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.

MULTIPLE AWARD SCHEDULE (MAS)

Federal Supply Group: Professional Services
FSC/PSC Code: R499
Contract Number: 47QRAA18D00BT

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

Contract Period: July 3, 2018 - July 2, 2023
Pricelist current through Modification PS-0002 effective February 16, 2021

Contractor: INTERACTIVE GOVERNMENT HOLDINGS, INC.
Address: 7426 Alban Station Blvd STE B218
Springfield, VA 22150 2327
Telephone: 571-348-1165
FAX Number: 703-755-2367
Web Site: www.interactivegov.com
Contract Administration: Michael V Sanders
E-mail: msanders@interactivegov.com

Business Size: Small, Disadvantaged, 8(a), Veteran Owned, Service-Disabled Business
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM; OLM STLOC</td>
<td>Order-Level Materials (OLM)</td>
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</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price: See Below

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided: See Below

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery area): Domestic Only

5. Point of production (city, county, and state or foreign country): Springfield, Fairfax County, Virginia

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

8. Prompt payment terms: 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 (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery: Contact Contractor
10c. Overnight and 2-day delivery: Contact Contractor for rates for overnight and 2-day delivery.

10d. Urgent Requirements: Contact Contractor. Agencies can contact the Contractor’s representative to effect a faster delivery. Contract Clause: 552.238-94 ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)

11. F.O.B Points: Destination.

12a. Ordering Address: Same as Contractor Address.

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: Same as Contractor Address.

14. Warranty provision: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: www.Section508.gov/ - N/A

23. Data Universal Number System (DUNS) number: 555567978

Final Pricing:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>GSA Price w/IFF 2/16/2021-7/2/2023</th>
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<td>Program Manager</td>
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<td>Logistics Contract Analyst</td>
<td>Bachelors</td>
<td>2</td>
<td>$66.47</td>
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</table>
Interactive Government Holdings, Inc.

Labor Category Name: **PROGRAM MANAGER**

**Functional responsibilities:** Provides overall program management and monitoring. Ensure professional interaction and communication among stakeholders with the overall goal of enhancing, improving, and advancing the success of the customers’ objectives. Provide program guidance, management and technical assistance and support to customer and subcontractor leadership so they may accomplish the objectives and missions. Coordinate activities that support the entire program. Ensure availability of subject matter experts as needed. Lead the development of briefings, surveys, training and events. Assist customer leadership with surveys, studies and best practices in the form of meetings, briefings and reports. Assist in developing, planning, and conducting a range of services including subcontractor oversight, outreach, customer coordination, training programs, and subject matter expertise. Assist government, subcontractor and IGH management in identifying trends, issues and concerns and development and recommendation of solutions and program improvements. Ensure all quality measures are in place and effective at establishing and mitigating risk to the integrity of measures, goals and schedules.

**Minimum years of experience:** Seven (7) years of experience in managing, coordinating and monitoring program activities.

**Minimum educational/degree requirements:** Associates degree in Communications, Business Management, or other related field preferred. Familiarity with FEPP guidance, rules, regulations, and instructions. Proficiency in Defense Travel System, Individual Case Management System, and various DoD training packages is desired. Annual Personally Identifiable Information (PII) training, annual Information Assurance (IA) training, and ESGR Program Integration and Training Directorate

**Applicable training or certification requirements:**
- PMP certification desired
- Training with content specific to YRRP, EIP, and the ESGR program’s Program Integration and Training and Operations Directorates may be required

Labor Category Name: **DEPUTY PROGRAM MANAGER**

**Functional responsibilities:** Have daily interaction with the Program Manager and provide support and assistance with preparing briefs, data collection, collation, analysis, and surveys. Ensure professional interaction and communication among stakeholders with the overall goal of enhancing, improving, and advancing the success of the customer requirements and goals. Provide program subject matter assistance, guidance and support to IGH leadership. Provide program leadership with assistance in ensuring accuracy and timeliness for reporting requirements. Coordinate and execute required reporting to the required customer offices. Must be prepared to brief on designated matters. Coordinate briefings which support the entire program cycle. Coordinate with project support to ensure availability of subject matter experts
needed to conduct the briefings. Support the Program Managers, with planning, coordinating, and executing events, training, briefings, surveys and activities as needed throughout the program cycle. Communicate with subordinate units and subcontractors to prepare deliverable data as required. Assist management in identifying trends, issues and concerns. Assist with developing and recommending solutions and program improvements.

