



KwáanTech

GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The Internet address for GSA *Advantage!*® is: <https://www.GSAAdvantage.gov>.

Schedule Title: MAS – Multiple Award Schedule

FSC Group: Office Management and Professional Services

PSC: R699 and R408

Contract Number: 47QRAA24D003S

Supplement Number: 1 – Effective 03/07/2024 – Per Modification # PA-0002

Contract Period: 02/12/2024 – 02/11/2029

Contractor Name: Kwáan Tech, LLC
14360 Newbrook Drive, Suite 200
Chantilly, VA 20151-4206
Phone number: 703.530.9523
Fax number: 703.369.1230
Email: KTGSACONTRACTS@kwaantech.com

Contractor Website: <https://capefoxfcg.com/subsidiaries/kwaantech/>

Contract Administrator: Karen Hensley, Contracts Administrator, 703.686.2348
Email: khensley@capefoxss.com

Business Size: Small Business, Small Business Administration Certified 8(a) Small Disadvantaged Business Program, Alaskan Native Corporation (ANC), and Native American Owned

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

CUSTOMER INFORMATION:

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

SIN	DESCRIPTION
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
561110	Office Administrative Services
OLM	Order Level Materials

1b. Lowest Priced Model Number and Price for Each SIN:

See GSA Price List for Details

1c. Hourly Rates and Description of All Corresponding Commercial Job Titles, Experience, Functional Responsibility, and Education:

See GSA Price List for hourly rates by labor category and see the Labor Category Descriptions starting on page 8.

2. Maximum Order:

\$1,000,000 per Order

3. Minimum Order:

\$100

4. Geographic Coverage:

Domestic: 50 states and Washington DC

5. Point(s) of Production:

Chantilly, Fairfax County, Virginia, USA

6. Discount from List Prices:

GSA Net Prices are incorporated on page 4. Negotiated discounts have been applied and the Industrial Funding Fee (IFF) has been added.

7. Quantity Discount(s):

1.0% quantity/volume discount for a single order between \$250,000 and \$499,999.99;
2.0% quantity/volume discount for a single order exceeding \$500,000 or more

8. Prompt Payment Terms:

0%, net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items:

None

10a. Time of Delivery:

To be negotiated and determined at task order level



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- 10b. Expedited Delivery:**
Items available for expedited delivery are noted in this price list
- 10c. Overnight and 2-Day Delivery:**
Contact Kwáan Tech, LLC for details on availability and delivery rates
- 10d. Urgent Requirements:**
Contact Kwáan Tech, LLC representatives to request and effect an accelerated delivery.
- 11. FOB Point:**
Not Applicable
- 12a. Ordering Address:**
Kwáan Tech, LLC
14360 Newbrook Drive, Suite 200
Chantilly, VA 20151-4206
Email: KTGSACONTRACTS@kwaantech.com
- 12b. Ordering Procedures:**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment Address:**
Kwáan Tech, LLC
14360 Newbrook Drive, Suite 200
Chantilly, VA 20151-4206
Attn: Accounting
- 14. Warranty Provision:**
Kwáan Tech, LLC warrants that its services will be performed consistent with generally accepted industry standards. This warranty shall be valid for 90 days from performance of service.
- 15. Export Packing Charges:**
Not Applicable
- 16. Terms and Conditions of Rental, Maintenance, and Repair (If Applicable):**
Not Applicable
- 17. Terms and Conditions of Installation (If Applicable):**
Not Applicable
- 18a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices (If Applicable):**
Not Applicable
- 18b. Terms and Conditions for Any Other Services (If Applicable):**
Not Applicable



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- 19. List of Service and Distribution Points (If Applicable):**
Not Applicable
- 20. List of Participating Dealers (If Applicable):**
Not Applicable
- 21. Preventative Maintenance (If Applicable):**
Not Applicable
- 22a. Special Attributes such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):**
Not Applicable
- 22b. Section 508 Compliance for EIT:**
Contact Kwáan Tech, LLC for details
- 23. Unique Entity Identifier (UEI) Number:**
GWNAXH8YCCF7
- 24. Notification Regarding Registration in System for Award Management (SAM) Database:**
Kwáan Tech, LLC has an Active Registration in the SAM database.

