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ALEXANDRIA, VIRGINIA 22314

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GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service
Authorized Federal Supply Schedule Price List

Professional Service Schedule

Note: Contractor has been awarded under the Disaster Recovery Purchasing programs.

Capstone Corporation
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Alexandria, VA 22314
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Contract Administration: Margaret Delles
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Business Size: Other than Small

CONTRACT NUMBER: 47QRAA18D001U

PERIOD COVERED BY CONTRACT:
November 29, 2017 through November 28, 2022

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! ®, a menu-driven database system. The INTERNET address GSA Advantage! ® is: GSAAdvantage.gov.

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

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CUSTOMER INFORMATION

1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):

SIN	Recovery	SIN Description
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-21	520-21RC	Program Management Services
520-3	520-3RC	Due Diligence & Support Services
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-501	874-501RC	Supply and Value Chain Management
874-507	874-507RC	Operations & Maintenance Logistics Management and Support Services
874-7	874-7RC	Integrated Business Program Support Services
C132-51	C132-51RC	Information Technology Professional Services
C595-21	C595-21RC	Human Resource Services

1b. Lowest Priced Model Number and Price for each SIN: See Price List

1c. SERVICES OFFERED: See Price List

2. MAXIMUM ORDER: \$1,000,000

This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.

3. MINIMUM ORDER LIMITATION: \$100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. **POINT OF PRODUCTION:** *United States*
6. **BASIC DISCOUNT:** *Prices listed are net, discounts have been deducted and the industrial funding fee has been added.*
7. **QUANTITY DISCOUNT:** *None*
8. **PROMPT PAYMENT TERMS:** *Net 30 Days ARO*
- 9a. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.**
- 9b. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**
10. **FOREIGN ITEMS:** *None*
- 11a. **TIME OF DELIVERY:** *As Negotiated*
- 11b. **EXPEDITED DELIVERY:** *Contact Contractor*
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** *Contact Contractor*
- 11d. **URGENT REQUIREMENTS:** *Contact Contractor*
12. **F.O.B. POINT:** *Destination*
- 13a. **ORDERING ADDRESS:** *Capstone Corporation
635 Slaters Lane, Suite 300
Alexandria, VA 22314*
- 13b. **ORDERING PROCEDURES:** *For supplies and service the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA may be found at the GSA/FSS Schedule homepage (gss.gsa.gov/schedule).*
14. **PAYMENT ADDRESS:** *Same as ordering address*
15. **WARRANTY PROVISION:** *Standard Commercial Warranty*

16. EXPORT PACKING CHARGES: *Not Applicable*
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: *Will be accepted above the micro-purchase threshold*
18. TERMS AND CONDITIONS OF RENTAL: *Not Applicable*
19. TERMS AND CONDITIONS OF INSTALLATION: *Not Applicable*
20. TERMS AND CONDITIONS OF REPAIR PARTS: *Not Applicable*
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: *Not Applicable*
21. LIST OF SERVICE AND DISTRIBUTION POINTS: *Not Applicable*
22. LIST OF PARTICIPATING DEALERS: *Not Applicable*
23. PREVENTIVE MAINTENANCE: *Not Applicable*
- 24a. SPECIAL ATTRIBUTES: *Not Applicable*
- 24b. SECTION 508 COMPLIANCE INFORMATION: *Capstone Corporation complies with Section 508 EIT standards, as applicable and as detailed at: www.Section508.gov/.*
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: *181764697*
26. CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE. *CAGE Code: 0CYN3*

LABOR CATEGORY DESCRIPTIONS

This section presents detailed labor category descriptions, including experience, functional responsibility, and education requirements for all labor categories being offered on the Professional Services Schedule.

Note: In any case where a Master's Degree is specified below, 6 years equivalent experience may be substituted; for a Bachelor's Degree, 4 years equivalent experience may be substituted; and for an Associate's Degree, two years equivalent experience may be substituted.

