

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

**MULTIPLE AWARD SCHEDULE (MAS)
Federal Supply Group: Professional Services**



Contract #: 47QRAA22D00BB

**Acclaim Technical Services, LLC
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**Current Contract Period: June 16, 2022 – June 15, 2027
Business Size: Large
Point of Contact: Andrea Pattison, VP Contracts & Pricing**



For more information on ordering from
Federal Supply Schedules, go to <https://www.gsa.gov/schedules>

Price list current as of Modification #PS-0005 effective January 16, 2024



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Company Overview

Acclaim Technical Service's (ATS) corporate headquarters is in Reston, VA and has been in business since January 2000. Most of our staff have active top-secret security clearances that enable ATS to provide services within secured facilities where special access is required (SAR).

ATS's mission is to further the most specialized national security objectives through the delivery of high-quality and responsive CONUS & OCONUS operational support solutions to the defense and intelligence communities. This is made possible by our motivated employee-owner specialists and experienced leaders, who are experts in the areas of Technology, Intelligence, Language, Operations and Training.

Our country's vital defense and intelligence missions may evolve, but they never cease. The systems that ensure mission successes must always operate at peak efficiency. That's why at ATS, our engineering and development expertise spans every phase of the system life cycle, from requirements, design, build, testing, integration, and installation to operation and maintenance in live mission environments dealing with complex, interconnected threats and challenges. ATS analysts and linguists work around the clock pursuing the nation's most critical targets. We are trained experts in a host of critical disciplines including targeting methodologies, tactical and strategic guidance, counterterrorism, counter proliferation, and geolocation analysis.

At ATS, a true sense of ethics and integrity informs all we do. These rock-solid values find their expression in our brand, our people, our product, and the services we deliver to our clients.



CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN 541930 Translation and Interpretation Services
SIN 541611 Management and Financial Consulting, Acquisition and Grants Management
Support, and Business Program and Project Management
SIN OLM Order Level Materials

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.

Not applicable to Services.

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.

See descriptions and pricing.

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.

Same as Company Address



6. Discount from List Prices or Statement of Net Price.

Government net prices (discounts already deducted).

7. Quantity Discounts.

Not applicable.

8. Prompt Payment Terms.

Net 30 Days.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items.

Not applicable.

10a. Time of Delivery.

Specified on the Task Order.

10b. Expedited Delivery.

Contact Contractor.

10c. Overnight and 2-Day Delivery.

Contact Contractor.

10d. Urgent Requirements.

Contact Contractor.

11. F.O.B. Point.

Destination.

12a. Ordering Address.

Same as contractor address.



12b. Ordering procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address.

Same as contractor address.

14. Warranty provision.

Not Applicable

15. Export packing charges, if applicable.

Not Applicable.

16. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable.

17. Terms and conditions of installation (if applicable).

Not Applicable.

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable.

18b. Terms and conditions for any other services (if applicable).

Not Applicable.

19. List of distribution points (if applicable).

Not Applicable.

20. List of participating dealers (if applicable).

Not Applicable.

21. Preventive maintenance (if applicable).

Not Applicable.



22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable.

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ITC) products and services and show where full details can be found (e.g. contractor's website or other location.) ITC accessibility can be found at: <https://www.Section508.gov/>.

Not Applicable.

23. Unique Entity Identifier (UEI) Number:

SIMFJWUS3C39

24. Notification regarding registration in System for Award Management (SAM) database:

Acclaim Technical Services, Inc. is registered in the System for Award Management (SAM.gov) database. The CAGE code is **4UJN9**.



