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

GSA Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services

FSC/PSC Class D301, FSC/PSC Class D302, FSC/PSC Class D306, FSC/PSC Class D307, FSC/PSC Class D308, FSC/PSC Class D310, FSC/PSC Class D311, FSC/PSC Class D316, FSC/PSC Class D399, FSC/PSC Class R499, FSC/PSC Class R704, FSC/PSC Class U012

Contract Number: 47QRAA18D00AQ
Contract Period: June 14, 2018 to June 13, 2023

Applied Computer Training & Technology, Inc.
98-030 Hekaha St. Suite 29
Aiea, HI 96701
808.486.7330 (Corporate)
Website: www.actthawaii.com

Contact for Contract Administration: Chad Kobashigawa
808.389.2550 | chad@actthawaii.com

Business Size: Small Business

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at GSA.gov

Price list current as of Modification No. PS-0013 effective February 28, 2022
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SECTION 1. Customer Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>OLM Order-Level Materials (OLM)</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support,</td>
</tr>
<tr>
<td></td>
<td>and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611420</td>
<td>Information Technology Training</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE PER SIN: See Awarded Price List

1c. HOURLY RATES: See Awarded Price List. Corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services is provided in the Labor Category Description section.

2. MAXIMUM ORDER: $1,000,000

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: Worldwide

5. POINT OF PRODUCTION: Same as company address

6. DISCOUNT FROM LIST PRICES: Government net prices (discounts are already deducted).

7. QUANTITY DISCOUNT:
   1% for orders exceeding $50,000;
   2% for task orders between $100,000 and $250,000; and
   3% for task orders exceeding $250,000.00

8. PROMPT PAYMENT TERMS: None. Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: None

10. TIME OF DELIVERY: As negotiated with ordering activity and specified on each Task Order.
10b. EXPEDITED DELIVERY: Available. Items available for expedited delivery are noted in this price list and/or negotiated at the task order level. Contact Contractor.

10c. OVERNIGHT AND 2-DAY DELIVERY: Available. Contact Contractor.

10d. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed-upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

11. FOB POINT: Destination

12a. ORDERING ADDRESS: Applied Computer Training & Technology, Inc.
    98-030 Hekaha St. Suite 29
    Aiea, HI 96701
    Phone: 808.486.7330
    Website: www.actthawaii.com

12b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. PAYMENT ADDRESS: Applied Computer Training & Technology, Inc.
    98-030 Hekaha St. Suite 29
    Aiea, HI 96701
    Phone: 808.486.7330
    Website: www.actthawaii.com

14. WARRANTY PROVISION: None.

15. EXPORT PACKING CHARGES: Not applicable

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR: Not applicable

18. TERMS AND CONDITIONS OF INSTALLATION: Not applicable

18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: Not applicable

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES: Training Courses for Information Technology Training (see page 06).

19. LIST OF SERVICE AND DISTRIBUTION POINTS: Not applicable
20.  LIST OF PARTICIPATING DEALERS:  Not applicable

21.  PREVENTIVE MAINTENANCE:  Not applicable

22a.  SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):  Not applicable

22b.  SECTION 508 COMPLIANCE:  Not applicable

23.  UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:  021592998

24.  NOTIFICATION REGARDING IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:  Applied Computer Training & Technology, Inc. has an Active Registration in the SAM database. CAGE CODE: 3DB25
SECTION 2. Terms and Conditions

A. Training Courses for Information Technology Training
   (SPECIAL ITEM NUMBER 611420)

A-1. Scope
   a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general-purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
   
   b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

A-2. Order
   Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, the course title, course date and time, and contracted dollar amount of the course.

A-3. Time of Delivery
   The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

A-4. Cancellation and Rescheduling
   a. The ordering activity will notify the Contractor at least five (5) business days before the scheduled training date if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
   
   b. In the event, the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course.
   
   c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
   
   d. In the event, the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

A-5. Follow-up Support: N/A (Not Applicable).

