

ALIGNED DEVELOPMENT STRATEGIES, INC.
Management, Organization and Business Improvement Services (MOBIS)
SERVICE ITEM NUMBER (SIN) 918
DC Supply/Service Schedule Labor Category Pricelist

<u>Labor Category:</u>	<u>DCSS Price/Rate</u> (Onsite/Offsite)
Program Manager	\$192.79
Subject Matter Expert	\$192.79
Principal Survey Research Consultant	\$151.91
Principal Consultant	\$151.91
Project Manager	\$151.03
Master Facilitator	\$151.03
Senior Training Consultant	\$125.30
Senior Survey Research Consultant	\$118.60
Senior Facilitator	\$115.89
Senior Consultant	\$115.22
Mid-Level Training Consultant	\$91.90
Technical Writer/Editor	\$83.06
Mid-Level Consultant	\$82.91
Mid-Level Survey Research Consultant	\$82.91
Mid-Level Facilitator	\$81.94
Junior Consultant	\$64.47
Junior Survey Research Consultant	\$64.47
Electronic Meeting Technographer	\$64.35
Administration Support & Graphics Specialist	\$53.24

INFORMATION TECHNOLOGY SERVICES
Service Item Number (SIN) 918
Labor Category Descriptions

PROGRAM MANAGER	
Experience:	Program Managers have a master's degree and up to or exceeding 12 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in managing large complex projects, contracts, funds, and resources (or group of projects, contracts, funds, and resources). Duties may include contract management, large project management, and interface with the customer. The Program Manager serves as SRA's single contract manager, and will be SRA's authorized interface with the Government's Contracting Officer's Representative (COR), other Government management personnel, and customer agency representatives. The Program Manager is responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals of SRA to subordinates and subcontractors. He or she is responsible for the overall contract performance and manages MOBIS services and support operations that may include multiple projects. The Program Manager organizes resources to support multiple concurrent projects and manages the execution of multiple concurrent projects.
Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology, or other related analytical, scientific, or technical disciplines.

SUBJECT MATTER EXPERT	
Experience:	Subject Matter Experts have a Ph.D. degree and up to or exceeding 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in supporting large information technology projects related to the individuals subject matter expertise. These senior personnel are renowned experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.) with many years of experience. They all have extensive experience as technical leaders and senior Project Managers. Subject Matter Experts prepare and deliver presentations to colleagues, subordinates, and Government representatives. They assure the proper use of current or requested programming, testing and documentation techniques. Subject Matter Experts produce or review substantive or complex technical documentation reflecting detailed knowledge of technical areas as identified in the statement of work. Documentation subjects include, but are not limited to, systems design, system architecture, feasibility studies, and system specifications. Subject Matter Experts report to the SRA Project Manager.
Education:	Ph.D. in Business, Engineering, Management Sciences, Computer Science,

	Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.
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PRINCIPAL SURVEY RESEARCH CONSULTANT	
Experience:	Principal Survey Research Consultants have a master's degree and up to or exceeding 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in-person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. General experience encompasses statistical analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions. The Principal Survey Research Consultant supervises other survey research consultants.
Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

PRINCIPAL CONSULTANT	
Experience:	Principal Consultants have a master's degree and up to or exceeding 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Principal Consultant supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis- And process and data modeling in support of the planning and analysis efforts, using both manual and automated (Integrated Computer-Aided Software Engineering (ICASE)) tools. The Principal Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems- And applies reverse engineering and reengineering disciplines to develop migration and strategic planning documents.

Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific disciplines.
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PROJECT MANAGER	
Experience:	Project Managers have a master's degree and up to or exceeding 8 years of progressive experience (or equivalent combination of education and experience) in managing, directing, and implementing projects. Relevant experience includes, but is not limited to, experience in managing projects, contracts, funds, and resources. They are experienced in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel. A Project Manager serves as the leader of a delivery/task order and assists the Program Manager in working with the Government's COR, other Government management personnel, and customer agency representatives. Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The Project manager performs enterprise-wide horizontal integration planning and interfaces to other functions systems. Project Managers are senior personnel who not only have responsibility for managing projects, but also, for managing people.
Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

MASTER FACILITATOR	
Experience:	Master Facilitators have a master's degree and up to or exceeding 6 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills. Must have a broad understanding of and hands-on experience in systems development life-cycle methodologies, hardware, and telecommunications. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in information systems development, functional and data requirements analysis, systems analysis and design, program design, workshop and focus group facilitation, and documentation preparation.
Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

SENIOR TRAINING CONSULTANT	
Experience:	Senior Training Consultants have a master's degree and up to or exceeding 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in developing and providing technical and end-user training and preparing appropriate training catalogs. The Senior Training Consultant develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-aided training; and provides daily supervision and direction to staff.
Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

SENIOR SURVEY RESEARCH CONSULTANT	
Experience:	Senior Survey Research Consultants have a master's degree and up to or exceeding 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in-person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. General experience encompasses statistical analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions. The Senior Survey Research Consultant supervises other survey research consultants.
Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

