



AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR
MISSION ORIENTED BUSINESS INTEGRATED SERVICES
(MOBIS)**

ATI
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Business Size/Status: Non-Profit

Contract Number: GS-10F-0210L

Period Covered by Contract: 4/01/01 – 3/31/16

**Pricelist current through Modification #A192 Dated 8/15/11
Supplement No. 07**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is:
https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do

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Company Overview

Advanced Technology International – an SCRA Affiliate

Advanced Technology International (ATI) is a South Carolina private non-profit applied research and commercialization services company with 25 years of experience building multi-organizational teams and delivering innovative technologies. ATI, because of the size and complexity of its business, operates under the cost principles and rules of the Federal Acquisition Regulations (FAR) Part 31. ATI has an approved, CAS compliant accounting system and has DCAA-approved rates.

ATI develops and delivers technology-based solutions and services to mission-oriented federal, state and commercial clients. ATI's portfolio of offerings includes:

- Program and Project Management
- Innovative Business Model Design, Leadership and Management
- Information Technology Solution Development and Implementation
- Collaborative Research and Development Management
- Enterprise and System Integration
- Supply Chain Management
- Business Process Modeling and Re-Engineering
- Small Business and Non-Traditional Contractor Mentoring
- Support Services
 - Procurement and Acquisition Support Services
 - Technical Support Services
 - Test and Evaluation Services
 - Business and Financial Management Services
- Information Technology Solution Development and Implementation
 - SCRUM/Agile Development
 - Requirements Gathering
 - Software Development

- Service Oriented Architecture (SOA) Design and Implementation
 - Geospatial System Implementation
 - Information Assurance
 - Independent Verification and Validation (IV&V)
 - Modeling and Simulation
- Cyber Security
 - Systems Engineering
 - Advanced Manufacturing Services

Customer Information

1a. Table of Awarded Special Item Number(s)

Category	Description
<p>SIN 874 – 1</p> <p>SIN 874–1, RC</p>	<p>Consulting Services</p> <p><i>Strategic, business and action planning</i></p> <p>ATI specializes in guiding multi-member organizations through the process of developing a strategy for achieving their goals, then developing the business processes and action plans to carry out the strategy. In the past 10 years ATI has provided this kind of consulting service for multi-member organizations from the electronics, aerospace, shipbuilding, auto, healthcare, and metals industries. ATI uses consulting processes such as visioning, gap analysis, scenario building, constraints mapping, and barrier analyses to help the organizations rationalize their goals with their strengths, weaknesses, and constraints, in order to develop their business processes and action plans.</p> <p><i>Systems alignment</i></p> <p>ATI has led a number of projects whose goal was improved systems alignment – aligning information, design, manufacturing, supply chain, and even learning systems, to changed requirements of the business processes of organizations and groups of organizations. ATI executed a DARPA program to realign the way electrical engineering post graduate universities teach digital signal processor design. This required collaboration with some of the universities in the development of computer presented lectures, student exercises, and the delivery and "selling" of the concepts to the faculty. In another DARPA program ATI led a team of missile system design companies in the development of a new concept for aligning the supply chain so as to reduce the cycle time for missile design and manufacture.</p> <p><i>Cycle time</i></p> <p>ATI has led a number of projects, for customers, whose goal was improvement in the time required to execute certain business processes.</p>

