

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

The Office, Imaging and Document Solution

FSC Group: 36

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>

Contract No. GS-25F-0004P

Contract Period: August 11, 2014 – October 13, 2018

Deloitte.

Deloitte Financial Advisory Services LLP

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Suite 500

Washington, DC 20004-

1231

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Business Size/Status: Large

Prices shown herein are NET (discount deducted).

*Price list current through modification #PS-0046 dated 04/04/2018
and Mass Mod PS-A630 (Refresh 43) dated 04/27/2018*



Contract Holder

TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION	1
CONTRACTOR INFORMATION.....	4
CONTRACT OVERVIEW	4
CONTRACT ADMINISTRATOR.....	4
MARKETING AND TECHNICAL POINT OF CONTACT	5
CONTRACT USE	5
CONTRACT SCOPE	5
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS.....	5
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES	7
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER	8
BLANKET PURCHASE AGREEMENT	9
UNIT RATES FOR SERVICES	10
LABOR CATEGORY RATES	11
UNIT PRICING NOTES	12
LABOR CATEGORY DESCRIPTIONS.....	13

GENERAL CONTRACT INFORMATION

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

- 51-501 Needs Assessment and Analysis Services (NAAS)
- 51-504 Records Management Services (RMS)
- 51-508 Litigation Support Services (LSS)

(Please refer to Page 4 for a more detailed description)

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on Page 9

1c. Labor Category Descriptions: Please refer to our Labor Category descriptions on Page 13

2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage: Continental United States
5. Points of Production: Deloitte Financial Advisory Services LLP
13640 Briarwood Drive, Suite 250
Austin, TX 78729
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.
- 9b. Government Purchase Card *is* accepted above the micro – purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: Deloitte Financial Advisory Services LLP
Attn: Kim Gibson, Senior Manager
1919 N. Lynn Street
Arlington, VA 22209
Email: usdeloittegsacontracts@deloitte.com

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Deloitte Financial Advisory Services LLP
Electronic Payment/Wire Transfer and ACH:
Bank of America
Account # 385015866187
Swift# BOFAUS3N
US ACH: 011900571
US WIRE: 026009593

Check Remittance Address:
Deloitte FAS LLP
PO Box 844742
Dallas, TX 75284-4742

For Overnight Remittance Only:
Deloitte FAS LLP LBX# 844742
1950 N. Stemmons Freeway
Suite 5010
Dallas, TX 75207

Email remittance detail to: Deloittepayments@Deloitte.com Taxpayer ID#: 03-0520745

15. Warranty Provision:	Not Applicable
16. Export Packing Charges:	Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance:	Above micro-purchase level as negotiated with the Ordering Activity.
18. Terms and conditions of rental, maintenance, and repair:	Not Applicable
19. Terms and conditions of installation (if applicable):	Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:	Not Applicable
20a. Terms and conditions for any other services (if applicable):	Not Applicable
21. List of service and distribution points (if applicable):	Not Applicable
22. List of participating dealers (if applicable):	Not Applicable
23. Preventative maintenance (if applicable)	Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):	Not Applicable

- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/: Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 606893902
26. Deloitte Financial Advisory Services LLP *is* registered in the System for Award Management (SAM) database.

CONTRACTOR INFORMATION

Deloitte Financial Advisory Services' (Deloitte FAS) discovery practice (Deloitte Discovery) has provided litigation support and discovery management services to federal and state agencies since 1994. Whether collecting and processing paper documents, extracting data from legacy systems, or culling e-mail and structured data, we cover the full spectrum of discovery services. Our team of professionals applies innovative solutions to address serious business concerns and accomplish our client's mission. We apply our knowledge, experience, and security protocols to build defensible processes and strive to provide exceptional service to our clients. Deloitte Discovery has assisted Legal, IT and Records Managers on hundreds of cases over the years. We have the depth of knowledge to tackle the toughest discovery and litigation support issues. We seek out and deploy the latest technologies and tailor strategies to meet the specific needs of our clients. Deloitte Discovery understands that you have tight deadlines and concerns about preserving sensitive data, and we have the experience to help you navigate the challenges presented by a variety of discovery matters. Through the maze of government litigation, we'll see you through.

