



General Services Administration (GSA)

Federal Acquisition Service Authorized Federal Supply

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Multiple Award Schedule (MAS)

Contractor	The LDM Group, LLC 10905 Fort Washington Road, Suite 410 Fort Washington, MD 20744 Phone: 800-871-0661 FAX: 866-730-8009 WWW.LDM-GRP.COM
Contract Number	47QREA19D0015
Unique ID and DUNS #	NTBDABRY2NN7 01-3769638
Contract Period	September 23, 2019 – September 22, 2024
Business Size	8(a) Small Business, WOSB, EDWOSB
Facility Level Clearance	Secret

- Estimated Award Value:** \$ 500000 | SIN OLM = \$250,000.00
- Solicitation Number:** 2FYA-AR-060004-B
- Minimum Order:** \$100.00
- Contract Period:** September 23, 2019, through September 22, 2024
- Business Types:**

Business Type	Description
A2	A2 - Women Owned Business / 8(a) Business Development Program

27	27 - Small Disadvantaged Business
LJ	LJ - Limited Liability Company
23	23 - Minority Owned Business
HQ	HQ - DoT Certified Disadvantage Business Enterprise
OY	OY - Black American Owned
2X	2X - For-Profit Organization

1. **Sub-Contracting Plan Expiration:** N/A

2. **Items Awarded:**

SIN	Description
524292	Employee Relations
541214HR	Compensation & Benefits
56131	Talent Acquisition
54161	Agency Human Capital Evaluation
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541611W	Workforce Analytics and Employee Records
541612HC	Agency Human Capital Strategy, Policy, and Operations
541612ER	Employee Relations
541612LR	Labor Relations
541612EPM	Employee Performance Management
524292	Separation & Retirement
611430TD	Talent Development
54151S	Information Technology Professional Services
OLM	Order-Level Materials

1. LABOR AND PRICE CATALOG:

HUMAN RESOURCES / HUMAN CAPITAL PROFESSIONAL SERVICES

Labor Category	9/2019-8/2020	9/2020-8/2021	9/2021-8/2022	9/2022-8/2023	9/2023-8/2024
Administrative Assistant, Level 1	\$53.30	\$54.89	\$56.54	\$58.24	\$59.98
Administrative Assistant, Level 3	\$57.70	\$59.43	\$61.21	\$63.05	\$64.94
Administrative Assistant, Level 5	\$65.49	\$67.45	\$69.48	\$71.56	\$73.71
Contract Administrator, Level 1	\$92.63	\$95.40	\$98.27	\$101.22	\$104.25
Contract Administrator, Level 3	\$97.30	\$100.22	\$103.22	\$106.32	\$109.51
Contract Administrator, Level 5	\$103.87	\$106.99	\$110.20	\$113.50	\$116.91
HR Assistant (Clerk)	\$36.88	\$37.99	\$39.13	\$40.30	\$41.51
HR Assistant, Level 1	\$39.94	\$41.14	\$42.38	\$43.65	\$44.96
HR Assistant, Level 2	\$43.32	\$44.62	\$45.96	\$47.34	\$48.76
HR Consultant	\$42.80	\$44.08	\$45.40	\$46.76	\$48.17
HR Specialist (Generalist)	\$51.92	\$53.47	\$55.08	\$56.73	\$58.43
HR Specialist, Level 1	\$62.32	\$64.19	\$66.12	\$68.10	\$70.14
HR Specialist, Level 2	\$79.52	\$81.91	\$84.37	\$86.90	\$89.50
Human Capital Expert, Level 1	\$128.99	\$132.86	\$136.84	\$140.95	\$145.18
Human Capital Expert, Level 2	\$137.28	\$141.40	\$145.64	\$150.01	\$154.51
Personnel Clerk (Liaison)	\$38.59	\$39.75	\$40.94	\$42.17	\$43.44
Program Manager, Level 1	\$116.56	\$120.05	\$123.65	\$127.36	\$131.18
Program Manager, Level 2	\$125.46	\$129.22	\$133.10	\$137.09	\$141.20
Program Manager, Level 3	\$180.80	\$186.23	\$191.81	\$197.57	\$203.49
Project Manager, SME	\$137.28	\$141.40	\$145.64	\$150.01	\$154.51
Sr. HR Specialist, Level 1	\$102.87	\$105.95	\$109.13	\$112.41	\$115.78
Sr. HR Specialist, Level 2	\$113.30	\$116.70	\$120.20	\$123.81	\$127.52
Subject Matter Expert, Level 1	\$180.80	\$186.23	\$191.81	\$197.57	\$203.49
Subject Matter Expert, Level 2	\$193.16	\$198.95	\$204.92	\$211.07	\$217.40