PRICE LIST:

SIN	Labor Category	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:
		Year 1 02/12/24 – 02/11/25	Year 2 02/12/25 – 02/11/26	Year 3 02/12/26 – 02/11/27	Year 4 02/12/27 – 02/11/28	Year 5 02/12/28 – 02/11/29
541611, 561110	Acquisition Specialist	\$103.95	\$107.27	\$110.71	\$114.26	\$117.91
541611, 561110	Administrative Assistant**	\$71.72	\$74.02	\$76.38	\$78.83	\$81.35
541611, 561110	Administrative Specialist	\$73.47	\$75.82	\$78.25	\$80.76	\$83.34
541611	Advisor – Junior	\$111.75	\$115.32	\$119.01	\$122.82	\$126.75
541611	Advisor – Intermediate	\$127.70	\$131.79	\$136.01	\$140.36	\$144.86
541611	Advisor – Senior	\$162.11	\$167.29	\$172.64	\$178.17	\$183.87
541611, 561110	Budget Analyst – Junior	\$64.56	\$66.63	\$68.77	\$70.96	\$73.23
541611, 561110	Budget Analyst – Intermediate	\$97.55	\$100.68	\$103.90	\$107.22	\$110.66



SIN	Labor Category	GSA Rate with IFF: Year 1 02/12/24 – 02/11/25	GSA Rate with IFF: Year 2 02/12/25 – 02/11/26	GSA Rate with IFF: Year 3 02/12/26 – 02/11/27	GSA Rate with IFF: Year 4 02/12/27 – 02/11/28	GSA Rate with IFF: Year 5 02/12/28 – 02/11/29
541611, 561110	Budget Analyst – Senior	\$124.52	\$128.50	\$132.61	\$136.86	\$141.24
541611, 561110	Business Analyst	\$91.92	\$94.86	\$97.89	\$101.03	\$104.26
541611	Consultant – Junior	\$106.65	\$110.07	\$113.59	\$117.23	\$120.98
541611	Consultant – Intermediate	\$134.91	\$139.22	\$143.68	\$148.27	\$153.02
541611	Consultant – Senior	\$153.30	\$158.21	\$163.26	\$168.49	\$173.88
541611, 561110	Contract Specialist	\$112.77	\$116.37	\$120.10	\$123.94	\$127.91
541611, 561110	Executive Assistant	\$112.77	\$116.37	\$120.10	\$123.94	\$127.91
541611, 561110	Financial Analyst – Junior	\$60.49	\$62.43	\$64.42	\$66.49	\$68.61
541611, 561110	Financial Analyst – Intermediate	\$91.87	\$94.81	\$97.84	\$100.98	\$104.21
541611, 561110	Financial Analyst – Senior	\$118.37	\$122.16	\$126.07	\$130.10	\$134.26
541611, 561110	HR Specialist – Junior	\$92.99	\$95.96	\$99.03	\$102.21	\$105.48
541611, 561110	HR Specialist – Intermediate	\$110.39	\$113.92	\$117.57	\$121.33	\$125.21
541611, 561110	HR Specialist – Senior	\$122.14	\$126.05	\$130.08	\$134.24	\$138.53
541611, 561110	Management Analyst – Junior	\$79.59	\$82.14	\$84.77	\$87.48	\$90.28
541611, 561110	Management Analyst – Intermediate	\$111.36	\$114.92	\$118.60	\$122.40	\$126.32
541611, 561110	Management Analyst – Senior	\$144.95	\$149.58	\$154.37	\$159.30	\$164.40
541611, 561110	Personnel Assistant – Junior**	\$63.24	\$65.27	\$67.36	\$69.51	\$71.74
541611, 561110	Personnel Assistant – Intermediate**	\$69.38	\$71.60	\$73.88	\$76.25	\$78.69
541611	Policy Program Manager	\$112.60	\$116.21	\$119.93	\$123.77	\$127.73
541611, 561110	Program Analyst – Junior	\$83.36	\$86.03	\$88.78	\$91.62	\$94.55



