



**TFGI,
Government & Infrastructure Company**

2008-2010 Published Schedule Rates

Labor Category	Commercial Rate	Gov Discount	Gov. Rate
Senior Principal	250.00	4%	240.00
Senior Advisor	175.00	4%	168.00
Principal Consultant	150.00	4%	144.00
Senior Consultant	135.00	4%	129.60
Project Manager	135.00	4%	129.60
Consultant	112.50	4%	108.00
Senior Management Analyst	100.00	4%	96.00
Management Analyst	85.00	4%	81.60
Senior Instructional Designer	95.00	4%	91.20
Instructional Designer	75.00	4%	72.00
Senior Database Developer	85.00	4%	81.60
Database Developer	75.00	4%	72.00
Data Analyst	95.00	4%	91.20
Technical Writer	60.00	4%	57.60
Administrative Assistant	40.00	4%	38.40

The priced hourly rates contained in the pricing tables shall be used to price Firm Fixed Price (FFP), Labor Hour (LH), and Time and Materials (T&M) task orders. The rates are fixed for the term of the contract, including all option periods. The price schedules contain the loaded hourly rates for work performed at any location within the 50 states of the USA, and within the District of Columbia. Any work performed outside the US shall be negotiated and defined within orders.

Other unique costs related to a specific task order shall be included in TFGI, Government & Infrastructure Company and its Alliance Members task order. Unique costs are defined as travel and other direct costs with associated General & Administrative expenses that are allowable, allocable, and reasonable costs related to the specific task.

The Government will only be obligated for items and quantities specified in task orders issued under this contract. The actual number of hours and labor categories will be negotiated in individual task orders.

*Rates are subject to change each FY as set by Board of Directors.

Labor Category Descriptions

Senior Principal

The following duties are assigned:

- ❖ Performs highly advanced evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients.
- ❖ Provides expert guidance, advice and direction to project team, typically in an advisory capacity
- ❖ Provides expert guidance in the preparation of analysis, reports and/or presentations.
- ❖ Demonstrates expertise in the use of a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- ❖ Advises clients of strategic options and next steps.
- ❖ Defines target dates of tasks and subtasks.
- ❖ Provides guidance and direction regarding output and ensuring the technical adequacy of the end product.
- ❖ In an advisory capacity, ensures successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction.
- ❖ Demonstrates exceptional oral and written communications skills.

Minimum/General Experience: This position requires a minimum of twenty years of progressively responsible experience in a technical or specialty area, including at least seven years of experience as an internal or external consultant in a field related to TFGI, Inc practice. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems.

Minimum Education: An advanced graduate or professional degree from an accredited college or university in a related scientific, technical or professional field. The advanced degree may be substituted for demonstrated expertise and a national reputation as evidenced by success in publications in the scientific, professional or management literature or service on professional or academic committees or work groups.

Senior Advisor

The following duties are assigned:

- ❖ Performs highly complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients.

- ❖ Provides guidance, advice and direction to project team, typically in an advisory capacity
- ❖ Provides guidance in the preparation of analysis, reports and/or presentations.
- ❖ Demonstrates expertise in the use of a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- ❖ Advises clients of options and next steps.
- ❖ May define and direct technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks.
- ❖ Provides guidance and direction regarding output and ensuring the technical adequacy of the end product.
- ❖ In an advisory capacity, ensures successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction.
- ❖ Demonstrates exceptional oral and written communications skills.

Minimum/General Experience: This position requires a minimum of eighteen years of progressively responsible experience in a technical or specialty area, including at least seven years of experience as an internal or external consultant in a field related to TFGI, Inc practice. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems..

Minimum Education: A graduate or professional degree from an accredited college or university in a related scientific, technical or professional field. The advanced degree may be substituted for demonstrated expertise and a national reputation as evidenced by success in publications in the scientific, professional or management literature or service on professional or academic committees or work groups.