A-6. Price for Training
   The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.
A-7. Invoices and Payment

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

A-8. Format and Content of Training

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **If applicable** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

   (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
   (2) The length of the course;
   (3) Mandatory and desirable prerequisites for student enrollment;
   (4) The minimum and maximum number of students per class;
   (5) The locations where the course is offered;
   (6) Class schedules; and
   (7) Price (per student, per class (if applicable)).

e. For those courses conducted at the ordering activity’s location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

A-9. “No Charge” Training

The Contractor shall describe any training provided with equipment and/or software provided under this contract free of charge.
# SECTION 3. Rate Schedules for SINs 541611, 611430, and 54151S

<table>
<thead>
<tr>
<th>Current SIN(s)</th>
<th>Labor Category</th>
<th>Contractor or Customer Facility or Both</th>
<th>GSA Price 6/14/2021 - 6/13/2022</th>
<th>GSA Price 6/14/2022 - 6/13/2023</th>
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</thead>
<tbody>
<tr>
<td>541611, 611430</td>
<td>Program Manager III</td>
<td>Both</td>
<td>$129.77</td>
<td>$132.63</td>
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<tr>
<td>541611, 611430</td>
<td>Program Manager II</td>
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<td>Project Manager III</td>
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<td>Project Manager II</td>
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<td>54151S</td>
<td>Project Manager I</td>
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<td>$110.48</td>
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<tr>
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<td>Project Coordinator</td>
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<tr>
<td>541611, 611430</td>
<td>Subject Matter Expert IV</td>
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<tr>
<td>541611, 611430</td>
<td>Subject Matter Expert III</td>
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<td>$159.87</td>
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<tr>
<td>54151S</td>
<td>Subject Matter Expert II</td>
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<td>$144.87</td>
<td>$148.06</td>
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<tr>
<td>54151S</td>
<td>Subject Matter Expert I</td>
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<td>$135.85</td>
<td>$138.84</td>
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<tr>
<td>54151S</td>
<td>Business Analyst III</td>
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<tr>
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<tr>
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<td>Business Analyst I</td>
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<td>$116.29</td>
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<tr>
<td>54151S</td>
<td>Support Analyst III</td>
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<td>$72.17</td>
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<tr>
<td>54151S</td>
<td>Support Analyst II</td>
<td>Both</td>
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<td>$64.14</td>
</tr>
</tbody>
</table>

Note: All rates include GSA IFF (0.75%) and are escalated 2.2% each contract year.
<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Both</th>
<th>Wage 1</th>
<th>Wage 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Support Analyst I</td>
<td>Both</td>
<td>$55.13</td>
<td>$56.34</td>
</tr>
<tr>
<td>541611, 611430</td>
<td>Project/Program Analyst I</td>
<td>Both</td>
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<td>$65.45</td>
</tr>
<tr>
<td>54151S</td>
<td>Technical Trainer III</td>
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<td>Technical Trainer II</td>
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<tr>
<td>54151S</td>
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<tr>
<td>54151S</td>
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<td>Software Engineer II</td>
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<td>$107.05</td>
<td>$109.41</td>
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<td>54151S</td>
<td>Software Engineer I</td>
<td>Both</td>
<td>$93.67</td>
<td>$95.73</td>
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<tr>
<td>54151S</td>
<td>Applications Developer III</td>
<td>Both</td>
<td>$128.46</td>
<td>$131.29</td>
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<tr>
<td>54151S</td>
<td>Applications Developer II</td>
<td>Both</td>
<td>$107.05</td>
<td>$109.41</td>
</tr>
<tr>
<td>54151S</td>
<td>Applications Developer I</td>
<td>Both</td>
<td>$93.67</td>
<td>$95.73</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Specialist II</td>
<td>Both</td>
<td>$122.63</td>
<td>$125.33</td>
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<tr>
<td>54151S</td>
<td>Information Technology Specialist I</td>
<td>Both</td>
<td>$102.19</td>
<td>$104.44</td>
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<tr>
<td>541611, 611430</td>
<td>Technical Writer/Editor III</td>
<td>Both</td>
<td>$86.32</td>
<td>$88.21</td>
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<tr>
<td>541611, 611430</td>
<td>Technical Writer/Editor I**</td>
<td>Both</td>
<td>$49.96</td>
<td>$51.06</td>
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<td>541611, 611430</td>
<td>Business Specialist II</td>
<td>Both</td>
<td>$78.71</td>
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<td>541611, 611430</td>
<td>Business Specialist I</td>
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<td>$93.85</td>
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<td>Contract Support Specialist II</td>
<td>Both</td>
<td>$77.02</td>
<td>$78.71</td>
</tr>
</tbody>
</table>
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
SECTION 4. Labor Category Descriptions for SINs 541611, 611430, and 54151S

