GENERAL SERVICES 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 is available through GSA Advantage!™ a menu-driven database system.

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Contract Number: 47QRAA19D003X
For more information on ordering Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov.

Contract Period: February 1, 2019 to January 31, 2024

Business Size: Women-Owned Small Business (WOSB)

PRICE LIST
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Corporate Information

New Editions Consulting, Inc. is a woman-owned small business with a strong history of managing contracts related to health, disability, and social policy for private sector clients doing business with the Federal government. Since its formation in 1986, New Editions has focused on customer satisfaction and has offered its clients technical and managerial expertise. As a small business, New Editions has benefited from subcontracting relationships with larger, established firms and has contributed to those firms winning awards for their government management projects. New Editions has benefited from the access to highly skilled management and technical staff with years of professional experience.

The president of New Editions, Shelia Newman, is responsible for the vision and direction of the firm. She utilizes more than 25 years of managing government contracts in her leadership role for the firm.

Brief Summary of Corporate Expertise:

**Program Management**
New Editions provides planning and management services to government clients. These services include strategic program development, education and outreach, evaluation, financial management, and program evaluation and improvement.

**Accessible Technology**
New Editions staff members have extensive expertise in providing technical assistance to federal agencies to ensure reasonable accommodation and usable systems for people who have disabilities. We have a thorough knowledge of Section 508 of the Rehabilitation Act as well as Sections 501 and 504 and the Americans with Disabilities Act.

**Marketing, Media and Public Information Services, including Conference and Event Planning**
New Editions works with our clients to translate their visions into plans and actions. We develop communication plans that disseminate the right message to the right audience at the right time. We prepare marketing and outreach plans, design and develop marketing materials, conduct outreach and educational campaigns, and plan accessible events and meetings.

**Technical Assistance and Training**
Our staff of professional trainers conducts training in a variety of venues. We develop one-on-one training, classroom training, web-based training, and train the trainer training.

**Evaluation/Studies/Analysis**
We have conducted research and evaluation studies for many clients. Our staff has conducted large evaluations that require OMB clearance and smaller analyses of existing data.
## Customer Information

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

<table>
<thead>
<tr>
<th>NEW SIN</th>
<th>SIN DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Integrated Consulting Services</td>
</tr>
<tr>
<td>611430</td>
<td>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships</td>
</tr>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541820</td>
<td>Public Relations Services</td>
</tr>
<tr>
<td>541511</td>
<td>Web Based Marketing Services</td>
</tr>
<tr>
<td>541613</td>
<td>Integrated Marketing Services</td>
</tr>
<tr>
<td>541810ODC</td>
<td>Other Direct Costs (ODCs)</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</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 is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit price based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply: See Item 6 below.

2. Maximum Order Limitation: $1,000,000.00

3. Minimum Order: $100.00

4. Scope of Delivery: Overseas and Domestic Delivery.

5. Point(s) of performance: Per Individual Delivery Order

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.

9a. Notification that Government purchase cards are accepted or not accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: New Editions will accept Government Purchase Cards.

10. Foreign Items (list items by country of origin): None

11a. Time of Delivery: New Editions will deliver or perform services in accordance with the terms negotiated in the agency’s order.

11b. Expedited Delivery: N/A

11c. Overnight and 2-day delivery: N/A

11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact New Editions for the purpose of obtaining accelerated delivery. New Editions
will reply to the inquiry within 3 workdays after receipt. (Telephonic replies will be confirmed by New Editions in writing.) If New Editions offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB Point(s): Destination

13a. Ordering Address(es): Same as Company Address

13b. 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

14. Payment Address(es): Same as Company Address

15. Warranty provision: Commercial Standard Warranty

16. Export packaging Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

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

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

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

20a. Terms and conditions for any other services: N/A

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

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

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

24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. All Electronic and Information Technology (EIT) services are Section 508 compliant. For further information please see our website at www.neweditions.net or the EIT standards at www.Section508.gov.

