





600 Maryland Ave SW, Suite 860E  
Washington, DC 20024

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### **Terms & Conditions**

Maximum Order: \$1,000,000.00

Minimum Order: \$300.00

Geographic Coverage (delivery Area): Domestic only

Point(s) of production (city, county, and state or foreign country): Same as company address

Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Pricing Table below

Quantity discounts: None Offered

Prompt payment terms: Net 30 days

Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will not accept over \$2,500

Foreign items (list items by country of origin): None

Time of Delivery (Contractor insert number of days): Specified on the Task Order

Expedited Delivery: Contact North Star Group

Urgent Requirements: Contact North Star Group



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Payment address: Same as company address

Warranty provision: Contractor's standard commercial warranty.

Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact North Star Group

### Labor Category Pricing

SIN(s)	LABOR CATEGORY	GOVERNMENT PRICE	
		VENDOR SITE	GOVT SITE
874-6	Acquisition Management Specialist	\$98.33	\$89.78
874-6	Senior Acquisition Management Specialist	\$132.53	\$123.98
874-7	Project Manager	\$98.33	\$89.78
874-7	Senior Project Manager	\$107.73	\$99.75
874-7	Program Manager	\$128.26	\$118.74
874-7	Program Analyst	\$85.50	\$76.95
874-7	Project Scheduler	\$76.95	\$68.40
874-7	Earned Value Management Specialist	\$98.33	\$89.78
874-7	Senior Earned Value Management Specialist	\$123.98	\$115.43
874-7	Project Specialist	\$98.33	\$89.78
874-7	Senior Project Specialist	\$123.98	\$115.43

### Labor Category Descriptions

Labor Category	Acquisition Management Specialist
Duties/Responsibilities	Responsible for providing acquisition management support services and administrative assistance for a wide range of program related functions. Provides administrative support in the management of financial, operations, technical and personnel programs. Ensures that programs are fully controlled, that goals and objectives are set, program responsibility assigned, and results documented. Develops, implements, and maintains tracking systems, monitors and updates schedules of program tasks and milestone schedules. Prepares regular and special reports and presentations detailing progress and compliance with master program and contract requirements.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required
Experience	6 years of progressively responsible experience that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data and recognize solutions; plan and organize work; and communicate effectively in writing and orally. Experience that demonstrates the ability



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	to recommend, implement, and evaluate technologies or applications that enhance management processes, collaborative relationships, and workflow process. Demonstrated experience in using the Microsoft Office Suite, including Microsoft Project and the ability to use the Internet and work in a virtual environment is required.
Hourly Rate	See pricing table

<b>Labor Category</b>	<b>Senior Acquisition Management Specialist</b>
Duties/Responsibilities	Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with managers or specialist at the work site. Identifies problems and develops recommendations. Participates in procurement process, and conducts or coordinates related training. Coordinates actions with government and corporate staff. Keeps government program authorities, and management aware of status, problems, and solutions.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required
Experience	A Bachelors degree with twelve (12) years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Business Management, Systems Analysis, MIS, Law, Economics, Human Resources or other related field may be substituted for three years experience.
Hourly Rate	See pricing table



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<b>Labor Category</b>	<b>Project Manager</b>
Duties/Responsibilities	Experience in planning, evaluating, directing, controlling, analyzing and coordinating complex projects and programs. Experienced as a program manager of cross-functional programs that have exceeded \$2.5M in total cost. Experienced managing Project Managers and other support personnel. Ability to develop and execute complex technical tasks, apply problem solving methodologies and principles, interface with Government and contractor personnel and effectively manage multi-million dollar budgets.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required; PMP certification desired
Experience	6 years experience with 3 of those years being direct Project Management experience.
Hourly Rate	See pricing table

<b>Labor Category</b>	<b>Senior Project Manager</b>
Duties/Responsibilities	Experience in planning, evaluating, directing, controlling, analyzing and coordinating complex projects and programs. Experienced as a program manager of cross-functional programs that have exceeded \$5M in total cost. Experienced managing Project Managers and other support personnel. Ability to develop and execute complex technical tasks, apply problem solving methodologies and principles, interface with Government and contractor personnel and effectively manage multi-million dollar budgets.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required; PMP certification desired
Experience	8 years experience with 5 of those years being direct Project Management experience.
Hourly Rate	See pricing table

<b>Labor Category</b>	<b>Program Manager</b>
Duties/Responsibilities	Experience in planning, evaluating, directing, controlling, analyzing and coordinating complex projects and programs. Experienced as a program manager of cross-functional programs that have exceeded \$7.5M in total cost. Experienced managing Project Managers and other support personnel. Ability to develop and execute complex technical tasks, apply problem solving methodologies and principles, interface with Government and contractor personnel and effectively manage multi-million dollar budgets.



