



## General Services Administration

Federal Acquisition Service Authorized Federal Supply Schedule FSS Price List

*On-line access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA Advantage!®. The website addresses GSA Advantage!® is: <https://www.GSAAdvantage.gov>*

### Multiple Award Schedule (MAS)

**Contract No. 47QSMA19D08PL**

**Contract Period: 03/27/19 – 03/26/24**

Large Category	Subcategory	PSC
Office Management	Records Management	R616
Office Management	Document Services / Office Services	R799
Miscellaneous	Complimentary SIN	0000

### Deloitte Financial Advisory Services LLP

1919 N. Lynn Street

Arlington, VA 22209

Telephone: (703) 251-1143

Fax: (703) 842-6748

**[www.deloitte.com](http://www.deloitte.com)**

**Business Size/Status: Large**

*For more information on ordering go to the following website: <https://www.gsa.gov/schedules>*

**Prices shown herein are NET (discount deducted).**

*Price list current through Modification PS-0033 dated 12/19/23 & Refresh 0017*

## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

Large Category	Subcategory	MAS SIN	MAS SIN Title
Office Management	Office Services	541611O 541611O(RC)	Office Management Needs Assessment and Analysis Services
Office Management	Records Management	493110RM 493110RM(RC)	Physical Records Management Services
Office Management	Document Services	541611LIT 541611LIT(RC)	Litigation Support Services
Miscellaneous	Complimentary Services	OLM OLM(RC)	Order Level Materials (OLM)

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on Page 9-10
- 1c. Labor Category Descriptions: Please refer to our Labor Category descriptions on Page 14
2. Maximum Order: \$1,000,000.00 - 5416110, 5416110(RC), 493110RM, 493110RM(RC), 541611LIT, 541611LIT(RC), \$250,000.00 - OLM
3. Minimum Order: \$100.00
4. Geographic Coverage: Worldwide
5. Points of Production: Various Deloitte Financial Advisory Service locations based on client requirements
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days [Information for Ordering agencies: Prompt payment terms cannot be negotiated out of the contractual out of the agreement in exchange for concessions.]
9. Foreign Items: None
- 10a. Time of Delivery: To Be Negotiated with Ordering Agency
- 10b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 10c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency  
[Ordering agencies can contact the contractor for rates for overnight and two-day delivery]
- 10d. Urgent Requirement: To Be Negotiated with Ordering Agency  
[Ordering agencies can request accelerated delivery for urgent requirements]
11. F.O.B. Point(s): Destination
- 12a. Ordering Address: Deloitte Financial Advisory Services LLP  
Attn: Nancy Dunn, Senior Contracts Manager

1919 N. Lynn Street  
Arlington, VA 22209  
Email: [usdeloittegsacontracts@deloitte.com](mailto:usdeloittegsacontracts@deloitte.com)

12b. Ordering Procedures; See Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Electronic Payment/Wire Transfer and ACH:  
Deloitte Financial Advisory Services LLP  
Bank of America  
Account # 385015866187  
Swift# BOFAUS3N  
US ACH: 011900571  
US WIRE: 026009593

Check Remittance Address:  
Deloitte FAS LLP  
PO Box 844742  
Dallas, TX 75284-4742

For Overnight Remittance Only:  
Deloitte FAS LLP LBX# 844742  
1950 N. Stemmons Freeway  
Suite 5010  
Dallas, TX 75207

*Email remittance detail to: [Deloittepayments@deloitte.com](mailto:Deloittepayments@deloitte.com) Taxpayer ID#: 03-0520745*

14. Warranty Provision: Not Applicable

15. Export Packing Charges: Not Applicable

16. Terms and conditions of rental, maintenance, and repair: Not Applicable

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

18a. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:  
Not Applicable Not Applicable

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

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventative 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. Section 508 compliance information is available on Information and Communications Technology (ICT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The ICT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): Contact Contract Administrator for more information.

