



# GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS 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: [GSAAvantage.gov](http://GSAAvantage.gov).

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Multiple Award Schedule (MAS)

FSC Large and Subgroup:

**Human Capital | Human Resources**

FSC Class(es)/ Product Code(s): DA01, R799

**Contract Number: 47QREA19D0015**  
**Solicitation# 47QSMD20R0001 Refresh #21**

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

**Contract Period: September 23, 2024, through September 22, 2029**

**Contractor:**

The LDM GROUP, LLC | 10905 Fort Washington Road, Suite 410, Ft Washington, MD 20744

**Business Size:** 8(a) ED/WOSB, Small Disadvantaged Business (SDB)

**Facility Level:** Secret

**Telephone:** 800-871-0661 x801

**Web Site:** [www.ldm-grp.com](http://www.ldm-grp.com)

**E-mail:** [Lmorrow@ldm-grp.com](mailto:Lmorrow@ldm-grp.com)

**Contract Administration:** Lisa Morrow



## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):**

SIN 541612HC Agency Human Capital Strategy, Policy, and Operations.

**OLM Order Level Materials:**

**1b. N/A**

**1c. See Appendix**

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

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (delivery Area): V - 48 States, DC; Puerto Rico**

**5. Point(s) of production (city, county, and state or foreign country): N/A**

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

**7. Quantity discounts:**

1.0% to 1.5% discount based on Orders from single customer for Orders at or exceeding \$250K to \$500K p/a. 2.0% discount based on Orders from single customer at or exceeding \$1.0M p/a

**8. Prompt payment terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

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

**10a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**10b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

**10c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

**10d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

**11. F.O.B Points(s):** Destination

**12a. Ordering Address(es):** Same as Contractor

**12b. Ordering procedures:** For supplies and services, the ordering procedures, see Federal Acquisition Regulation FAR 8.405-3.

**13. Payment address(es):** Same as company address

**14. Warranty provision.:** N/A

- 15. Export Packing Charges (if applicable):** N/A
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** N/A
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A
- 22b. If applicable, indicate that Section 508 compliance information is available on Information and Communication Technology (CIT) supplies and services and show where full details can be found (e.g., contactor's website or other location.) The CIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/). [www.ldm-grp.com](http://www.ldm-grp.com)
- 23. UEI number:** NTBDABRY2NN7
- 24. Notification regarding registration in System for Award Management (SAM) database:** Registered