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Education/Training	Bachelors Degree from an accredited university or equivalent work experience required; PMP certification desired
Experience	12 years experience with 8 of those years being direct Program Management experience.
Hourly Rate	See pricing table

<b>Labor Category</b>	<b>Program Analyst</b>
Duties/Responsibilities	Experience in acquisition, program and organizational management, analysis and process improvement. Experience analyzing, evaluating and improving the efficiency, effectiveness, and productivity of assigned programs. Position will require gathering of data (to include, but not limited to past and present program status; and cost, schedule, and performance execution) and optimization of material for program utilization. The analyst will utilize current program tools and identify areas for improvement in program automation. The analyst will provide objective information to support decision making and recommendations for improvement. This position requires understanding of the Federal acquisition process, documentation and management processes. Must be familiar with MS Excel, PowerPoint, Word and MS Project.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required
Minimum Experience	6 years experience with 3 of those years being direct Project Analyst experience.
Hourly Rate	See pricing table

<b>Labor Category</b>	<b>Project Scheduler</b>
Duties/Responsibilities	Develop, manage and maintain project information necessary to accurately monitor schedule, cost and resources. Basic understanding of finance, management and contract principles. Intermediate ability to use computer software applications such as automated scheduling software, spreadsheets, word processor and, graphics systems.
Education/Training	Associate Degree from an accredited university or equivalent work experience required
Experience	4 years experience with 2 of those years being direct Project Scheduler experience.
Hourly Rate	See pricing table

<b>Labor Category</b>	<b>Earned Value Management Specialist</b>
Duties/Responsibilities	Provide oversight and assistance with integrated program management plans, Cost Account plans, resource loaded networks, resource leveling, estimates, cost/schedule baselines



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	control, EV statusing, VAR development and identifying risk. Perform CPR quality assurance. Oversee the implementation and operation of the EVM tools and processes, develop and maintain EVMS documentation, develop and provide EVM training to management and engineering staff, and gather and maintain metrics on program performance. Review EV CDRLs and support monthly program reviews. Audit programs for compliance with the EVM FAR clause.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required; PMP certification desired
Experience	6 years experience with 4 of those years being direct Project Management/EVM experience.
Hourly Rate	See pricing table
Labor Category	<b>Senior Earned Value Management Specialist</b>
Duties/Responsibilities	Provide oversight and assistance with integrated program management plans, Cost Account plans, resource loaded networks, resource leveling, estimates, cost/schedule baselines control, EV statusing, VAR development and identifying risk. Perform CPR quality assurance. Oversee the implementation and operation of the EVM tools and processes, develop and maintain EVMS documentation, develop and provide EVM training to management and engineering staff, and gather and maintain metrics on program performance. Review EV CDRLs and support monthly program reviews. Audit programs for compliance with the EVM FAR clause.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required; PMP certification desired
Experience	10 years experience with 6 of those years being direct Project Management/EVM experience.
Hourly Rate	See pricing table

Labor Category	<b>Project Specialist</b>
Duties/Responsibilities	Applies best practice subject matter expertise to investigate, analyze, plan, design, develop, implement, test, or evaluate strategic programs. Reviews and prepares analysis reports, change proposals, and other related documentation. Applies proven principles to perform functions such as design, configuration management, and quality assurance testing. May assist with development of project plans, justifications, guidelines, and controls.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required, which included a relevant major field of study or experience, i.e., Engineering, Operations Research, Computer Science or related field.
Experience	Must have at least 6 years of relevant subject matter



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	experience, which includes 2 years of experience, which shows the ability to provide a comprehensive definition of all aspects of program development from analysis of mission needs to verification of performance factors. Experience must demonstrate the evaluation of alternatives and an assessment of risk and costs. Experience must also reflect knowledge and competence in the management of programs that involved organizationally and geographically dispersed elements.
Hourly Rate	See pricing table

Labor Category	<b>Senior Project Specialist</b>
Duties/Responsibilities	Applies best practice subject matter expertise to investigate, analyze, plan, design, develop, implement, test, or evaluate strategic programs. Reviews and prepares analysis reports, change proposals, and other related documentation. Applies proven principles to perform functions such as design, configuration management, and quality assurance testing. May assist with development of project plans, justifications, guidelines, and controls.
Education/Training	Bachelors Degree from an accredited university or equivalent work experience required, which included a relevant major field of study or experience, i.e., Engineering, Operations Research, Computer Science or related field.
Experience	Must have at least 10 years of relevant subject matter experience, which includes 4 years of experience, which shows the ability to provide a comprehensive definition of all aspects of program development from analysis of mission needs to verification of performance factors. Experience must demonstrate the evaluation of alternatives and an assessment of risk and costs. Experience must also reflect knowledge and competence in the management of programs that involved organizationally and geographically dispersed elements.
Hourly Rate	See pricing table