Final Pricing:

The following rates include the Industrial Funding Fee (IFF) of 0.75%:

Base Translation Services (Per Word) (541930)							
Source Language	Target Language	Both To and From	6/16/2022 – 6/15/2023	6/16/2023 – 6/15/2024	6/16/2024 – 6/15/2025	6/16/2025 – 6/15/2026	6/16/2026 – 6/15/2027
European Language I	English	Yes	\$0.27	\$0.28	\$0.28	\$0.29	\$0.30
European Language II	English	Yes	\$0.33	\$0.34	\$0.35	\$0.35	\$0.36
Middle Eastern I	English	Yes	\$0.24	\$0.25	\$0.25	\$0.26	\$0.26
Asian I	English	Yes	\$0.27	\$0.28	\$0.28	\$0.29	\$0.30
Asian II	English	Yes	\$0.28	\$0.29	\$0.29	\$0.30	\$0.31
Asian III	English	Yes	\$0.28	\$0.29	\$0.29	\$0.30	\$0.31
Other Exotic I	English	Yes	\$0.28	\$0.29	\$0.29	\$0.30	\$0.31

If the materials is classified Secret, multiply the base rates by 1.10; if the material is Top Secret, multiply the base rates by 1.30. See Language Capability List for specific language capabilities.

24 Hour & 2-5 Day Rush Translation Services (Per Word) (541930)
24 Hour Rush Translation Services (Per Word) reflects a 140% increase on the base rates.
2-5 Day Rush Translation Services (Per Word) reflects a 125% increase on base rates.
If the material is classified Secret, multiply the base rates by 1.10; if the material is Top Secret, multiply the base rates by 1.30. These multipliers are additional to the rush percentages.



Labor Category Pricing (Hourly) (541930)							
SIN	Awarded Labor Category	Site	6/16/2022 – 6/15/2023	6/16/2023 – 6/15/2024	6/16/2024 – 6/15/2025	6/16/2025 – 6/15/2026	6/16/2026 – 6/15/2027
541930	Linguist I	Both	\$39.13	\$40.07	\$41.03	\$42.01	\$43.02
541930	Linguist II	Both	\$46.04	\$47.14	\$48.27	\$49.43	\$50.62
541930	Linguist III	Both	\$54.20	\$55.50	\$56.84	\$58.20	\$59.60
541930	Linguist IV	Both	\$64.61	\$66.16	\$67.75	\$69.38	\$71.04
541930	Linguist V	Both	\$82.47	\$84.44	\$86.47	\$88.55	\$90.67
541930	Linguist VI	Both	\$95.88	\$98.18	\$100.53	\$102.95	\$105.42
541930	Linguist VII	Both	\$99.56	\$101.94	\$104.39	\$106.90	\$109.46
541930	Linguist VIII	Both	\$106.46	\$109.02	\$111.63	\$114.31	\$117.06
541930	Linguist IX	Both	\$113.76	\$116.49	\$119.29	\$122.15	\$125.08
541930	Program Manager	Both	\$114.37	\$117.11	\$119.92	\$122.80	\$125.75
541930	Simultaneous Interpreter	Both	\$139.19	\$142.53	\$145.95	\$149.46	\$153.04
541930	Consecutive Interpreter	Both	\$106.48	\$109.04	\$111.65	\$114.33	\$117.08
541930	Escort Interpreter	Both	\$94.82	\$97.10	\$99.43	\$101.81	\$104.26
541930	Desktop Publisher	Both	\$65.48	\$67.05	\$68.66	\$70.31	\$72.00
541930	Editor	Both	\$79.63	\$81.54	\$83.50	\$85.50	\$87.55
541930	Quality Control Specialist	Both	\$82.35	\$84.32	\$86.35	\$88.42	\$90.54



Labor Category Pricing (Hourly) (541611)