Our dedicated teams include high-profile thought leaders who are widely recognized in their industries, bringing the knowledge and insight required to meet today's biggest litigation challenges. Their experience brings a strategic and practical perspective on what works and what doesn't — across a variety of matters, including:

- Labor and employment
- Environmental
- Contracts
- Freedom of Information Act
- Congressional requests

Industry-leading data and IT security protocols Deloitte Discovery is at the leading-edge of data and IT security initiatives. We have implemented multiple computing enclaves and adhere to strict protocols to meet the rigorous security requirements established on behalf of our Federal clients. These enclaves and protocols are managed in accordance with both the NIST 800-series requirements, as well as with Department of Defense Instruction 8500.1/2 to support information assurance processes. These security protocols are implemented to manage a variety sensitive data that Deloitte Discovery is required to store, process, and transfer in support of our Federal clients. Deloitte Discovery has extensive experience with the Federal Certification and Accreditation process and has received an official Authority to Operate (ATO) to support numerous federal agencies. We understand that safeguarding personally identifiable information is of critical importance. As such, Deloitte Discovery has created a National Office of Privacy that has the following responsibilities to safeguard the PII of our personnel and clients, including:

- Developing and maintaining a comprehensive Privacy Program across the Deloitte U.S. firms
- Providing counsel to Deloitte U.S. firms on privacy issues
- Coordinating Deloitte U.S. firms' self-certification to the Department of Commerce's Safe Harbor program
- Designing and implementing enterprise-wide privacy training and awareness programs

CONTRACT OVERVIEW

The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Kimberly Gibson, Senior Manager

Phone: (703) 251-1642

Fax: 703-842-6748

Email: usdeloittegsacontracts@deloitte.com

MARKETING AND TECHNICAL POINT OF CONTACT

Patrick McColloch, Managing Director, Government Programs
Deloitte Financial Advisory Services LLP
1919 North Lynn Street
Arlington, VA 20004-1231
Telephone Number: (703) 236-3050
Fax Number: (866) 876-7725
Email: pmccolloch@deloitte.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Office, Imaging and Document Solution services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Deloitte FAS has been awarded a contract by GSA to provide services under the following SINs:

- 51-501 Needs Assessment and Analysis Services (NAAS)
- 51-504 Records Management Services (RMS)
- 51-508 Litigation Support Services (LSS)

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

51-501 Needs Assessment and Analysis Services (NAAS)

Needs Assessment and Analysis Services consist of a comprehensive assessment of the customer's existing objectives, capabilities and, funding obligations which will provide agency's recommendation(s) on how to meet or exceed organization's overall performance by providing total office solutions. Needs Assessment and Analysis Services provide for professional support in analyzing and developing customer requirements. Regardless of the specific approach and strategies described in the technical proposal for each work segment, the work in general shall include consulting services, and other related services.

Needs Assessment - The purpose of the needs assessment is to determine the optimal print solution for a particular organization within an agency, based on the existing workflow and output environment.

Needs assessments may include data collection from the existing devices, as well as end users. Device data can be collected manually, and/or through data collection tools such as enterprise software deployment and/or USB discovery devices. The data collected in this process will show the amount of output produced for any given organization. Identification of these needs will assist in pricing and establishing best value criteria for the implementation phase, and analyze the footprint of the defined fleet to determine optimal placement of equipment.

Fleet Assessment - Fleet assessments shall include the collection of device information and performance data on the defined fleet through manual assessments and/or software deployment. Assessments shall also include surveys and floor plans of all devices. This phase should identify the equipment (and related MIB data) that may or may not be covered by available MPS software suites. Fleet assessments should identify potential software compatibility issues with non-native software deployments, and individual and total energy consumption of the existing fleet.

51 504 Records Management Services

Records Management Services include on-site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

STORAGE SERVICES

Storage Services provides for preparation of files, pick up, storage and retrieval of documents.

NOTE: The National Archives and Records Administration (NARA) issued standards in 36 CFR 1228 Subpart K pertaining to facilities that store Federal records. The numbering for the standards was changed in November 2009 to 36 CFR 1234, but references to the old numbering (36 CFR 1228 subpart K) still appear. Federal agencies must certify to NARA that a facility meets the 36 CFR 1234 standards before Federal records are placed in a records storage facility or, if not already approved by NARA, for those facilities where they are already storing their records. For details concerning certification and the NARA approval process, see the Federal Records Storage Facility Standards Toolkit on the NARA web site at <http://www.archives.gov/records-mgmt/storage-standards-toolkit/>. NARA will review agency certification documentation and either approve or disapprove each facility used by each agency to store Federal records. Each agency must submit its own certification documentation for NARA approval. The Toolkit contains additional information concerning the 36 CFR 1234 facility standards and FAQs.