Principal Consultant

The following duties are assigned:

- ❖ Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or designs new processes, models or systems as required by clients.
- ❖ Directs preparations of analysis, reports and/or presentations.
- ❖ Uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- ❖ Advises clients of options and next steps.
- ❖ Provides daily supervision and direction to staff. Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks.
- ❖ Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product.

- ❖ Has responsibility for successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction.
- ❖ Demonstrates exceptional oral and written communications skills.

Minimum/General Experience: This position requires a minimum of fifteen years of progressively responsible experience in a technical or specialty area, including at least three years of experience as an internal or external consultant in a field related to TFGI, Inc practice. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems..

Minimum Education: A graduate or professional degree from an accredited college or university in a related scientific, technical or professional field. The advanced degree may be substituted for demonstrated expertise and a national reputation as evidenced by success in publications in the scientific, professional or management literature.

Senior Consultant

The following duties are assigned:

- ❖ Performs moderately complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management or performance problems or assists with the design of new processes, models or systems as required by clients.
- ❖ Directs or assists with preparation of analysis, reports and/or presentations.
- ❖ Uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- ❖ Advises clients of options and next steps.
- ❖ Depending upon the scope and complexity of the program or project, may provide project direction or assist the Principal Consultant or Project Manager for the project.
- ❖ Provides daily supervision and direction to staff.
- ❖ Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks or assists Principal Consultant or Project Manager with same.
- ❖ Depending upon the scope and complexity of the program or project may provide guidance and assistance in coordinating output and ensuring the technical adequacy of the end product or assist. For smaller or less complex projects, maintains responsibility for successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports, and customer/client satisfaction.
- ❖ Demonstrates exceptional oral and written communications skills.

Minimum/General Experience: This position requires a minimum of twelve years of progressively responsible experience as an expert in a scientific, professional or technical field. The advanced degree may be substituted for demonstrated expertise and a national as evidenced by success in publications in the scientific, professional or management literature. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems..

Minimum Education: A Master's Degree from an accredited college or university in a relevant scientific, technical, or professional field. The advanced degree may be substituted for demonstrated expertise and a national reputation as evidenced by success in publishing in the scientific, professional or management literature.

Project Manager

The following duties are assigned:

- ❖ Maintains primary responsibility for the management and coordination of integrated project plans including implementation schedules and resource estimates.
- ❖ Provides input to the development and implementation of short-and long-range goals, objectives, policies and procedures.
- ❖ Monitors and evaluates adherence to schedule, cost estimates, resource utilization, and provides periodic cost and productivity analyses.
- ❖ Takes appropriate corrective action to resolve any discrepancies from schedule, budget or quality of deliverables..
- ❖ Communicates regularly with customers/clients, management, project staff, vendors, and others as appropriate. Demonstrates exceptional oral and written communications skills.

Minimum/General Experience: This position requires a minimum of five years of progressively responsible experience directly related to the duties and responsibilities specified. Demonstrated knowledge of project management principles, practices, techniques and tools is required. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems..

Minimum Education: A Bachelors degree from an accredited college or university in a relevant scientific, technical or professional field. An advanced degree or Project Management Certification may be substituted for two of those years of experience.

Consultant

The following duties are assigned:

- ❖ Generally assists project lead in the evaluation of client processes, procedures, techniques or systems, as related to management or performance problems or assists with the design of new processes, models or systems as required by clients.
- ❖ Assists with the preparation of analysis, reports and/or presentations.
- ❖ Carries out day-to-day project tasks such as interviews, data collection, synthesis and analysis.
- ❖ Contributes to successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of analysis and reports and customer/client satisfaction.
- ❖ Demonstrates excellent oral and written communication skills.

Minimum/General Experience: This position requires a minimum of eight years of progressively responsible experience. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems..

Minimum Education: A Bachelor's Degree in a relevant field from an accredited college or university. With a Master's Degree in an appropriate field, four years of general experience is required.