SIN	Awarded Labor Category	Site	6/16/2022 – 6/15/2023	6/16/2023 – 6/15/2024	6/16/2024 – 6/15/2025	6/16/2025 – 6/15/2026	6/16/2026 – 6/15/2027
541611	Business Analyst V	Both	\$146.33	\$149.84	\$153.44	\$157.12	\$160.89
541611	Strategic Communications Consultant I	Both	\$100.25	\$102.66	\$105.12	\$107.65	\$110.23
541611	Strategic Communications Consultant II	Both	\$111.39	\$114.07	\$116.81	\$119.61	\$122.48
541611	Strategic Communications Consultant III	Both	\$123.77	\$126.74	\$129.78	\$132.90	\$136.09
541611	Strategic Communications Consultant IV	Both	\$137.52	\$140.82	\$144.20	\$147.67	\$151.21
541611	Strategic Communications Consultant V	Both	\$152.80	\$156.47	\$160.23	\$164.07	\$168.01
541611	Strategic Communications Consultant I	Both	\$100.25	\$102.66	\$105.12	\$107.65	\$110.23
541611	Strategic Communications Consultant II	Both	\$111.39	\$114.07	\$116.81	\$119.61	\$122.48
541611	Strategic Communications Consultant III	Both	\$123.77	\$126.74	\$129.78	\$132.90	\$136.09
541611	Strategic Communications Consultant IV	Both	\$137.52	\$140.82	\$144.20	\$147.67	\$151.21
541611	Strategic Communications Consultant V	Both	\$152.80	\$156.47	\$160.23	\$164.07	\$168.01
541611	Strategic Planner I	Both	\$105.68	\$108.22	\$110.82	\$113.48	\$116.20
541611	Strategic Planner II	Both	\$117.43	\$120.25	\$123.13	\$126.09	\$129.11
541611	Strategic Planner III	Both	\$130.47	\$133.61	\$136.81	\$140.10	\$143.46
541611	Strategic Planner IV	Both	\$144.97	\$148.45	\$152.01	\$155.66	\$159.40
541611	Strategic Planner V	Both	\$161.08	\$164.95	\$168.90	\$172.96	\$177.11
541611	Strategic Planner I	Both	\$105.68	\$108.22	\$110.82	\$113.48	\$116.20
541611	Strategic Planner II	Both	\$117.43	\$120.25	\$123.13	\$126.09	\$129.11
541611	Strategic Planner III	Both	\$130.47	\$133.61	\$136.81	\$140.10	\$143.46
541611	Strategic Planner IV	Both	\$144.97	\$148.45	\$152.01	\$155.66	\$159.40
541611	Strategic Planner V	Both	\$161.08	\$164.95	\$168.90	\$172.96	\$177.11
541611	Strategic Advisor I	Both		\$143.28	\$146.72	\$150.24	\$153.84
541611	Strategic Advisor II	Both		\$161.20	\$165.07	\$169.03	\$173.09
541611	Strategic Advisor III	Both		\$181.35	\$185.70	\$190.16	\$194.72
541611	Strategic Advisor IV	Both		\$201.49	\$206.33	\$211.27	\$216.34
541611	Strategic Advisor V	Both		\$223.88	\$229.25	\$234.75	\$240.38



The Service Contract Labor Standards, formerly the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLA 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 SCLS eligible labor categories. If and /or when the contractor adds SCLS labor categories/employees to the contract through a modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in the cancellation of the contract.



Labor Category Descriptions 541930

Linguist I

Minimum Education:

- High School diploma

Minimum Experience:

- None

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 1+.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.

Linguist II

Minimum Education:

- High School diploma

Minimum Experience:

- One (1) year

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 2.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.

Linguist III

Minimum Education:

- High School diploma

Minimum Experience:

- Two (2) years
- None for AA

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 2.

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Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.

Linguist IV

Minimum Education:

- High School diploma
Substitution: AA

Minimum Experience:

- Three (3) years
• Substitution: One (1) year for AA

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 2+.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.

Linguist V

Minimum Education:

- Associate's Degree

Minimum Experience:

- Two (2) years

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 2+.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.



Linguist VI

Minimum Education:

- Associate's Degree

Minimum Experience:

- Three (3) years for AA
- None for BS/BA

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 2+.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.

Linguist VII

Minimum Education:

- Bachelor's Degree

Minimum Experience:

- One (1) year

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 3.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.

Linguist VIII

Minimum Education:

- Bachelor's Degree

Minimum Experience:

- Two (2) years

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 3.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

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Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope.

Linguist IX

Minimum Education:

- Bachelor's Degree

Minimum Experience:

- Three (3) years for BS/BA

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 3.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Provide written translations from source language into target language, while maintaining the meaning and intent of the original material. Services include translation of material, proofing, editing, gisting, client consultation, desktop publishing, and /or final production layout in the required media format (i.e., hardcopy or electronic). Maintains current knowledge regarding culture, customs and practices relevant to project or program scope. Linguists in this category should be able to conduct reviews or evaluations of documents translated by other linguists; and provide comments, corrections and recommendations for translated material to assist linguists in improving the production quality.