1. Program Manager III

Responsibilities: Responsible for the overall management of programs from start to finish to ensure all elements of the program are successfully implemented and completed by designated suspense dates to the client’s satisfaction at or below budget. Duties may include contract management and technical direction to project managers and other program personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Demonstrates extensive subject matter expertise and communication skills to interface with all management levels.

Education/Experience: Master's Degree plus eight (8) years of management experience with diverse programs or projects. May require PMI PMP Certification.

2. Program Manager II

Responsibilities: Provides supervisory, technical, and administrative direction to project staff; interfaces with customers; tracks project performance and costs; and prepares plans, charts, tables, and diagrams to assist in analyzing and displaying problems and solutions. Responsible for the design, development, and integration of significant parts of a system.

Education/Experience: Master's Degree plus six (6) years of management experience with diverse programs or projects.

3. Program Manager I

Responsibilities: Provides supervisory, technical, and administrative direction to project staff; interfaces with customers; tracks project performance and costs; and prepares plans, charts, tables, and diagrams to assist in analyzing and displaying problems and solutions. Responsible for the design, development, and integration of significant parts of a system.

Education/Experience: Master's Degree plus two (2) years of management experience with diverse programs or projects.

4. Project Manager III

Responsibilities: Responsible for the overall management and delivery of programs over the lifecycle of the program to ensure that all elements are successfully implemented and completed by designated suspense dates to the client’s satisfaction at or below budget. Duties may include managing a diverse staff of engineers, analysts, information technology specialists, testers,
cybersecurity specialists, training specialists, and infrastructure specialists. Also, may be required to conduct contract management and technical direction to project managers and other program personnel. Responsible for communication with all levels of client management and deliverable quality and integrity of the final work product on large information system programs. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Demonstrates extensive subject matter expertise and communication skills to interface with all management levels. Directs the completion of projects within estimated time frames and budget constraints.

Education/Experience: Master’s degree, eight (8) years of general experience.

5. Project Manager II

Responsibilities: Responsible for the overall management and delivery of programs over the lifecycle of the program to ensure that all elements are successfully implemented and completed by designated suspense dates to the client’s satisfaction at or below budget. May supervise a staff of engineers, analysts, information technology specialists, testers, cybersecurity specialists, training specialists, and infrastructure specialists. Responsibilities may include contract management and technical direction to project managers and other program personnel. Responsible for communication with all levels of client management and deliverable quality and integrity of the final work product on programs. Regularly exercises independent judgment as well as a high level of analytical skill in solving technical, administrative, and managerial problems. Demonstrates subject matter expertise and communication skills to interface with all management levels. Directs the completion of projects within estimated time frames and budget constraints.

Education/Experience: Master’s degree, six (6) years of general experience.

6. Project Manager I

Responsibilities: Responsible for the planning and delivery of projects. The projects encompass all disciplines including requirements analysis and definition, logical and physical design, construction, testing, and deployment. May manage a staff of engineers, analysts, information technology specialists, testers, and infrastructure specialists. Responsible for communications with all levels of client management.

Education/Experience: Bachelor’s degree or equivalent and five (5) years of general experience.

