



GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST

***Professional Service Schedule  
Industrial Group: ooCORP***

**Special Item Number Services**

- C874-1 - Integrated Consulting Services**
- C874-7 - Integrated Business Program Support Services**
- C520-11 Accounting**
- C520-12 Budgeting**
- C520-13 Complementary Financial Management Services**
- C520-21 Program Management Services**

**The Ravens Group, Inc.**

4640 Forbes Boulevard, Suite 300 • Lanham, MD 20706

Telephone: (301) 577-8585 • Fax: (301) 577-9097

<http://www.theravensgroup.com>

**Contract Number: GS-00F-157CA**

Contract Period: June 4, 2015 through June 3, 2020  
(with 3 five-year option periods)

Cage Code: 1YKK9

Business Size: Small

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!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

## **TABLE OF CONTENTS**

**SECTION 1:** ABOUT THE RAVENS GROUP, INC.

**SECTION 2:** ORDERING INSTRUCTIONS/TERMS & CONDITIONS

**SECTION 3:** PRICE LIST

**SECTION 4:** LABOR CATEGORY DESCRIPTIONS

**SECTION 5:** SCHEDULE MIGRATION

**SECTION 6:** POINT OF CONTACT

## SECTION 1

### **ABOUT THE RAVENS GROUP, INC.**

The Ravens Group, Inc. is a Center for Veterans Enterprise verified Service Disabled Veteran Owned Small Business. Established in 2001, The Ravens Group's core competencies include Professional Services, Managed Solutions and Business Process Improvement. The Ravens Group's mission is to provide world class solutions and to manage complex programs with a commitment to excellence and superior customer service.

The Ravens Group was founded by LTG (Ret) Joe N. Ballard, former Chief of the U.S. Army Corps of Engineers. General Ballard is now the President and CEO of the company. The Ravens Group specializes in providing unique, customized solutions for clients nationwide.

## **SECTION 2: ORDERING INSTRUCTIONS/TERMS AND CONDITIONS**

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

SIN	Recovery	SIN Description
C520-11	C520-11RC	Accounting
C520-12	C520-12RC	Budgeting
C520-13	C520-13RC	Complementary Financial Management Services
C520-21	C520-21RC	Program Management Services
C874-1	C874-1RC	Integrated Consulting Services
C874-7	C874-7RC	Integrated Business Program Support Services

- 1b. Labor Categories available for each SIN are listed and described in Section 4 of this Schedule's pricelist.
- 1c. Prices for each labor category for the base year are listed in Section 3 of this Schedule's pricelist
- 1d. Task orders issued under this FSS schedule may require other direct costs necessary to perform labor services and other work requirements, e.g. travel expenses, which will be negotiated at the time of task order issuance.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic and Overseas
5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
7. Quantity discounts: 2% for task order exceeding \$1,000,000; this applies to SINS C520-11, C520-12, C520-13 and C520-21 only. No quantity discounts apply to SINS: C874-1 and C874-7.
8. Prompt payment terms: 2% - 15 Days; Net 30 applies to SINS C874-1 and C874-7. No prompt payment; Net 30 applies to SINS C520-11, C520-12, C520-13 and C520-21.
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will not accept over \$2,500
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: N/A
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: N/A
12. F.O.B Points(s): Destination
- 13a. Ordering Address: Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address: Same as company address
15. Warranty provision: Contractor's standard commercial warranty.
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): The Ravens Group will negotiate acceptance of Government purchase cards for orders that exceed the micro-purchase threshold on a delivery order basis.
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A

24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

25. Data Universal Numbering System (DUNS) number: 013778225

26. Notification regarding registration in Central Contractor Registration (CCR)/ System for Awards Management (SAM) database: Registered

### SECTION 3: PRICE LIST

The Ravens Group, Inc. awarded labor categories and prices are listed below. The awarded prices include the required .75% Industrial Funding Fee (IFF).