**Minimum years of experience:** Five (5) years of experience of managing, coordinating and monitoring program. Proficiency in Defense Travel System, Individual Case Management System, and various DoD training packages may be required.

**Minimum educational/degree requirements:** Associate’s Degree in Communications, Business Management, or other related field preferred.

**Applicable training or certification requirements:** Annual Personally Identifiable Information (PII) training, annual Information Assurance (IA) training, and ESGR Program Integration and Training Directorate.

**Labor Category Name:** PROGRAM SUPPORT TECHNICIAN (PST)**

**Functional responsibilities:** Serve as staff support to the program. Support the Program and Customer Leadership in the day-to-day operational oversight and monitoring of program implementation and coordination of program services. Lead subordinate support staff members. Provide administrative and technical advice regarding the planning and execution of the project activities. Coordinate the activities of the subordinate program staff when applicable. Provides support with review budget exhibits and reports, submit annual spending plans and creates ad hoc reports. Ensure all budget reports are submitted within prescribed timelines and reports any discrepancies to the Deputy Program Manager and the Program Manager. Participates in development, tracking and execution of annual business plans, budgets and execution, and administrative requirements. Facilitate day-to-day communications and activities among program support staff and customer’s leadership and staff. Assist with the development and planning of program training activities. Coordinate with supporting offices and agencies to ensure availability of materials, supplies, equipment, and subject matter experts to augment training. Provide recommendations to assist with the establishment, implementation, and coordination of administrative and operational policies and procedures. As necessary may recommend and maintain organizational systems in support of program operations and objectives.

**Minimum Experience:** 3 years of working experience with at least two years of program management support and customer service support background.

**Minimum Education:** Associates Degree in Communications, Business Management, or other related field preferred.

**Applicable training or certification requirements:** None
Labor Category Name: ADMINISTRATIVE SUPPORT TECHNICIAN (AST)**

**Functional Responsibilities:** Serve as a support staff member to the program. Provide administrative, clerical and coordination expertise and support to the PST and Program Leadership. Prepare correspondence and provide ongoing communication through electronic means. Assist with the day-to-day operational and administrative activities, budget management, training and logistics. Assist with planning and coordination of periodic program meetings, participate in conferences and meetings as necessary. Monitor and update program websites to ensure the accuracy and timeliness of requisite data entries and overall content. Monitor communications, special delivery services and regular mail. Provide briefings and updates regarding the program progress at the appropriate levels. Monitor the resources supporting program components; maintain resource library and historic records and provides periodic reports and information to the Program and Customer leadership as required. Assist with budget formulation requirements, budget expenditures monitoring on a monthly basis and justification for additional unplanned mission requirements. Monitor and input timely data entries into the Program Management System to ensure that information is accurate and available for review. Perform travel administrative duties creating travel orders/authorizations and assist in voucher preparation/system input.

**Minimum Experience:** Two (2) years of working experience with at least one year of experience providing program administrative, clerical and coordination support.

**Minimum Education:** High School

**Applicable training or certification requirements:** None

Labor Category Title: GRAPHIC DESIGNER

**Functional Responsibilities:** Develops and produces graphic and artwork in a variety of media to support publication requirements and technical and commercial documentation support assignments. Uses a variety of techniques to prepare technical and non-technical drawings for slide presentations, view graphs, reports, brochures, etc. Performs conceptual and visualization work. May perform inking and paste-up. Provides technical review of developed materials. Maintains a graphics database and repository for all previously developed graphic work. Accesses the Internet and other sources to obtain, extract, and use authorized graphic materials. Assists junior personnel in use and operation of equipment.