Labor Category	9/2019-8/2020	9/2020-8/2021	9/2021-8/2022	9/2022-8/2023	9/2023-8/2024
Program Manager	\$167.32	\$172.34	\$177.51	\$182.84	\$188.32
Project Manager	\$142.59	\$146.87	\$151.27	\$155.81	\$160.49
Subject Matter Expert (SME)	\$148.32	\$152.77	\$157.35	\$162.07	\$166.94
Sr. Security Analyst	\$128.78	\$132.64	\$136.62	\$140.72	\$144.94
Security Analyst	\$118.45	\$122.00	\$125.66	\$129.43	\$133.32
Jr. Security Analyst	\$95.76	\$98.63	\$101.59	\$104.64	\$107.78
Principal Security Engineer	\$124.46	\$128.19	\$132.04	\$136.00	\$140.08
Sr. IT Security Engineer	\$104.94	\$108.09	\$111.33	\$114.67	\$118.11
IT Security Engineer	\$87.81	\$90.44	\$93.16	\$95.95	\$98.83
Jr. Security Engineer	\$77.88	\$80.22	\$82.62	\$85.10	\$87.65
Principal Computer Forensics Analyst	\$172.70	\$177.88	\$183.22	\$188.71	\$194.38
Sr. Computer Forensics Analyst	\$150.29	\$154.80	\$159.44	\$164.23	\$169.15
Computer Forensics Analyst	\$125.93	\$129.71	\$133.60	\$137.61	\$141.74
Jr. Computer Forensics Analyst	\$105.65	\$108.82	\$112.08	\$115.45	\$118.91
Technical Writer	\$68.56	\$70.62	\$72.74	\$74.92	\$77.16

1. Escalation Rates: 3.0% p/a
2. **Geographic Coverage (Delivery Area):** Approved 48 United States; District of Columbia
3. **Point(s) of production (city, county, and State or foreign country).** Not Applicable
4. **Discount from list prices or statement of net price.** Net prices set forth above.
5. **Quantity discounts.** TBD
6. **Prompt payment terms.** Net 30
7. **Foreign items (list items by country of origin).** None.
8. **a Time of delivery. (Contractor insert number of days.)** As negotiated with ordering agency and the contractor.11b. Expedited Delivery. As negotiated with ordering agency and the contractor.
 - a. Expedited Delivery. Items available for expedited delivery are noted in this price list:Negotiated at the task order level.
 - b. **Overnight and 2-day delivery:** Negotiated at the task order level.

- c. **Urgent Requirements:** Negotiated at the task order level.
9. **F.O.B. point(s):** Destination
 10. **Ordering address(es):** Same as Contractor Address
 11. **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.
 12. **Payment address(es):** Same as Contractor Address
 13. **Warranty provision:** Not applicable
 14. **Export packing charges, if applicable:** Not applicable
 15. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
 16. **Terms and conditions of installation (if applicable):** Not Applicable
 17. **Terms and conditions of repair parts indicating date of parts price lists and any.**
 - a. **discounts from list prices (if applicable):** Not Applicable
 18. **Terms and conditions for any other services (if applicable):** Not Applicable
 19. **List of service and distribution points (if applicable):** Not Applicable
 20. **List of participating dealers (if applicable):** Not Applicable
 21. **Preventive maintenance (if applicable):** Not Applicable
 22. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
 - a. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: Not Applicable.
 23. **Data Universal Number System (DUNS) number:** 013769638 **and CAGE:** 4B7G4
 24. **Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM:** System for Award Management (SAM) registration is active and valid.
 25. **IFF Statement:** 552.238-74 - Industrial Funding Fee and Sales Reporting - refer to contract for current version applicable to offer / award.

JOB DESCRIPTION AND EXPERIENCE

TITLE	DESCRIPTION	YEARS OF EXP	DEGREE REQUIRED
Administrative Assistant, Level 1	Has experience with MS Office tools. Functional Responsibilities: Performs a variety of administrative tasks	0-2	High School

	including providing front desk support, scheduling, reporting, and tracking information for the team. Prepares simple analysis of requested information or data. May be responsible for American Sign Language (ASL), transcription and records management.		
Administrative Assistant, Level 3	Has experience with MS Office tools. Functional Responsibilities: Performs a variety of administrative tasks including providing front desk support, scheduling, reporting, calendaring, travel management, and tracking information for the team. Prepares simple analysis of requested information or data. May be responsible for American Sign Language (ASL), transcription and records management.	3	High School
Administrative Assistant, Level 5	Has experience with MS Office tools. Functional Responsibilities: Performs a variety of administrative tasks including providing front desk support, scheduling, reporting, and tracking information for the team. Prepares simple analysis of requested information or data. Supports compiling analytical reports, development, and preparation of acquisition milestone documentation, acquisition planning, and development of specifications/ performance-based work statements. May be responsible for American Sign Language (ASL), transcription and records management.	5+	High School
Contract Administrator, Level 1	Experience in anecdotal and or data driven complex analysis. Expert level computer skills with advanced skills in programs such as excel, Deltek, salesforce, etc. Functional Responsibilities: Defines and analyzes problems, and develops plans and requirements in the subject matter area for moderately complex to complex systems. Performs analysis and studies, testing, and acceptance phases. Coordinates and may manage the preparation of analysis, evaluations, and recommendations for the proper implementation of programs and systems specifications. Provides highly technical and specialized guidance (including instruction)	5+	Bachelor