7. Project Coordinator
Responsibilities: Plan, organize and control overall activities of multiple projects including project management, technical work, quality of work, schedule, and costs. Provide supervisory, technical, and administrative direction to staff and other project managers. Anticipate problems and work to mitigate anticipated problems. Consult with COTR and other Government personnel to minimize costs and maximize efficiency in achieving stated requirements. Ensure all activities conform to the terms and conditions of the contract or delivery order. Act as liaison among COTR, CO, and corporate management. Coordinate activities and seek resolution of contractual and technical problems, while working with COTR, CO, and other government personnel.

Education/Experience: Bachelor’s degree and four (4) years of directly relevant experience.

8. Subject Matter Expert IV

Responsibilities: Demonstrates expertise in specific business, functional, technical, and professional or policy areas. Supports the completion of project-specific tasks within estimated timeframes and budget constraints. Works effectively in the conduct of demanding assignments and expresses ideas well both orally and in writing.

Education/Experience: Master's Degree and six (6) years of subject matter experience.

9. Subject Matter Expert III

Responsibilities: Demonstrates expertise in specific business, functional, technical, and professional or policy areas. Supports the completion of project-specific tasks within estimated timeframes and budget constraints. Works effectively in the conduct of demanding assignments and expresses ideas well both orally and in writing.

Education/Experience: Master's Degree and four (4) years of subject matter experience.

10. Business Analyst III

Responsibilities: Work closely with client personnel in activities for the definition of system requirements in information system development including organizing requirements gathering and business process discussions; data analysis; business process modeling; use case modeling; requirements elicitation; analysis modeling; or mentoring. Responsible for the creation of requirements documentation (use case specifications, supplemental specifications, software requirements specifications). Conducts business process analysis and needs assessments, and preliminary cost/benefits analysis to align information technology solutions with business needs. As
a senior resource, a Business Analyst III is capable of leading a team of Analysts in the requirements gathering effort.

**Education/Experience:** Bachelor’s degree and seven (7) years of general experience.

### 11. Business Analyst II

**Responsibilities:**
Work closely with client personnel in activities for the definition of system requirements in information system development including organizing requirements gathering and business process discussions; data analysis; business process modeling; use case modeling; requirements elicitation; analysis modeling; or mentoring. Responsible for the creation of requirements documentation (use case specifications, supplemental specifications, software requirements specifications). Conducts business process analyses, needs assessments, and preliminary cost/benefits analyses to align information technology solutions with business needs.

**Education/Experience:** Bachelor’s degree and four (4) years of general experience.

### 12. Business Analyst I

**Responsibilities:**
Work closely with client personnel in activities for the definition of system requirements in information system development including organizing requirements gathering and business process discussions; data analysis; business process modeling; use case modeling; requirements elicitation; analysis modeling; or mentoring. Responsible for the creation of requirements documentation (use case specifications, supplemental specifications, software requirements specifications). Conducts business process analyses, needs assessments, and preliminary cost/benefits analyses to align information technology solutions with business needs.

**Education/Experience:** Bachelor’s degree and two (2) years of general experience.

### 13. Support Analyst III

**Experience / Skills:**
Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of application and system support, desktop applications, and/or web applications. Serves as the first point-of-contact for troubleshooting problems.

**Education/Experience:** Bachelor’s degree and five (5) years of general experience.
14. Support Analyst II

Experience / Skills: Responsible for phone and in-person support to users in the areas of application and system support, desktop applications, and/or web applications. Serves as a troubleshooting point-of-contact.

Education/Experience: High School Diploma or equivalent. Requires two (2) years of general experience.

15. Support Analyst I

Experience / Skills: Responsible for phone and in-person support to users in the areas of application and system support, desktop applications, and/or web applications. Supports troubleshooting of customer issues.

Education/Experience: High School Diploma or equivalent.