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	C874-1; C874-7	Management and Planning Director	Both	138.27	141.04	143.86	146.74	149.67
2	C874-1; C874-7	Senior Program Manager	Both	84.58	86.27	88.00	89.76	91.55
3	C874-1; C874-7	Program Manager	Both	79.87	81.46	83.09	84.76	86.45
4	C874-1; C874-7	Project Manager	Both	89.27	91.06	92.88	94.74	96.63
5	C874-1; C874-7	Planning and Analysis Director	Both	113.72	116.00	118.32	120.68	123.10
6	C874-1; C874-7	Business Analyst	Both	84.04	85.72	87.43	89.18	90.97
7	C874-1; C874-7	Planning and Management Analyst	Both	81.76	83.40	85.07	86.77	88.50
8	C874-1; C874-7	Graphics and Industrial Designer Specialist	Both	65.21	66.51	67.84	69.20	70.59
9	C874-1; C874-7	Convention and Meeting Manager	Both	49.39	50.38	51.38	52.41	53.46
10	C874-1; C874-7	Senior Business and Budget Analyst	Both	75.93	77.45	79.00	80.58	82.19
11	C874-1; C874-7	Business and Budget Analyst	Both	52.90	53.96	55.04	56.14	57.26
12	C874-1; C874-7	Administrative Services Support Manager	Both	68.50	69.87	71.27	72.70	74.15
13	C874-1; C874-7	Administrative Services Support	Both	52.99	54.05	55.13	56.23	57.36
14	874-1; 874-7	Subject Matter Expert, Level II	Both	123.20	125.66	128.17	130.74	133.35
15	C874-1; C874-7	Subject Matter Expert, Level III	Both	157.66	160.82	164.03	167.31	170.66
16	C874-1; C874-7	Vice President/Strategy Officer	Both	143.26	146.12	149.05	152.03	155.07
17	C874-1; C874-7	Executive Strategy Director	Both	194.95	198.84	202.82	206.88	211.02
18	C874-1; C874-7	Business Process Re-Engineering Analyst, Level IV	Both	90.18	91.98	93.82	95.70	97.61
19	C874-1; C874-7	Business Process Re-Engineering Analyst, Level V	Both	115.01	117.31	119.65	122.05	124.49

20	C520-11, C520-12, C520-13, C520-21	Accounting Clerk I	Both	\$30.23	\$30.84	\$31.45	\$32.08	\$32.73
21	C520-11, C520-12, C520-13, C520-21	Accounting Clerk II	Both	\$33.93	\$34.61	\$35.31	\$36.01	\$36.73
22	C520-11, C520-12, C520-13, C520-21	Accounting Clerk III	Both	\$36.02	\$36.74	\$37.47	\$38.22	\$38.99
23	C520-11, C520-12, C520-13, C520-21	Administrative Assistant	Both	\$45.94	\$46.86	\$47.80	\$48.75	\$49.73
24	C520-11, C520-12, C520-13, C520-21	General Clerk I	Both	\$27.57	\$28.13	\$28.69	\$29.26	\$29.85
25	C520-11, C520-12, C520-13, C520-21	General Clerk II	Both	\$30.08	\$30.68	\$31.29	\$31.92	\$32.56
26	C520-11, C520-12, C520-13, C520-21	General Clerk III	Both	\$34.05	\$34.73	\$35.42	\$36.13	\$36.85
27	C520-11, C520-12, C520-13, C520-21	Accountant I	Both	\$43.86	\$44.73	\$45.63	\$46.54	\$47.47
28	C520-11, C520-12, C520-13, C520-21	Accountant II	Both	\$53.61	\$54.68	\$55.77	\$56.89	\$58.03
29	C520-11, C520-12, C520-13, C520-21	Accountant III	Both	\$65.49	\$66.80	\$68.14	\$69.50	\$70.89
30	C520-11, C520-12, C520-13, C520-21	Accountant IV	Both	\$75.62	\$77.13	\$78.67	\$80.25	\$81.85
31	C520-11, C520-12, C520-13, C520-21	Accounting Supervisor	Both	\$72.33	\$73.77	\$75.25	\$76.75	\$78.29
32	C520-11, C520-12, C520-13, C520-21	Budget Analyst	Both	\$51.06	\$52.09	\$53.13	\$54.19	\$55.27
33	C520-11, C520-12, C520-13, C520-21	Budget Manager	Both	\$100.86	\$102.88	\$104.93	\$107.03	\$109.17
34	C520-11, C520-12, C520-13, C520-21	Contracts Specialist	Both	\$89.46	\$91.25	\$93.07	\$94.93	\$96.83
35	C520-11, C520-12, C520-13, C520-21	Financial Analysis Manager	Both	\$99.60	\$101.59	\$103.62	\$105.70	\$107.81
36	C520-11, C520-12, C520-13, C520-21	Program Manager	Both	\$135.74	\$138.46	\$141.22	\$144.05	\$146.93
37	C520-11, C520-12, C520-13, C520-21	Project Manager	Both	\$104.26	\$106.35	\$108.47	\$110.64	\$112.86