23. Unique Entity Identifier (UEI) Number: XGEYUR1V3F75

24. Deloitte Financial Advisory Services LLP *is* registered in the System for Award Management (SAM) database.

**CONTRACT OVERVIEW**

The contract allows for the placement of Firm Fixed Price or Time and Materials and/or Units task orders using the labor categories and ceiling rates defined in the contract.

**CONTRACT ADMINISTRATOR**

Nancy Dunn, Senior Contracts Manager  
Phone: (703) 251-1143  
Fax: 703-842-6748  
Email: [usdeloittegsacontracts@deloitte.com](mailto:usdeloittegsacontracts@deloitte.com)

**MARKETING AND TECHNICAL POINT OF CONTACT**

<b>Office Management</b>
Sue Seeley Managing Director, Government Programs Deloitte Financial Advisory Services LLP 1919 North Lynn Street Arlington, VA 22209 Telephone Number: (703) 236-3051 Fax Number: (866) 876-7725 Email: <a href="mailto:sseeley@deloitte.com">sseeley@deloitte.com</a>

**CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Office, Imaging and Document Solution services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### **SIN: 541611O, 541611O(RC) - Office Management Needs Assessment and Analysis Services**

Includes office equipment needs assessment and analysis services, which involves assessing various office management functions to identify improvement opportunities.

Legacy SIN: 51 501, 51 501(RC)

### **SIN: 493110, 493110RM(RC) - Physical Records Management Services**

Includes capabilities to manage the movement, manipulation, archiving, security, and management of physical records, including any ancillary supplies and/or services necessary to provide a total physical records management solution.

Legacy SIN: 51 504, 51 504(RC)

### **SIN: 541611LIT, 541611LIT(RC) - Litigation Support Services**

Includes a wide range of services that aid the customers in obtaining, organizing, analyzing and presenting evidence or materials for legal matters. Services include, but are not limited to: document acquisition, document preparation and organization, data extraction from forensic images, document analysis, technical support, and project management.

Legacy SIN: 51 508, 51 508(RC)

### **SIN: OLM, OLM(RC) - Order Level Materials**

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

Legacy SIN: 36 500, 36 500(RC)

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Deloitte FAS meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Office, Imaging and Document Solution services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

## **REQUIREMENTS EXCEEDING THE MAXIMUM ORDER**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



## Unit Rates for Services

**SINs:**

**5416110, 5416110(RC) - Office Management Needs Assessment and Analysis Services**

**493110RM, 493110RM(RC) - Physical Records Management**

**431611LIT, 431611LIT(RC) - Litigation Support Services**

Offer #	GSA Offering	GSA Unit	GSA Price 03/27/2019 to 03/26/2024
1	Optical Character Recognition	Image	\$0.0199
2	Electronic Bates Number	Image	\$0.01
4	Electronic Processing (Ingestion)	GB	\$25.00
5	Electronic Processing (Load)	GB	\$80.00
6	Production	Each	\$489.68
7	Production - Conversion to Image	Each	\$0.03
8	Production of Native Files	File	\$0.11
9	Platform Loading	GB	\$97.94
10	Platform Hosting Flat Fee. Minimum monthly hosting fee charged per matter and includes 100 GBs and 5 users.	Each	\$1,400.00
11	Platform Hosting Storage over 100 GB	GB	\$10.01
12	Platform Hosting, User Access over 5 users	User	\$48.97
13	Archival Storage	GB	\$5.40