Labor Category Description:	Program Manager
Minimum/General Experience:	Nine (9) years of experience in the management and direction of large or complex, multi-task programs. Experience includes program planning, personnel and financial management and oversight, as well as contract staffing, client relations, and ensuring quality standards compliance.
Functional Responsibility:	Responsible for ensuring that project plans are developed, implemented and updated monthly and as required. Ensures budgets are developed and monitored. Determine all resources needed to complete the contract in accordance with regulatory, contractual, client and corporate requirements.
Minimum Education:	Master's Degree
Labor Category Description:	Project Manager
Minimum/General Experience:	Five (5) years of experience in overall management of complex projects. Experience includes project planning, scheduling and control, contract compliance, deliverables and client relations.
Functional Responsibility:	Develops a project management plan for each contract which identifies project staff, staffing hours, tasks outlines, contract deliverables and due dates.
Minimum Education:	Bachelor's degree
Labor Category Description:	Project Task Leader
Minimum/General Experience:	One (1) year of experience in the management of component tasks of large projects or leading task or project teams. Experience in a specific management or business discipline
Functional Responsibility:	Assists Project and Program Managers in the management and direction of large projects by assuming responsibility for successful completion of component tasks. Responsibilities include tracking progress, developing management reports, providing team leadership and guidance, and client and staffing interaction.
Minimum Education:	Associate's Degree
Labor Category Description:	Principal Management Analyst

Minimum/General Experience: Eight (8) years of experience in implementing, updating and maintaining spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of business management and contract principles. May supervise one or more individuals.

Functional Responsibility: Works independently, and will perform program analysis and control functions. Individual will create, manage and maintain project information related to contractual requirements.

Minimum Education: Master's degree

Labor Category Description: **Management Analyst**

Minimum/General Experience: Three (3) years of experience in implementing, updating and maintaining spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of business management and contract principles. May supervise one or more individuals.

Functional Responsibility: Works under limited supervision, will perform program analysis and control functions. Individual will create, manage and maintain project information related to contractual requirements.

Minimum Education: Bachelor's degree

Labor Category Description: **Associate Management Analyst**

Minimum/General Experience: One (1) year of experience in implementing, updating and maintaining spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have rudimentary understanding of business management and contract principles.

Functional Responsibility: Works under general supervision in performing analysis and control functions. Creates, organizes and manages program and project information for client review and decision support.

Minimum Education: Associate's Degree

Labor Category Description: **Principal Logistics Analyst**

Minimum/General Experience: Eight (8) years of related experience performing logistic support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property.

Functional Responsibility: Works independently. Develops logistics concepts, policy and processes. Performs tasks in support of logistics, meeting, or conference support projects. Utilizes systems for tracking and reporting material, material handling procedures and scheduling. Directs and supervises other Logistics Analysts or logisticians.

Minimum Education: Master's Degree.

Labor Category Description: **Logistics Analyst**

Minimum/General Experience: Three (3) years performing logistics support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property.

Functional Responsibility: Works under general supervision. Performs tasks in support of logistics, meeting, or conference support projects. Develops logistics concepts, policy and processes. Utilizes systems for tracking and reporting material, material handling procedures and scheduling.

Minimum Education: Bachelor's Degree

Labor Category Description: **Associate Logistics Analyst**

Minimum/General Experience: One (1) year of related experience assisting in planning, coordinating and implementing procedures necessary to assist with logistics support functions.

Functional Responsibility: Works under direct supervision. Assists in the accurate preparation and maintenance of records and data in support of logistics, meeting, or conference support projects. Assists in the development of logistics concepts, policy and processes.

Minimum Education: Associate's Degree

Labor Category Description: **Subject Matter Expert, Level III**

Minimum/General Experience: Fifteen (15) years of specialized management experience in a specific area of expertise.

Functional Responsibility: Provides expert consultation, advice, and recommendations for improvement. Works closely with project teams, particularly senior and management staff, to identify the best solutions to various management, organizational, and business problems. Expertise may fall within functional areas such as, but not limited, to: strategic planning; organizational assessment and alignment; Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Knowledge Management (KM), e-Government; Business Process Improvement/ Reengineering (BPI/BPR); management consulting; training and education; exercise management; supply chain management and logistics; performance measurement and management; homeland security, national security/intelligence, and information management

Minimum Education: Master's Degree

Labor Category Description: **Subject Matter Expert , Level II**

Minimum/General Experience: Ten (10) years of specialized management experience in a specific area of expertise.