SIN	Labor Category	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:
		Year 1 02/12/24 – 02/11/25	Year 2 02/12/25 – 02/11/26	Year 3 02/12/26 – 02/11/27	Year 4 02/12/27 – 02/11/28	Year 5 02/12/28 – 02/11/29
541611, 561110	Program Analyst – Intermediate	\$96.43	\$99.52	\$102.70	\$105.98	\$109.38
541611, 561110	Program Analyst – Senior	\$133.86	\$138.15	\$142.57	\$147.13	\$151.84
541611, 561110	Program Management Assistant	\$89.51	\$92.37	\$95.32	\$98.38	\$101.52
541611, 561110	Program Manager – Junior	\$104.19	\$107.53	\$110.97	\$114.52	\$118.19
541611, 561110	Program Manager – Intermediate	\$127.56	\$131.64	\$135.85	\$140.19	\$144.68
541611, 561110	Program Manager – Senior	\$167.70	\$173.07	\$178.61	\$184.32	\$190.22
541611, 561110	Project Coordinator	\$91.70	\$94.63	\$97.66	\$100.79	\$104.01
541611, 561110	Project Analyst - Junior	\$70.39	\$72.64	\$74.97	\$77.37	\$79.85
541611, 561110	Project Analyst – Intermediate	\$86.76	\$89.54	\$92.40	\$95.36	\$98.41
541611, 561110	Project Analyst – Senior	\$111.09	\$114.65	\$118.32	\$122.11	\$126.02
541611, 561110	Project Manager	\$116.37	\$120.10	\$123.94	\$127.91	\$132.00
541611, 561110	Secretary – Junior**	\$56.50	\$58.31	\$60.17	\$62.10	\$64.08
541611, 561110	Secretary – Intermediate*	\$62.33	\$64.32	\$66.38	\$68.50	\$70.70
541611, 561110	Secretary – Senior**	\$68.66	\$70.86	\$73.13	\$75.47	\$77.88
541611, 561110	Subject Matter Expert – Junior	\$101.73	\$104.99	\$108.34	\$111.81	\$115.39
541611, 561110	Subject Matter Expert – Intermediate	\$151.88	\$156.74	\$161.75	\$166.93	\$172.27
541611, 561110	Subject Matter Expert – Senior	\$175.60	\$181.22	\$187.02	\$193.01	\$199.18
541611, 561110	Technical Writer / Editor – Junior	\$62.02	\$64.00	\$66.05	\$68.16	\$70.34
541611, 561110	Technical Writer / Editor – Intermediate	\$93.47	\$96.46	\$99.55	\$102.73	\$106.02

SIN	Labor Category	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:	GSA Rate with IFF:
		Year 1 02/12/24 – 02/11/25	Year 2 02/12/25 – 02/11/26	Year 3 02/12/26 – 02/11/27	Year 4 02/12/27 – 02/11/28	Year 5 02/12/28 – 02/11/29
541611, 561110	Technical Writer / Editor – Senior	\$114.84	\$118.52	\$122.31	\$126.22	\$130.26
541611	Technical Specialist – Junior	\$70.39	\$72.64	\$74.97	\$77.37	\$79.85
541611	Technical Specialist – Intermediate	\$90.98	\$93.89	\$96.90	\$100.00	\$103.20
541611	Technical Specialist – Senior	\$123.96	\$127.93	\$132.02	\$136.24	\$140.60
541611, 561110	Travel Management Specialist – Intermediate	\$94.70	\$97.73	\$100.86	\$104.08	\$107.42
541611, 561110	Travel Management Specialist - Senior	\$112.60	\$116.21	\$119.93	\$123.77	\$127.73

** The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor Categories and fixed price services marked with an (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SCLS/SCA Eligible Labor Category	SCLS/SCA Equivalent Code Title	Wage Determination #
Administrative Assistant	01020 – Administrative Assistant	2015-4281
Personnel Assistant – Intermediate	01262 – Personnel Assistant (Employment) II	2015-4281
Personnel Assistant – Senior	01263 – Personnel Assistant (Employment) III	2015-4281
Secretary – Junior	01311 – Secretary I	2015-4281
Secretary – Intermediate	01312 – Secretary II	2015-4281
Secretary – Senior	01313 – Secretary III	2015-4281

LABOR CATEGORY DESCRIPTIONS:

Acquisition Specialist	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	5 years
<i>Functional Responsibility</i>	Provides expertise in contracting fundamentals, legal considerations, overhead management, contract pricing and source selection planning, tracking, and execution. Coordinates and prepares contract-related documents, reviews the contract language for relevancy and appropriateness, and makes recommendations regarding contracting strategies. Performs market research and assists with preparation and review of Acquisition Requirements Package (ARP) documents including market research reports, Performance Work Statement (PWS)/Statement of Work (SOW)/Statement of Objective (SOO), Independent Government Cost Estimate (IGCE), and Service Contract Approval Request (SCAR) documentation.
Administrative Assistant**	
<i>Education</i>	High School diploma or equivalent
<i>Experience</i>	1 year
<i>Functional Responsibility</i>	Provides administrative support to an individual, team, department, or other group in an organization. Collects, reviews, analyzes data to prepare reports, charts, budgets, and other presentation materials. Responds to or routes routine inquiries from external or internal sources with standard correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities.
Administrative Specialist	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	3 years
<i>Functional Responsibility</i>	Provides multi-faceted administrative support and assistance to ensure effective use of an executive's time and productive interactions with staff and the public. Handles a wide range of administrative and support tasks and independently initiates and implements processes to manage projects, information, and people. Manages the executive's schedule, meeting preparations, follow-up tasks, and complex travel arrangements. Conducts research and information gathering on behalf of the executive and prepares summaries and reports. Develops positive and strategic relationships at all levels of the organization. Uses discretion, judgement, and knowledge of the organization to facilitate the executive's activities and maintain confidentiality. May be responsible for directing and deploying support staff or other resources.
Advisor – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	10 years
<i>Functional Responsibility</i>	Researches, analyzes, and recommends improvements to an organization's business processes improve overall organization performance. Studies operational and performance data to identify trends and opportunities for improvement. Develops project plans, communicates changes, and may provide training to impacted business units.

Advisor – Intermediate	
<i>Education</i>	Master's degree
<i>Experience</i>	12 years
<i>Functional Responsibility</i>	Researches, analyzes, and recommends improvements to an organization's business processes improve overall organization performance. Studies operational and performance data to identify trends and opportunities for improvement. Develops project plans, communicates changes, and may provide training to impacted business units. Leads larger and more complex projects.
Advisor – Senior	
<i>Education</i>	Doctorate degree
<i>Experience</i>	15 years
<i>Functional Responsibility</i>	Consults with client organizations to evaluate and recommend solutions that will facilitate the accomplishment of the client's business goals. Analyzes the client's business strategy, operations, and current technology architecture to develop options for new technologies that will optimize the organization's functions and business processes. Provides consultation regarding solutions planning, impact analysis, risk assessment, and budgeting. May provide financial analysis to determine ROI/ROA of proposed solutions.
Budget Analyst – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	1 year
<i>Functional Responsibility</i>	Analyzes an organization's accounting records to determine financial resources required. Plans, analyzes, and prepares the organization's budget activities according to previous budget figures and estimated revenue. Makes recommendations for budget allocations to ensure conformance to budgetary limits. Keeps track of expenses, inventories, and budget balances. Prepares financial reports.
Budget Analyst – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Analyzes an organization's accounting records to determine financial resources required. Analyzes, plans, and assists with the development of the organization's budget. Reviews operating budgets to analyze trends affecting budget needs. Estimates future financial needs.
Budget Analyst – Senior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	8 years
<i>Functional Responsibility</i>	Analyzes the organization's accounting records to determine financial resources required. Plans, analyzes, and prepares the organization's budget activities according to previous budget figures and estimated revenue. Makes recommendations for budget allocations to ensure conformance to budgetary limits. Maintains records and analyzes the difference between actual operating figures and estimated budget. Reviews operating budgets periodically to analyze trends affecting budget needs.
Business Analyst	



<i>Education</i>	Bachelor's degree
<i>Experience</i>	5 years
<i>Functional Responsibility</i>	Gathers business requirements, model process flows, and design use cases. Must also have knowledge of business operations, business processes, and/or technology environments. Responsible for analysis, validation, research, planning, and design in support of projects. Must possess the ability to use a variety of word processing, spreadsheet, graphical, and scheduling tools. Must demonstrate the capability to gather and convert highly technical concepts and data into understandable, written narrative.
Consultant – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Consults with client to evaluate and recommend technology solutions that will facilitate the accomplishment of the client's goals. Analyzes the client's business strategy, operations, and/or current technology architecture to develop options for new solutions that will optimize the client's functions and business processes. Provides consultation regarding solutions planning, impact analysis, risk assessment, and budgeting. May provide financial analysis to determine ROI/ROA of proposed solutions.
Consultant – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	10 years
<i>Functional Responsibility</i>	Consults with client to evaluate and recommend technology solutions that will facilitate the accomplishment of the client's goals. Analyzes the client's business strategy, operations, and/or current technology architecture to develop options for new solutions that will optimize the client's functions and business processes. Provides consultation regarding solutions planning, impact analysis, risk assessment, and budgeting. May provide financial analysis to determine ROI/ROA of proposed solutions. A specialist on complex technical and business matters.
Consultant – Senior	
<i>Education</i>	Master's degree
<i>Experience</i>	12 years
<i>Functional Responsibility</i>	Consults with client to evaluate and recommend technology solutions that will facilitate the accomplishment of the client's goals. Analyzes the client's business strategy, operations, and/or current technology architecture to develop options for new solutions that will optimize the client's functions and business processes. Provides consultation regarding solutions planning, impact analysis, risk assessment, and budgeting. May provide financial analysis to determine ROI/ROA of proposed solutions. Works on advanced, complex technical issues or business issues.
Contract Specialist	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	5 years
<i>Functional Responsibility</i>	Performs acquisition and assistance and contract/agreement administration functions including procurement planning, solicitation development, analysis and evaluation of proposals, negotiation and award