	<p>These include:</p> <ul style="list-style-type: none">• for electronic and mechanical products: product design, design documentation, design change, product manufacture, product test, patient diagnosis and test processes• for composite products: product design, design documentation, product manufacture, product test• for healthcare patient information: patient record transfer, retrieval, and security• for metalcasting: product and process design, product manufacture, and quality checks• shipbuilding: ship design, construction, supply chain support, and repair• for emergency response: emergency communication and evaluation, emergency response, emergency planning. <p>ATI uses modeling, benchmarking, best practices, and value added analysis tools to support their cycle time reduction consulting for customers.</p> <p><i>Performance measures and indicators</i></p> <p>ATI has assisted organizations and groups of organizations to develop, and use, performance measures and indicators to assist them in improving their processes. ATI uses benchmarking, balanced scorecard, activity based management, and value analysis tools, in addition to more traditional quantitative measures such as process costs, ratios, quality measures, and time costs.</p> <p><i>Process and productivity improvement</i></p> <p>All of ATI's Business Units; Maritime, Metals, Healthcare/Emergency Preparedness and Information Protection, and Ordnance Technology are engaged in assisting organizations, and groups of organizations, to improve their processes and productivity. ATI supplements the use of information technology with other technologies, process improvement, organizational improvement, and collaboration techniques.</p>
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	<p><i>Organizational assessments and Program audits and evaluations</i></p> <p>ATI's Maritime and Metals Business Units have developed and conducted process assessments for industrial partners.</p> <p>ATI's Healthcare and Metals business Units have developed similar processes for evaluating the preparedness of manufacturers and communities to manage weather, industrial, and transportation related emergencies.</p> <p>ATI's Metals and Maritime Business Units have developed unique new ways for companies to manage and collaborate in the development of their product design and manufacturing data. Some of these new ways are being implemented currently by Raytheon and NASA.</p>
<p>SIN 874 – 7</p> <p>SIN 874-7, RC</p>	<p>Program Integration and Project Management Services</p> <p>Program Management is a core competency of ATI. ATI's core business reflects 25 years designing, building and managing unique and innovative technology programs that emphasize collaborative development using flexible processes and business models designed specifically to meet stakeholder needs. Many of our programs include multiple stakeholders and multiple project portfolios. In these programs, ATI's Program Manager adopts the perspective of the customer(s), managing the program with the customer's objectives as the goal, providing the customer(s) with the information they need to evaluate if they are achieving their goals. ATI maintains a cadre of personnel who specialize in program management support functions, such as subcontracting, purchasing, scheduling, and budgeting. For large programs ATI dedicates members of the cadre to the Program Manager. For smaller programs, the members of the cadre will support more than one program. In each case, our objective is to exceed the customer's expectation.</p> <p><i>Program Integration (team leader)</i></p> <p>Many of the programs that ATI manages are executed by multiple organizations and serve multiple customers. This requires a great deal of expertise in the integration of the many tasks and goals of the program. Two examples of many programs that ATI manages include the National Shipbuilding Research Program (NSRP), a collaboration of national Shipyards with multiple funding sources and routinely executing 20+ projects concurrently. Many of these projects must be</p>

integrated with ongoing Navy and commercial ship construction and repair activities at the 11 participating shipyards. Another example is the Department of Defense Ordnance Technology Consortium, an ATI managed collaboration of over 160 traditional and non-traditional defense contractors and academic institutions, working together on a portfolio of over 100 projects to improve warfighter lethality and survivability.

Program Oversight

ATI provides oversight as well as integration of multi-project, multi-organization programs. Oversight includes management of budgets, schedules, project staffing, project objectives, and customer expectations. ATI takes total responsibility for all program deliverables. Decision points are set when projects are reviewed to evaluate each ongoing project in terms of its budget, schedule, staffing, and ability to meet customer expectations. When projects are not proceeding as planned, ATI evaluates them with the participants and customers and makes decisions and recommendations. ATI has proposed and executed project terminations, as well as redirection. One NSRP project was recently terminated with mutual agreement of the stakeholders.

Project Management

ATI programs include multiple project portfolios. An experienced project manager is assigned to each project and an individual project manager may manage one or several projects, depending on their scope. ATI usually uses a two perspective model to project management. A Project Manager is assigned who has domain knowledge of the technology and the business processes required to effectively achieve the desired outcomes. The Project Manager is assisted by someone with domain knowledge of the tools and processes for good project financial and schedule management. The ATI model ensures that the customer has a project manager with a passion for the technical and business goals, and also an assistant who has a passion for the careful management of the customer's resources and schedule. Depending on the sizes and numbers of projects, the project management assistant may support more than one project (manager). ATI's cadre of Project Managers include many individuals who have attained PMI's Project Management Professional (PMP)[®] credentials.

1b. Lowest Price Model Number & Lowest Unit Price for Each SIN:

N/A

1c. Hourly Rates & Descriptions:

See tables below in the Labor Category Descriptions & Rates sections.

2. Maximum Order Limitation:

\$1,000,000

3. Minimum Order:

\$100

4. Geographic Coverage (delivery area):

Domestic Delivery Only

5. Point(s) of Production:

N/A

6. Discount from list prices or statement of net price:

Prices as shown are net (discount only deducted).