Program Manager

Minimum Education:

- Bachelor's degree

Certification:

- None

Minimum Experience:

- Three (3) years as a Program Manager whereby the majority of experience has concentrated on language translation, intelligence analysis, or interpretation services projects.

Security Clearance:

- If required, must be able to obtain and maintain the necessary level of security clearance.

Functional Responsibility:

- Plans, designs, organizes, and controls the overall activities of projects as well as directing the performance of technical expertise to a variety of language translation, analysis, or interpretation services projects which may be organized by technology, program, or client. Responsible for meeting project goals within time and cost constraints and prepares and presents reports when



applicable. Ensures all activities conform to the terms and conditions of the contract and delivery orders.

Simultaneous Interpreter

Minimum Education:

- Bachelor's Degree

Memberships:

- International Association of Conference Interpreters (AIIC) or similar organizations is desired.

Minimum Experience:

- None for Consecutive Interpreters

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 3.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Interpreters convey continuously the full and accurate meaning of what is said in the source language into speech in the target language, lagging just slightly behind the original message. Simultaneous interpretation typically takes place in settings where no pauses or interruptions are possible, and is typically delivered using specialized equipment in a sound-proof booth.

Escort Interpreter

Minimum Education:

- Bachelor's Degree

Minimum Experience:

- None for Escort Interpreters

Language Testing:

- Interagency Language Round Table (ILR) skill equivalent level 2.

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

Functional Responsibility:

- Interpreting is provided in the consecutive mode (i.e., with pauses). The interpreter typically accompanies an individual or a group on a tour, visit or meeting in support of military or other private or government missions.

Desktop Publishing Specialist

Minimum Education:

- Associate's Degree

Minimum Experience:

- Two (2) years

Security Clearance:

- If required, must be able to obtain and maintain a security clearance per program requirements.

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Functional Responsibility:

- ✓ Using desktop publishing software such as Adobe InDesign, Adobe Illustrator, QuarkXPress, Microsoft Publisher, etc., produce camera-ready products such as magazines, flyers, reports, presentations, etc. In the case of translations, this includes reproducing the layout of the source file using the translated content to accommodate text expansion, retraction or character differences from the original language to the target language translation.

Editor

Minimum Education:

- ✓ Associate's Degree

Minimum Experience:

- ✓ Two (2) years

Security Clearance:

- ✓ If required, must be able to obtain and maintain a security clearance per program

requirements. Functional Responsibility:

- ✓ Provide a final review of a product ensuring that the text is balanced, clear, and idiomatically correct, as articulated by customers quality review standards. This includes proofreading material to check grammar, syntax, spelling, punctuation, and consistency in the required language. The editor also reviews typographical and layout features, such as style of headings and paragraphs.

Quality Control Specialist

Minimum Education:

- ✓ Associate's Degree

Minimum Experience:

- ✓ Two (2) years

Security Clearance:

- ✓ If required, must be able to obtain and maintain a security clearance per program

requirements. Functional Responsibility:

- ✓ Provide a secondary review of a translation to verify accuracy of the meaning, consistency in style and terminology, and correct grammar, punctuation, verb tense, and spelling in the target language following applicable quality standards and procedures. The quality control reviewer also provides constructive feedback to translators regarding issues with grammar, domain specific terminology, and register.