	<p>concerning solutions to complex business and information processing problems. Conducts independent analysis of large scale data. Leads data collection and assembly process to ensure accuracy in report out of data. Supports compiling analytical reports, development, and preparation of acquisition milestone documentation, acquisition planning, and development of specifications/ performance-based work statements.</p>		
<p>Contract Administrator, Level 3</p>	<p>Experience in anecdotal and or data driven complex analysis. Expert level computer skills with advanced skills in programs such as excel, deltek, salesforce, SAM.gov, etc.</p> <p>Functional Responsibilities: Defines and analyzes problems, and develops plans and requirements in the subject matter area for moderately complex to complex systems. Performs analysis and studies, testing, and acceptance phases. Coordinates and may manage the preparation of analysis, evaluations, and recommendations for the proper implementation of programs and systems specifications. Provides highly technical and specialized guidance (including instruction) concerning solutions to complex business and information processing problems. Conducts independent analysis of large scale data. Leads data collection and assembly process to ensure accuracy in report out of data. Supports senior team in compiling analytical reports for report out to senior management. Supports compiling analytical reports, development, and preparation of acquisition milestone documentation, acquisition planning, and development of specifications/ performance-based work statements.</p>	8	Bachelor
<p>Contract Administrator, Level 5</p>	<p>Experience in both anecdotal and data driven complex analysis. Expert level computer skills with advanced skills in programs such as excel, Deltek, salesforce, etc.</p> <p>Functional Responsibilities: Defines and analyzes problems and develops plans and requirements in the subject matter area for moderately complex to complex systems. Performs analysis and studies, testing, and acceptance phases. Coordinates and may manage the preparation of analysis,</p>	10	Bachelor

	<p>evaluations, and recommendations for the proper implementation of programs and systems specifications. Provides highly technical and specialized guidance (including instruction) concerning solutions to complex business and information processing problems. Conducts independent analysis of large scale data. Leads data collection and assembly process to ensure accuracy in report out of data. Supports senior team in compiling analytical reports for report out to senior management. Supports compiling analytical reports, development, and preparation of acquisition milestone documentation, acquisition planning, and development of specifications/ performance-based work statements.</p>		
HR Assistant (Clerk)	<p>Has experience with MS Office tools. Functional Responsibilities: Provides technical assistance to HR Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the human resources specialties. May accomplish work using an automated system. The HR Assistant/Clerk processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. The Associate may provide technical support in the execution of the merit placement/promotion program, in executing employee relations programs, in planning and developing educational courses.</p>	0-1	High School or GED
HR Assistant, Level 1	<p>Has experience with MS Office tools. Functional Responsibilities: Provides technical assistance to HR Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the human resources specialties. May accomplish work using an automated system. The HR Assistant processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. The Associate may provide technical support in the</p>	2	High School or GED

	<p>execution of the merit placement/promotion program, in executing employee relations programs, in planning and developing educational courses.</p>		
HR Assistant, Level 2	<p>Has experience with MS Office tools and various systems.</p> <p>Functional Responsibilities: Provides technical assistance to HR Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the human resources specialties. May accomplish work using an automated system. The HR Assistant processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. The Associate may provide technical support in the execution of the merit placement/promotion program, in executing employee relations programs, in planning and developing educational courses.</p>	3	High School or GED
HR Consultant	<p>Experience serving as a consultant, many of which maybe complex in nature.</p> <p>Functional Responsibilities: Defines and analyzes problems and develops plans and requirements in the subject matter area for moderately complex to complex systems. Performs analysis and studies, testing, and acceptance phases. Coordinates and may support the preparation of analysis, evaluations, and recommendations for the proper implementation of programs and systems specifications. Responsible for supporting in the development of key deliverables to the client. Provides technical guidance (including training) concerning solutions to complex HR and information processing problems. May supports compiling analytical reports, development, and preparation of acquisition milestone documentation, acquisition planning, and development of specifications/ performance-based work statements.</p>	5	Bachelor
HR Specialist	<p>Experience in broad aspects of</p>	5	Bachelor