7. Quantity discounts:

N/A

8. Prompt payment terms:

Net 30 days

9. Government commercial credit cards accepted at or below micro-purchase threshold:

Yes

9b. Government commercial credit cards accepted above Micro-Purchase Threshold:

Yes

10. Foreign items:

None

11a. Time of Delivery:

N/A

11b. Expedited Delivery:

N/A

11c. Overnight & 2-Day Delivery:

N/A

11d. Urgent Requirements:

I-FSS-140-B URGENT REQUIREMENTS (JAN 1994)

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

ATI can also be contacted at (843)760-4356 to affect faster deliver if required.

12. FOB Points:

Destination

13a. Ordering Address:

ATI
5300 International Blvd.
North Charleston, SC 29418

13b. Ordering Procedures:

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

14. Payment Address:

ATI
Attn: Accounts Payable
5300 International Blvd.
North Charleston, SC 29418

15. Warranty:

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows will be provided.

16. Export Packing Charges:

N/A

17. Terms and conditions of Government purchase card acceptance:

Standard terms and conditions apply.

18. Terms and conditions of rental, maintenance, and repair:

N/A

19. Terms and conditions of installation:

N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts form list prices:

N/A

20a. Terms and conditions for any other services:

N/A

21. List of service and distribution points:

N/A

22. List of participating dealers:

N/A

23. Preventative maintenance:

N/A

24a. Special attributes such as environmental attributes:

N/A

24b. Section 508 Compliant

Yes

25. DUNS Number

025172953

26. Notification regarding registration in CCR database

ATI is registered with CCR

27. Uncompensated Overtime

N/A

Labor Category Rates and Descriptions

SIN 874-1: Consulting Services

LABOR CATEGORY	Year 10 (Option)	Year 11 (Option)	Year 12 (Option)	Year 13 (Option)	Year 14 (Option)	Year 15 (Option)
	4/1/10 to 3/31/11	4/1/11 to 3/31/12	4/1/2012 to 3/31/2013	4/1/2013 to 3/31/2014	4/1/2014 to 3/31/2015	4/1/2015 to 3/31/2016
Subject Matter Expert	233.68	242.16	250.95	260.06	269.50	279.29
Managing Consultant	184.57	191.27	198.21	205.41	212.86	220.59
Senior Consultant	150.53	155.99	161.66	167.52	173.61	179.91
Consultant	129.2	133.89	138.75	143.79	149.01	154.42
Jr. Consultant	79.25	82.13	85.11	88.20	91.40	94.72
Project Specialist II	126.65	131.25	136.01	140.95	146.07	151.37
Project Specialist I	78.89	81.75	84.72	87.80	90.98	94.29
Management Assistant II	87.08	90.24	93.52	96.91	100.43	104.07
Management Assistant I	53.77	55.72	57.74	59.84	62.01	64.26
Management Systems Intern	44.28	45.89	47.55	49.28	51.07	52.92

LABOR CATEGORY	Year 16 (Option)	Year 17 (Option)	Year 18 (Option)	Year 19 (Option)	Year 20 (Option)
	4/1/16 to 3/31/17	4/1/17 to 3/31/18	4/1/2018 to 3/31/2019	4/1/2019 to 3/31/2020	4/1/2020 to 3/31/2021
Subject Matter Expert	289.42	299.93	310.82	322.10	333.79
Managing Consultant	228.60	236.90	245.50	254.41	263.64
Senior Consultant	186.44	193.21	200.22	207.49	215.02
Consultant	160.02	165.83	171.85	178.09	184.55
Jr. Consultant	98.15	101.72	105.41	109.24	113.20
Project Specialist II	156.86	162.56	168.46	174.57	180.91
Project Specialist I	97.71	101.26	104.93	108.74	112.69
Management Assistant II	107.85	111.77	115.83	120.03	124.39
Management Assistant I	66.60	69.01	71.52	74.12	76.81
Management Systems Intern	54.84	56.83	58.90	61.03	63.25