25. Data Universal Numbering System (DUNS) Number: 156780512

26. Notification regarding registration in System for Award Management (SAM): Registered

Service Contract Labor Standards (SCLS): The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 221102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the New Editions adds SCLS labor categories/employees to the contract through the modification process, New Editions must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Labor Category Descriptions SINs 541611, 611430 and 54151S

Subject Matter Expert V

Minimum/General Experience: Minimum of twenty (20) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert IV

Minimum/General Experience: Minimum of twenty (20) years of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert III

Minimum/General Experience: Minimum of eighteen (18) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert II

Minimum/General Experience: Minimum of fifteen (15) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert I

Minimum/General Experience: Minimum of twelve (12) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.
Project Director III

**Minimum/General Experience:** Minimum of twenty (20) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and five (5) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Director II

**Minimum/General Experience:** Minimum of seventeen (17) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least two (2) complex projects and three (3) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Director I

**Minimum/General Experience:** Minimum of fifteen (15) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager V

**Minimum/General Experience:** Minimum of twelve (12) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.
Project Manager IV

**Minimum/General Experience:** Minimum of ten (10) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager III

**Minimum/General Experience:** Minimum of seven (7) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager II

**Minimum/General Experience:** Minimum of five (5) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and one (1) employee.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager I

**Minimum/General Experience:** Minimum of three (3) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and one (1) employee.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.
Senior Analyst IV
Minimum/General Experience: Minimum of fifteen (15) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Senior Analyst III
Minimum/General Experience: Minimum of thirteen (13) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Senior Analyst II
Minimum/General Experience: Minimum of ten (10) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Senior Analyst I
Minimum/General Experience: Minimum of eight (8) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Analyst V
Minimum/General Experience: Minimum of seven (7) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required.

Analyst IV
Minimum/General Experience: Minimum of six (6) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required.

Analyst III
Minimum/General Experience: Minimum of five (5) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required.

**Analyst II**

Minimum/General Experience: Minimum of three (3) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor’s Degree is required.

**Analyst I**

Minimum/General Experience: Minimum of one (1) year of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor’s Degree is required.

**Business Analyst II**

Minimum/General Experience: Minimum of eight (8) years of experience in cost analysis, evaluation, and financial analysis. Knowledge and experience with gathering of requirements, analysis of data, and preparation of financial reports.

Responsibilities: Responsible for providing contract support on process analysis, financial reporting, and cost tracking.

Minimum Education: Bachelor’s Degree is required.

**Business Analyst I**

Minimum/General Experience: Minimum of five (5) years of experience in cost analysis, evaluation, and financial analysis. Knowledge and experience with gathering of requirements, analysis of data, and preparation of financial reports.

Responsibilities: Responsible for providing contract support on process analysis, financial reporting, and cost tracking.

Minimum Education: Bachelor’s Degree is required.

**Data Analyst III**

Minimum/General Experience: Minimum of twelve (12) years of experience in with quantitative data cleaning, coding, analysis, and reporting. Experience managing and implementing all research and data analysis activities to support organization evaluation, marketing, and advocacy activities as well as extramural research studies.

Responsibilities: Responsible for preparing data files, developing analysis plans and outlines; designing and conducting analyses.

Minimum Education: Bachelor’s Degree is required.

**Data Analyst II**

Minimum/General Experience: Minimum of eight (8) years of experience in with quantitative data cleaning, coding, analysis, and reporting. Experience managing and implementing all research and data analysis activities to support organization evaluation, marketing, and advocacy activities as well as extramural research studies.

Responsibilities: Responsible for preparing data files, developing analysis plans and outlines; designing and conducting analyses.

Minimum Education: Bachelor’s Degree is required.
Data Analyst I

**Minimum/General Experience:** Minimum of five (5) years of experience in with quantitative data cleaning, coding, analysis, and reporting. Experience managing and implementing all research and data analysis activities to support organization evaluation, marketing, and advocacy activities as well as extramural research studies.

