

LABOR CATEGORIES

PROGRAM MANAGER – Key Personnel

Qualifications: At a minimum, Contractor personnel shall have a Bachelor's degree and 6 years demonstrated experience in project leadership and experience in managing Department of Defense (DoD) or Federal Contracts in management at the corporate level.

TEAM LEADER – Key Personnel

Qualifications: At a minimum, Contractor personnel shall have a Bachelor's degree in a medical or medically related scientific or business domain and 5 years demonstrated ability to work independently or under general direction and shall have at least 1 year experience supervising at least 8 employees and 2 years managing medical research grants.

REGULATORY COMPLIANCE SPECIALIST– Key Personnel

Qualifications: Contractor personnel shall have either a Master Degree or a PhD in ethics and law, bioethics and or medical ethics and 8 years experience in these fields. Contractor personnel shall be certified as an (Institutional Review Board (IRB) professional. Experience should include IRB administration, experience in managing, reviewing and approving protocols in DoD, and experience in adverse event reporting.

PROJECT OFFICER

Qualifications: At a minimum, Contractor personnel shall have a Bachelor's degree in a medically related scientific and/or business domain and demonstrated ability to work independently or under general direction. Project management, defense acquisition and medical research experience is desirable. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, briefings and spreadsheets.

PROJECT ANALYST

Qualifications: Contractor personnel shall have a Bachelor's degree in a medical scientific or business domain, or have 4 years experience managing medical research grants in substitution of the Bachelor's degree. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, and spreadsheets.

MEDICAL RESEACH PROPOSAL MANAGER

Qualifications: Contractor personnel shall have a Bachelor's degree in a medical scientific or business domain and 3 years demonstrated ability to work independently or under general direction, or have 8 years experience managing medical research proposals in substitution of the Bachelor's degree. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, and spreadsheets.

SCIENTIFIC CONSULTANT

Qualifications: At a minimum, the contractor personnel shall have a PhD in a medical field, Medical Doctor (MD) degree, or both and shall have 10 years medical research experience, preferably with DoD. Specific scientific or management background shall be required depending on the specific task, and shall be articulated in task orders. The

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contractor shall possess strong oral and written communication skills and shall have demonstrated capacity for detailed organizational skills. Personnel may be asked to provide briefings or to sit on panels at the DoD level.