Labor Category	Education	Experience
Subject Matter Expert	Ph.D and 8 years related experience, Masters Degree and 10 years applicable experience which should include four years management experience or Bachelor's Degree with 10 years applicable experience including four or more years management experience.	Well recognized in the applicable subject matter community. Published research, analyses or reports in subject matter fields appropriate to the consulting assignment. Prior assignments as a Senior or Managing Consultant, or Senior Researcher to organizations in the same technical or business process domain.
Managing Consultant	Ph.D and 6 years related experience, Masters Degree and 8 years applicable experience, Bachelor's Degree with 10 years applicable, or HS diploma or equivalent and 16 years related experience	Six or more prior assignments where expert advice, assistance, guidance or counseling in support of agencies' management organizational and business improvement efforts, was provided. Prior preparation and direction of studies, analyses and reports documenting proposed developmental, consultative or implementation efforts. Previous application of technology and domain expertise to business problems; including business process improvements, technology insertion, benchmarking, performance measures and audits, strategy development or organizational alignments.
Senior Consultant	Masters Degree and 6 years applicable experience, Bachelors Degree and 8 years applicable experience, or HS diploma or equivalent and 14 years related experience	Four or more prior assignments where expert advice, assistance, guidance or counseling in support of agencies' management organizational and business improvement efforts, was provided. Prior preparation and direction of studies, analyses and reports documenting proposed developmental, consultative or implementation efforts. Previous application of technology and domain expertise to business problems; including business process improvements, technology insertion, benchmarking, performance measures and audits, strategy development or organizational alignments.

<p>Consultant</p>	<p>Masters Degree and 4 years experience, Bachelors Degree and 6 years related experience, or HS diploma or equivalent and 12 years related experience</p>	<p>Two or more years of experience, either as consultant or implementer in one or more of the following areas: technology implementation, system alignment, organizational performance, business process improvement, performance measurement or auditing, or strategy development.</p>
<p>Jr. Consultant</p>	<p>Masters Degree, Bachelors Degree and 2 years related experience or HS diploma or equivalent and 10 years related experience</p>	<p>Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision of the Principal Consultant, Senior Consultant, or Consultant, or may work independently.</p>
<p>Project Specialist II</p>	<p>Bachelors Degree and 3 years related experience or 6 years applicable experience</p>	<p>Provides financial, business, and contractual support to project management. Builds plans; develops work breakdown structures; prepares management reports; performs financial management (e.g., budgeting, resource planning, and financial reporting using established earned value or other performance-based techniques); develops and maintains schedules; generates/analyzes project metrics; and prepares management process/procedure documentation. Conducts proposal preparation, contractual negotiations and administration, contractual closeout, and client contact activities to provide proper contract acquisition and fulfillment in compliance with company policies and legal requirements. Leads complex, competitive and noncompetitive subcontracts awards, including solicitation, offer evaluation, award, administration and closeout. Evaluates issues and prepares the recommended response/solutions.</p>

Project Specialist I	Bachelors Degree and 2 years related experience or 4 years applicable experience	Provides technical and organizational support for team. Provides financial management and reporting, contracting, and complex purchasing support, coordinating information dissemination via website, coordination of mailing lists, member database, and email groups. Provides graphics, presentations, and trade show support. Develops subcontract solicitations, conducts cost/price analysis, and performs subcontract administration from award to closeout.
Management Assistant II	Bachelors Degree and 3 years related experience or 6 years applicable experience	Meeting Coordination with project clients and team members to include planning, attendance, and preparation of agendas and materials, development and delivery of project deliverables, maintenance of project websites, updating project budgets and schedules, travel planning and travel expense reporting, preparation of business development materials, and bookkeeping accounting and filing. Review of purchase requisitions and purchasing using simplified purchase procedures.
Management Assistant I	HS diploma or equivalent and 2 years related experience	Meeting Coordination with project clients and team members to include planning, attendance, and preparation of agendas and materials, development and delivery of project deliverables, maintenance of project websites, updating project budgets and schedules, travel planning and travel expense reporting, preparation of business development materials, and bookkeeping accounting and filing. Preparation of purchase requisitions and soliciting vendor quotes for small purchases in support of program goals.
Management Systems Intern	HS diploma	Under direct supervision, assist in providing support services to management and project staff. Generally responsible for reports and project documentation.