Functional Responsibility: Provides expert consultation, advice, and recommendations for improvement. Works closely with project teams, particularly senior and management staff, to identify the best solutions to various management, organizational, and business problems. Expertise may fall within functional areas such as, but not limited, to: strategic planning; organizational assessment and alignment; Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Knowledge Management (KM), e-Government; Business Process Improvement/ Reengineering (BPI/BPR); management consulting; training and education; exercise management; supply chain management and logistics; performance measurement and management; homeland security, national security/intelligence, and information management.

Minimum Education: Bachelor's Degree

Labor Category Description: **Subject Matter Expert, Level I**
 Minimum/General Experience: Five (5) years of specialized management experience in a specific area of expertise.
 Functional Responsibility: Provides expert consultation, advice, and recommendations for improvement. Works closely with project teams, particularly senior and management staff, to identify the best solutions to various management, organizational, and business problems. Expertise may fall within functional areas such as, but not limited, to: strategic planning; organizational assessment and alignment; Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Knowledge Management (KM), e-Government; Business Process Improvement/ Reengineering (BPI/BPR); management consulting; training and education; exercise management; supply chain management and logistics; performance measurement and management; homeland security, national security/intelligence, and information management.
 Minimum Education: Associate's Degree

Labor Category Description: **Technical Editor**
 Minimum/General Experience: Seven (7) years of experience in the coordination of efforts of technical writers, artists and illustrators in preparing reports, articles, and books for internal and external distribution
 Functional Responsibility: Writes analytical, interpretive, documentary, and promotional copy. Writes/rewrites and edits technical materials. Works under management supervision to organize text, graphic elements, and mechanical layout of camera-ready copy.
 Minimum Education: Bachelor's degree

Labor Category Description: **Technical Writer**
 Minimum/General Experience: Three (3) years of experience in the preparation of original text based on technical data, review of graphic design, and organization of text and graphic elements.
 Functional Responsibility: Writes, rewrites, and edits technical materials, including operations and maintenance of manuals and technical publications.
 Minimum Education: Bachelor's degree

Labor Category Description: **Documentation Specialist**
 Minimum/General Experience: Three (3) years of experience in writing of technical materials, preparation of mechanical layout of camera-ready copy, and review of graphic design.
 Functional Responsibility: Writes/rewrites and edits technical materials. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution.
 Minimum Education: Associate's degree

Labor Category Description: **Graphic Artist**
 Minimum/General Experience: One (1) year of experience in graphic conceptual design, PC graphics program utilization, and organizational skills and expertise in various Multimedia applications.
 Functional Responsibility: Works independently in design of projects. Performs creative design layout and electronic prepress for a variety of design projects.

Minimum Education:	High School Diploma
Labor Category Description:	Principal Administrative Assistant
Minimum/General Experience:	Requires knowledge of specialized administrative support functions. Must have a minimum of eight (8) years related administrative assistant experience.
Functional Responsibility:	Performs analytical and specialized administrative support functions. Plans and coordinates special projects, planning of meetings conferences and employee functions. May direct or supervise other administrative personnel. Prepares reports using word processing and data entry activities including importing graphics, making tables, and typing technical documents. Must be able to develop solutions to problems and maintain high quality in work.
Minimum Education:	Associate's Degree
Labor Category Description:	Administrative Assistant
Minimum/General Experience:	Requires knowledge of common administrative support functions. Must have a minimum of three (3) years related administrative assistant experience.
Functional Responsibility:	Performs analytical and specialized administrative support functions. Coordinates special projects, planning of meetings conferences and employee functions. Prepares reports using word processing and data entry activities including importing graphics, making tables, and typing technical documents. Must be able to develop solutions to simple problems and maintain high quality in work.
Minimum Education:	High School Diploma
Labor Category Description:	Associate Administrative Assistant
Minimum/General Experience:	Requires knowledge of common administrative support functions. Must have a minimum of one (1) year related administrative assistant experience.
Functional Responsibility:	Performs analytical and administrative support functions. Assists with special projects, planning of meetings conferences and employee functions. Prepares reports using word processing and data entry activities including importing graphics, making tables, and typing technical documents. Keys, formats, revises, prints, and stores documents. Must be able to develop solutions to simple problems and maintain high quality in work.
Minimum Education:	High School Diploma
Labor Category Description:	Principal Functional Analyst
Minimum/General Experience:	Eight (8) years of experience, of which at least six years must be specialized in functional analysis.
Functional Responsibility:	Specialized expertise includes analyzing and developing functional and cross-functional requirements for complex management and business systems. General experience includes increasing responsibility in functional analysis. Must demonstrate the ability to work independently and may lead project teams.