Language Capability List

Language Capabilities	
Category	Languages
European Language I	French, German, Italian, Portuguese, Spanish
European Language II	Dutch, Greek, Haitian Creole, Polish, Russian, Ukrainian
European Language III	Albanian, Bulgarian, Belarusian, Czech, Estonian, Latvian, Lithuanian, Moldovan, Romanian, Serbo-Croatian, Slovak, Slovenian, Yiddish
European IV	Catalan, Danish, Finnish, Norwegian, Swedish
Middle Eastern I	Arabic (MSA and all dialects), Hebrew, Persian Farsi, Turkish
Asian I	Chinese, Japanese, Korean
Asian II	Laotian, Tagalog, Thai, Vietnamese
Asian III	Gujarati, Hindi, Punjabi
Other Exotic I	Amharic, Armenian, Azerbaijani (Azeri), Bahasa, Baluchi, Belize Creole, Bengali, Burmese, Chavacano, Coptic, Croatian, Dari, Dinka, Fioti (Kikongo), Georgian, Hausa, Hindko, Hmong, Icelandic, Igbo, Indonesian, Jamaican Patois, Kazakh, Khmer, Kirghiz, Kurdish, Lingala, Macedonian, Maguindanao, Malay, Maltese, Memoni (Memon), Mongolian, Navajo, Nepali, Pashtu, Samoan, Sicilian, Sindhi, Sinhalese, Somali, Swahili, Tajik, Tamil, Tausug, Tigrinya, Turkmen, Twi, Yoruba, Urdu, Uzbek



Labor Category Descriptions 541611

541611 Labor Category Descriptions				
LCAT	Description	Level	Bachelor's Experience	Master's Experience
Strategic Communications Consultant	Serve on a team and with supervision: - Provide advice and recommendations on communications strategy to leaders and managers. - Develop and execute communication strategies that align with organizational goals. - Draft a wide variety of communications documents for review, to include website and social media content, workforce messages, reports, and briefings. - Develop and monitor metrics to gauge communications effectiveness. - Facilitate meetings, planning sessions, and offsites focused on communications and branding strategy.	I	1-3 years	0-2 years
	Serve on a team with minimal supervision: - Provide advice and recommendations on communications strategy to leaders and managers. - Develop and execute communication strategies that align with organizational goals. - Draft a wide variety of communications documents for review, to include website and social media content, workforce messages, reports, and briefings. - Develop and monitor metrics to gauge communications effectiveness. - Facilitate meetings, planning sessions, and offsites focused on communications and branding strategy.	II	3-6 years	2-4 years
	Operate independently with no supervision and collaborate effectively if in a team environment: - Provide advice and recommendations on communications strategy to leaders and managers. - Develop and execute communication strategies that align with organizational goals. - Draft a wide variety of communications documents for review, to include website and social media content, workforce messages, reports, and briefings. - Develop and monitor metrics to gauge communications effectiveness. - Facilitate meetings, planning sessions, and offsites focused on communications and branding strategy.	III	6-9 years	4-6 years
	Operate independently and mentor others if in a team environment: - Provide advice and recommendations on communications strategy to leaders and managers. - Develop and execute communication strategies that align with organizational goals.	IV	9-12 years	6-8 years



	- Draft a wide variety of communications documents for review, to include website and social media content, workforce messages, reports, and briefings. - Develop and monitor metrics to gauge communications effectiveness. - Facilitate meetings, planning sessions, and offsites focused on communications and branding strategy.			
	Operate independently and lead others if in a team environment: - Provide advice and recommendations on communications strategy to leaders and managers. - Develop and execute communication strategies that align with organizational goals. - Draft a wide variety of communications documents for review, to include website and social media content, workforce messages, reports, and briefings. - Develop and monitor metrics to gauge communications effectiveness. - Facilitate meetings, planning sessions, and offsites focused on communications and branding strategy.	V	12+ years	8+ years
Management Consultant	Serve on a team and with supervision: - Provide advice to leaders and managers on organizational matters, to include finance/budget, business processes, strategy, organizational design, organizational development, training, and/or performance management. - Design and conduct research into organizational issues, assessing the current state. - Apply value elicitation techniques to understand the desired future state. - Analyze the gap between the current state and desired future state and make actionable recommendations. - Capture data and other research results, as well as findings and recommendations, in reports and briefings for leaders and managers. - Advise on implementation of recommendations.	I	1-3 years	0-2 years
	Serve on a team with minimal supervision: - Provide advice to leaders and managers on organizational matters, to include finance/budget, business processes, strategy, organizational design, organizational development, training, and/or performance management. - Design and conduct research into organizational issues, assessing the current state. - Apply value elicitation techniques to understand the desired future state. - Analyze the gap between the current state and desired future state and make actionable recommendations. - Capture data and other research results, as well as findings and recommendations, in reports and briefings for leaders and managers. - Advise on implementation of recommendations.	II	3-6 years	2-4 years