<p>(Generalist)</p>	<p>Federal/DoD human resources programs. May hold various certifications. Has experience with various tools and systems.</p> <p>Functional Responsibilities: The Specialist may provide expertise and policy guidance in two or more of the following broad major functional areas: classification, pay/compensation, performance management, SES program management, hiring/staffing, labor relations, employee relations, and/or HR information systems. Work involves planning, executing, and coordinating projects (e.g., HRIS or new classification standards transition and implementation), resolving critical problems, or developing new concepts related to the development, improvement, and evaluation of substantive HR programs. May participate in broad studies and analyses for the assessment and resolution of substantive operating and/or policy issues. Participates in the design of new systems and processes. Perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee relations, employee development, coaching, mentoring, classification, etc.</p>		
<p>HR Specialist, Level 1</p>	<p>Experience in broad aspects of Federal/DoD human resources programs. May hold various certifications. Has experience with various tools and systems (eOPF FPPS, NFC, HRConnect, Monster, USAStaffing, etc.)</p> <p>Functional Responsibilities: The Specialist may provide expertise and policy guidance in two or more of the following broad major functional areas: classification, pay/compensation, performance management, SES program management, hiring/staffing, labor relations, employee relations, and/or HR information systems. Work involves planning, executing, and coordinating projects (e.g., HRIS or new classification standards transition and implementation), resolving critical problems, or developing new concepts related to the development, improvement and evaluation of substantive HR programs. May participate in broad studies and analyses for the assessment and</p>	<p>7</p>	<p>Bachelor</p>

	<p>resolution of substantive operating and/or policy issues. Participates in the design of new systems and processes. The Associate is prepared to perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee relations, employee development, classification, etc.</p> <p>Perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee relations, employee development, coaching, mentoring, classification, etc.</p>		
HR Specialist, Level 2	<p>Experience in broad aspects of Federal/DoD human resources programs. May hold various certifications. Has experience with various tools and systems (eOPF, FPPS, DPDS, NFC, HRConnect, Monster, USAStaffing, etc.)</p> <p>Functional Responsibilities: The Specialist may provide expertise and policy guidance in two or more of the following broad major functional areas: classification, pay/compensation, performance management, SES program management, hiring/staffing, labor relations, employee relations, and/or HR information systems. Work involves planning, executing and coordinating projects (e.g., HRIS or new classification standards transition and implementation), resolving critical problems, or developing new concepts related to the development, improvement and evaluation of substantive HR programs. May participate in broad studies and analyses for the assessment and resolution of substantive operating and/or policy issues. Participates in the design of new systems and processes. The Associate is prepared to perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee relations, employee development, classification, etc.</p> <p>Perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee relations, employee development, coaching, mentoring, classification, etc.</p>	8	Bachelor
Human Capital Expert, Level 1	<p>Experience serving as lead consultant, many of which are large and highly complex in nature (eOPF, FPPS,</p>	8	Bachelor

	<p>DPDS, NFC, HRConnect, Monster, USAStaffing, etc.)</p> <p>Functional Responsibilities: Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts. Performs analysis and studies, testing, and acceptance phases. Prepares reports, gives presentations to upper management, and formulates management policies relating to enterprise-wide business processes and their re-engineering, organizational change, strategic planning, and other key technical areas. Responsible for the development of key deliverables to the client. Provides technical direction to staff as needed. Provides highly technical and specialized guidance (including instruction) concerning solutions to complex business and information processing problems. May be experts across various industries (eOPF, FPPS, DPDS, NFC, HRConnect, Monster, USAStaffing, etc.). May be experts across various industries (i.e., HC, OCM, OD, DE&I, O/I, Technologist, Wellness, Nutrition, etc.).</p> <p>Aid in communication tasks, , focus groups, develop, and revises training courses, prepares training catalogs, facilitation, and other complex duties, like policy development, editing, road mapping, technical illustration, graphs, etc...</p>		
<p>Human Capital Expert, Level 2</p>	<p>Experience serving as lead consultant, many of which are large and highly complex in nature.</p> <p>Functional Responsibilities: Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts. Performs analysis and studies, testing, and acceptance phases. Prepares reports, gives presentations to upper management, and formulates management policies relating to enterprise-wide business processes and their re-engineering, organizational change, strategic planning, and other key technical areas. Responsible for the development of key deliverables to the client. Provides technical direction to staff as needed. Provides highly</p>	<p>10</p>	<p>Bachelor</p>