**Service Contract Act (SCA) Matrix**

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Accounting Clerk I	01011 - Accounting Clerk I	05-2059
Accounting Clerk II	01012 - Accounting Clerk II	05-2059
Accounting Clerk III	01013 - Accounting Clerk III	05-2059
Administrative Assistant	01020 - Administrative Assistant	05-2059
General Clerk I	01111 - General Clerk I	05-2059
General Clerk II	01112 - General Clerk II	05-2059
General Clerk III	01113 - General Clerk III	05-2059

## **SECTION 4: LABOR CATEGORY DESCRIPTIONS**

### LABOR CATEGORY DESCRIPTIONS – FABS SINS C520-11, C520-12, C520-13 and C520-21

#### ACCOUNTING CLERK I

Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

#### ACCOUNTING CLERK II

Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and 2-5 years of related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

#### ACCOUNTING CLERK III

Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Requires a high school diploma or its equivalent and at least 5 years of related experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.



#### ADMINISTRATIVE ASSISTANT

Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Requires a high school diploma with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

#### GENERAL CLERK I

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

#### GENERAL CLERK II

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with 2-5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

#### GENERAL CLERK III

Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Requires a high school diploma or its equivalent with at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

#### ACCOUNTANT I

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires an associate's degree in accounting and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

#### ACCOUNTANT II

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires an associate's degree in accounting, finance and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

#### ACCOUNTANT III

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting, and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

#### ACCOUNTANT IV

Prepares balance sheets, profit and loss statements, and other financial reports. Responsibilities also include analyzing trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses. Reports organization's finances to management, and offers suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Requires a bachelor's degree in accounting and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

### ACCOUNTING SUPERVISOR

Responsible for the supervision of accounting professionals. Oversees calculating, posting, verifying, and typing duties to obtain and record financial data for use in maintaining accounting and statistical records. Leads most day to day operations of group. Requires an associate's in area of specialty, and 4-6 years of experience. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

### BUDGET ANALYST

Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Requires an associate's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

### BUDGET MANAGER

Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of public and private organizations. Directs compilation of data based on statistical studies and analysis of past and current years to prepare budgets and to justify funds requested. Correlates appropriations for specific programs with appropriations for divisional programs and includes items for emergency funds. Reviews operating budgets periodically to analyze trends affecting budget needs. Requires a bachelor's degree and 5-7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected.

### CONTRACT SPECIALIST

Develops a pre-negotiation position, determines the types of contracts and negotiation authority to be used, and prepares justification. Coordinates contract management activities consistent with Federal Acquisition Regulation guidance and contractual agreements. Interprets contract provisions, and provides appropriate advice and guidance, using mature judgment and defending all actions taken. Develops guidelines for use of staff and program offices, setting forth procurement lead-times for each type of requirement handled. Serves as Contracting Officer with responsibility for pre-award and post award contracting functions involving procurements. Advises program officials of the procurement objectives to be used and assists in the preparation of the statement of work.

Should possess experience in leading and managing other acquisition professionals. Keeps the Director informed of progress in mission and prepares briefings on various vital procurement issues for presentation to higher officials.

Education: BS/BA degree and three years experience. An advanced degree or acquisition certification is preferred (CPCM, CACM, or certificate program).

#### FINANCIAL ANALYSIS MANAGER

Responsible for managing financial analysis projects and statistical studies. Projects may include evaluation of potential investments and divestitures as well as general economic outlooks. Requires a bachelor's degree in a related area and at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Relies on experience and judgment to plan and accomplish goals. Manages financial analyst staff and typically reports to top management.