	Operate independently with no supervision and collaborate effectively if in a team environment: • Provide advice to leaders and managers on organizational matters, to include finance/budget, business processes, strategy, organizational design, organizational development, training, and/or performance management. • Design and conduct research into organizational issues, assessing the current state. • Apply value elicitation techniques to understand the desired future state. • Analyze the gap between the current state and desired future state and make actionable recommendations. • Capture data and other research results, as well as findings and recommendations, in reports and briefings for leaders and managers. • Advise on implementation of recommendations.	III	6-9 years	4-6 years
	Operate independently and mentor others if in a team environment: • Provide advice to leaders and managers on organizational matters, to include finance/budget, business processes, strategy, organizational design, organizational development, training, and/or performance management. • Design and conduct research into organizational issues, assessing the current state. • Apply value elicitation techniques to understand the desired future state. • Analyze the gap between the current state and desired future state and make actionable recommendations. • Capture data and other research results, as well as findings and recommendations, in reports and briefings for leaders and managers. • Advise on implementation of recommendations.	IV	9-12 years	6-8 years
	Operate independently and lead others if in a team environment: • Provide advice to leaders and managers on organizational matters, to include finance/budget, business processes, strategy, organizational design, organizational development, training, and/or performance management. • Design and conduct research into organizational issues, assessing the current state. • Apply value elicitation techniques to understand the desired future state. • Analyze the gap between the current state and desired future state and make actionable recommendations. • Capture data and other research results, as well as findings and recommendations, in reports and briefings for leaders and managers. • Advise on implementation of recommendations.	V	12+ years	8+ years
Strategic Planner	Serve on a team and with supervision: • Provide advice and recommendations on strategy matters to leaders and managers. • Identify and map stakeholders important to organizational strategy.	I	1-3 years	0-2 years



	• Conduct interviews and focus groups in support of strategy development. • Capture findings from interviews and focus groups and develop strategic plans based on those findings. • Socialize, refine, and finalize strategic plans (including objectives, actions, and metrics) based on feedback from stakeholders, leaders, and managers.			
	Serve on a team and with supervision: • Provide advice and recommendations on strategy matters to leaders and managers. • Identify and map stakeholders important to organizational strategy. • Conduct interviews and focus groups in support of strategy development. • Capture findings from interviews and focus groups and develop strategic plans based on those findings. • Socialize, refine, and finalize strategic plans (including objectives, actions, and metrics) based on feedback from stakeholders, leaders, and managers.	II	3-6 years	2-4 years
	Operate independently with no supervision and collaborate effectively if in a team environment: • Provide advice and recommendations on strategy matters to leaders and managers. • Identify and map stakeholders important to organizational strategy. • Conduct interviews and focus groups in support of strategy development. • Capture findings from interviews and focus groups and develop strategic plans based on those findings. • Socialize, refine, and finalize strategic plans (including objectives, actions, and metrics) based on feedback from stakeholders, leaders, and managers.	III	6-9 years	4-6 years
	Operate independently and mentor others if in a team environment: • Provide advice and recommendations on strategy matters to leaders and managers. • Identify and map stakeholders important to organizational strategy. • Conduct interviews and focus groups in support of strategy development. • Capture findings from interviews and focus groups and develop strategic plans based on those findings. • Socialize, refine, and finalize strategic plans (including objectives, actions, and metrics) based on feedback from stakeholders, leaders, and managers.	IV	9-12 years	6-8 years
	Operate independently and lead others if in a team environment: • Provide advice and recommendations on strategy matters to leaders and managers. • Identify and map stakeholders important to organizational strategy. • Conduct interviews and focus groups in support of strategy development. • Capture findings from interviews and focus groups and develop strategic plans based on those findings.	V	12+ years	8+ years