	of acquisition and assistance instruments, cost and price analysis, administration, termination, negotiation of changes, execution of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance, and disposition of claims.
Executive Assistant	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	5 years
<i>Functional Responsibility</i>	Provides support to the senior level management including heavy planning and managing of the daily administrative functions associated directly with supporting the principals. Maintaining automated systems, reconcile, validate, and track data; identifying and resolving discrepancies; performing various analytical studies; interpreting and providing guidance; and performing multiple and varying assignments in the areas of personnel matters, travel, event planning and other office programs.
Financial Analyst – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	1 year
<i>Functional Responsibility</i>	Responsible for the preparation, coordination, and documentation of financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in finance, general business conditions, and other related areas. Responsible for the reconciliation of internal accounts. Identifies trends and developments in competitive environments and presents findings to senior management.
Financial Analyst – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Responsible for the preparation, coordination, and documentation of financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in finance, general business conditions, and other related areas. Identifies trends and developments and presents findings to senior management. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. May conduct special financial and business-related studies and cooperates with other departments in the preparation of analyses.
Financial Analyst – Senior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	8 years
<i>Functional Responsibility</i>	Responsible for the preparation, coordination, and documentation of more complex financial analysis projects such as financial and expense performance, rate of return, depreciation, working capital, and investments. Provides analysis for forward-looking financial and business-related projects. Prepares forecasts and analysis of trends in finance, general business conditions, and other related areas. Identifies trends and developments and presents findings to senior management. May conduct special financial and business-related studies and cooperate with other



	departments in the preparation of analyses. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Performs financial forecasting and reconciliation of internal accounts.
HR Specialist – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	3 years
<i>Functional Responsibility</i>	Designs and administers human resources policies and procedures. Collects and analyzes HR data related to compensation, benefits, training, recruitment, etc. to determine improvements and report to management. Processes paperwork for functional area according to established procedures. Prepares internal employee communications regarding compensation, benefits, or company policies.
HR Specialist – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	5 years
<i>Functional Responsibility</i>	Designs and administers human resources policies and procedures. Collects and analyzes HR data related to compensation, benefits, training, recruitment, etc. to determine improvements and report to management. Oversees and establishes procedures for paperwork completion for functional area. Prepares internal employee communications regarding compensation, benefits, or company policies.
HR Specialist – Senior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	8 years
<i>Functional Responsibility</i>	Provides human resources consultation and support to a designated business unit to define and execute HR strategies that enable accomplishment of business objectives. Develops workforce plans and an understanding of external customer trends and issues in the industry that could potentially impact business. Leads organizational assessment that converts strategies into result driven actions. Utilizes knowledge of various human resources functions to provide tactical support to line managers. Acts as liaison with other HR functions. Provides change management leadership as needed.
Management Analyst – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	2 years
<i>Functional Responsibility</i>	Responsible for structuring the strategic design and maintenance of business applications. Identifies, researches, and resolves problems. Ensures that the use of business applications enhances decision making capabilities.
Management Analyst – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	7 years
<i>Functional Responsibility</i>	Responsible for implementing the strategic design and maintenance of business applications. Identifies, researches, and resolves problems. Ensures that the use of business applications enhances decision making capabilities.

