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Department of Homeland Security – PACTS II
 HSHQDC-14-R-00009

Volume V – Organizational Staffing Approach
 Attachment J-9

5.0 ATTACHMENT J-9 – LABOR CATEGORIES AND QUALIFICATIONS

Offeror’s Name: InTec, LLC

	GOVERNMENT LABOR CATEGORY	FC 1	FC 2	CONTRACTOR LABOR CATEGORY	CONTRACTOR DESCRIPTION	CONTRACTOR QUALIFICATIONS
1	Task Order Project Manager (Senior)	X	X	Task Order Project Manager (Senior)	Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: Managing multiple concurrent project tasks, providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as point of contact with DHS CORs/Task Monitors.	BS/BA 14 yrs. total; 7 yrs. in management
2	Subject Matter Expert (Senior)	X		Subject Matter Expert (Senior)	Serves as a senior advisor to customer’s executive management team in a variety of capacities. Key responsibilities include: Providing advice and expertise in competitive sourcing, outsourcing methods, conducting value chain analysis, strategic planning and process improvement methods, change enablement and management, site-selection, and consolidation of operations. May serve as point of contact with DHS CORs/Task Monitors.	BS/BA 12 yrs. total; 7 yrs. in specialty
3	Subject Matter Expert (Intermediate)	X		Subject Matter Expert (Intermediate)	Plans, supports and provides advisor/contributions in complex and critical efforts which include specific functional, technical, professional or	BS/BA 4 yrs. in specialty



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	GOVERNMENT LABOR CATEGORY	FC 1	FC 2	CONTRACTOR LABOR CATEGORY	CONTRACTOR DESCRIPTION	CONTRACTOR QUALIFICATIONS
					policy areas of the project. Key responsibilities include: Investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting analysis of these issues; and providing advice in support of major programs/projects.	
4	Analyst (Senior)	X		Analyst (Senior)	Plans, facilitates, and supports complex methodology development and evaluation, business process re-engineering, identifying best practices, change management, business management techniques, and organizational development. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Key responsibilities include: Providing activity and data modeling, developing modern business methods, identifying best practices, creating and assessing performance measurements, and providing group facilitation, interviewing, and training.	BS/BA 12 yrs. total; 5 yrs. in specialty
5	Technical Specialist (Senior)	X		Technical Specialist (Senior)	Plans and supports specific business, management, functional, technical, professional or policy areas of the project. This includes supporting or leading complex efforts by providing inputs, and preparing high-level briefings of strategic goals. Key responsibilities include: Identifying issues; conducting complex analysis and assessment of these issues;	BS/BA 12 yrs. total; 6 yrs. in specialty



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					and providing advice to major program/project leaders.	
6	Task Order Project Manager (Intermediate)	X	X	Task Order Project Manager (Intermediate)	Plans, organizes, directs, and controls the project/program to ensure all contractual obligations are fulfilled, quality standards are met, and associated expectations of performance are achieved. Key responsibilities include: Providing expert direction and guidance to subordinates, developing schedules, formulating work plans, managing and controlling project funds and resources, and serving as point of contact with DHS CORs/Task Monitors.	BS/BA 12 years total; with 5 years in management
7	Subject Matter Expert (Junior)	X		Subject Matter Expert (Junior)	Plans and supports complex problem areas of the project. Key responsibilities include: Investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting analysis of these issues; and providing advice in support of major programs/projects.	BS/BA 2 years in specialty
8	Task Order Project Manager (Junior)	X	X	Task Order Project Manager (Junior)	Plans, directs, organizes, controls, and manages the project to ensure that all contractual obligations are fulfilled in an efficient and timely manner. Key responsibilities include: Performing contract analysis and development tasks in projects, formulating and enforcing work standards, developing schedules, reviewing work discrepancies and communicate policies, managing and controlling resources, and serving as point of contact with DHS CORs/Task	BS/BA 2 years in management



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					Monitors.	
9	Analyst (Intermediate)	X	X	Analyst (Intermediate)	Plans and provides analytical support for facilitation, training, methodology development and evaluation, business management techniques, and organizational development. Supports DHS business process improvements and modernization projects. Key responsibilities include: Developing modern business methods, identifying best practices, and creating and assessing performance measurements.	BS/BA 3 years in specialty
10	Technical Specialist (Intermediate)	X	X	Technical Specialist (Intermediate)	Plans and supports specific business, management, functional, technical, professional or policy areas of the project. Key responsibilities include: Identifying issues; conducting analysis and assessment of these issues; and providing inputs to major program/project leaders.	BS/BA 3 years in specialty
11	Administrative Clerk III	X	X	Administrative Clerk III	Performs diverse secretarial and administrative duties. Key responsibilities include: Initiating special reports, composing routine correspondence, and compiling statistical and budget information, and providing communication with all levels of DHS personnel to gather and convey information.	HS 5 years
12	Analyst (Junior)	X	X	Analyst (Junior)	Plans and provides analytical support for facilitation, training, methodology development and evaluation, business management techniques, and organizational development. Key responsibility includes: Providing recommendations, contributing and	AA 2 years



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					preparing briefings for business, management, technology, operational initiatives, policy formulation, professional or strategic goals.	
13	Technical Specialist (Junior)	X	X	Technical Specialist (Junior)	Plans, supports and provides assistance on specific business, management, scientific, operational, engineering, technical, policy, and professional issues. Key responsibilities include: Participating, advising, contributing, preparing and/or presenting briefings on business, management, technology, operational initiatives, policy formulation, professional or strategic goals.	AA 2 years
14	Administrative/Clerk II	X	X	Administrative/Clerk II	Performs secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, compiling statistical and budget information, and communicating with all levels of company personnel to gather and convey information.	HS 2 years
15	Administrative/Clerk I	X	X	Administrative/Clerk I	Performs entry level secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, filing, and assisting with routine administrative operations.	HS 1 year



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