**Responsibilities:** Responsible for preparing data files, developing analysis plans and outlines; designing and conducting analyses.

**Minimum Education:** Bachelor’s Degree is required.

Functional Analyst III

**Minimum/General Experience:** Minimum of eight (8) years of experience in a line of business, domain or industry that is independent of the organization.

**Responsibilities:** Responsible for executing on certain processes using the system of expertise including analyzing, reporting, gap analysis, testing, and troubleshooting.

**Minimum Education:** Bachelor’s Degree is required.

Functional Analyst II

**Minimum/General Experience:** Minimum of six (6) years of experience in a line of business, domain or industry that is independent of the organization.

**Responsibilities:** Responsible for executing on certain processes using the system of expertise including analyzing, reporting, gap analysis, testing, and troubleshooting.

**Minimum Education:** Bachelor’s Degree is required.

Functional Analyst I

**Minimum/General Experience:** Minimum of three (3) years of experience in a line of business, domain or industry that is independent of the organization.

**Responsibilities:** Responsible for executing on certain processes using the system of expertise including analyzing, reporting, gap analysis, testing, and troubleshooting.

**Minimum Education:** Bachelor’s Degree is required.

Policy Analyst II

**Minimum/General Experience:** Minimum of eight (8) years of experience in managing and performing policy analysis, quality assurance, report writing, technical assistance, and strategic planning.

**Responsibilities:** Responsible for providing technical assistance and analysis of contract related policy topic areas. Provide training and produce guidance papers and research reports.

**Minimum Education:** Bachelor’s Degree is required.

Policy Analyst I

**Minimum/General Experience:** Minimum of four (4) years of experience in managing and performing policy analysis, quality assurance, report writing, technical assistance, and strategic planning.

**Responsibilities:** Responsible for providing technical assistance and analysis of contract related policy topic areas. Provide training and produce guidance papers and research reports.

**Minimum Education:** Bachelor’s Degree is required.

IT Director

**Minimum/General Experience:** Minimum of ten (10) years of experience in overseeing infrastructure of technical operations, tracking technology, security, maintaining operations and systems and overseeing information technology staff.

**Responsibilities:** Responsible for coordinating information technology initiatives for a project and/or across the company. Supervises technology team to ensure requirements, security, monitoring and tracking of project required systems and activities.
Minimum Education: Bachelor’s Degree is required. A Master’s Degree may be substituted for three (3) years of experience.

**IT Specialist II**

**Minimum/General Experience:** Minimum of eight (8) years of experience in providing database and systems background management support, security, and systems operations.

**Responsibilities:** Provide technical management support for efficient information systems integration. Manage database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

**Minimum Education:** Bachelor’s Degree is required.

**IT Specialist I**

**Minimum/General Experience:** Minimum of five (5) years of experience in providing database and systems background management support, security, and systems operations.

**Responsibilities:** Provide technical management support for efficient information systems integration. Manage database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

**Minimum Education:** Bachelor’s Degree is required.

**Sr. Technical Analyst II**

**Minimum/General Experience:** Minimum of ten (10) years experience in providing technical support and system analysis.

**Responsibilities:** Provide technical support for system analysis and technical requirements. Provide system assessments and recommendations to clients for technology requirements. Provide management to other technical support staff.

**Minimum Education:** Bachelor’s Degree is required. A Master's Degree may be substituted for three (3) years of experience.

**Sr. Technical Analyst I**

**Minimum/General Experience:** Minimum of eight (8) years experience in providing technical support and system analysis.

**Responsibilities:** Provide technical support for system analysis and technical requirements. Provide system assessments and recommendations to clients for technology requirements. Provide management to other technical support staff.

**Minimum Education:** Bachelor’s Degree is required. A Master's Degree may be substituted for three (3) years of experience.