Management Analyst – Senior	
<i>Education</i>	Master's degree
<i>Experience</i>	15 years
<i>Functional Responsibility</i>	Responsible for implementing the strategic design and maintenance of business applications. Identifies, researches, and resolves problems. Ensures that the use of business applications enhances complex decision-making capabilities.
Personnel Assistant – Intermediate**	
<i>Education</i>	High School diploma or equivalent
<i>Experience</i>	2 years
<i>Functional Responsibility</i>	Assists in administering human resources policies and procedures. Collects and maintains personnel/human resource data related to compensation, benefits, training, recruitment, etc. to help make recommendations for improvement. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies.
Personnel Assistant – Senior**	
<i>Education</i>	High School diploma or equivalent
<i>Experience</i>	3 years
<i>Functional Responsibility</i>	Administers human resources policies and procedures. Collects and maintains personnel/human resource data related to compensation, benefits, training, recruitment, etc. to help make recommendations for improvement. Processes paperwork for functional area according to established procedures. Provides support for all human resources related activities. May prepare internal employee communications regarding compensation, benefits, or company policies.
Policy Program Manager	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	8 years
<i>Functional Responsibility</i>	Drafts reports, and official correspondence pertaining to a variety of administrative functions and services. Analyzes and evaluates the effectiveness of program operations in meeting established goals and objectives. Evaluates and advises on procedures for providing policy support such as records, communications, directives, forms, files, and documentation. Researches and investigates new or improved policy practices for application to agency programs or operations. Analyzes policy information requirements to develop program or administrative processes. Analyzes new or proposed legislation or regulations to determine impact on program operations and management. Develops new or modifies policies, regulations, goals, or objectives. Identifies and develops data required for use in the management and direction of programs. Develops policy and/or program evaluation plans, procedures, and methodology. Reviews administrative audit and investigative reports to determine appropriate changes or corrective action required. Analyzes and evaluates proposed changes in mission and/or operating procedures. Participates in various working groups of a wide range of subject matter.
Program Analyst – Junior	
<i>Education</i>	Bachelor's degree



<i>Experience</i>	3 years
<i>Functional Responsibility</i>	Coordinates one or more programs for an organization. Develops and implements programs that align with the organization's mission and support the organization's goals. May be responsible for events and programs.
Program Analyst – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	7 years
<i>Functional Responsibility</i>	Coordinates one or more programs for an organization. Develops and implements programs that align with the organization's mission and support the organization's goals. May be responsible for events and programs.
Program Analyst – Senior	
<i>Education</i>	Master's degree
<i>Experience</i>	15 years
<i>Functional Responsibility</i>	Coordinates one or more programs for an organization. Develops and implements programs that align with the organization's mission and support the organization's goals. May be responsible for events and programs.
Program Management Assistant	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	3 years
<i>Functional Responsibility</i>	Assists in the delivery, analysis, and resolution of significant managerial and operational issues, which require action by the senior management. Collects, interprets, and specifies data requirements. Identifies, develops, and implements solutions to improve and streamline processes and procedures. Uses database management, project management, and other management tools to monitor project activities. Prepares a variety of memoranda, briefing material, status reports, and other official documents. Initiates and/or conducts a variety of special projects requiring compilation of statistical data, interpretation of findings, and development of a final product.
Program Manager – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Provides oversight and management to contract(s). Manages multiple contract operations including planning, organizing, and overseeing work efforts, assigning resources, facilitating support services, providing risk management, regulating development assistance, and ensuring adherence to quality standards and excellent work performance on all task orders and projects. Ensures that project/department milestones/goals are met and adhering to approved budgets.
Program Manager – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	10 years
<i>Functional Responsibility</i>	Provides oversight and middle level management to contract(s). Manages multiple contract operations including planning, organizing, and overseeing work efforts, assigning resources, facilitating support services,