Minimum Education: Master's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific, technical, or functional disciplines

Labor Category Description: **Functional Analyst**

Minimum/General Experience: Three (3) years of experience, of which at least four years must be specialized in functional analysis.

Functional Responsibility: Specialized expertise includes analyzing and developing functional and cross-functional requirements for complex management and business systems. General experience includes increasing responsibility in functional analysis. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific, technical, or functional disciplines

Labor Category Description: **Associate Functional Analyst**

Minimum/General Experience: One (1) year of experience, of which at least one year must be specialized in functional analysis.

Functional Responsibility: Specialized expertise includes analyzing and developing functional and cross-functional requirements for complex management and business systems. General experience includes increasing responsibility in functional analysis. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: Associate's Degree in Computer Science, Information Systems, Engineering, Business or other related scientific, technical, or functional disciplines

Labor Category Description: **Principal Business Process Engineer**

Minimum/General Experience: Eight (8) years of experience. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or management system development methods and practices.

Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Responsible for effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: Master's Degree

Labor Category Description: **Business Process Engineer**
Minimum/General Experience: Three (3) years of experience. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or management system development methods and practices.
Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Responsible for effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator among multiple project teams to ensure enterprise-wide integration of reengineering efforts.
Minimum Education: Bachelor's Degree

Labor Category Description: **Associate Business Process Engineer**
Minimum/General Experience: One (1) year of experience. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or management system development methods and practices.
Functional Responsibility: Applies process improvement and reengineering methodologies and principles to conducting process modernization projects. Supports effective transitioning of existing project teams and for facilitating project teams' accomplishment of project activities and objectives. Supports group facilitation, interviewing, training, and additional forms of knowledge transfer. Coordinates among multiple project teams to ensure enterprise-wide integration of reengineering efforts.
Minimum Education: Associate's Degree

Labor Category Description: **Financial Analyst**
Minimum/General Experience: Three (3) years of experience in implementing, updating and maintaining financial spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of financial management and contract principles. May supervise one or more individuals.
Functional Responsibility: Works independently, and will perform financial analysis, budget and database management. Individual will create, manage and maintain financial information related to contractual requirements.
Minimum Education: Bachelor's Degree in business or financial field

Labor Category Description: **Associate Financial Analyst**
Minimum/General Experience: One (1) year of experience in implementing, updating and maintaining financial spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of financial management and contract principles

Functional Responsibility: Works under general supervision and will perform financial analysis, budget and database management. Individual will create, manage and maintain financial information related to contractual requirements.

Minimum Education: Associate's Degree

Labor Category Description: **Principal Planning Specialist**

Minimum/General Experience: Eight (8) years of experience in the development of strategic, operational or tactical plans for DOD, federal or state organizations. Must have an understanding of processes for plans development, to include conducting mission/requirements analysis, developing courses of action, conducting course of action assessments, coordinating input and concurrence for plans, and publishing final plans.

Functional Responsibility: Responsibilities include planning group facilitation, studies, gap analyses, COA developments, documentation generation, briefings and in progress reviews. May help write plans, policies and procedures. May supervise one or more employees.