	Socialize, refine, and finalize strategic plans (including objectives, actions, and metrics) based on feedback from stakeholders, leaders, and managers.			
Business Analyst	Serve on a team and with supervision: - Provide advice, recommendations, and analysis for leaders and managers on business operations and process improvement. - Collect and analyze data related to the efficacy and efficiency of business processes and their alignment to organizational strategy. - Make recommendations to optimize and improve business processes based on data analysis. - Execute the implementation of these recommendations to drive better business outcomes. - Develop and monitor metrics for the new business processes and seek continuous improvement in their execution.	I	1-3 years	0-2 years
	Serve on a team and with minimal supervision: - Provide advice, recommendations, and analysis for leaders and managers on business operations and process improvement. - Collect and analyze data related to the efficacy and efficiency of business processes and their alignment to organizational strategy. - Make recommendations to optimize and improve business processes based on data analysis. - Execute the implementation of these recommendations to drive better business outcomes. - Develop and monitor metrics for the new business processes and seek continuous improvement in their execution.	II	3-6 years	2-4 years
	Operate independently with no supervision and collaborate effectively if in a team environment: - Provide advice, recommendations, and analysis for leaders and managers on business operations and process improvement. - Collect and analyze data related to the efficacy and efficiency of business processes and their alignment to organizational strategy. - Make recommendations to optimize and improve business processes based on data analysis. - Execute the implementation of these recommendations to drive better business outcomes. - Develop and monitor metrics for the new business processes and seek continuous improvement in their execution.	III	6-9 years	4-6 years
	Operate independently and mentor others if in a team environment: - Provide advice, recommendations, and analysis for leaders and managers on business operations and process improvement. - Collect and analyze data related to the efficacy and efficiency of business processes and their alignment to organizational strategy. - Make recommendations to optimize and improve business processes based on data analysis. - Execute the implementation of these recommendations to drive better business outcomes. - Develop and monitor metrics for the new business processes and seek continuous improvement in their execution.	IV	9-12 years	6-8 years
	Operate independently and lead others if in a team environment:	V	12+ years	8+ years



	• Provide advice, recommendations, and analysis for leaders and managers on business operations and process improvement. • Collect and analyze data related to the efficacy and efficiency of business processes and their alignment to organizational strategy. • Make recommendations to optimize and improve business processes based on data analysis. • Execute the implementation of these recommendations to drive better business outcomes. • Develop and monitor metrics for the new business processes and seek continuous improvement in their execution.			
Program Manager	Manage all aspects of a professional services contract or sub-contract of 5 FTE or less, to include the following duties: • Oversee the full lifecycle of program planning and execution, from initiation to close-out. • Served as the principal liaison between the consulting team and clients. • Manage staffing the contracts, including driving the recruitment, evaluation, and hiring of prospective candidates. • Monitor, report on, and enhance the technical and financial performance of the contracts, ensuring the program stays within cost and schedule. • Address employee issues and conduct performance reviews. • Manage relationships and issues with current and potential subcontractors and/or suppliers.	I	1-3 years	0-2 years
	Manage all aspects of a professional services contract or sub-contract of 5-10 FTE, to include the following duties: • Oversee the full lifecycle of program planning and execution, from initiation to close-out. • Served as the principal liaison between the consulting team and clients. • Manage staffing the contracts, including driving the recruitment, evaluation, and hiring of prospective candidates. • Monitor, report on, and enhance the technical and financial performance of the contracts, ensuring the program stays within cost and schedule. • Address employee issues and conduct performance reviews. • Manage relationships and issues with current and potential subcontractors and/or suppliers.	II	3-6 years	2-4 years
	Manage all aspects of a professional services contract or sub-contract of 10-15 FTE, to include the following duties: • Oversee the full lifecycle of program planning and execution, from initiation to close-out. • Served as the principal liaison between the consulting team and clients. • Manage staffing the contracts, including driving the recruitment, evaluation, and hiring of prospective candidates. • Monitor, report on, and enhance the technical and financial performance of the contracts, ensuring the program stays within cost and schedule.	III	6-9 years	4-6 years