	<p>technical and specialized guidance (including instruction) concerning solutions to complex business and information processing problems. May be experts across various industries (i.e., HC, OCM, OD, DE&I, O/I, Technologist, Wellness, Nutrition, etc.).</p> <p>Aid in communication tasks, , focus groups, develop, and revises training courses, prepares training catalogs, facilitation, and other complex duties, like policy development, editing, road mapping, technical illustration, graphs, etc.</p>		
Personnel Clerk (Liaison)	Assists with the administration and day-to-day operations of personnel functions and duties, such as recruiting and staffing logistics, PAR, communications, employee records management, documentation processing, badging, and report preparation.	2	Associates
Program Manager, Level 1	<p>Experience performing management consulting or related work, including leading and directing consulting Federal/DoD projects, many of which were large and highly complex in nature. May hold various certifications. Has experience with various tools and systems.</p> <p>Functional Responsibilities: A business leader for contracted projects. Conceptualizes project goals and methodologies; plans and acquires necessary resources; assembles project team; facilitates effective communication within and across projects; ensures overall customer satisfaction; nurtures long-term client relationship; and identifies and plans for future projects. Responsible for project implementation.</p>	5	Bachelor and or PMP
Program Manager, Level 2	<p>Experience performing management consulting or related work, including leading and directing Federal/DoD consulting projects, many of which were large and highly complex in nature. May hold various certifications.</p> <p>Functional Responsibilities: A business leader for contracted projects. Conceptualizes project goals and methodologies; plans and acquires necessary resources; assembles project team; facilitates effective communication within and across projects; ensures overall customer</p>	7	Bachelor and or PMP

	satisfaction; nurtures long-term client relationship; and identifies and plans for future projects. Responsible for project implementation.		
Program Manager, Level 3	<p>Experience managing consulting services or related work, including at least five years' experience leading and directing Federal/DoD projects, many of which were large and highly complex in nature. May hold various certifications. Has experience with various tools and systems.</p> <p>Functional Responsibilities: A business leader for contracted projects. Conceptualizes project goals and methodologies; plans and acquires necessary resources; assembles project team; facilitates effective communication within and across projects; ensures overall customer satisfaction; nurtures long-term client relationship; and identifies and plans for future projects. Responsible for project implementation.</p>	9	Bachelor and or PMP
Project Manager, SME	<p>Experience performing management consulting service or related work, including at least five years; experience leading and directing Federal/DoD consulting projects. May hold various certifications. Has experience with various tools and systems.</p> <p>Functional Responsibilities: Provides competent leadership and responsible program direction through successful performance of a variety of detailed, diverse elements of project transitioning. Directs completion of tasks within estimated time frames and budget constraints. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and as Government management personnel including but not limited to the Contracting Officer's Technical Representative. Reports in writing and orally to contractor management and Government representatives. Reviews / resolves work discrepancies to ensure compliance with contract requirements. Perform executive coaching, mentoring and professional development.</p>	12	Bachelor
Sr. HR Specialist, Level 1	Experience in broad aspects of Federal/DoD human resources programs. May hold various	5	Bachelor

	<p>certifications. Has experience with various tools and systems (eOPF, FPPS, DPDS, NFC, HRConnect, Monster, USAStaffing, EmpowHR, FEGLI, EPIC, WebTA, etc.)</p> <p>Functional Responsibilities: The Specialist may provide expertise and policy guidance in two or more of the following broad major functional areas: classification, pay/compensation, performance management, SES program management, hiring/staffing, labor relations, employee relations, and/or HR information systems. Work involves planning, executing, and coordinating projects (e.g., HRIS or new classification standards transition and implementation), resolving critical problems, or developing new concepts related to the development, improvement and evaluation of substantive HR programs. May participate in broad studies and analyses for the assessment and resolution of substantive operating and/or policy issues. Participates in the design of new systems and processes. The Associate is prepared to perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee relations, employee development, classification, etc.</p>		
<p>Sr. HR Specialist, Level 2</p>	<p>Experience in broad aspects of Federal/DoD human resources programs. May hold various certifications. Has experience with various tools and systems (eOPF, FPPS, DPDS, NFC, HRConnect, Monster, USAStaffing, EmpowHR, FEGLI, EPIC, WebTA, etc.) .</p> <p>Functional Responsibilities: The Sr. HR Specialist may provide expertise and policy guidance in two or more of the following broad major functional areas: classification, pay/compensation, performance management, SES program management, hiring/staffing, labor relations, employee relations, and/or HR information systems. Work involves planning, executing, and coordinating projects (e.g., HRIS or new classification standards transition and implementation), resolving critical problems, or developing new concepts related to the development, improvement, and evaluation of</p>	<p>8</p>	<p>Bachelor</p>