#### PROGRAM MANAGER

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.

#### PROJECT MANAGER

Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Requires a bachelor's degree and at least 7 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

#### LABOR CATEGORY DESCRIPTIONS – MOBIS SINS C874-1 and C874-7

#### MANAGEMENT AND PLANNING DIRECTOR

Shall have a combination of at least ten (10) years' experience and a bachelor's degree. Responsible for providing strategic direction, vision, leadership and program management. Contributes to organization direction through regular involvement with senior level client leadership and team members. Defines project objectives, structure and strategic direction. Assesses and develops policy to govern project activities; providing policy guidance to management, staff, and customers. Establishes metrics to measure and evaluate project performance.

#### SR. PROGRAM MANAGER

Requires a bachelor' degree and a minimum of twelve (12) years of relevant professional experience. Consults with managerial personnel to clarify program intent, identify problems and suggest changes as needed. Assigns, coordinates, and reviews work of personnel. Experience in assessing and implementing program changes in the development of overall program schedules and support parameters is essential.

#### PROGRAM MANAGER

Requires a bachelor's degree. A minimum of 10 years professional experience related to the program to be supported, including at least eight years of progressively responsible management and supervisory experience. Ensures projects are completed on time and according to company standards. Assigns, coordinates, and reviews work of personnel. Consults with managerial personnel to clarify programs intent, identify problems, suggest changes, and determine extent of changes required.

#### PROJECT MANAGER

Requires a bachelor's degree with a minimum of eight years of experience in managing day-to-day contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Project manager should have the capacity to fully manage project including management and supervision of staff, budget development and oversight, project deliverables and client communications. Responsible for oversight of day-to-day activities on project and responsible for the on-time, on-budget completion of project requirements. Project manager coordinates all project specific partners, affiliates and team members and reviews work for completeness and adherence to requirements. Additionally, delivers presentations, leads client meetings, and must have the ability to work independently.

#### PLANNING AND ANALYSIS DIRECTOR

Requires a bachelor's degree with a total of ten years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.

#### BUSINESS ANALYST

Requires a bachelor's degree with a minimum of 6 years experience. Responsible for identifying the business needs of organizations to help determine solutions to business problems. Responsible for requirements development and requirements management by eliciting, analyzing, validating and documenting the business, organizational and/or operational requirements. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

-

#### PLANNING AND MANAGEMENT ANALYST

Requires a bachelor's degree with a total of eight years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Organizes competitive financial analysis and statistical studies. Provides financial oversight, leadership and support. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.

#### GRAPHICS AND INDUSTRIAL DESIGNER SPECIALIST

Requires an Associate's Degree with six years' experience developing illustrations for highly technical documentation; preparing finalized illustrations and displays for use in technical and administrative documents, or preparing visual presentation material.

#### CONVENTION AND MEETING MANAGER

Manages the strategy and planning of meetings and special events for an organization. Provides guidance in the coordination of all amenities and accommodations at the event. Monitors and controls event budgets. Requires an associate's degree and at least 2 years of experience in the field or in a related area. Familiar with a variety of concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals.

#### SENIOR BUSINESS AND BUDGET ANALYST

Requires a bachelor's degree in business, finance, accounting or economics with eight years of related experience. Utilizes mission-oriented business consulting skills in analyzing enterprise problems. May perform analytical and evaluation tasks in functional areas such as business process reengineering, management systems, work flow redesign, organizational effectiveness, job redesign, compensation analysis or performance improvement. Prepares and conducts business analyses and studies, requirements and analysis/definition and cost/benefit analyses in an effort to align business solutions and initiatives. Prepares forecasts and analyzes requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Must be able to meet with customers, lead and facilitate meetings, gather and develop business and financial requirements and translate into working project plan for project delivery team.