Minimum Education: Master's Degree in related field.

Labor Category Description: **Planning Specialist**

Minimum/General Experience: Three (3) years of experience in the development of plans for DOD, federal or state organizations. Must have an understanding of processes for plans development, to include conducting mission/requirements analysis, developing courses of action, conducting course of action assessments, coordinating input and concurrence for plans, and publishing final plans. May supervise one or more employees.

Functional Responsibility: Responsibilities include planning group facilitations, studies, gap analyses, COA developments, documentation generation, briefings and in progress reviews. May help write plans, policies and procedures.

Minimum Education: Bachelor's Degree in related field

Labor Category Description: **Associate Planning Specialist**

Minimum/General Experience: One (1) year of experience in the development of plans for DOD, federal or state organizations. Must have an understanding of processes for plans development, to include conducting mission/requirements analysis, developing courses of action, conducting course of action assessments, coordinating input and concurrence for plans, and publishing final plans.

Functional Responsibility: Responsibilities include planning group facilitations, studies, gap analyses, COA developments, documentation generation, briefings and in progress reviews. May help write plans, policies and procedures.

Minimum Education: Associate's Degree

Labor Category Description: **Principal Training Specialist**

Minimum/General Experience: Eight (8) years of experience designing, planning and executing training and exercise programs. Experience must include expertise related to task requirements such as curriculum and courseware development and delivery; distributed and web-based training development and delivery; design, planning and execution of live, virtual, constructive and gaming events; training systems management and delivery; individual and collective training; and joint event life-cycle management. Must have experience monitoring and reporting the effectiveness of training through various systems (survey, tests, and practical exercises).

Functional Responsibility: Responsibilities include designing and developing various training courses and plans; conducting training and exercise programs in a live, virtual, constructive and gaming environment; monitoring effectiveness of the training provided. Adjusts content and delivery of course, curriculum and plans as needed. May conduct training for exercise support. May supervise one or more employees.

Minimum Education: Master's Degree

Labor Category Description: **Training Specialist**

Minimum/General Experience: Three (3) years of experience designing, planning and executing training and exercise programs. Experience must include expertise related to task requirements such as curriculum and courseware development and delivery; distributed and web-based training development and delivery; design, planning and execution of live, virtual, constructive and gaming events; training systems management and delivery; individual and collective training; and joint event life-cycle management. Must have experience monitoring and reporting the effectiveness of training through various systems (survey, tests, and practical exercises).

Functional Responsibility: Responsibilities include designing and developing various training courses and plans; conducting training and exercise programs in a live, virtual, constructive and gaming environment; monitoring effectiveness of the training provided. Adjusts content and delivery of course, curriculum and plans as needed. May conduct training for exercise support. May supervise one or more employees.

Minimum Education: Bachelor's Degree

Labor Category Description: **Associate Training Specialist**

Minimum/General Experience: One (1) year of experience designing, planning and executing training and exercise programs. Experience must include expertise related to task requirements such as curriculum and courseware development and delivery; distributed and web-based training development and delivery; design, planning and execution of live, virtual, constructive and gaming events; training systems management and delivery; individual and collective training; and joint event life-cycle management. Must have experience monitoring and reporting the effectiveness of training through various systems (survey, tests, and practical exercises).

Functional Responsibility: Responsibilities include designing and developing various training courses and plans; conducting training and exercise programs in a live, virtual, constructive and gaming environment; monitoring effectiveness of the training provided. Adjusts content and delivery of course, curriculum and plans as needed. May conduct training for exercise support.

Minimum Education: Associate's Degree

Labor Category Description: **Principal Human Resources Specialist**

Minimum/General Experience: Requires eight (8) years of experience planning, conducting and coordinating the development and administration of human resources and human capital programs. Functional areas supported may include recruitment, employment, compensation, benefits, training, employee relations, security, unemployment, insurance, human capital program development, policy and procedure development, and other related areas.