**Minimum Experience Requirements:** Six (6) years of direct experience

**Minimum Education Requirements:** Bachelor’s Degree

**Applicable Training or Certification Requirements:** None

Labor Category Title: INVENTORY MANAGEMENT SPECIALIST I **
**Functional Responsibilities:** Provide Asset Management Services from beginning to the end of the lifecycle, and Verification and Validation services. Must be familiar with Property Management Regulations as set forth by the Ordering Agency. Responsible for scheduling inventory counts with inventory teams and property custodians, reviewing inventory files/folders for reconciliations and updating databases to reflect changes.

**Minimum Experience Requirements:** Two (2) years of direct experience

**Minimum Education Requirements:** High School

**Labor Category Title:** INVENTORY MANAGEMENT SPECIALIST II **

**Functional Responsibilities:** Provide Asset Management Services from beginning to the end of the lifecycle, and Verification and Validation services. Must be familiar with Property Management Regulations as set forth by the Ordering Agency. Responsible for scheduling inventory counts with inventory teams and property custodians, reviewing inventory files/folders for reconciliations and updating databases to reflect changes.

**Minimum Experience Requirements:** Three (3) years of direct experience

**Minimum Education Requirements:** Associate Degree

**Labor Category Title:** TASK LEAD

**Functional Responsibilities:** Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by each task order; provides technical guidance to the project team in performance of the work and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for suggestions regarding staffing, project planning, project financials and direct staff oversight.

**Minimum Experience Requirements:** Seven (7) years of experience

**Minimum Education Requirements:** Bachelor’s Degree

**Labor Category Title:** RESOURCE ADVISOR

**Functional Responsibilities:** Provide assistance in a number of areas in support of the tasks accounting and budget functions. Create and maintain a variety of financial records and provide transactional input into appropriate accounting systems. Position requires the incumbent to have the capability to conduct studies and provide reports documenting the results. Must be able to collect and analyze data and organize it in a standard work breakdown structure.

**Minimum Experience Requirements:** Two (2) years of experience
Minimum Education Requirements: Associate’s Degree

Labor Category Title: **PROJECT MANAGER**

**Functional Responsibilities:** Responsible, under general supervision, for all aspects of the project for the life of the project. Leads and directs cross-functional teams to deliver projects within the constraints of schedule, budget and resources. Demonstrates knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables. Duties include planning, directing, controlling, organizing, and coordinating the work activity of personnel involved in the effort assessing developing, maintaining and improving processes; utilizing process control techniques, organizational change management, and integration of tasks/components. Other responsibilities include evaluating alternatives for project implementation, establishing and analyzing client business requirements; project management; process modeling; and gap analysis. Must also possess experience planning and managing projects or components of larger programs and have demonstrated the ability achieve the desired results on schedule and within budget.

Minimum Experience Requirements: Seven (7) years of experience

Minimum Education Requirements: Bachelor’s Degree

Applicable Training or Certification Requirements: Depending on the requested scope of work, may require to have one or more of the following:

- Training in Earned Value Management, Project Management Software / Tools, and/or Project Management Phases;
- Training in managing localized or geographically dispersed teams, dedicated or matrixed teams, and/or other team configurations;
- Certification in Project Management (PMP) or Certified Associate in Project Management (CAPM) from the Project Management Institute (PM).

Labor Category Title: **BUSINESS ANALYST**

**Functional Responsibilities:** Performs the analysis of business processes to determine, formulate, and design transformation strategies and actions.

Minimum Experience Requirements: Three (3) years of experience

Minimum Education Requirements: Bachelor’s Degree

Labor Category Title: **TECHNICAL WRITER**

**Functional Responsibilities:** Prepares brochures, operating instructions, training materials and reports of a technical nature working under general direction. Edits documents on complex
technical subjects that have been prepared by technical specialists. Combine reports and papers from several authors and edits content to produce clear, logically organized, and presented in a uniform style final products. Reviews complex and lengthy technical material and prepares written or oral summaries that are easily understood by non-technical audiences.