## Pricing:

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

Labor Category	Contractor or Customer Facility or Both	Year 6		Year 7		Year 8		Year 9		Year 10	
		GSA PRICE excluding IFF 9/2024-8/2025	GSA PRICE including IFF 9/2024-8/2025	GSA PRICE excluding IFF 9/2025-8/2026	GSA PRICE including IFF 9/2025-8/2026	GSA PRICE excluding IFF 9/2026-8/2027	GSA PRICE including IFF 9/2026-8/2027	GSA PRICE excluding IFF 9/2027-8/2028	GSA PRICE including IFF 9/2027-8/2028	GSA PRICE excluding IFF 9/2028-8/2029	GSA PRICE including IFF 9/2028-8/2029
Administrative Assistant, Level 1	Both	\$47.78	\$48.14	\$49.21	\$49.58	\$50.69	\$51.07	\$52.21	\$52.60	\$53.78	\$54.19
Administrative Assistant, Level 3	Both	\$66.39	\$66.89	\$68.38	\$68.90	\$70.43	\$70.96	\$72.54	\$73.09	\$74.72	\$75.28
Administrative Assistant, Level 5	Both	\$75.35	\$75.92	\$77.61	\$78.20	\$79.94	\$80.54	\$82.34	\$82.96	\$84.81	\$85.45
Contract Administrator	Both	\$106.57	\$107.38	\$109.77	\$110.60	\$113.06	\$113.91	\$116.45	\$117.33	\$119.94	\$120.85
HR Assistant (Clerk)	Both	\$42.43	\$42.75	\$43.70	\$44.03	\$45.01	\$45.35	\$46.36	\$46.71	\$47.75	\$48.11
HR Assistant, Level 1	Both	\$42.62	\$42.94	\$43.90	\$44.23	\$45.22	\$45.56	\$46.58	\$46.93	\$47.98	\$48.34
HR Assistant, Level 2	Both	\$46.55	\$46.90	\$47.95	\$48.31	\$49.39	\$49.76	\$50.87	\$51.25	\$52.40	\$52.80
HR Consultant (Generalist)	Both	\$49.22	\$49.59	\$50.70	\$51.08	\$52.22	\$52.61	\$53.79	\$54.20	\$55.40	\$55.82
HR Specialist (Analyst)	Both	\$59.74	\$60.19	\$61.53	\$61.99	\$63.38	\$63.86	\$65.28	\$65.77	\$67.24	\$67.75
HR Specialist, Level 1	Both	\$71.71	\$72.25	\$73.86	\$74.42	\$76.08	\$76.65	\$78.36	\$78.95	\$80.71	\$81.32
HR Specialist, Level 2	Both	\$91.51	\$92.20	\$94.26	\$94.97	\$97.09	\$97.82	\$100.00	\$100.76	\$103.00	\$103.78
Human Capital Expert 1	Both	\$148.41	\$149.53	\$152.86	\$154.02	\$157.45	\$158.64	\$162.17	\$163.40	\$167.04	\$168.30
Human Capital Expert 2	Both	\$157.96	\$159.15	\$162.70	\$163.93	\$167.58	\$168.85	\$172.61	\$173.91	\$177.79	\$179.13
Personnel Clerk	Both	\$33.38	\$33.63	\$34.38	\$34.64	\$35.41	\$35.68	\$36.47	\$36.75	\$37.56	\$37.84
Program Manager	Both	\$208.02	\$209.59	\$214.26	\$215.88	\$220.69	\$222.36	\$227.31	\$229.03	\$234.13	\$235.90
Project Manager	Both	\$157.96	\$159.15	\$162.70	\$163.93	\$167.58	\$168.85	\$172.61	\$173.91	\$177.79	\$179.13
Sr. HR Specialist, Level 1	Both	\$118.36	\$119.25	\$121.91	\$122.83	\$125.57	\$126.52	\$129.34	\$130.32	\$133.22	\$134.23
Sr. HR Specialist, Level 2	Both	\$130.36	\$131.35	\$134.27	\$135.28	\$138.30	\$139.35	\$142.45	\$143.53	\$146.72	\$147.83
Subject Matter Expert 1	Both	\$208.02	\$209.59	\$214.26	\$215.88	\$220.69	\$222.36	\$227.31	\$229.03	\$234.13	\$235.90
Subject Matter Expert 2	Both	\$222.23	\$223.91	\$228.90	\$230.63	\$235.77	\$237.55	\$242.84	\$244.68	\$250.13	\$252.02

CLIN	MINIMUM EDUCATION/ CERTIFICATION LEVEL	DESCRIPTION
<b>Administrative Assistant, Level 1</b>	High School	<p>Minimum/General Experience: High School Degree and 1 year of experience.Has experience with MS Office tools.</p> <p>Functional Responsibilities: Performs a variety of administrative tasks including providing front desk support, scheduling, reporting, and tracking information for theteam. Prepares simple analysis of requested information or data. Conduct surveys and respond to questions.</p>
<b>Administrative Assistant, Level 3</b>	High School	<p>Minimum/General Experience: High School Degree and 3 years of experience.Has experience with MS Office tools.</p> <p>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. Conduct surveys and respond to questions.</p>
<b>Administrative Assistant, Level 5</b>	High School	<p>Minimum/General Experience: High School Degree and 5 years of experience. Has experience with MS Office tools.</p> <p>Functional Responsibilities: Performs a variety of administrative tasks including providing front desk support, scheduling, reporting, and tracking information for theteam. Prepares simple analysis of requested information or data.</p>
<b>Contract Administrator</b>	<b>Bachelor</b>	<p>Minimum/General Experience: Bachelor's degree and 5 years of experience in both anecdotal and data driven complex analysis. May require certification (DAWIA). Expert level computer skills with advanced skills in programs such as excel, salesforce, Pride, 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. Manage the procurement and contracting processes. Prepare and review bid packages for compliance with federal regulations, maintain contract files, and serve as contract analyst representatives when designated. Conduct market research, develop acquisition packages, and assist in the creation of procurement documentation. Provide acquisition and program management support to an agency in solicitation and award . Prepared monthly funding status reports with analysis and recommendations. Prepare and issue solicitations to vendors via GSA, NAIS, SEWP, or online RFQ's.</p>
<b>HR Assistant (Clerk)</b>	<b>High School</b>	<p>Minimum/Basic Experience: High School Diploma or GED and minimum 1 year of related experience. Has experience with MS Office tools.</p> <p>Functional Responsibilities: Provides assistance to specialists, managers, supervisors, and technicians of the serviced organizationfor a wide range of human resources matters. Performs work in one or more of the human resources and clerical duties. May accomplish work using an automated system. The HRAssistant/Clerk processes a wide range of transactions related to recruitment and placement, classification, employee relations, human resource development, personnel artifacts, and/or incentive awards. The Clerk may provide administrative support in the collection of material to support various programs, reproduction, scheduling, drafting documents, filing, calendaring, and/or data entry.</p>