	- Address employee issues and conduct performance reviews. - Manage relationships and issues with current and potential subcontractors and/or suppliers.			
	Manage all aspects of a professional services contract or sub-contract of 15-20 FTE, to include the following duties: - Oversee the full lifecycle of program planning and execution, from initiation to close-out. - Served as the principal liaison between the consulting team and clients. - Manage staffing the contracts, including driving the recruitment, evaluation, and hiring of prospective candidates. - Monitor, report on, and enhance the technical and financial performance of the contracts, ensuring the program stays within cost and schedule. - Address employee issues and conduct performance reviews. - Manage relationships and issues with current and potential subcontractors and/or suppliers.	IV	9-12 years	6-8 years
	Manage all aspects of a professional services contract or sub-contract of more than 20 FTE, to include the following duties: - Oversee the full lifecycle of program planning and execution, from initiation to close-out. - Served as the principal liaison between the consulting team and clients. - Manage staffing the contracts, including driving the recruitment, evaluation, and hiring of prospective candidates. - Monitor, report on, and enhance the technical and financial performance of the contracts, ensuring the program stays within cost and schedule. - Address employee issues and conduct performance reviews. - Manage relationships and issues with current and potential subcontractors and/or suppliers.	V	12+ years	8+ years
Strategic Advisor	Serve on a team and with supervision: - Provide high-level advice and recommendations on matters of strategy, performance metrics, and/or critical business processes to leaders and managers. - Analyze and advise on the alignment of goals, objectives, actions, and metrics in a draft strategy to larger organizational strategies. - Provide analysis and advice on stakeholder engagement strategies. - Research and promote best practices from business and academic research on strategy development and execution. - Seek and incorporate feedback from stakeholders, leaders, and managers on draft strategy documents. - Conduct organizational research—to include interviews, focus groups, and/or surveys—to advance the development of strategy, performance metrics, and/or new business processes.	I	1-3 years	0-2 years
	Serve on a team and with minimal supervision: Provide high-level advice and recommendations on matters of strategy, performance metrics, and/or critical business processes to leaders and managers.	II	3-6 years	2-4 years



	- Analyze and advise on the alignment of goals, objectives, actions, and metrics in a draft strategy to larger organizational strategies. - Provide analysis and advice on stakeholder engagement strategies. - Research and promote best practices from business and academic research on strategy development and execution. - Seek and incorporate feedback from stakeholders, leaders, and managers on draft strategy documents. - Conduct organizational research—to include interviews, focus groups, and/or surveys—to advance the development of strategy, performance metrics, and/or new business processes.			
	Operate Independently with no supervision and collaborate effectively if in a team environment to: - Provide high-level advice and recommendations on matters of strategy, performance metrics, and/or critical business processes to leaders and managers. - Analyze and advise on the alignment of goals, objectives, actions, and metrics in a draft strategy to larger organizational strategies. - Provide analysis and advice on stakeholder engagement strategies. - Research and promote best practices from business and academic research on strategy development and execution. - Seek and incorporate feedback from stakeholders, leaders, and managers on draft strategy documents. - Conduct organizational research—to include interviews, focus groups, and/or surveys—to advance the development of strategy, performance metrics, and/or new business processes.	III	6-9 years	4-6 years
	Operate Independently and mentor others if in a team environment to: - Provide high-level advice and recommendations on matters of strategy, performance metrics, and/or critical business processes to leaders and managers. - Analyze and advise on the alignment of goals, objectives, actions, and metrics in a draft strategy to larger organizational strategies. - Provide analysis and advice on stakeholder engagement strategies. - Research and promote best practices from business and academic research on strategy development and execution. - Seek and incorporate feedback from stakeholders, leaders, and managers on draft strategy documents. - Conduct organizational research—to include interviews, focus groups, and/or surveys—to advance the development of strategy, performance metrics, and/or new business processes.	IV	9-12 years	6-8 years
	Operate independently and lead others if in a team environment to: - Provide high-level advice and recommendations on matters of strategy, performance metrics, and/or critical business processes to leaders and managers. - Analyze and advise on the alignment of goals, objectives, actions, and metrics in a draft strategy to larger organizational strategies. - Provide analysis and advice on stakeholder engagement strategies.	V	12+ years	8+ years



	• Research and promote best practices from business and academic research on strategy development and execution. • Seek and incorporate feedback from stakeholders, leaders, and managers on draft strategy documents. • Conduct organizational research—to include interviews, focus groups, and/or surveys—to advance the development of strategy, performance metrics, and/or new business processes.			
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