51 508 Litigation Support Services (LSS)

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional and non-professional staff members in the tasks of obtaining, organizing, analyzing and presenting evidence or materials for legal matters not limited to: Freedom of Information Act (FOIA) requests, trials, judgments, lawsuits, Congressional subpoenas, or settlements. Through the use of an Electronic Discovery Reference Model (EDRM), information management systems, reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location. Services include but are not limited to document acquisition, document preparation and organization, photocopying, scanning and Optical Character Recognition (OCR), coding, database creation and development, electronic data acquisition and production, data extraction from forensic images, document analysis, software and systems support, and technical support and project management.

NOTE: Services which involve actual litigation activities including entries of appearance(s) on behalf of government entities unsupervised by government counsel are not included and will not be procured under this SIN.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Deloitte FAS meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Office, Imaging and Document Solution services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

Rates for Services

GSA Offering	Unit	Rates for Services 8/11/14 – 10/13/18
Optical Character Recognition ¹	Image	\$0.03
Electronic Bates Number	Image	\$0.02
Electronic Processing (Ingestion and Loading) ²	GB	\$343.81
Electronic Processing (Ingestion) ³	GB	\$249.36
Electronic Processing (Load) ⁴	GB	\$226.69
Production ³	Production	\$453.38
Production - Conversion to Image ⁶	Image	\$0.03
Production of Native Files	File	\$0.11
Platform Loading ⁷	GB	\$90.68
Platform Hosting Flat Fee. Minimum monthly hosting fee charged per client and includes 100 GBs and 5 users. ⁸	Month	\$3,094.28
Platform Hosting, Storage	GB/Month, over 100	\$32.00
Platform Hosting, User Access ⁹	User/Month, over 5	\$45.34
Archival Storage ¹⁰	GB/Month	\$18.89
Project / Technical Support	Hour	\$190.00
Review	Hour	\$41.00
Review QC	Hour	\$65.08
Review Management	Hour	\$75.56
Hard-copy document imaging, without document preparation. Auto-feed condition	Image	\$0.13
Hard-copy document imaging, without document preparation. Glass work	Image	\$0.22
Hard-copy document imaging, with document preparation. Auto-feed condition ¹¹	Image	\$0.19
Hard-copy document imaging, with document preparation. Special handling or glasswork ¹²	Image	\$0.28

Rates for Services

GSA Offering	Unit	Labor Hour Rates 8/11/14 – 10/13/18
Partner/Director II	Hour	\$330.00
Partner/Director I	Hour	\$317.36
Senior Manager II	Hour	\$265.00
Senior Manager I	Hour	\$246.00
Manager II	Hour	\$228.00
Manager I	Hour	\$218.63
Senior/Sr. Associate II	Hour	\$180.00
Senior/Sr. Associate I	Hour	\$176.31
Staff/Associate II	Hour	\$125.00
Staff/Associate I	Hour	\$123.42
Analyst II	Hour	\$58.23
Analyst I	Hour	\$50.00
Jr. Analyst I	Hour	\$44.53

Pricing Notes

¹OCR does not include any clean-up; no accuracy levels are guaranteed.

²Electronic Processing (Ingestion and Loading). Includes staging, unpacking, virus scan, deduplication, file-level inventory, and loading to Deloitte review platform or processing to "load-ready format" for third party platform. De-duplication can be based upon MD5 hash, GUID, or source. This item is a one-time charge for native electronic processing and is charged in place of items 8 and 9 for projects where no early case assessment techniques used to filter data prior to load and review. Includes processing of state of the current art file formats. Files that are received in encrypted form will require additional effort billed on an hourly basis to prepare for conversion. Charges based upon unpacked and decompressed data volume.

³Electronic Processing (Ingestion and Loading). Includes staging, unpacking, virus scan, deduplication, file-level inventory, and loading to Deloitte review platform or processing to "load-ready format" for third party platform. De-duplication can be based upon MD5 hash, GUID, or source. This item is a one-time charge for native electronic processing and is charged in place of items 8 and 9 for projects where no early case assessment techniques used to filter data prior to load and review. Includes processing of state of the current art file formats. Files that are received in encrypted form will require additional effort billed on an hourly basis to prepare for conversion. Charges based upon unpacked and decompressed data volume.

⁴Electronic Processing (Load). Includes loading to Deloitte review platform or processing to "load-ready format" for third party platform after ingestion processing. Must be purchased in combination with Electronic Process (Ingestion). This item is combined with item 8 for projects where early case assessment techniques used to filter data prior to load and review. Charges based upon unpacked and decompressed data volume of data, files, and text loaded or prepared for load.

⁵Flat fee per production. Additional charges for production of native files and images apply. Media charged at cost.

⁶Charged where images must be created at time of production or image production format specified is different than hosted in review platform. Creation of TIFF images and provision of informative placeholders for files which cannot be processed.