Functional Responsibility: Conducts research into human capital and human resources practices, policies and procedures. Conducts studies to determine feasibility, costs benefits, and potential human capital and human resources program applications. Develops recruiting campaigns, compensation plans, training programs, analysis and recommendations for benefit changes. Prepares and administers EEO and affirmative action programs and tasks of similar complexity. May develop department policies and procedures. May supervise one or more staff members.

Minimum Education: Master's Degree in Human Resources, Business Administration or related field

Labor Category Description: **Human Resources Specialist**

Minimum/General Experience: Requires three (3) years of experience planning, conducting and coordinating the development and administration of human resources and human capital programs. Functional areas supported may include recruitment, employment, compensation, benefits, training, employee relations, security, unemployment, insurance, human capital program development, policy and procedure development, and other related areas.

Functional Responsibility: Conducts research into human capital and human resources practices, policies and procedures. Conducts studies to determine feasibility, costs benefits, and potential human capital and human resources program applications. Develops recruiting campaigns, compensation plans, training programs, analysis and recommendations for benefit changes. Prepares and administers EEO and affirmative action programs and tasks of similar complexity. May develop department policies and procedures. May supervise one or more staff members.

Minimum Education: Bachelor's Degree in Human Resources, Business Administration or related field

Labor Category Description: **Associate Human Resources Specialist**

Minimum/General Experience: Requires one (1) year of experience planning, conducting and coordinating the development and administration of human resources and human capital programs. Functional areas supported may include recruitment, employment, compensation, benefits, training, employee relations, security, unemployment, insurance, human capital program development, policy and procedure development, and other related areas.

Functional Responsibility: Working under general supervision, conducts research into human capital and human resources practices, policies and procedures. Conducts studies to determine feasibility, costs benefits, and potential human capital and human resources program applications. Supports recruiting campaigns, development of compensation plans, training programs, analysis and recommendations for benefit changes. Supports and administers EEO and affirmative action programs and tasks of similar complexity.

Minimum Education: Associate's Degree in Human Resources, Business Administration or related field

Labor Category Description: Principal Budget Analyst

Minimum/General Experience: Requires eight (8) years of experience in cost analysis, budget formulation, tracking, and reporting related to complex financial management support tasks. Must have experience with government budget process and life cycles that includes specific knowledge of various types of funds.

Functional Responsibility: Develops and implements budget control systems and strategies to monitor and forecast financial information. Uses off the shelf financial management software like Microsoft Excel and Government specific tools to create budgets, track expenditures and graphically display results of analysis. May supervise one or more staff members.

Minimum Education: Master's Degree in Business Administration, Finance or related business field

Labor Category Description: Budget Analyst

Minimum/General Experience: Requires three (3) years of experience in cost analysis, budget formulation, tracking, and reporting related to complex financial management support tasks. Must have experience with government budget process and life cycles that includes specific knowledge of various types of funds.

Functional Responsibility: Develops and implements budget control systems and strategies to monitor and forecast financial information. Uses off the shelf financial management software like Microsoft Excel and Government specific tools to create budgets, track expenditures and graphically display results of analysis. May supervise one or more staff members.

Minimum Education: Bachelor's Degree in Business Administration, Finance or related business field

Labor Category Description: Associate Budget Analyst

Minimum/General Experience: Requires one (1) year of experience in cost analysis, budget formulation, tracking, and reporting related to complex financial management support tasks. Must have experience with government budget process and life cycles that includes specific knowledge of various types of funds.

Functional Responsibility: Develops and implements budget control systems and strategies to monitor and forecast financial information. Uses off the shelf financial management software like Microsoft Excel and Government specific tools to create budgets, track expenditures and graphically display results of analysis.

Minimum Education: Associate's Degree in Business Administration, Finance or related business field

Labor Category Description: **Principal Information Management Analyst**

Minimum/General Experience: Requires eight (8) years of experience in database planning and design, systems analysis and design, network services, software programming, conversion and implementation support, network services management, data/records management, knowledge management, web content/development support, Cybersecurity support, information management program management and cost analysis/budget formulation, and other relevant information management skills as required.

