each major milestone. Assists in performing analyses to determine system maintainability, reliability, and supportability requirements. Documents results of the analysis in a report format. Develops and reviews systems acquisition projects' operating plans and procedures to ensure logistic support considerations are included. Performs technical training, configuration management, and quality assurance.

Senior Engineer

Education/Experience: Bachelor's degree required. General Experience: 9 years' experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines.

Functional Responsibilities: Leads engineering efforts and supervises engineering staff participating in such efforts. Provides engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Makes recommendations and advises on system development, improvements, optimization, or support efforts. Performs risk assessments and analysis employing modeling and simulation techniques.

Engineer

Education/Experience: Bachelor's degree. 4 years' experience in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines.

Functional Responsibilities: Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.

Junior Engineer

Education/Experience: Bachelor's degree in an engineering discipline such as industrial, civil, aviation, aerospace, electrical, mechanical, nuclear, chemical, information, computer, software, marine, environmental, telecommunications, information security, network, or other engineering disciplines. 3 years of experience.

Functional Responsibilities: Supports engineering efforts that provide engineering, technical, and managerial direction for problem definition, analysis, requirement development, and implementation for complex systems in the engineering discipline required to meet technical requirements. Participates in efforts that develop recommendations and advice on system development, improvements, optimization, or support efforts.

Senior Management Analyst

Education/Experience: Bachelor's degree required. 7 years' experience performing management analysis in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Functional Responsibilities: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates multiple project teams to ensure enterprise wide integration of management efforts. Provides daily supervision and direction to personnel performing management analysis tasking.

Management Analyst

Education/Experience: Bachelor's degree desired. 4 years' experience performing management analysis in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Functional Responsibilities: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates a project team to ensure enterprise wide integration of management efforts.

Junior Management Analyst

Education/Experience: Associates degree desired. Minimum 2 years of general experience in management analysis. Educational background or required level of experience in areas such as business process reengineering, configuration management, quality control/assurance, organizational performance assessments, mission analysis, and strategic planning.

Functional Responsibilities: Applies appropriate management analysis processes, modeling and simulation tools, and technical techniques to provide the services required. Employs process improvement and reengineering methodologies and principles to conducting process modernization projects.

Technical Trainer

Education/Experience: Bachelor's degree desired. 7 years' experience in system development, training, or related fields in developing and providing end-user training on major systems that include hardware and/or software configurations.

Functional Responsibilities: Supervises training and instruction personnel and conducts research necessary to develop and revise training courses and prepare appropriate training catalogs. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Provides daily supervision of, and direction to, training staff.

Senior Support Specialist

Education/Experience: Associate degree and 4 years relevant work experience. At least 2 years' experience in areas such as writing and editing documents, graphics, document preparation, and drafting.

Functional Responsibilities: Depending on the functional specialty, support the program management staff in the preparation of deliverables, proposals, internal reports, briefings, and drawings associated with the project being supported. Supervise other support specialists performing on the project. Must demonstrate the ability to work independently or under only general direction.

Support Specialist

Education/Experience: H.S. diploma and 3 years of relevant experience. 1 year of experience providing support to technical programs and general experience in areas such as writing and editing documents, graphics, document preparation, and drafting.

Functional Responsibilities: Depending on the functional specialty, support the program management staff in the preparation of deliverables, proposals, internal reports, briefings, and drawings associated with the project being supported.

Project Control Specialist

Education/Experience: Associate degree desired H.S. diploma and 4 years relevant work experience required. Typically has 3 years' experience working with accounting and financial systems. Has direct contract experience with staffing and resource planning, preparation of financial reports and presentations, and cost reporting under government contract guidelines.

Functional Responsibilities: Reviews contracts and identifies project control requirements. Determines staff assignments, project control systems, and administrative and financial reporting requirements. Tracks and validates all client financial information, establishes and maintains master contract files, prepares reports on and monitors status of all deliverables, ensures quality assurance in all products delivered, tracks the financial status of contracts, and reports payment of government fees. Prepares and updates task status reports and prepares revenue projections reports. Employs automated tools and systems to perform project control functions.

Sr. Subject Matter Expert (SME)

Education/Experience: Bachelor's degree required, Master's Degree desired. 15+ years of experience in related field. May have expert credentials or be recognized as an authority. Experience in new and related legacy technology directly related to field of expertise.

Functional Responsibilities: defines the problems, analyzes, and develops plans and requirements in the subject matter area for moderately complex-to-complex financial systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in integrated financial management systems. Specifically: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, life-cycle management, software development methodologies, modeling and simulation, and capable of providing complex statistical modeling and analysis. Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include subject matter and unique technical knowledge. May assist engineering staff with the analysis, evaluation, and implementation of systems and other engineering tasks. May also perform analysis, requirements development, and implementation for complex to extremely complex systems. Makes recommendations and advises on organization wide system improvements in the area(s) of the individual's specialized expertise.

Senior Financial Analyst

Education/Experience: Bachelor's degree desired. 8 years of financial management experience with demonstrated ability to supervise or lead a team of financial analysts. Possess a thorough knowledge of Federal financial and accounting policies and systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

Functional Responsibilities: Serves as a leader ensuring that groups of analysts are working in concert to systematically integrate business, cost estimating, and financial management processes to ensure the efficient stewardship of public funds. Must be able to formulate strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Must be able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manages completion of work within the period specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis and outsourcing requirements.

Administrative Specialist

Education/Experience: H.S. diploma and 1-year relevant work experience. Typically has 1 year of experience in administrative functional specialty. At least 1 year of experience performing tasks such as typing, administration, word processing, or reception. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software.

Functional Responsibilities: Depending on administrative functional specialty, provides support to program management staff. Supervises other administrative staff.

Financial Analyst

Education/Experience: Bachelor's degree desired. 5 years of financial management experience in a Federal Government environment with a demonstrated ability in areas such as Cost Estimating, Procurement Strategic Planning and Execution or Business Management. Possess a thorough knowledge of Federal financial and accounting policies and system requirements.

Functional Responsibilities: Serves as a member of group of analysts who are working in concert to systematically integrate business, cost estimating, and financial management processes to ensure the efficient stewardship of public funds. Must be able to support the formulation of strategic financial plans, prepare cost estimates, and correlate financing requirements into executable budgets. Possesses thorough knowledge of the allocation, execution, and administration of approved budgets. Must be able to assess products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Ensure that tasks are completed in the period specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives. Should be familiar with activity-based costing, business case analysis and outsourcing requirements.