HR Assistant, Level 1	High School	<p>Minimum/Basic Experience: High School Diploma or GED and minimum 3 years of related experience. Has experience with MS Office tools.</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 one or more of the human resources duties. May accomplish work using an automated system. The HR Assistant/Clerk processes a wide range of transactions related to recruitment and placement, classification, employee relations, human resource development, personnel artifacts, and/or incentive awards. The Clerk may provide administrative support in the collection of material to support various programs, reproduction, scheduling, drafting documents, filing, calendaring, and/or data entry.</p>
HR Assistant, Level 2	High School	<p>Minimum/General Experience: High School Diploma or Associate degree and minimum 5 years of related experience. Has experience with MS Office tools.</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 one or more of the human resources specialties. May accomplish work using an automated system. The HR Assistant processes a wide range of transactions related to onboarding, benefits, recruitment and staffing, classification, employee relations, human resource development, personnel actions, and/or incentive awards. The Assistant may provide support in the execution of the merit placement/promotion program, in processing 50s and 52s, in executing employee relations programs, in assisting and gathering educational courses material.</p>
HR Consultant (Generalist)	Bachelor	<p>Minimum/General Experience: Bachelor's degree minimum of 5+ years' experience. Including experience serving as a HR advisor, many of which may be complex in nature. Is skillful with MS Office tools and various HR systems.</p> <p>Functional Responsibilities: Defines and analyzes problems and develops plans and requirements in moderately complex systems. Performs investigation and research, challenging, 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. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent. Provides expert analyst support and accounts for configuration management issues associated with maintaining and controlling all HR disciplines and change management within the HR activity, documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR configuration items.</p> <p>Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.</p>
HR Specialist (Analyst)	Bachelor	<p>Functional Responsibilities: The Generalist may provide proficiency and policy guidance in one or more of the following broad major functional areas: draft/revising SOPs, data analytics, classification reviews, research, and tracking programs. May assist with hiring/staffing, labor relations, employee relations, and/or data enter within systems. Work involves assisting with planning, executing, and coordinating projects (e.g., HRIS, classification standards, transition, and implementation), resolving critical issues, or developing new concepts related to the development, improvement, and evaluation of substantive HR programs. May participate in broad studies and analysis for the assessment and resolution of substantive operating and/or policy issues. The Generalist 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>Support documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR</p>