**Technical Analyst II**

**Minimum/General Experience:** Minimum of six (6) years experience in providing technical support and system analysis.

**Responsibilities:** Assist in technical support for system analysis and technical requirements. Assist in system assessments and recommendations to clients for technology requirements.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of technical experience may be substituted for a Bachelor’s Degree.

**Technical Analyst I**

**Minimum/General Experience:** Minimum of three (3) years experience in providing technical support and system analysis.

**Responsibilities:** Assist in technical support for system analysis and technical requirements. Assist in system assessments and recommendations to clients for technology requirements.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of technical experience may be substituted for a Bachelor’s Degree.

Sr. Requirements Developer
Minimum/General Experience: Minimum of eight (8) years experience in managing the design of interactive websites and large databases and technical management support.
Responsibilities: Provide technical management support ensuring website and database enhancements meet system requirements and are completed in a timely manner.
Minimum Education: Bachelor’s Degree is required.

Requirements Developer II
Minimum/General Experience: Minimum of six (6) years experience in design of interactive websites and large databases.
Responsibilities: Provide technical support ensuring website and database enhancements meet system requirements and are completed in a timely manner.
Minimum Education: Bachelor’s Degree is required.

Requirements Developer I
Minimum/General Experience: Minimum of four (4) years experience in design of interactive websites and large databases.
Responsibilities: Provide technical support ensuring website and database enhancements meet system requirements and are completed in a timely manner.
Minimum Education: Bachelor’s Degree is required.

Web Developer/Graphics II
Minimum/General Experience: Minimum of eight (8) years of experience in providing graphic and web support. Familiar with Section 508 requirements.
Responsibilities: Provide graphical and web support for multiple projects. Manage development, maintenance, and testing of websites. Provide design support for marketing materials, including brochures, reports, displays and other materials.
Minimum Education: Bachelor’s Degree is required.

Web Developer/Graphics I
Minimum/General Experience: Minimum of five (5) years of experience in providing graphic and web support. Familiar with Section 508 requirements.
Responsibilities: Provide graphical and web support for multiple projects. Manage development, maintenance, and testing of websites. Provide design support for marketing materials, including brochures, reports, displays and other materials.
Minimum Education: Bachelor’s Degree is required.

Systems Engineer II
Minimum/General Experience: Minimum of six (6) years of experience designing and managing complex systems over their life cycles.
Responsibilities: Designs, develop and manages complex systems to meet client requirements. Provides support, maintenance and enhancement of existing system configurations for efficient and trouble free operation.
Minimum Education: Bachelor’s Degree is required.

Systems Engineer I
Minimum/General Experience: Minimum of three (3) years of experience designing and managing complex systems over their life cycles.
Responsibilities: Designs, develop and manages complex systems to meet client requirements. Provides support, maintenance and enhancement of existing system configurations for efficient and trouble free operation.  
Minimum Education: Bachelor’s Degree is required.

Programmer II
Minimum/General Experience: Minimum of six (6) years of experience developing and coding databases and technical systems across multiple languages and platforms.
Responsibilities: Develops, codes and programs systems, databases and complex websites using a variety of languages/platforms per client specifications.
Minimum Education: Bachelor’s Degree is required.

Programmer I
Minimum/General Experience: Minimum of four (4) years of experience developing and coding databases and technical systems across multiple languages and platforms.
Responsibilities: Develops, codes and programs systems, databases and complex websites using a variety of languages/platforms per client specifications.
Minimum Education: Bachelor’s Degree is required.