Functional Responsibility: Develop and implement information management system solutions. Manage information management programs and projects, developing schedules, budgets and project plans. Manage information management-related services. May supervise one or more employees.

Minimum Education: Master's Degree in Computer Sciences, Information Management/Operations, or other related fields

Labor Category Description: **Information Management Analyst**

Minimum/General Experience: Requires three (3) years of experience in database planning and design, systems analysis and design, network services, software programming, conversion and implementation support, network services management, data/records management, knowledge management, web content/development support, Cybersecurity support, information management program management and cost analysis/budget formulation, and other relevant information management skills as required.

Functional Responsibility: Develop and implement information management system solutions. Manage information management programs and projects, developing schedules, budgets and project plans. Manage information management-related services May supervise one or more employees.

Minimum Education: Bachelor's Degree in Computer Sciences, Information Management/Operations, or other related fields

Labor Category Description: **Associate Information Management Analyst**

Minimum/General Experience: Requires one (1) year of experience in database planning and design, systems analysis and design, network services, software programming, conversion and implementation support, network services management, data/records management, knowledge management, web content/development support, Cybersecurity support, information management program management and cost analysis/budget formulation, and other relevant information management skills as required.

Functional Responsibility: Develop and implement information management system solutions. Manage information management programs and projects, developing schedules, budgets and project plans. Manage information management-related services.

Minimum Education:

Associate's Degree in Computer Sciences, Information Management/Operations, or other related fields

GSA PRICING

SIN	Labor Category	Location	Year 1 11/24/2017 - 11/23/2018	Year 2 11/24/2018 - 11/23/2019	Year 3 11/24/2019 - 11/23/2020	Year 4 11/24/2020 - 11/23/2021	Year 5 11/24/2021 - 11/23/2022
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Project Manager	Both	\$81.34	\$82.97	\$84.63	\$86.32	\$88.05
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Subject Matter Expert, Level III	Both	\$299.24	\$305.23	\$311.33	\$317.56	\$323.91
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Subject Matter Expert , Level II	Both	\$199.50	\$203.49	\$207.56	\$211.71	\$215.94
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Subject Matter Expert, Level I	Both	\$124.69	\$127.18	\$129.72	\$132.32	\$134.96
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Documentation Specialist**	Both	\$48.46	\$49.43	\$50.42	\$51.42	\$52.45
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Principal Administrative Assistant**	Both	\$73.56	\$75.04	\$76.54	\$78.07	\$79.63
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Functional Analyst	Both	\$81.34	\$82.97	\$84.63	\$86.32	\$88.05
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Planning Specialist	Both	\$71.29	\$72.72	\$74.17	\$75.65	\$77.17
520 3, 520 11, 520 12, 520 13, 520 21	Associate Budget Analyst	Both	\$30.58	\$31.19	\$31.82	\$32.45	\$33.10
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Principal Information Management Analyst	Both	\$98.81	\$100.79	\$102.80	\$104.86	\$106.96
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Information Management Analyst	Both	\$94.46	\$96.35	\$98.28	\$100.24	\$102.25
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Program Manager	Both	\$100.91	\$102.92	\$104.98	\$107.08	\$109.22