	<p>substantive HR programs. May participate in broad studies and analyses for the assessment and resolution of substantive operating and/or policy issues. Participates in the design of new systems and processes. The Sr Specialist is prepared to perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee relations, employee development, classification, etc.</p>		
<p>Subject Matter Expert, Level 1</p>	<p>Experience successfully performing broad aspects of Federal/DoD human resources programs, including strategic planning. May hold various certifications. Has experience with various tools and systems.</p> <p>Functional Responsibilities: The SME provides expertise support in a variety of areas and typically has performed or supervised the work. The SME has a broad background in the major functional areas of Federal/DoD programs, such as Technologist, Culture and Climate, EL/R, DE&I, EEO, Arbitration and Mediation, Learning and Development, OCM, Communications, Analytics, Succession Planning, Workforce Planning, Compensation, Position Management, Classification and Recruitment and Staffing and is able to provide specialty support in one or more areas.</p> <p>The SME defines and analyzes problems, and develops plans and requirements in the subject matter area for moderately complex to complex systems as well as performs analysis and studies. The SME is able to do program planning and evaluation, manage operations, function as a SME with no technical supervision required, and advise managers and HR staff on OPM, DOL and related regulations, policies, and procedures to follow to complete personnel actions.</p>	7	Masters and or Certification
<p>Subject Matter Expert, Level 2</p>	<p>Performing broad aspects of Federal/DoD programs, such as Technologist, strategic planning. May hold various certifications. Has experience with various tools and systems.</p> <p>Functional Responsibilities: The SME provides expertise support in a variety of areas and typically has performed or supervised the work. The SME has a</p>	10	Bachelor

	<p>broad background in the major functional areas of Federal/DoD human resources, such as Culture and Climate, EL/R, DE&I, EEO, Arbitration and Mediation, Learning and Development, OCM, Communications, Analytics, Succession Planning, Workforce Planning, Compensation, Position Management, Classification and Recruitment and Staffing and is able to provide specialty support in one or more areas. The SME defines and analyzes problems and develops plans and requirements in the subject matter area for moderately complex to complex systems as well as performs analysis and studies. The SME is able to do program planning and evaluation, manage operations, function as a SME with no technical supervision required, and advise managers and HR staff on OPM, DOL and related regulations, policies, and procedures to follow to complete personnel actions.</p> <p>May be experts across various industries (i.e., HC, OCM, OD, DE&I, Technologist, Wellness, Nutrition, etc.).</p>		
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CLIN	DESCRIPTION	YEARS OF EXP	DEGREE REQUIRED
ProgramManager	<p>Responsible for the performance of a relatively significant program or multiple smaller programs in accordance with contract requirements and company policies, procedures, and guidelines. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Program area typically represents more than three functional areas such as engineering, systems analysis, quality control and administration. Responsible for acquiring follow-on business associated with assigned programs and for supporting new business development by leading proposals</p>	8	Bachelor's Degree or equivalent or additional years of experience and/or technical certification (PMP)
Project Manager	<p>Responsible for the performance of relatively small technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures, and guidelines. Directs and supervises all support resources for the performance of project assignments and activities. Manages the technical direction of a project through the design, implementation, and testing in accordance with project objectives. Responsible for acquiring follow-on business associated</p>	6	Bachelor's Degree or equivalent or additional years of experience and/or technical certification

	with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposals.		
Subject Matter Expert (SME)	Manages extensive technical evaluations of major information security networks, architectural engineer, prepares evaluation reports, presents recommendations. Conducts trade off analyses of products for clients to determine optimal informant security solutions. Provides consulting services on a wide variety of information assurance topics. Prepares remedial options and supervise correction of information security shortfalls. May include application programming, development, testing, requirements, design and configuration. Works independently in expert role at customer site	7	Bachelor's degree in Computer Science or a related field or additional years of experience and technical certification
Sr. Security Analyst	Manages the company's firewalls and intrusion detection systems. Develops, tests, and operates firewalls, intrusion detection systems, enterprise anti-virus systems and software deployment tools. Responsibilities include various technology transactions such as Digitization, Transformation, Requirement Gathering, Workflow, Storage and Retrieval. Safeguards the network against unauthorized infiltration, modification, destruction, or disclosure. May research, evaluate, test, recommends communicate and implement new security software or devices. Implements, enforces, communicates, and develops security policies or plans for data, software applications, hardware, and telecommunications. Provides information to management regarding the negative impact caused by theft, destruction, alteration, or denial of access to information. Provides recommendations on information assurance engineering standards, implementation dependencies, and changing information assurance related technologies. Manages the company's firewalls and intrusion detection systems. Develops, tests, and operates firewalls,	5	Bachelor's degree in Computer Science or a related field or additional years of experience and technical certification