**Minimum Experience Requirements:** Four (4) years of experience

**Minimum Education Requirements:** Bachelor’s Degree

**Labor Category Title:** **SENIOR CONTRACT ANALYST**

**Functional Responsibilities:** Provide contract management support to clients. Coordinate with requirements teams, the contracting officer representative (COR), and contracting staff to assist with the development of contract strategies and contract planning and execution. Support market research, the development of Requests for Proposals (RFPs) and Requests for Information (RFIs), contract modifications, and technical instructions. Assist with monitoring and reporting contract performance, including tracking contract obligations, invoices, award fees and incentives, and deliveries.

**Minimum Experience Requirements:** Ten (10) years of experience

**Minimum Education Requirements:** Bachelor’s Degree

**Applicable Training or Certification Requirements:** CFCM or DAWIA Level III graduate level education may be substituted for DAWIA certification

**Labor Category Title:** **CONTRACT ANALYST/MANAGEMENT ANALYST**

**Functional Responsibilities:** Provide complete operational or consulting support in one or more areas of the acquisition life cycle or program/project functional area, to include: purchasing/procurement, source selection, training, research, business process improvement, policy development, financial analysis, automated systems development/analysis/implementation, federal government project or program management, federal statutes and regulations, acquisition or contracting management. Will perform most work independently in a mid-level, non-managerial role, exercising much latitude over steps to carry out tasking, prioritize workload and make recommendations on overall strategies.

**Minimum Experience Requirements:** Five (5) years of experience

**Minimum Education Requirements:** Bachelor’s Degree

**Applicable Training or Certification Requirements:** DAWIA Level II

**Labor Category Title:** **JUNIOR CONTRACT ANALYST**
**Functional Responsibilities:** Professional contracting position which, depending on the in the scope of work encompassed by the task order, applies knowledge and expertise of different types of contracting methods, contracting types, and principals and procedures applicable to a full range of pre-award, post award and price/cost analysis. Must have knowledge of business and industry practices and market conditions, including commercial market sources to obtain adequate competitive prices.

**Minimum Experience Requirements:** Two (2) years of experience

**Minimum Education Requirements:** Bachelor’s Degree

**Applicable Training or Certification Requirements:** DAWIA Level I, graduate level education may be substituted for DAWIA Level I

**Labor Category Title:** LOGISTICS CONTRACT ANALYST

**Functional Responsibilities:** Duties may include acquisition planning, contract support, contract/grant administration, and/or closeout activities. Has broad range of technical expertise, knowledge of appropriate regulations and terminology. May also perform a broad range of supply, acquisition, logistics, or resource management activities, such as market research, technical writing, household goods and personal property management. Has ability to communicate effectively orally and in writing and has demonstrated skill in relevant automated systems. Performs customer service by receiving material requests, ascertaining detailed requirements, providing regular material status both verbally and in writing, and providing end product delivery.

**Minimum Experience Requirements:** Two (2) years of experience

**Minimum Education Requirements:** Bachelor’s Degree

**Applicable Training or Certification Requirements:** DAWIA Level I, graduate level education may be substituted for DAWIA Level I

**Education/Experience Substitution Chart**

<table>
<thead>
<tr>
<th>Labor Category minimum requirements</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>PhD</th>
<th>Masters</th>
<th>Bachelors</th>
<th>Associate</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>Associates</td>
<td>7</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>[9]</td>
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<tr>
<td>Deputy Program Manager</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Program Support Technician (PST)**</td>
<td>Associates</td>
<td>3</td>
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<td>Graphic Designer</td>
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<td>Inventory Management Specialist I **</td>
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<td>Labor Category</td>
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<td>N/A</td>
<td>N/A</td>
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**SCA/SCLS Matrix**

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<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Support Technician (PST)</td>
<td>01020 - Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Support Technician (AST)</td>
<td>01012 - Accounting Clerk II</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Inventory Management Specialist I</td>
<td>01410 - Supply Technician</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Inventory Management Specialist II</td>
<td>01410 - Supply Technician</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>30463 - Technical Writer III</td>
<td>2015-4281</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).