SIN 874-7: Program Integration and Project Management Services

LABOR CATEGORY	Year 10 (Option)	Year 11 (Option)	Year 12 (Option)	Year 13 (Option)	Year 14 (Option)	Year 15 (Option)
	4/1/2010 to 3/31/11	4/1/2011 to 3/31/2012	4/1/2012 to 3/31/2013	4/1/2013 to 3/31/2014	4/1/2014 to 3/31/2015	4/1/2015 to 3/31/2016
Director	225.79	233.99	242.48	251.28	260.40	269.86
Program Manager III	187.10	193.89	200.93	208.22	215.78	223.62
Program Manager II	156.64	162.33	168.22	174.32	180.65	187.21
Program Manger I	141.97	147.12	152.46	158.00	163.73	169.68
Project Manger II	125.71	130.27	135.00	139.90	144.98	150.24
Project Manager I	107.90	111.82	115.88	120.08	124.44	128.96
Senior Engineer	170.38	176.56	182.97	189.62	196.50	203.63
Project Engineer	129.20	133.89	138.75	143.79	149.01	154.42
Project Specialist II	126.65	131.25	136.01	140.95	146.07	151.37
Project Specialist I	78.89	81.75	84.72	87.80	90.98	94.29
Management Assistant II	87.08	90.24	93.52	96.91	100.43	104.07
Management Assistant I	53.77	55.72	57.74	59.84	62.01	64.26
Management Systems Intern	44.28	45.89	47.55	49.28	51.07	52.92

LABOR CATEGORY	Year 16 (Option)	Year 17 (Option)	Year 18 (Option)	Year 19 (Option)	Year 20 (Option)
	4/1/2016 to 3/31/2017	4/1/2017 to 3/31/2018	4/1/2018 to 3/31/2019	4/1/2019 to 3/31/2020	4/1/2020 to 3/31/2021
Director	279.65	289.80	300.32	311.22	322.52
Program Manager III	231.73	240.14	248.86	257.90	267.26
Program Manager II	194.01	201.05	208.35	215.91	223.75
Program Manger I	175.84	182.22	188.83	195.69	202.79
Project Manger II	155.70	161.35	167.21	173.28	179.57
Project Manager I	133.64	138.49	143.52	148.73	154.13
Senior Engineer	211.02	218.68	226.62	234.85	243.37
Project Engineer	160.02	165.83	171.85	178.09	184.55
Project Specialist II	156.86	162.56	168.46	174.57	180.91
Project Specialist I	97.71	101.26	104.93	108.74	112.69
Management Assistant II	107.85	111.77	115.83	120.03	124.39
Management Assistant I	66.60	69.01	71.52	74.12	76.81
Management Systems Intern	54.84	56.83	58.90	61.03	63.25

Labor Category	Education	Experience
Director	Ph.D. preferred with 10 years applicable experience or Masters Degree with 14 years applicable experience or Bachelors Degree and 16 years management experience	Develops approaches/solutions for complex problems. Provides expertise to senior government and corporate officers. Possesses one or more functional or operational expertise related to government and commercial applications. Formulates and manages capital and operating budgets. Provides oversight and support of network infrastructure, including hardware, software and end-user support; establishment of technical training programs; and supervision of staff.
Program Manager III	Masters Degree with 10 years applicable experience or Bachelors Degree with 12 years applicable experience	Responsible for the performance and phases of programs/projects from inception through completion. Manages multiple project(s) within a portfolio and resources (team members, capital, contractors) and ensures technical solutions are implemented in a timely manner. Performs enterprise-wide, horizontal integration

		planning, scheduling, and interfaces with other functional areas.
Program Manager II	Masters Degree with 8 years applicable experience or Bachelors Degree with 10 year applicable experience.	Responsible for the performance and phases of programs/projects from inception through completion. Manages multiple project(s) within a portfolio and resources (team members, capital, contractors) and ensures technical solutions are implemented in a timely manner. Performs enterprise-wide, horizontal integration planning, scheduling, and interfaces with other functional areas.
Program Manager I	Masters Degree with 6 years applicable experience or Bachelors Degree with 8 year applicable experience.	Responsible for the performance and phases of programs/projects from inception through completion. Manages project(s) and resources to ensure technical solutions are implemented in a timely manner. Performs enterprise-wide horizontal integration planning, scheduling, and interfaces to other functional areas. Experienced establishing project guidelines, identifying resources and skill sets required, assigning roles and responsibilities to the project team members.
Project Manager II	Masters Degree and 3 years applicable experience or Bachelors and 5 years applicable experience.	Responsible for the performance and phases of programs/projects from inception through completion. Ensures technical solutions, schedules, objectives, budget, and personnel are implemented in a timely manner. Possesses a proven track record of managing and leading a team(s) through all aspects of a product's life cycle. Performs enterprise-wide, horizontal integration planning, scheduling, and interfaces with other functional areas. Additional key aspects include <ul style="list-style-type: none"> • Participating in contract and contract change negotiations • Working directly with the client • Maintaining all areas of client relationship • Managing funds and resources, scheduling, demonstrated capability in managing multi-task projects, and