CLIN	DESCRIPTION	YEARS OF EXP	DEGREE REQUIRED
	<p>intrusion detection systems, enterprise anti-virus systems and software deployment tools. Safeguards thenetwork against unauthorized infiltration, modification,destruction, or disclosure. Researches, evaluates, tests, recommends communicate and implement new securitysoftware or devices. Implements, enforces, communicates, and develops security policies or plans for data, software applications, hardware, and telecommunications. Provides information to management on the negative impact caused by theft, destruction, alteration, or denial of access to information. Provides recommendations on informationassurance engineering standards, implementation dependencies, and changing information assurance related technologies. May supervise lower-level staff. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives.</p>		
<p>SecurityAnalyst</p>	<p>Knowledge and experience with information network security equipment. Understanding of information network threats such as computer viruses. Responsibilities include various technology transactions such as Digitization, Transformation, Requirement Gathering, Workflow, Storage and Retrieval. Tests and operates firewalls, intrusion detection systems, enterprise anti-virus systems and software deploymenttools. Safeguards the network against unauthorized infiltration, modification, destruction, or disclosure. May research, evaluate, test, recommends communicateand implement new security software or devices. Implements, enforces, communicates, and develops security policies or plans for data, software applications, hardware, and telecommunications. Provides information to management regarding the negative impact caused by theft, destruction, alteration, or denial of access to information. Provides recommendations on information assurance engineeringstandards, implementation dependencies, and changing information assurance related technologies.</p> <p>Provides customer or technical support by collecting trouble tickets, analyzing issues, carrying out solutions, escalating issues, and tracking to completion. Experienced with supporting IT desktop infrastructure and minor</p>	<p>2</p>	<p>Bachelor’s degree in Computer Science or a related field or additional years of experience and technical certification</p>

	<p>server related issues. Responsible for collecting Desktop inventory, decommissioning unused assets, setting up, configuring, imaging, and deploying PCs, laptops, printers, and other desktop IT assets, performing data transfers, recovery, and setup, assisting end users, and managing user accounts. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives..</p>		
Jr. Security Analyst	<p>Knowledge of information system administration and information network software/hardware including firewalls and intrusion detection systems. Basic familiarity with information security procedures. Responsibilities include various technology transactions such as Digitization, Transformation, Requirement Gathering, Workflow, Storage and Retrieval. Safeguards network against unauthorized infiltration, modification, destruction, or disclosure. May research, evaluate, test, recommends communicate and implement new security software or devices. Implements, enforces, communicates, and develops security policies or plans for data, software applications, hardware, and telecommunications. Provides information to management regarding the negative impact caused by theft, destruction, alteration. or denial of access to information.</p> <p>Provides customer or technical support by collecting trouble tickets, analyzing issues, carrying out solutions, escalating issues, and tracking to completion. Experienced with supporting IT desktop infrastructure and minor server related issues. Responsible for collecting Desktop inventory, decommissioning unused assets, setting up, configuring, imaging, and deploying PCs, laptops, printers, and other desktop IT assets, performing data transfers, recovery, and setup, assisting end users, and managing user accounts.</p>	1	Bachelor’s degree in Computer Science or a related field or additional years of experience and technical certification
Principal Security Engineer	<p>Defines, plans, designs, and evaluates information security systems. Assesses architecture and current hardware limitations, defines and designs system specifications, input/output processes and working parameters for hardware/software compatibility. Performs a variety of complex tasks associated with information security ranging from the design of security components to complex architectures. Supervises the work of other engineers performing a variety of information security</p>	7	Bachelor’s degree in Computer Science or a related field or additional years of experience and technical certification

	<p>tasks. Capable of independent program supervision.</p> <p>May also be responsible for Data Analyst/Architecture/Scientist and Business Intelligence duties having experience with Power BI, Tableau, MS OLAP, Hyperion, Cognos, and other related tools. Implementation and Development of SQL, SSIS, SSAS, SSRS, etc.</p>		
Sr. IT Security Engineer	<p>Experience should include independent assessment/overview of the implementation of the policy and procedures associated with the enterprise system software, security on Windows and UNIX/Linux servers, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Experience in developing and implementing policies, standards and guidelines covering data security, disaster recovery, continuity of operations, and contingency planning.</p> <p>May also be responsible for Data Analyst/Architecture/Scientist and Business Intelligence duties having experience with Power BI, Tableau, MS OLAP, Hyperion, Cognos, and other related tools. Implementation and Development of SQL, SSIS, SSAS, SSRS, etc.</p>	5	Bachelor's degree in Computer Science or a related field or additional years of experience and technical certification
IT Security Engineer	<p>Experience should include performing research on system vulnerabilities, assisting developers in the design of secure applications, conducting system penetration studies, acquiring, and implementing computer security incident response tools, monitoring networks to detect intrusions, briefing management and security personnel on the incidents, and using automated tools to perform network monitoring, intrusion detection, and reaction to incidents. Experience should also include security hardware/software integration as well as a strong background in network security design or development.</p> <p>May also be responsible for Data Analyst/Architecture/Scientist and Business Intelligence duties having experience with Power BI, Tableau, MS OLAP, Hyperion, Cognos, and other related tools. Implementation and Development of SQL, SSIS, SSAS, SSRS, etc.</p>	3	Bachelor's degree in Computer Science or a related field or High School Diploma/GED and technical training in information systems security, additional years of experience and/or technical certification