SENIOR FACILITATOR	
Experience:	Senior Facilitators have a bachelor's degree and up to or exceeding 4 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills. The Senior Facilitator must have a broad understanding of and hands-on experience in systems development life-cycle methodologies, hardware, and telecommunications. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in information systems development, functional and data requirements analysis, systems analysis and design, program design, workshop and focus group facilitation, and documentation preparation.
Education:	Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

SENIOR CONSULTANT	
Experience:	Senior Consultants have a master's degree and up to or exceeding 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Senior Consultant supervises other consultant specialists- and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis- and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.
Education:	Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

MID-LEVEL TRAINING CONSULTANT	
Experience:	Mid-Level Training Consultants have a bachelor's degree and up to or exceeding 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in developing and providing technical and end-user training and preparing appropriate training catalogs. The Mid-Level Training Consultant develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); and trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-aided training.
Education:	Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

TECHNICAL WRITER/EDITOR	
Experience:	Technical Writers/Editors have a bachelor's degree and up to or exceeding 2 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in editing documents, including technical documents. The Technical Writer/Editor assists in collecting and organizing information required for preparation of reports, studies, and analyses for (a) documenting proposed managerial or organizational improvements including developmental, consultative, or implementation efforts; (b) for documenting workshop results; and (c) for description and summary of survey results with associated graphs, charts, tables, and briefings. He or she edits functional descriptions, system specifications, special reports, or any other customer deliverables and documents and has a demonstrated ability to work independently or only under general direction.
Education:	Bachelor's degree in English, literature, Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

MID-LEVEL CONSULTANT	
Experience:	Mid-Level Consultants have a bachelor's degree and up to or exceeding 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Mid-Level Consultant supervises other consultant specialists and applies process improvement and reengineering methodologies and principles to conduct process modernization projects. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis and process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents.
Education:	Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

MID-LEVEL SURVEY RESEARCH CONSULTANT	
Experience:	Mid-Level Survey Research Consultants have a bachelor's degree and up to or exceeding 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in-person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. General experience encompasses statistical analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions. The Mid-level Survey Research Consultant supervises other survey research consultants.
Education:	Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

MID-LEVEL FACILITATOR	
Experience:	Mid-Level Facilitators have a bachelor's degree and up to or exceeding 2 years of progressive experience (or equivalent combination of education and experience). General experience includes excellent interpersonal, communication and client management skills. The Mid-level Facilitator must have a broad understanding of and hands-on experience in systems development life-cycle methodologies, hardware, and telecommunications. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Experience is also required in information systems development, functional and data requirements analysis, systems analysis and design, program design, workshop and focus group facilitation, and documentation preparation.
Education:	Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

JUNIOR CONSULTANT	
Experience:	Junior Consultants have a bachelor's degree and less than up to or exceeding 4 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Junior Consultant applies process improvement and reengineering methodologies and principles to conduct process modernization projects and performs enterprise strategic systems planning, enterprise information planning and business area analysis. He or she performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. The Junior Consultant develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents.
Education:	Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

JUNIOR SURVEY RESEARCH CONSULTANT

Experience:	Junior Survey Research Consultants have a bachelor's degree and less than or exceeding 4 years of experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in survey instrument design; pretesting; survey sampling; sample stratification and choice of strata; survey administration including computer-assisted surveying, focus groups, written questionnaires, in-person and telephone interviewing mail; nonresponse analysis; correcting for nonresponse bias; weighting; analysis and sampling error, and reporting results. General experience encompasses statistical analysis and technical report writing including description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of ample characteristics and representativeness of data; analysis of nonresponse; and briefings of results to include discussion of recommendations and follow-up actions.
Education:	Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.

ELECTRONIC MEETING TECHNOGRAPHER

Experience:	Electronic Meeting Technographers have a bachelor's degree and up to or exceeding 1 year of specialized experience (or equivalent combination of education and experience). Specialized experience includes cross-functional computer skills, knowledge of LAN servers, and knowledge of technical content. General experience includes knowledge of automated environments. The Electronic Meeting Technographer supports the meeting facilitator or data modeler in preparing and conducting meetings, and in meeting follow-up activities. He or she manipulates on-line electronic meeting software, such as GroupSystems V, Process Charter, and TurboBPR in support of Business Reengineering or Process Improvement workshops and focus group facilitation. The Electronic Meeting Technographer is responsible for cataloging, maintenance, and distribution of customer session data files.
Education:	Bachelor's degree in Business, Information Systems, Engineering, Computer Science, Education, Psychology, Human Resources Development and Management, or other related discipline. Alternate qualifications include an Associate's degree in a related discipline with a minimum of four years specialized experience.

ADMINISTRATIVE SUPPORT AND GRAPHICS SPECIALIST	
Experience:	Administrative Support and Graphics Specialists have a High School diploma and up to or exceeding 2 years experience in office administration and developing graphic or artistic presentations for publications and documents (preferably technical documentation). They have at a minimum, one year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word); graphics systems (e.g., PowerPoint, Harvard, Freelance); and desktop publishing systems. The Administrative Support and Graphics Specialist directly supports the Program Manager or Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He or she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. He or she is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.
Education:	High school diploma. Alternate qualifications include an associate's degree in any discipline with one year of specialized experience.