		configuration items. Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and policy/procedures, employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.
HR Specialist, Level 1	Bachelor	<p>Minimum/General Experience: Bachelor's Degree and minimum of 4 years of experience in broad aspects of Federal/DoD human resources programs. May hold various certifications. Is skillful with MS Office tools and various HR systems.</p> <p>Functional Responsibilities: The Specialist may provide expertise and policy guidance in two or more of the following broad major functional areas: benefits, pay/compensation, Investigates problems, including disciplinary actions and performance management, SES program management and recruiting, hiring/staffing, labor relations, employee relations, workforce development, compensation, worker compensation, workforce planning, training, total rewards, telework, HRIS, succession planning, workforce change, and/or wellness programs.</p> <p>Work involves planning, executing, and coordinating moderate to highly complex tasks, 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 strategy of new programs and processes. The Specialist is prepared to perform work in a functioning HR environment in a variety of practical areas within the HR activity, documentation, Laws and Regulations changes, and HR configuration management. Responsible for maintaining HR configuration items. Works closely with the Executives, Program Manager and HR Configuration Control Board in defining and implementing procedures for releasing new HR policies in planning, recruitment and internal placement, position classification, personnel actions, and employee relations throughout the entire life cycle. Provides change management and product configuration management guidance.</p>
HR Specialist, Level 2	Bachelor	<p>Minimum/General Experience: Bachelor's Degree and minimum of 6 years of experience in broad aspects of Federal/DoD human resources programs. May hold various certifications. Is skillful with MS Office tools and various HR systems.</p> <p>Functional Responsibilities: The Specialist may provide expertise and policy guidance in two or more of the following broad major functional areas: benefits, pay/compensation, Investigates problems, including disciplinary actions and performance management, SES program management and recruiting, hiring/staffing, labor relations, employee relations, workforce development, compensation, worker compensation, workforce planning, training, total rewards, telework, HRIS, succession planning, workforce change, and/or wellness programs.</p> <p>Work involves planning, executing, and coordinating moderate to highly complex tasks, 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 strategy of new programs and processes. The Specialist is prepared to perform work in a functioning HR environment in a variety of practical areas.</p>
Sr. HR Specialist, Level 1	Bachelor	<p>Minimum/General Experience: Bachelor's Degree and 8 years of experience in broad aspects of 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. The Associate is prepared to perform work in an operational HR environment in a variety of functional areas including staffing, recruitment, employee and labor relations, employee development, classification, etc. Perform classification technical support work for routine positions such as FLSA validation. Completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of</p>



		<p>their duties. Perform employee and labor relations and EEO technical support work through the establishment, and retrieval of employee relations case files and materials, informal case interviews, update case tracking logs, and/or perform routine research to support. May provide mediation and dispute resolution.</p>
<b>Sr. HR Specialist, Level 2</b>	<b>Bachelor</b>	<p>Minimum/General Experience: 10 years of experience in broad aspects of Federal/DoD human resources programs. May hold various certifications. Has experience with various tools and systems.</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 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 and labor relations, employee development, classification, etc. Perform classification technical support work for routine positions such as FLSA validation. Completes OF-8s and other documentary evidence, maintains classification files and assists consultants in the performance of their duties. Perform employee and labor relations and EEO technical support work through the establishment, and retrieval of employee relations case files and materials, informal case interviews, update case tracking logs, and/or perform routine research to support. May provide mediation and dispute resolution.</p>
<b>Human Capital Expert, Level 1</b>	<b>Bachelor</b>	<p>Minimum/General Experience: Bachelor's degree with minimum of 7 years of experience. Including experience serving as project lead, many of which are large and highly complex in nature. May hold various certifications. Is skillful with MS Office tools and various HR systems.</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, communications, design, road mapping, 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.</p> <p>May require expertise across various disciplines (i.e., HC, OCM, OD, Communication, DEI, Technologist, Wellness, Nutrition, Program Design, Compensation, Disparity, Workforce Planning, Succession, O/I, etc.).</p>
<b>Human Capital Expert, Level 2</b>	<b>Bachelor</b>	<p>Minimum/General Experience: Bachelor's degree with a minimum of 10 years of experience. Including experience serving as SME project lead, 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, communications, design, road mapping, 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.</p> <p>May require expertise across various disciplines (i.e., HC, OCM, OD, Communication, DEI, Technologist, Wellness, Nutrition, Program Design, Compensation, Disparity, Workforce Planning, Succession, O/I, etc.).</p>