## LABOR CATEGORY RATES

**SINs:**

**5416110, 5416110(RC) - Office Management Needs Assessment and Analysis Services**

**493110RM, 493110RM(RC) - Physical Records Management**

**431611LIT, 431611LIT(RC) - Litigation Support Services**

**Strategic Consulting Services**

Offer#	GSA Offering	GSA Unit	GSA Price 03/27/2019 To 03/26/2020	GSA Price 03/27/2020 To 03/26/2021	GSA Price 03/27/2021 To 03/26/2022	GSA Price 03/27/2022 To 03/26/2023	GSA Price 03/27/2023 To 03/26/2024
18	Partner/Director II	Hour	\$356.42	\$367.11	\$378.12	\$389.46	\$401.14
19	Partner/Director I	Hour	\$342.77	\$353.05	\$363.64	\$374.55	\$385.79
20	Senior Manager II	Hour	\$286.22	\$294.81	\$303.65	\$312.76	\$322.14
21	Senior Manager I	Hour	\$265.69	\$273.66	\$281.87	\$290.33	\$299.04
22	Manager II	Hour	\$246.26	\$253.65	\$261.26	\$269.10	\$250.01
23	Manager I	Hour	\$236.13	\$243.21	\$250.51	\$258.03	\$238.59
24	Senior/Sr. Associate II	Hour	\$194.41	\$200.24	\$206.25	\$212.44	\$200.00
25	Senior/Sr. Associate I	Hour	\$190.43	\$196.14	\$202.02	\$208.08	\$195.15
26	Staff/Associate II	Hour	\$135.01	\$139.06	\$143.23	\$147.53	\$151.96
27	Staff/Associate I	Hour	\$133.30	\$137.30	\$141.42	\$145.66	\$150.03
28	Analyst II	Hour	\$62.89	\$64.78	\$66.72	\$68.72	\$70.78
29	Analyst I	Hour	\$54.01	\$55.63	\$57.30	\$59.02	\$61.26
30	Jr. Analyst I	Hour	\$48.09	\$49.53	\$51.02	\$52.55	\$54.55

## Pricing Notes

Offer #	GSA Offering	Unit	Pricing Notes
1	Optical Character Recognition (OCR)	Image	Includes one pass through OCR engine. OCR does not include any manual clean-up; no accuracy levels are guaranteed.
2	Electronic Bates Number	Image	Includes bates numbers or other endorsements applied at same time.
4	Electronic Processing (Ingestion to Load File)	GB	Electronic Processing (Ingestion to Load File). Includes staging, unpacking, virus scan, de-duplication, file-level inventory, or processing to "load-ready format" for third party platform. De-duplication can be based upon MD5 hash, GUID, or source. Files that are received in encrypted form will require additional effort billed on an hourly basis to prepare for conversion. Charges based upon unpacked and decompressed data volume.
5	Electronic Processing (Load)	GB	Electronic Processing (Load). Includes loading to Deloitte review platform. Must be purchased in combination with Electronic Processing (Ingestion). This item is combined with item 4 for projects where techniques are used to filter data prior to load and review. Charges based upon unpacked and decompressed data volume of data, files, and text loaded or prepared for load.
6	Production	Production	Flat fee per production. Additional charges for production of native files and images apply, images and stamping applies. Media charged at cost.
7	Production - Conversion to Image	Image	Charged where images must be created at time of production or image production format specified is different than hosted in review platform. Creation of images and provision of informative placeholders for files which cannot be processed.
8	Production of Native Files	File	Export of corresponding native file
9	Platform Loading 3 <sup>rd</sup> Party Data	GB	Loading of data processed by third parties. Pricing assumes that native files, images, text files and delimited index data are all provided in a format meeting specifications. Otherwise hourly charges are incurred.

## Pricing Notes

Offer #	GSA Offering	Unit	Pricing Notes
10	Platform Hosting Flat Fee. Minimum monthly hosting fee charged per matter and includes 100 GBs and 5 users	Month	Platform fees are based on named users and quantities for each individual database.
11	Platform Hosting, Storage	GB/Month over 100	N/A
12	Platform Hosting, User Access	User/Month, over 5	N/A
13	Archival Storage	GB/Month	Creation and restoration of archive charged at hourly rate.
<b>Strategic Consulting Services</b>			
18, 19	Partner/Director	Hour	N/A
20, 21	Senior Manager	Hour	N/A
22, 23	Manager	Hour	N/A
24, 25	Senior/Sr. Associate	Hour	N/A
26, 27	Staff/ Associate	Hour	N/A
28, 29, 30	Analyst	Hour	N/A