⁷Loading of data processed by third parties. Pricing assumes that active files, images, text files and delimited index data are all provided in a format meeting specifications.

⁸Platform fees are based on named users and cumulative pages hosted for all databases owned by the billed client entity.

⁹One-time security fee charged per user at cost of token.

¹⁰Creation and restoration of archive charged at hourly rates.

¹¹Includes box and folder-level inventory, document unitization is based upon smallest physical fastener, with master and attachment captured. Document preparation/reassembly includes Box number, box name captured and made available for database output; folders are Bates labeled; folder number and folder name are captured for database output. Only physical fasteners are taken into consideration in determining document boundaries, no reading of documents to determine "logical" document breaks. Logical document unitization and other custom document preparation are charged hourly.

¹²Includes box and folder-level inventory, document unitization is based upon smallest physical fastener, with master and attachment captured. Document preparation/reassembly includes Box number, box name captured and made available for database output; folders are Bates labeled; folder number and folder name are captured for database output. Special handling includes Post-it Notes, any paper sizes other than 8.5 x 11 or 8.5 x 14, any paper in poor condition or torn, or any pages that need specific scanner contrast adjustment. Only physical fasteners are taken into consideration in determining document boundaries, no reading of documents to determine "logical" document breaks. Logical document unitization and other custom document preparation are charged hourly.

Labor Category Descriptions

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 4 years additional experience	Equals	Ph.D

Education Substitutions:

A Ph.D. may be substituted for 4 years of required experience with a Masters Degree or 6 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a H.S. Diploma.

GSA Labor Category	Education	Exp.	Description
Partner / Director II	BA/ BS	12 years of consulting and/or directly relevant industry experience	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Deloitte's Quality Assurance and Risk Assessment Program deployed on all large engagements.
Partner / Director I	BA/ BS	10 years of consulting and/or directly relevant industry experience	Provides strong executive level management and direction. Possesses a broad understanding of the client's industry. Has an extensive set of skills to solve the client's problems. Knows the client's industry, and helps the client visualize where they need to be in their particular industry. Serves in an advisory capacity, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Provides management and technical review, industry insight, issue resolution, and employs proven problem solving techniques, directs critical decision making. Responsible for ensuring quality assurance through the use of Deloitte's Quality Assurance and Risk Assessment Program deployed on all large engagements.

GSA Labor Category	Education	Exp.	Description
Sr. Manager II	BA/ BS	8 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>
Sr. Manager I	BA/ BS	6 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>

GSA Labor Category	Education	Exp.	Description
Manager II	BA/BS	5 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>
Manager I	BA/BS	4 years of consulting and/or directly relevant industry experience	<p>Provides strong senior-level management. Has responsibility for overall project activities and is the primary point of contact with client executives. Assumes responsibility for project delivery and oversight of key business enablers on projects and identification of needs for new tools. Assumes regular interaction and communications with the delegated Client representatives. Maintains responsibility for managing business solutions, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables and using problem solving techniques to resolve issues.</p> <p>Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets. Involved in process and productivity improvement, as well as systems alignment. Organizational assessments, and program audits, and evaluations are also performed by this position.</p>
Sr. Associate II	BA/BS	3 years of consulting and/or directly	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical

GSA Labor Category	Education	Exp.	Description
		relevant industry experience	correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.
Sr. Associate I	BA/BS	2 years of consulting and/or directly relevant industry experience	Provides senior-level analytical and program support. Contributes to engagement work plan development and often leads assigned engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within engagement team. Responsible for contributing to work plan development, reaching engagement milestones, and leading specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Managing Staff. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions. Participates in organizational assessments, and leads performance measures and indicators analysis.
Associate II	BA/BS	1 years of consulting and/or directly relevant industry experience	Provides analytical and program support, and is focused on high performance work. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement team. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Maintains responsibility for quality assurance practices and fostering completion and accuracy of system documentation. May participate in organizational assessments, and performance measures

GSA Labor Category	Education	Exp.	Description
			and indicators.
Associate I	BA/BS	0 year of consulting and/or directly relevant industry experience	Analyzes information. Conducts relevant research, distilling data, and creating reports. Assists in drafting and preparing project deliverables. Supports team in implementation and acceptance process. Develops required corrective or support actions. Assists team in reporting and tracking of project costs and level of effort.
Analyst II	High School Diploma	2 years of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation, imaging, document and media storage and shipping coordination.
Analyst I	High School Diploma	1 year of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation and imaging.
Jr. Analyst	High School Diploma	0 years of support experience	Provides administrative support and data entry on client engagements. Performs document management tasks such as document preparation and imaging.