<b>Personnel Clerk (Liaison)</b>	<b>Associates</b>	<p>Minimum/General Experience: An Associate's or bachelor's degree and at least 2 years liaison of experience in areas such supporting staffing, classification, HR records management or employee benefits, in addition to working knowledge of MS Office tools and document preparation. 4 years of related or similar experience in the public or private sector may be substituted for the degree.</p> <p>Functional Responsibilities. Provides technical assistance and/or support to HR or other administrative professionals in one or more functional areas (e.g., HR planning, recruitment/staffing, position classification, employee relations, outplacement, HR reviews, PAR, Filing, Coding, Reproduction, Correspondence, etc.). For example: In the recruitment and staffing area may provide intake support such as logging requests for recruitment action searching files for existing relevant materials, scheduling/calendaring, developing announcements, rating, and ranking applications, preparing certificates etc. for routine occupations and positions, preparing/updating SF50, SF52 and other related documents. May assist in other duties in the review of OPFs, development and review of eOPFs and in processing personnel actions.</p>
<b>Project Manager</b>	<b>Bachelor</b>	<p>Minimum/General Experience: 10 years' experience successfully 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.</p> <p>May performs a variety of senior level management functions in support of multiple projects related to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Makes recommendations to the government CO/COR and Program Manager of resolution of differing viewpoints and inputs to critical decisions. Establishes processes and procedures to facilitate the program management and task accomplishment. Defines the standards for quality and timeliness and assesses results in terms of schedule, cost, and risk involved. Develops programs based upon a comprehensive analysis of the requirements. Ensures that all personnel assigned to a task meet government qualification standards and receive necessary training. Reviews deliverables and invoices. Prepare weekly and monthly reporting. Manage staffing plans and supervise project team(s).</p>
<b>Program Manager</b>	<b>Bachelor</b>	<p>Minimum/General Experience: Minimum of 12 years' experience successfully performing project management that of 1 or more programs, including experience 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 management planning. Performs a variety of senior level management functions in support of multiple projects. Functional duties primarily are to plan, direct, organize, control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Makes recommendations to the government CO/COR and Program Manager of resolution of differing viewpoints and inputs to critical decisions.</p> <p>Establishes processes and procedures to facilitate the program management and task accomplishment. Defines the standards for quality control and timeliness and assessing results in terms of schedule, cost, and risk involved. Develops project management plan based upon a comprehensive analysis of the requirements. Ensures project personnel assigned to a task meet government qualification standards, security clearance requirement, and complete necessary training. Reviews project deliverables and tracking reports. Prepare weekly and monthly reporting. Manage staffing plans and supervise project team(s). May performs a variety of senior level management functions in support of multiple projects related to plan, direct, organize,</p>

		control, and coordinate technical efforts, contractor manpower and project team activities. Includes areas of administration, program control, and technical supervision. Establishes processes and procedures to facilitate the program management and task accomplishment. Defines the standards for quality and timeliness and assesses results in terms of schedule, cost, and risk involved. Develops programs based upon a comprehensive analysis of the requirements.
<b>Subject Matter Expert, Level 1</b>	<b>Bachelor</b>	<p>Minimum/General Experience: May hold an advanced degree/training with 8 or more years of experience successfully performing broad aspects of 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 such as Culture and Climate, EL/R, DEIA, O/I, CMMI, EEO, Arbitration and Mediation, Training, Organizational Design and Change Management, Focus Groups, Communications, Analytics and Analysis, 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. May require expertise across various disciplines (i.e., HC, OCM, OD, Communication, O/I Psychology, Technologist, Wellness, Nutrition, Program Design, etc.).</p>
<b>Subject Matter Expert, Level 2</b>	<b>Bachelor</b>	<p>Minimum/General Experience: May hold an advanced degree/training with 10 or more years of experience successfully performing broad aspects of 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 such as Culture and Climate, EL/R, DEIA, O/I, CMMI, EEO, Arbitration and Mediation, Training, Organizational Design and Change Management, Focus Groups, Communications, Analytics and Analysis, 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. May require expertise across various disciplines (i.e., HC, OCM, OD, Communication, O/I Psychology, Technologist, Wellness, Nutrition, Program Design, etc.).</p>