Offer #	GSA Offering	Unit	Pricing Notes
<b>Industrial Funding Fee (IFF)</b>			
All unit prices for services and hourly labor category rates include GSA's 0.75% Industrial Funding Fee (IFF)			
<b>Indirect Rates</b>			
Any Travel, Order Level Materials (OLMs) and/or Open Market Items (e.g. non-Schedule other direct costs) will be burdened with Deloitte's applicable indirect rates (e.g. General & Administrative (G&A)) approved by DCAA.			
<b>Service Contract Labor Standards (SCLS)</b>			
The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Multiple Award Services (MAS) Schedule and all services provided. While most of our labor categories are subject to the SCLS exemption 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 utilizes SCLS labor categories / employees, the contractor will 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 cancellation of the contract.			

## Labor Category Descriptions

### Experience and Education requirements and equivalency

Personnel must meet the defined labor category minimum qualifications or substitutions noted below.

Education and experience may be substituted for each other and each year of relevant experience may be substituted for 1 year of education, and vice versa.

### Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelor's Degree
Bachelor's Degree + 2 years additional experience	Equals	Master's Degree
Master's Degree + 4 years additional experience	Equals	Ph.D. or J.D.

### Education Substitutions:

A J.D. or Ph.D. may be substituted for 4 years of required experience with a Master's Degree or 6 years with a Bachelor's Degree.
A Master's Degree may be substituted for 2 years of required experience with a Bachelor's Degree.
A Bachelor's Degree may be substituted for 4 years of required experience with a H.S. Diploma.

### Strategic Consulting Services

GSA Labor Category	Education	Years of Experience	Description
Partner / Director II	BA/ BS	12 years of consulting and/or directly relevant industry experience	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Deloitte's Quality Assurance and Risk Assessment Program deployed on all large engagements.
Partner / Director I	BA/ BS	10 years of consulting and/or directly relevant industry experience	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Deloitte's Quality Assurance and Risk Assessment Program deployed on all large engagements.

<b>Strategic Consulting Services</b>			
<b>GSA Labor Category</b>	<b>Education</b>	<b>Years of Experience</b>	<b>Description</b>
Sr. Manager II	BA/ BS	8 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>
Sr. Manager I	BA/ BS	6 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>

<b>Strategic Consulting Services</b>			
<b>GSA Labor Category</b>	<b>Education</b>	<b>Years of Experience</b>	<b>Description</b>
Manager II	BA/BS	5 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>
Manager I	BA/BS	4 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>



<b>Strategic Consulting Services</b>			
<b>GSA Labor Category</b>	<b>Education</b>	<b>Years of Experience</b>	<b>Description</b>
Senior/Sr. Associate II	BA/BS	3 years of consulting and/or directly relevant industry experience	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.
Senior/Sr. Associate I	BA/BS	2 years of consulting and/or directly relevant industry experience	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.
Staff/Associate II	BA/BS	1 years of consulting and/or directly relevant industry experience	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures and indicators.

<b>Strategic Consulting Services</b>			
<b>GSA Labor Category</b>	<b>Education</b>	<b>Years of Experience</b>	<b>Description</b>
Staff/Associate I	BA/BS	0 year of consulting and/or directly relevant industry experience	Analyzes information. Conducts relevant research, distilling data, and creating reports. Assists in drafting and preparing project deliverables. Supports team in implementation and acceptance process. Develops required corrective or support actions. Assists team in reporting and tracking of project costs and level of effort.
Analyst II	High School Diploma	2 years of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination.
Analyst I	High School Diploma	1 year of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation and imaging.
Jr. Analyst	High School Diploma	0 years of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation and imaging.