### **BUSINESS AND BUDGET ANALYST**

Requires a bachelor's degree and minimum 2 years of relevant experience. Knowledge of commonly used concepts, practices and procedures within a particular field. Analyst must have strong written and computer skills and be able to support management and the project team in the completion of all project tasks. An understanding of the project scope and requirements is required and the ability to complete smaller tasks as assigned on budget and on schedule is required. Reviews, analyzes and evaluates business systems and user needs. Reviews expenditures and prepares operating budgets for various operations to ensure conformance to budgetary limits. Utilizes mission-oriented business consulting skill in analyzing routine management problems. Collects, compiles, presents, and evaluates data and information to support recommended courses of action or proposed solutions.

### **ADMINISTRATIVE SERVICES SUPPORT MANAGER**

Requires an associate's degree in a related area or 5 years of experience. Organizes, directs and coordinates administrative support services for consulting and technical staff or directly for clients in project management, meeting/conference organization, report preparation, and project presentations, documentations and materials. Strong communication and client support skill required to interface with customer and provide information and feedback. Other related services. Relies on experience and judgment to plan and accomplish goals.

### **ADMINISTRATIVE SERVICES SUPPORT**

Require an associate's degree or 2 years of relevant experience. Provides general research, direct administrative guidance and project support services to accomplish mission-oriented business projects. Provides technical and production support for the development of presentations, briefings or reports. Gathers and consolidates data from multiple sources. Prepares visual, and narrative presentation materials or other tasks assigned by project and consulting staff. Relies on experience and judgment to plan and accomplish goals.

### **SUBJECT MATTER EXPERT, LEVEL II**

Requires a bachelor's degree with progressive experience of no less than 8 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

### **SUBJECT MATTER EXPERT, LEVEL III**

Requires a bachelor's degree with progressive experience of no less than 12 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular

functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

#### **VICE PRESIDENT/STRATEGY OFFICER**

Requires a master's degree with progressive experience of no less than 13 years in related experience for directing, planning, and organizing a major technological operating segment or business area. Substantial management or consulting experience at executive level. Experience in facilitating group interaction for groups ranging from a small team of senior executives to corporate-wide integration and problem resolution. Capable of serving as an individual consultant in direct support of senior executives, a team leader in medium to large-scale performance improvement efforts or facilitator for client groups. Provides technical / administrative leadership and frequently serves as the final authority in field of specialty. Plans and controls resource requirements and allocates and controls resource utilization for area of responsibility. Recommends, reviews, and approves policies and procedures for group-wide and/or company-wide application. May serve as advisor on projects and programs, and works directly with senior level clients to set the project strategic agenda.

#### **EXECUTIVE STRATEGY DIRECTOR**

Requires a master's degree with progressive experience of no less than 15 years in directing, planning, and organizing a major technological operating segment or business area. Extensive experience in management or consulting at corporate or senior executive level. Able to perform independent consulting, mentor senior executives, or manage team of consultants in support of major client programs or corporate-wide efforts. Expertise and practical experience using broad spectrum of tools, techniques, and methods to resolve organizational and management issues. Manages executives of multiple, rapid hypothesis-based fact finding efforts. Balances potentially conflicting themes and objectives. Generates innovative approaches to address business problems. Relies on experience and judgment to plan and accomplish goals.

#### **BUSINESS PROCESS RE-ENGINEERING ANALYST, LEVEL IV**

Requires a bachelor's degree with progressive experience of no less than 6 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

#### **BUSINESS PROCESS RE-ENGINEERING ANALYST, LEVEL V**



Requires a bachelor's degree with progressive experience of no less than 10 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

### **SECTION 5: SCHEDULE MIGRATION**

Please be advised that the following individual Schedule contracts have been migrated to this Consolidated Schedule. As a result, no additional stand alone Task Orders can be awarded or BPAs established under these contracts:

<b>Single Schedule Name</b>	<b>Former Contract Number</b>
FABS	GS-23F-0046W
MOBIS	GS-10F-0456N

### **SECTION 6: POINT OF CONTACT**

Joe N Ballard  
The Ravens Group, Inc.  
4640 Forbes Boulevard, Suite 300  
Lanham, MD 20706  
(301) 577-8585 Office  
(301) 577-9097 Fax  
E-mail: [joe.ballard@theravensgroup.com](mailto:joe.ballard@theravensgroup.com)