Section 508 Analyst II
Minimum/General Experience: Minimum of six (6) years of experience providing Section 508 compliance technical assistance to projects.
Responsibilities: Evaluate websites, applications, or electronic documents for Section 508 compliance and provide recommendations for remediation and compliance.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Section 508 Analyst I
Minimum/General Experience: Minimum of four (4) years of experience providing Section 508 compliance technical assistance to projects.
Responsibilities: Evaluate websites, applications, or electronic documents for Section 508 compliance and provide recommendations for remediation and compliance.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Sr. Accessibility Specialist III
Minimum/General Experience: Minimum of eight (8) years of experience electronic and information technology assessment and support for accessibility including experience with variety of testing tools and software. Experience with staff management and quality control.
Responsibilities: Provide assessment support including testing of systems for compliance, technical assistance for remediation and providing training on accessibility design and development.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Sr. Accessibility Specialist II
Minimum/General Experience: Minimum of six (6) years of experience electronic and information technology assessment and support for accessibility including experience with variety of testing tools and software. Experience with staff management and quality control.
Responsibilities: Provide assessment support including testing of systems for compliance, technical assistance for remediation and providing training on accessibility design and development.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Sr. Accessibility Specialist I
Minimum/General Experience: Minimum of four (4) years of experience electronic and information technology assessment and support for accessibility including experience with variety of testing tools and software. Experience with staff management and quality control.
Responsibilities: Provide assessment support including testing of systems for compliance, technical assistance for remediation and providing training on accessibility design and development.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Accessibility Specialist II
Minimum/General Experience: Minimum of two (2) years of experience electronic and information technology assessment and support for accessibility including experience with variety of testing tools and software.
Responsibilities: Provide assessment support including testing of systems for compliance and technical assistance for remediation.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Accessibility Specialist I
Minimum/General Experience: Minimum of one (1) year of experience electronic and information technology assessment and support for accessibility including experience with variety of testing tools and software.
Responsibilities: Provide assessment support including testing of systems for compliance and technical assistance for remediation.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Research Associate III
Minimum/General Experience: Minimum of ten (10) years of experience in using various methodologies and procedures in conducting research and evaluation studies.
Responsibilities: Responsibilities include research design, program/report modification, collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, primary and secondary research methodologies, tools and procedures, and information management approaches.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Research Associate II
Minimum/General Experience: Minimum of six (6) years of experience in using various methodologies and procedures in conducting research and evaluation studies.
Responsibilities: Responsibilities include research design, program/report modification, collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, primary and secondary research methodologies, tools and procedures, and information management approaches.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.
**Research Associate I**

**Minimum/General Experience:** Minimum of four (4) years of experience in using various methodologies and procedures in conducting research and evaluation studies.

**Responsibilities:** Responsibilities include research design, program/report modification, collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, primary and secondary research methodologies, tools and procedures, and information management approaches.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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**Research Assistant**

**Minimum/General Experience:** Minimum of one (1) year of experience supporting research and evaluation studies and activities.

**Responsibilities:** Responsibilities include supporting the design, program/report modification, collection and dissemination, validation, analysis and presentation of research activities. Assist with information gathering using research methodologies, tools and procedures.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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**Events Manager**

**Minimum/General Experience:** Minimum of eight (8) years of experience in management of all logistics and planning for various types of small to large events. Strong communication skills required.

**Responsibilities:** Responsible for managing and implementing full life cycle of event logistics such as planning, solicitation, financial reporting, travel arrangements, onsite support and event follow-up. Review and analyze the outcome of each event. Create and implement new events and develop annual plans including goals, objectives and follow-up.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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**Events Planner I**

**Minimum/General Experience:** Minimum of six (6) years of experience in all logistics and planning for various types of small to large events. Strong communication skills required.

**Responsibilities:** Responsible for implementing full life cycle of event logistics such as planning, solicitation, financial reporting, travel arrangements, onsite support and event follow-up. Review and analyze the outcome of each event.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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**Events Assistant II**

**Minimum/General Experience:** Minimum of four (4) years of experience as a team member providing support for conferences and other events.

