
Commercial Price List

FOIA/Litigation (Non-legal services)	
Program Director	\$176.69
Project Manager	\$169.01
SME II	\$203.19
SME I	\$163.78
Sr. FOIA Analyst II	\$121.57
Sr. FOIA Analyst I	\$103.33
FOIA Analyst II	\$87.83
FOIA Analyst I	\$74.66
FOIA Admin Assistant III	\$91.70
FOIA Admin Assistant II	\$70.15
FOIA Admin Assistant I	\$52.61

PROGRAM DIRECTOR

Description:

Oversees the completion of individual or groups of projects within estimated timeframes, ensures timelines and deadlines are met, and services or products are provided to the client in a timely manner. Monitors project budgets and ensures that products and services are provided in a cost-efficient manner. Provides initial and ongoing interface with the client representatives regarding major milestones and goals. Has ultimate responsibility for quality control, review of all deliverables, adherence to performance standards, and fulfillment of all contract objectives. Possess extensive FOIA process knowledge. Assigns staff as required to complete client contract work.

Experience & Education:

4 years of experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree.

PROJECT MANAGER

Description:

Manages projects or contracts to ensure that implementation and prescribed activities are carried out in accordance with specific objectives. Organizes, delegates, and tracks projects to be completed, including responsibility for quality control. Performs day-to-day management of contract support activities, possibly involving multiple tasks and groups of tasks. Possess

extensive FOIA process knowledge. Participates in client interface activities and assists Program Director, as required, in managing contract performance.

Experience & Education:

4 years of experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree.

SUBJECT MATTER EXPERT

Description:

Experienced in covering the full range of activities required to process a FOIA request from agency receipt to drafting of the final response. Knowledgeable of the full range and scope of FOIA and the FOIA exemptions. Able to analyze a breadth of federal records including law enforcement, contracts, business, national security, draft and position papers and determine appropriate redactions in accordance with FOIA Disclosure Exemptions. Completes redactions in compliance with all federal laws and agency instructions/guidelines. Proficient with Database and file operations. Builds complete and comprehensive transmittal packages. Maintains complete and accurate case notes. Familiar with processing of submitter notices.

Experience & Education:

Subject Matter Expert I: 6 years of FOIA experience and a Juris Doctorate. 2 years of experience may be substituted with a PhD or MD.

Subject Matter Expert II: 6 years of FOIA experience and a Juris Doctorate. 2 years of experience may be substituted with a PhD or MD.

SENIOR FOIA ANALYST

Description:

Highly experienced in covering the full range of activities required to process a FOIA request from agency receipt to drafting of the final response. Very knowledgeable of the full range and scope of FOIA and the FOIA exemptions. Able to analyze a breadth of federal records including law enforcement, contracts, business, national security, draft and position papers and determine appropriate redactions in accordance with FOIA Disclosure Exemptions. Completes redactions in compliance with all federal laws and agency instructions/guidelines. Proficient with Database and file operations. Builds complete and comprehensive transmittal packages. Maintains complete and accurate case notes. Familiar with processing of submitter notices.

Experience & Education:

Senior FOIA Analyst I: 3 years of FOIA experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree or 4 years of experience may be

substituted with a PhD or other professional degree (JD or MD). A Bachelor's degree may be substituted with 4 years of FOIA experience or an Associate's degree with 2 years of FOIA experience.

Senior FOIA Analyst II: 3 years of FOIA experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree or 4 years of experience may be substituted with a PhD or other professional degree (JD or MD). A Bachelor's degree may be substituted with 4 years of FOIA experience or an Associate's degree with 2 years of FOIA experience. Must have 2 years of experience leading a team.

FOIA ANALYST

Description:

Experienced in covering the full range of activities required to process a FOIA request from agency receipt to drafting of the final response. Knowledgeable of the full range and scope of FOIA and the FOIA exemptions. Able to analyze a breadth of federal records including law enforcement, contracts, business, national security, draft and position papers and determine appropriate redactions in accordance with FOIA Disclosure Exemptions. Completes redactions in compliance with all federal laws and agency instructions/guidelines. Proficient with Database and file operations. Builds complete and comprehensive transmittal packages. Maintains complete and accurate case notes. Familiar with processing of submitter notices.

Experience & Education:

FOIA Analyst I: 2 years of FOIA experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree or 4 years of experience may be substituted with a PhD or other professional degree (JD or MD). A Bachelor's degree may be substituted with 4 years of FOIA experience or an Associate's degree with 2 years of FOIA experience.

FOIA Analyst II: 2 years of FOIA experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree or 4 years of experience may be substituted with a PhD or other professional degree (JD or MD). A Bachelor's degree may be substituted with 4 years of FOIA experience or an Associate's degree with 2 years of FOIA experience.

FOIA ADMINISTRATIVE ASSISTANT

Description:

Some experience in covering the full range of activities required to process a FOIA request from agency receipt to drafting of the final response. Some knowledgeable of the full range and scope of FOIA and the FOIA exemptions. Able to analyze a breadth of federal records including law enforcement, contracts, business, national security, draft and position papers and determine appropriate redactions in accordance with FOIA Disclosure Exemptions. Completes redactions in compliance with all federal laws and agency instructions/guidelines. Proficient with Database

and file operations. Builds complete and comprehensive transmittal packages. Maintains complete and accurate case notes. Familiar with processing of submitter notices.

Experience & Education:

FOIA Administrative Assistant I: 1 year of experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree or 4 years of experience may be substituted with a PhD or other professional degree (JD or MD).

FOIA Administrative Assistant II: 1 year of experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree or 4 years of experience may be substituted with a PhD or other professional degree (JD or MD).

FOIA Administrative Assistant III: 1 year of experience and a Bachelor's Degree. 2 years of experience may be substituted with a Master's Degree or 4 years of experience may be substituted with a PhD or other professional degree (JD or MD).