16. Project/Program Analyst I

Experience / Skills: Experience with the various logistics support functions and their automated support systems, involving maintenance planning, personnel planning, training, support equipment, test equipment, technical and logistics data, facilities support, and supply support. Prepares logistics support documentation and source data, such as logistics operational management/user documents, integrated logistics support plans, user Logistics support summaries, post-production support plans, and logistics implementation plans. Implements logistics plans, databases, and support files to support the fielding of new complex systems or major modifications.

Education/Experience: Bachelor’s degree in Business Administration with a focus in Project Management or Logistics and five (5) plus years’ experience in large, multi-year projects.

17. Technical Trainer III

Experience / Skills: Manage and lead teams responsible for training technical personnel, management personnel, and end-users by conducting formal classroom training sessions, workshops, seminars, or computer-based and/or virtualized training. Create and update training courses and course materials. Develop instructor guides and training aids. Develop training collateral to include: course manuals, workbooks, handouts, completion certificates, and course feedback forms. Organize training schedules and evaluate the effectiveness of instruction. Maintain records of training activities, employee progress, and training effectiveness.

Education/Experience: Bachelor’s degree and five (5) years of experience of general experience.
18. Technical Trainer II

**Experience / Skills:** Provide training for technical personnel, management personnel, and end-users by conducting formal classroom training sessions, workshops, seminars, or computer-based and/or virtualized training. Update training courses and course materials. Assist in the development of instructor guides and training aids. Assist in the development of training collateral to include: course manuals, workbooks, handouts, completion certificates, and course feedback forms.

**Education/Experience:** High School Diploma or equivalent. Requires two (2) years of general experience.

19. Technical Trainer I

**Experience / Skills:** Provide training for technical personnel, management personnel, and end-users by conducting formal classroom training sessions, workshops, seminars, or computer-based and/or virtualized training. Update training courses and course materials. Assist in the development of instructor guides and training aids. Assist in the development of training collateral to include: course manuals, workbooks, handouts, completion certificates, and course feedback forms.

**Education/Experience:** High School Diploma or equivalent.

20. Software Engineer III

**Responsibilities:** Works closely with client personnel in activities for the system analysis in information system development: system engineering; system integration; software engineering; information engineering; data engineering; or mentoring. Performs requirements acquisition, definition, and data analysis. Performs technical and subject matter research on emerging technologies to determine impacts on application execution. Analyzes and documents client needs and requirements. Participates in the writing, modifying, and maintaining of technical documentation and specifications. As a senior resource, a Software Engineer III is capable of leading a team of Engineers in the system analysis effort.

**Education/Experience:** Bachelor’s degree and six (6) years of general experience.

21. Software Engineer II

**Responsibilities:** Works closely with client personnel in activities for the system analysis in information system development: system engineering; system integration; software engineering; information engineering; data engineering; or mentoring. Performs requirements acquisition and definition and data
analysis. Performs technical and subject matter research on emerging
technologies to determine impacts on application execution. Analyzes and
documents client needs and requirements. Participates in the writing,
modifying, and maintaining of technical documentation and specifications.

**Education/Experience:** Bachelor’s degree and four (4) years of general experience.

### 22. Software Engineer I

**Responsibilities:** Works closely with client personnel in activities for the system analysis in information system development: system engineering; system integration; software engineering; information engineering; data engineering; or mentoring. Performs requirements acquisition and definition and data analysis. Performs technical and subject matter research on emerging technologies to determine impacts on application execution. Analyzes and documents client needs and requirements. Participates in the writing, modifying, and maintaining of technical documentation and specifications.

**Education/Experience:** Bachelor’s degree and two (2) years of general experience.

### 23. Application Developer III

**Responsibilities:** Serves as a development team member for client application development initiatives. Helps to ensure the project team is following application development best practices. Responsible for assisting in the development of application development schedule estimates. Responsible for preparing and maintaining documentation. Participates in the development of system user manuals and training materials. Assists in testing and quality assurance activities, troubleshooting application production problems; resolve problems with developed systems.