	providing risk management, regulating development assistance, and ensuring adherence to quality standards and excellent work performance on all task orders and projects. Ensures that project/department milestones/goals are met and adhering to approved budgets.
Program Manager – Senior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	15 years
<i>Functional Responsibility</i>	Provides oversight and executive level management to contract(s). Manages multiple contract operations including planning, organizing, and overseeing work efforts, assigning resources, facilitating support services, providing risk management, regulating development assistance, and ensuring adherence to quality standards and excellent work performance on all task orders and projects. Ensures that project/department milestones/goals are met and adhering to approved budgets.
Project Coordinator	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Coordinates projects and ensures company resources are utilized appropriately. Compiles project status reports, coordinates project schedules, manages project meetings, and identifies and resolves technical problems. Identifies and analyzes requirements and defines project scope, requirements, and deliverables. Coordinates project activities and ensures all project phases are documented appropriately.
Project Analyst – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	1 year
<i>Functional Responsibility</i>	Collects and analyzes data to evaluate operations and processes and to facilitate complex decision-making. Follows established modeling and evaluation methodologies to determine the effectiveness of current operational activities, isolate problem areas and develop solutions. Tests and validates models and results. Prepares reports that outline and rank proposed solutions and present a range of possible alternatives.
Project Analyst – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Collects and analyzes data to evaluate operations and processes and to facilitate complex decision-making. Follows established modeling and evaluation methodologies to determine the effectiveness of current operational activities, isolate problem areas and develop solutions. Tests and validates models and results. Prepares reports that outline and rank proposed solutions and present a range of possible alternatives.
Project Analyst – Senior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	8 years
<i>Functional Responsibility</i>	Collects and analyzes data to evaluate operations and processes and to facilitate complex decision-making. Follows established modeling and evaluation methodologies to determine the effectiveness of current operational activities, isolate problem areas and develop solutions. Tests

	and validates models and results. Prepares reports that outline and rank proposed solutions and present a range of possible alternatives.
Project Manager	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	5 years
<i>Functional Responsibility</i>	Manages aspects of a project by planning, organizing, and coordinating the activities of the project team. Produces and maintains documentation, correspondence, records including project progress and status documentation, budget, finance, property, and accounting. Designs and completes reports, updates, and briefing charts to present project status to leadership. Develops administrative and monitoring support tools, as required to perform daily operations associated with the establishment, maintenance, and oversight of projects. Participates and provides guidance in the development of strategic and tactical project planning, by defining the scope, cost, schedule, and performance parameters necessary to successfully complete projects.
Secretary – Junior**	
<i>Education</i>	High School diploma or equivalent
<i>Experience</i>	1 year
<i>Functional Responsibility</i>	Performs various office administrative support duties, including handling mail, answering phones, filing, and word processing. Operates office equipment and refills supplies as needed. May perform other minor duties, including distributing petty cash, ordering supplies, and backing up receptionist. Has basic word processing, spreadsheet, and graphics software skills.
Secretary – Intermediate**	
<i>Education</i>	High School diploma or equivalent
<i>Experience</i>	2 years
<i>Functional Responsibility</i>	Performs various clerical and secretarial duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings, and compiles basic information for routine reports or other materials. May distribute mail, handle travel accommodations, and maintain office supplies. Has intermediate word processing, spreadsheet, and graphics software skills.
Secretary – Senior**	
<i>Education</i>	High School diploma or equivalent
<i>Experience</i>	3 years
<i>Functional Responsibility</i>	Performs various clerical and secretarial duties such as filing, typing, copying documents for an individual, office, business unit, department, or other organization group. Screens and transfers calls, arranges meetings, and compiles basic information for routine reports or other materials. May distribute mail, handle travel accommodations, and maintain office supplies. Has advanced word processing, spreadsheet, and graphics software skills. Deals with more complex enquiries from other secretarial staff.
Subject Matter Expert – Junior	
<i>Education</i>	Bachelor's degree



<i>Experience</i>	7 years
<i>Functional Responsibility</i>	Researches, analyzes, and recommends improvements to an organization's business processes improve overall organization performance. Studies operational and performance data to identify trends and opportunities for improvement. Develops project plans, communicates changes, and may provide training to impacted program offices.
Subject Matter Expert – Intermediate	
<i>Education</i>	Master's degree
<i>Experience</i>	12 years
<i>Functional Responsibility</i>	Consults with clients to evaluate and recommend solutions that will facilitate the accomplishment of the client's stated goals. Analyzes the client's strategy, operations, and current technology architecture to develop options for solutions that will optimize the client's functions and business processes. Provides consultation regarding solutions planning, impact analysis, risk assessment, and budgeting. May provide financial analysis to determine ROI/ROA of proposed solutions.
Subject Matter Expert – Senior	
<i>Education</i>	Doctorate degree
<i>Experience</i>	15 years
<i>Functional Responsibility</i>	Consults with clients to evaluate and recommend solutions that will facilitate the accomplishment of the client's stated goals. Analyzes the client's strategy, operations, and current technology architecture to develop options for solutions that will optimize the client's functions and business processes. Provides consultation regarding solutions planning, impact analysis, risk assessment, and budgeting impacting the organization at the highest level. May provide financial analysis to determine ROI/ROA of proposed solutions.
Technical Writer / Editor – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	1 year
<i>Functional Responsibility</i>	Creates and publishes technical documents and manuals. Collects and interprets technical data or information and coordinates layout for publication.
Technical Writer / Editor – Intermediate	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Creates and publishes technical documents and manuals. Collects and interprets technical data or information and coordinates layout for publication.
Technical Writer / Editor – Senior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	10 years
<i>Functional Responsibility</i>	Creates and publishes technical documents and manuals. Collects and interprets technical data or information and coordinates layout for publication.
Technical Specialist – Junior	
<i>Education</i>	Bachelor's degree
<i>Experience</i>	1 year