		subcontracts of various types and complexity
Project Manager I	Masters Degree or Bachelors degree and 2 years applicable experience.	Responsible for the performance and phases of programs/projects from inception through completion. Provides management of specific project(s) to ensure technical solutions are implemented in a timely manner. Performs enterprise-wide, horizontal integration planning, scheduling, and interfaces to other functional areas. Manages multi-task projects and subcontracts of various types and complexity.
Senior Engineer	Masters Degree and 10 years applicable experience, or Bachelors Degree and 12 years applicable experience.	Designs and applies advanced methods, theories, and research techniques in the investigation and solutions of complex and difficult systems design requirements and problems. Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operation systems, support systems, or management information systems. Organizes and documents findings of studies and prepares recommendations of implementation. Provides specialized knowledge in specific engineering processes, methods, or disciplines.
Project Engineer	Masters Degree and 2 years experience or Bachelors Degree and 4 years related experience.	Prior experience providing technical leadership or support to project teams, managing or contributes to technology transfer, development or presentation of technical reports and white papers. Previous performance of project organization assessments, implementation of project design and schedules. Demonstrated ability to evaluate procedures, processes, techniques, models, and/or systems related to technical management.

<p>Project Specialist II</p>	<p>Bachelors Degree and 3 years related experience or 6 years applicable experience</p>	<p>Provides financial, business, and contractual support to project management. Builds plans; develops work breakdown structures; prepares management reports; performs financial management (e.g., budgeting, resource planning, and financial reporting using established earned value or other performance-based techniques); develops and maintains schedules; generates/analyzes project metrics; and prepares management process/procedure documentation. Conducts proposal preparation, contractual negotiations and administration, contractual closeout, and client contact activities to provide proper contract acquisition and fulfillment in compliance with company policies and legal requirements. Leads complex, competitive and noncompetitive subcontracts awards, including solicitation, offer evaluation, award, administration and closeout. Evaluates issues and prepares the recommended response/solutions.</p>
<p>Project Specialist I</p>	<p>Bachelors Degree and 2 years related experience or 4 years applicable experience</p>	<p>Provides technical and organizational support for team. Provides financial management and reporting, contracting, and complex purchasing support, coordinating information dissemination via website, coordination of mailing lists, member database, and email groups. Provides graphics, presentations, and trade show support. Develops subcontract solicitations, conducts cost/price analysis, performs subcontract administration from award to closeout.</p>

<p>Management Assistant II</p>	<p>Bachelors Degree and 3 years related experience or 6 years applicable experience</p>	<p>Meeting Coordination with project clients and team members to include planning, attendance, and preparation of agendas and materials, development and delivery of project deliverables, maintenance of project websites, updating project budgets and schedules, travel planning and travel expense reporting, preparation of business development materials, and bookkeeping accounting and filing. Review of purchase requisitions and purchasing using simplified purchase procedures.</p>
<p>Management Assistant I</p>	<p>HS diploma or equivalent and 2 years related experience</p>	<p>Meeting Coordination with project clients and team members to include planning, attendance, and preparation of agendas and materials, development and delivery of project deliverables, maintenance of project websites, updating project budgets and schedules, travel planning and travel expense reporting, preparation of business development materials, and bookkeeping accounting and filing. Preparation of purchase requisitions and soliciting vendor quotes for small purchases in support of program goals.</p>
<p>Management Systems Intern</p>	<p>HS diploma</p>	<p>Under direct supervision, assist in providing support services to management and project staff. Generally responsible for reports and project documentation.</p>