**Education/Experience:** Bachelor’s degree and five (5) years of general experience.

### 24. Application Developer II

**Responsibilities:** Serves as a development team member for client application development initiatives. Responsible for preparing and maintaining documentation. Participates in the development of system user manuals and training materials. Assists in testing and quality assurance activities, troubleshooting application production problems; resolve problems with developed systems.

**Education/Experience:** Bachelor’s degree and three (3) years of general experience.
25. Application Developer I

Responsibilities: Serves as a development team member for client application development initiatives. Responsible for preparing and maintaining documentation. Participates in the development of system user manuals and training materials. Assists in testing and quality assurance activities, troubleshooting application production problems; resolve problems with developed systems.

Education/Experience: Bachelor’s degree and one (1) year of general experience.

26. Information Technology Specialist II

Responsibilities: Provides technical expertise in emerging technology areas. Analyzes and develops effective solutions. Responsible for defining the software architecture, the detailed design, and development of enterprise, client/server, and N-tiered web-enabled applications in the Windows environment.

Education/Experience: Bachelor’s degree and four (4) years of general experience.

27. Information Technology Specialist I

Responsibilities: Works under supervision to provide technical support in emerging technologies. Responsible for the development of the Client's solution based on a given architecture and detailed design.

Education/Experience: High School Diploma or equivalent. Requires two (2) years of general experience.

28. Technical Writer/Editor III

Responsibilities: Have experience writing scientific, technical, engineering, or other professional materials following applicable standards. Shall be capable of completing specific writing assignments clearly and concisely. Work with engineering, logistic, and design/drafting personnel to gather data for various manuals and publications. Shall have general experience in the field of technical writing/editing with specialized experience in planning, developing, maintaining, and rewriting documents.

Education/Experience: Master’s degree and eight (8) plus years of experience in the area of technical writing.
29. Technical Writer/Editor I

Responsibilities: Have experience writing scientific, technical, engineering, or other professional materials following applicable standards. Capable of completing specific writing assignments clearly and concisely. Work with engineering, logistic, and design/drafting personnel to gather data for various manuals and publications. Shall have general experience in the field of technical writing/editing with specialized experience in planning, developing, maintaining, and rewriting documents.

Education/Experience: Associates degree in English or Literature and five (5) years experience in technical writing and editing.

30. Business Specialist II

Responsibilities: Responsible for support of project personnel in the administrative, financial management, and other administrative support functions of client engagements. Assists in the production of analyses, reports, and other client deliverables. Possesses strong skills in the use of basic business software tools and use of database software. Provides reliable and accurate administrative and financial support of project teams and contributes to the accomplishment of project objectives.

Education/Experience: Bachelor’s degree and five (5) years of experience assisting and supporting others in the accomplishment of mission-oriented business functions.

31. Business Specialist I

Responsibilities: Responsible for support of project personnel in the administrative, financial management, and other administrative support functions of client engagements. Assists in the production of analyses, reports, and other client deliverables. Possesses strong skills in the use of basic business software tools and use of database software. Provides reliable and accurate administrative and financial support of project teams and contributes to the accomplishment of project objectives.

Education/Experience: Bachelor’s Degree and two (2) years of experience assisting and supporting others in the accomplishment of mission-oriented business functions.

32. Contracts Management Consultant

Responsibilities: Responsible for resource allocation; technical and management oversight; high-level technical expertise; and participation in briefings and meetings. Provide subject matter or functional area expertise in performing technical tasks. Personnel are assigned to complex programs involving multiple tasks. Responsible for managing development, delivery, counseling,
following program and directives, related administrative actions, and follow-up to ensure completion of all actions.

**Education/Experience:** Master’s degree in a related academic field and eight (8) years experience within a specific business or technical management discipline (Government or industry).

### 33. Contract Support Specialist III

**Responsibilities:** A demonstrated record of professional excellence within multiple organizations in challenging management/team leader roles. Strong demonstrated hands-on experience and a diverse range of subject matter expertise in one or more relevant areas of the acquisition lifecycle or program/project functional area to include purchasing/procurement, source selection, training, research, federal statutes and regulations, acquisitions, or contracting management. Possess the ability to successfully manage routine and moderately complex matters and provide assistance on broad agency efforts in the relevant subject matter area.