<i>Functional Responsibility</i>	Collects and analyzes data to evaluate operations and processes and to facilitate complex decision-making. Follows established modeling and evaluation methodologies to determine the effectiveness of current operational activities, isolate problem areas and develop solutions. Tests and validates models and results. Prepares reports that outline and rank proposed solutions and present a range of possible alternatives
Technical Specialist – Intermediate	
<i>Education</i>	Bachelor’s degree
<i>Experience</i>	4 years
<i>Functional Responsibility</i>	Collects and analyzes data to evaluate operations and processes and to facilitate complex decision-making. Follows established modeling and evaluation methodologies to determine the effectiveness of current operational activities, isolate problem areas and develop solutions. Tests and validates models and results. Prepares reports that outline and rank proposed solutions and present a range of possible alternatives
Technical Specialist – Senior	
<i>Education</i>	Master’s degree
<i>Experience</i>	10 years
<i>Functional Responsibility</i>	Collects and analyzes data to evaluate operations and processes and to facilitate complex decision-making. Follows established modeling and evaluation methodologies to determine the effectiveness of current operational activities, isolate problem areas and develop solutions. Tests and validates models and results. Prepares reports that outline and rank proposed solutions and present a range of possible alternatives
Travel Management Specialist – Intermediate	
<i>Education</i>	Bachelor’s degree
<i>Experience</i>	3 years
<i>Functional Responsibility</i>	Responsible for the execution and oversight of complex travel portfolios, providing operational, programmatic support to effectively manage mission-critical movements of personnel. Serves as the central point of contact to provide operational and logistical support. Assists in managing travel portfolio. Responsible for preparing and reviewing travel orders. Drafts policy memorandums to implement travel procedures. Resolves issues related to the preparation, processing, and approval of travel expenditures. Assists in the preparation of an annual operational budget to assure funds are available for projected travels.
Travel Management Specialist – Senior	
<i>Education</i>	Bachelor’s degree
<i>Experience</i>	5 years
<i>Functional Responsibility</i>	Responsible for the execution and oversight of complex travel portfolios, providing operational, programmatic support to effectively manage mission-critical movements of personnel. Serves as the central point of contact to provide operational and logistical support. Assigns task so travel team personnel. Manages travel portfolio, develops, and provides weekly and monthly reporting to management. Responsible for preparing and reviewing travel orders. Drafts and disseminates policy memorandums to implement travel procedures. Resolves issues related to the preparation, processing, and approval of travel expenditures. Assists in the preparation

	of an annual operational budget to assure funds are available for projected travels.
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Kwáan Tech, LLC allows the substitution of experience for educational requirements specified in each labor category description as shown below. Additionally, we allow the substitution of education achievement for experience requirements as shown below.

Equivalency Substitution – Years of Experience for Education

Requirement	Equivalency 1	Equivalency 2	Comments
<i>Ph.D.</i>	Master’s Degree and 3 years of experience	Bachelor’s Degree and 5 years of experience	Equivalency years of experience substitution must be in a related field
<i>Master’s Degree</i>	Bachelor’s Degree and 2 years of experience	6 years of experience	Equivalency years of experience substitution must be in a related field
<i>Bachelor’s Degree</i>	Associate degree and 2 years of experience	4 years of experience	Equivalency years of experience substitution must be in a related field
<i>Associate degree</i>	High School Diploma or Technical School and 2 years of experience	None	Equivalency years of experience substitution must be in a related field
<i>Up to 10 years of experience</i>	Master’s Degree and 4years experience	Bachelor’s Degree and 6 years of experience	
<i>5 years of experience</i>	Bachelor’s Degree and 1 year of experience	Associate degree and 3 years of experience	
<i>4-5 years related experience</i>	Ph.D., Master’s or Bachelor’s Degree	Associate degree and 2 years of experience	