SIN	Labor Category	Location	Year 1 11/24/2017 - 11/23/2018	Year 2 11/24/2018 - 11/23/2019	Year 3 11/24/2019 - 11/23/2020	Year 4 11/24/2020 - 11/23/2021	Year 5 11/24/2021 - 11/23/2022
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Project Task Leader	Both	\$67.34	\$68.69	\$70.06	\$71.46	\$72.89
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Principal Management Analyst	Both	\$66.24	\$67.57	\$68.92	\$70.30	\$71.70
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Management Analyst	Both	\$43.43	\$44.30	\$45.18	\$46.09	\$47.01
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Associate Management Analyst	Both	\$38.35	\$39.12	\$39.90	\$40.70	\$41.51
874 501, 874 507	Principal Logistics Analyst	Both	\$53.51	\$54.59	\$55.68	\$56.79	\$57.93
874 501, 874 507	Logistics Analyst	Both	\$36.49	\$37.22	\$37.96	\$38.72	\$39.50
874 501, 874 507	Associate Logistics Analyst	Both	\$27.66	\$28.21	\$28.78	\$29.35	\$29.94
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Technical Editor**	Both	\$62.18	\$63.43	\$64.70	\$65.99	\$67.31
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Technical Writer**	Both	\$80.46	\$82.07	\$83.71	\$85.38	\$87.09
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Graphic Artist**	Both	\$31.39	\$32.02	\$32.66	\$33.31	\$33.98
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Administrative Assistant**	Both	\$44.36	\$45.25	\$46.15	\$47.07	\$48.01
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Associate Administrative Assistant**	Both	\$36.42	\$37.15	\$37.89	\$38.65	\$39.42
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Principal Functional Analyst	Both	\$104.77	\$106.86	\$109.00	\$111.18	\$113.40
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Associate Functional Analyst	Both	\$56.81	\$57.94	\$59.10	\$60.28	\$61.49

SIN	Labor Category	Location	Year 1 11/24/2017 - 11/23/2018	Year 2 11/24/2018 - 11/23/2019	Year 3 11/24/2019 - 11/23/2020	Year 4 11/24/2020 - 11/23/2021	Year 5 11/24/2021 - 11/23/2022
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Principal Business Process Engineer	Both	\$114.71	\$117.00	\$119.34	\$121.73	\$124.17
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Business Process Engineer	Both	\$81.79	\$83.43	\$85.10	\$86.80	\$88.54
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Associate Business Process Engineer	Both	\$57.53	\$58.69	\$59.86	\$61.06	\$62.28
520 3, 520 11, 520 12, 520 13, 520 21	Financial Analyst	Both	\$59.25	\$60.44	\$61.64	\$62.88	\$64.13
520 3, 520 11, 520 12, 520 13, 520 21	Associate Financial Analyst	Both	\$43.78	\$44.66	\$45.55	\$46.46	\$47.39
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Principal Planning Specialist	Both	\$110.08	\$112.28	\$114.53	\$116.82	\$119.16
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Associate Planning Specialist	Both	\$48.60	\$49.57	\$50.56	\$51.57	\$52.60
874 4	Principal Training Specialist	Both	\$106.31	\$108.44	\$110.61	\$112.82	\$115.08
874 4	Training Specialist	Both	\$60.44	\$61.65	\$62.88	\$64.14	\$65.42
874 4	Associate Training Specialist	Both	\$53.68	\$54.76	\$55.85	\$56.97	\$58.11
C595 21	Principal Human Resources Specialist	Both	\$110.87	\$113.09	\$115.35	\$117.66	\$120.01
C595 21	Human Resources Specialist	Both	\$85.77	\$87.49	\$89.24	\$91.02	\$92.84
C595 21	Associate Human Resources Specialist	Both	\$54.58	\$55.67	\$56.79	\$57.92	\$59.08
520 3, 520 11, 520 12, 520 13, 520 21	Principal Budget Analyst	Both	\$95.69	\$97.60	\$99.55	\$101.55	\$103.58
520 3, 520 11, 520 12, 520 13, 520 21	Budget Analyst	Both	\$67.65	\$69.00	\$70.38	\$71.79	\$73.23
C132 51, 520 3, 520 11, 520 12, 520 13, 520 21, 874 1, 874 4, 874 7	Associate Information Management Analyst	Both	\$64.37	\$65.65	\$66.97	\$68.31	\$69.67

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Technical Editor	30462 - Technical Writer II	2015-4281
Technical Writer	30463 - Technical Writer III	2015-4281
Documentation Specialist	30461 - Technical Writer I	2015-4281
Graphic Artist	15080 - Graphic Artist	2015-4281
Principal Administrative Assistant	01020 - Administrative Assistant	2015-4281
Administrative Assistant	01312 - Secretary II	2015-4281
Associate Administrative Assistant	01311 - Secretary I	2015-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (***) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).