**Education/Experience:** Bachelor’s degree, Level II Contract Certification or equivalent, and eight (8) years of specialized experience.

### 34. Contract Support Specialist II

**Responsibilities:** Personnel must possess the skill level required by the PWS with the knowledge, skills, and abilities required for a professional contracting position. Position requires knowledge of different types of contracting methods, contract types, and principles and procedures applicable to a full range of pre-award, post-award, and price/cost analyses. Personnel must know business and industry practices and market conditions, including commercial market sources to obtain adequate competitive prices.

**Education/Experience:** Bachelor’s degree and five (5) years of experience in the field are required. Level III Contract Certification or equivalent is a requirement.

### 35. Contract Support Specialist I

**Responsibilities:** Personnel must possess the skill level required by the PWS with the knowledge, skills, and abilities required for a professional contracting position. Position requires knowledge of different types of contracting methods, contract types, and principles and procedures applicable to a full range of pre-award, post-award, and price/cost analyses. Personnel must know business and industry practices and market conditions, including commercial market sources to obtain adequate competitive prices.
Education/Experience: Bachelor’s degree or equivalent and two (2) years of experience in the field are required.

36. Personal Administration

Responsibilities: Assist operational and technical experts and managers to perform their functions. Assists in the daily operations and the planning and conduct of special events and activities. Responds to visitors and telephone inquiries. Prepare a wide range of correspondence formats, military and civilian, and assist with the compliance of regulations and directives. Establish and maintain journals, records, files following regulations and perform general administrative duties. Coordinates and directs office services, such as records and budget preparation, personnel, and housekeeping, to aid operational and technical personnel. Maintains and implements regulations, policies, and procedures. Possess the ability to read and interpret technical guides, SOP, policies, and procedures, read and understand complex verbal or written instructions.

Education/Experience: High School Diploma or equivalent and three (3) years of general experience.

Substitution/Equivalency: The following substitutions may be made for either education or experience.

GED or vocational degree = High School Diploma
AS/AA degree = two (2) years of relevant experience
BS/BA = four (4) years relevant experience
MS/MA = six (6) years relevant experience
Ph.D. = eight (8) years of relevant experience
### SECTION 5. Product Prices for SIN 611420

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Total Hours</th>
<th>Total Weeks</th>
<th>Min Students</th>
<th>Max Students</th>
<th>Unit of Order (price per course or price per person)</th>
<th>2021 GSA Price $</th>
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<td>CISCO Certified Network Associate (CCNA) Certification</td>
<td>80</td>
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<td>30</td>
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<td>30</td>
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<tr>
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<td>2</td>
<td>8</td>
<td>30</td>
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<td>6</td>
<td>30</td>
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<td>1</td>
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<tr>
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<td>40</td>
<td>1</td>
<td>6</td>
<td>30</td>
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<td>$2,630.27</td>
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<tr>
<td>Certified Ethical Hacker (v. 7+) With Test Voucher</td>
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<td>30</td>
<td>per person</td>
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<td>$2,630.27</td>
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<td>$2,630.27</td>
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<td>MS Excel Introduction</td>
<td>8</td>
<td>1</td>
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<td>MS Excel Intermediate</td>
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<td>1</td>
<td>4</td>
<td>30</td>
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<td>MS Word Introduction</td>
<td>8</td>
<td>1</td>
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<td>8</td>
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<td>8</td>
<td>1</td>
<td>4</td>
<td>30</td>
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</tbody>
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1 All fees are shown in United States dollars
ACTT Labor Rates for SIN 54151S, 541611, and 611430 pricelists are current through contract Modification No. PS-0013 (02/28/2022).

ACTT Product Prices for SIN 611420 pricelist are current through contract Modification No. PS-0013 (02/28/2022).

Document updated through MAS Refresh 9, contract Modification No. PS-A839 (12/21/2021)