Senior Management Analyst

The following duties are assigned:

- ❖ Supports and assists project team members in the execution and implementation of a variety of project tasks particularly by providing analytic and technical support.
- ❖ Coordinates team activities, communication and deliverables.
- ❖ Completes research and analysis, analyzes and synthesizes information using problem-solving, evaluation and critical thinking skills.
- ❖ Assists with work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.
- ❖ Assists with the development of technical and project requirements.
- ❖ Provides guidance and direction for clients and other team members.

Minimum/General Experience: This position requires a minimum of four years of relevant experience. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems. Good written and oral communication skills are required.

Minimum Education: A Bachelor's Degree in a relevant field from an accredited college or university. With a Master's Degree in an appropriate field, two years of experience is required.

Management Analyst

The following duties are assigned:

- ❖ Supports and assists project team members in the execution and implementation of a variety of project tasks particularly by providing analytic and technical support.
- ❖ Completes research and analysis, gathers analyzes and synthesizes information using evaluation and critical thinking skills.
- ❖ Assists with work breakdown structures, prepares charts, tables, graphs, and diagrams to assist in analyzing problems.
- ❖ Assists with the development of technical and project requirements.

Minimum/General Experience: This position requires a minimum of three years of relevant experience. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems. Good written and oral communication skills are required.

Minimum Education: A Bachelor's Degree in a relevant field from an accredited college or university. With a Master's Degree in an appropriate field, one year of experience is required.

Senior Instructional Designer

The following duties are assigned:

- ❖ Generally responsible for design and production of training and materials for traditional classroom, online or hybrid training products may serve as lead to other instructional designers in completion of these tasks
- ❖ Identifies learning objectives and prepares course material and exercises as appropriate to assist learners in meeting learning objectives.
- ❖ Completes training needs assessments as required and prepares course necessary to fill identified training needs.
- ❖ Prepares assessments of learning outcomes, analyzes and reports on learning results attained.
- ❖ Contributes to successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of course materials and customer/client satisfaction.
- ❖ Demonstrates excellent oral and written communication skills.
- ❖ Coordinates the efforts of other, less senior, instructional designers

Minimum/General Experience: This position requires a minimum of five years of progressively responsible experience. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems and familiarity with Learning Management Systems.

Minimum Education: A Bachelor's Degree in a relevant field from an accredited college or university. With a Master's Degree in an appropriate field, one year of general experience is required.

Instructional Designer

The following duties are assigned:

- ❖ Generally responsible for design and production of training and materials for traditional classroom, online or hybrid training products
- ❖ Identifies learning objectives and prepares course material and exercises as appropriate to assist learners in meeting learning objectives.
- ❖ Completes training needs assessments as required and prepares course necessary to fill identified training needs.
- ❖ Prepares assessments of learning outcomes, analyzes and reports on learning results attained.
- ❖ Contributes to successful completion of the project, adherence to schedule and project milestones, quality of deliverables, accuracy of course materials and customer/client satisfaction.
- ❖ Demonstrates excellent oral and written communication skills.

Minimum/General Experience: This position requires a minimum of three years of progressively responsible experience. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems and familiarity with Learning Management Systems.

Minimum Education: A Bachelor's Degree in a relevant field from an accredited college or university. With a Master's Degree in an appropriate field, one year of general experience is required.

Senior Database Developer

The following duties are assigned:

- ❖ Performs moderately complex evaluations of requirements associated with the collection, organization, analysis and reporting of data and information.
- ❖ Designs new processes, models or systems for the collection, organization, analysis and reporting of information as required by clients.
- ❖ Develops data models, data dictionaries and/or other specifications to guide the development and implementation of processes, models or systems.
- ❖ Uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- ❖ Advises clients of options and next steps.
- ❖ Depending upon the scope and complexity of the program or project, may provide project direction or assist the Principal Consultant or Project Manager for the project.
- ❖ Provides daily supervision and direction to assigned staff.