Jr. Security Engineer	<p>General experience with network operations and security. Able to read and interpret logs from anti-virus software, intrusion detection software, and server operating system logs, Responsibilities include various technology transactions such as Digitization, Transformation, Requirement Gathering, Workflow, Storage and Retrieval.</p>	<p>1</p>	<p>Bachelor's degree in Computer Science or a related field or High School Diploma/GED and technical training in information systems security, additional years of experience and/or technical certification</p>
Principal Computer Forensics Analyst	<p>Provides knowledge in Computer and network vulnerability testing/penetration techniques; Tool development for computer and network forensics and vulnerability testing. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities, data hiding and encryption. Develop tools, techniques, training and countermeasures for computer and network vulnerabilities, data hiding and encryption. Deter, identify, monitor, and investigate computer and network intrusions. Provides expert knowledge in computer and network forensics. Conducts vulnerability assessments. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer and network vulnerabilities. Identify, deter, monitor, and investigate computer and network intrusions. Perform system design activities using various tools (i.e., SharePoint, Trello, Salesforce, Tableau, etc.).</p>	<p>7</p>	<p>Requires Bachelor's degree and/or seven to nine years of related experience with a minimum of four years' experience in one or more of the following: computer network penetration testing and techniques; computer evidence seizure, computer forensic analysis, and data recovery; computer intrusion analysis and incident response, intrusion detection; computer network surveillance/monitoring; network protocols, network devices, multiple operating systems, and secure architectures. Ability to obtain a security clearance</p>
Sr. Computer Forensics Analyst	<p>Provides computer forensic and intrusion support to high technology investigations in the form of computer evidence seizure, computer forensic analysis, data recovery, and network assessments. Conducts vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer network vulnerabilities, data hiding and network security and encryption. Assists in deterring, identifying, monitoring, investigating, and analyzing computer network intrusions. Perform system design activities using various tools (i.e., SharePoint, Trello, Salesforce, Tableau, etc.).</p>	<p>5</p>	<p>Requires Bachelor's degree or equivalent and/or five to seven years of related experience with a minimum of six months experience in one or more of the following: computer network penetration testing and techniques; computer evidence seizure, computer forensic analysis, and data recovery; computer intrusion analysis and incident response, intrusion detection; computer network surveillance/monitoring; network protocols, network devices, multiple operating systems, and secure architectures. Ability to obtain a security clearance</p>

Computer Forensics Analyst	Assists in providing computer forensic and intrusion support to high technology investigations in the form of computer evidence seizure, computer forensic analysis, data recovery, and network assessments. Assists in conduct vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer network vulnerabilities, data hiding and network security and encryption. Assists in deterring, identifying, monitoring, investigating, and analyzing computer network intrusions.	2	Bachelor's degree or equivalent and/or two to four years of related experience with a minimum of six months experience in one or more of the following: computer network penetration testing/techniques; computer evidence seizure, computer forensic analysis, data recovery; computer intrusion analysis/incident response, intrusion detection; computer network surveillance/monitoring; network protocols, network devices, multiple operating systems, and secure architectures. Ability to obtain a security clearance.
Jr. Computer Forensics Analyst	Assists in providing computer forensic and intrusion support to high technology investigations in the form of computer evidence seizure, computer forensic analysis, data recovery, and network assessments. Assists in conduct vulnerability assessments/penetration tests of information systems. Researches and maintains proficiency in tools, techniques, countermeasures, and trends in computer network vulnerabilities, data hiding and network security and encryption. Assists in deterring, identifying, monitoring, investigating, and analyzing computer network intrusions	1	Bachelor's degree in Computer Science or a related field or High School Diploma/GED and technical training or six months experience in one or more of the following: computer network penetration testing/techniques; computer evidence seizure, computer forensic analysis, data recovery; computer intrusion analysis/incident response, intrusion detection; computer network surveillance/monitoring; network protocols, network devices, multiple operating systems, and secure architectures. Ability to obtain a security clearance
Technical Writer/QA	Researches, writes, edits, and proofreads technical data for use in documents or sections of documents such as manuals, procedures, and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations or equivalent. Conducts formal and informal reviews project life cycles. May direct or indirectly manage staff. May design and layout of graphical user interfaces.	2	Bachelor's degree in Computer Science or a related field or additional years of experience and technical certification