Minimum/General Experience: This position requires a minimum of five years of progressively responsible experience in database design and development. This position also requires demonstrated proficiency using commercial automated word processing and database management systems.

Minimum Education: A Bachelor's degree in a related field is preferred, and with a Bachelor's degree, only three years of experience is required.

Database Developer

The following duties are assigned:

- ❖ Performs moderately complex evaluations of requirements associated with the collection, organization, analysis and reporting of data and information.
- ❖ Designs new processes, models or systems for the collection, organization, analysis and reporting of information as required by clients.
- ❖ Develops data models, data dictionaries and/or other specifications to guide the development and implementation of processes, models or systems.
- ❖ Uses a variety of sophisticated problem-solving tools to assist in analysis and guide decision making.
- ❖ Advises clients of options and next steps.
- ❖ Depending upon the scope and complexity of the program or project, may provide project direction or assist the Principal Consultant or Project Manager for the project.
- ❖ Provides daily supervision and direction to assigned staff.

Minimum/General Experience: This position requires one year of experience in database development and administration. This position also requires

demonstrated proficiency using commercial automated word processing and database management systems.

Minimum Education: A Bachelor's degree in a related field is preferred, and with a Bachelor's degree, no experience is required.

Data Analyst

The following duties are assigned:

- ❖ Supports and assists project team members in the execution and implementation of a variety of project tasks particularly by providing statistical, analytic and technical support.
- ❖ Completes research and analysis, gathers analyzes and synthesizes information using evaluation, statistical analysis, and analytic and critical thinking skills.
- ❖ Assists with work breakdown structures, prepares statistical reports, checks for data integrity and completeness, charts, tables, graphs, and diagrams to assist in analyzing problems.
- ❖ Assists with the development of technical and project requirements.

Minimum/General Experience: This position requires a minimum of three years of relevant experience. Must have demonstrated the ability to work independently or under only general direction. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems. Good written and oral communication skills are required.

Minimum Education: A Bachelor's Degree in a relevant field from an accredited college or university. With a Master's Degree in an appropriate field, one year of experience is required.

Technical Writer

The following duties are assigned:

- ❖ Responsible for development and or editing of written material for reports, questionnaires, surveys, assessments, psychometric instruments and promotional and marketing material.
- ❖ Develops charts, tables, illustrations and a variety of graphical elements to support, clarify and elucidate the written material.
- ❖ Assists with the preparation of analysis and/or presentation.
- ❖ Demonstrates exceptional oral and written communications skills.

Minimum/General Experience: This position requires a minimum of two years of experience; Requires exceptional proficiency with the written word; Must

have demonstrated the ability to work independently or under only general direction. Proficiency with English language is required. Additional languages, particularly Spanish, are a plus. This position also requires demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems..

Minimum Education: A Bachelor's Degree in a relevant field from an accredited college or university. A Master's Degree may be substituted for the required work experience.

Administrative Assistant

The following duties are assigned:

- ❖ Directly supports programs and projects by maintaining files and documents including schedule, deliverables, report, and other files; prepares correspondence, schedules and coordinates travel.
- ❖ Assists in the preparation of and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents.
- ❖ Performs high level secretarial work under the general supervision of manager. Types and proofreads correspondence, reports, and documentation.
- ❖ Maintains filing system for projects, programs or department.
- ❖ Answers telephones, responds to routine questions/requests, schedules meetings, distributes mail and other documents and makes travel arrangements

Minimum/General Experience: Requires a high school diploma and a minimum of three years experience in office administration and developing graphic/artistic presentations for publications and documents (preferably technical documentation). At minimum, one year of specialized experience and demonstrated proficiency using commercial automated word processing, graphics systems, and desktop publishing systems. Must have demonstrated the ability to work independently or under only general direction. Good written and oral communication skills are required.

Minimum Education: Requires a High School Diploma and three years experience. An Associate's Degree or Certification in a related field may be substituted for two years of experience.