**Responsibilities:** Provide both general and specialized support as required. Duties include participation of conference materials and other general conference management support.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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**Events Assistant I**

**Minimum/General Experience:** Minimum of two (2) years of experience as a team member providing support for events.

**Responsibilities:** Provide both general and specialized support as required. Duties include participation of event and other general event management support.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Marketing Specialist III
Minimum/General Experience: Minimum of seven (7) years of experience leading marketing and networking efforts including print and social media.
Responsibilities: Evaluating clients’ marketing needs/goals. Develop and implement a plan to accomplish desired mission and reach target audiences.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Marketing Specialist II
Minimum/General Experience: Minimum of four (4) years of experience leading marketing and networking efforts including print and social media.
Responsibilities: Evaluating clients’ marketing needs/goals. Develop and implement a plan to accomplish desired mission and reach target audiences.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Marketing Specialist I
Minimum/General Experience: Minimum of two (2) years of experience leading marketing and networking efforts including print and social media.
Responsibilities: Evaluating clients’ marketing needs/goals. Develop and implement a plan to accomplish desired mission and reach target audiences.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Coordinator V
Minimum/General Experience: Minimum of six (6) years of experience as a team member in at least five (5) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.
Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Project Coordinator IV
Minimum/General Experience: Minimum of five (5) years of experience as a team member in at least four (4) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.
Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.
Project Coordinator III

**Minimum/General Experience:** Minimum of four (4) years of experience as a team member in at least three (3) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

**Responsibilities:** Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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Project Coordinator II

**Minimum/General Experience:** Minimum of three (3) years of experience as a team member in at least two (2) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

**Responsibilities:** Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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Project Coordinator I

**Minimum/General Experience:** Minimum of one (1) year of experience as a team member providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

**Responsibilities:** Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

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Administrative Assistant III

**Minimum/General Experience:** Minimum of four (4) years administrative support experience. Familiarity with various programs required for word processing, presentations and spreadsheets.

**Responsibilities:** Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.

**Minimum Education:** High School Diploma is required.

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Administrative Assistant II

**Minimum/General Experience:** Minimum of two (2) years administrative support experience. Familiarity with various programs required for word processing, presentations and spreadsheets.

**Responsibilities:** Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.

**Minimum Education:** High School Diploma is required.
Administrative Assistant I

Minimum/General Experience: Entry-level experience providing administrative support. Familiarity with various programs required for word processing, presentations and spreadsheets. 
Responsibilities: Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics. 
Minimum Education: High School Diploma is required.

Trainer

Minimum/General Experience: Minimum of five (5) years of experience providing in-person and online training to education participants on specific topics. Strong communication and presentation skills required. 
Responsibilities: Delivering in-person and online training to educate the audience on specific topics required by the client. 
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Instructional Designer

Minimum/General Experience: Minimum of eight (8) years of experience with analysis of learning needs and systematic development of instruction. 
Responsibilities: Develop instruction and methodology to facilitate the transfer of knowledge, skills and attitude to the recipient through e-Learning or in-person training. 
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Information Specialist

Minimum/General Experience: Minimum of four (4) years of experience tracking data inquiries and conducting product research. 
Responsibilities: Prepare data descriptions, assist in maintaining indexes, and organize all electronic product files. Assist with information product planning and preparation. 
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.
Hourly Rates for SINs 541611, 644430, 54151S

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Subject Matter Expert V

Minimum/General Experience: Minimum of twenty (20) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert IV

Minimum/General Experience: Minimum of twenty (20) years of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert III

Minimum/General Experience: Minimum of eighteen (18) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert II

Minimum/General Experience: Minimum of fifteen (15) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.

Subject Matter Expert I

Minimum/General Experience: Minimum of twelve (12) years or more of experience as an expert with experience in content areas related to disability, independent living, rehabilitation research, health care, information technology, computer science, and engineering.

Responsibilities: Provides scientific and technical assistance on a required topic of expertise. Contribute to strategic management initiatives in this area and coordinate with other staff to provide guidance on area of expertise. May serve as a presenter or facilitator at meetings/conferences.

Minimum Education: Master’s Degree is required. A Bachelor’s Degree and five (5) additional years of management experience may be substituted for a Master’s Degree.
Project Director III

Minimum/General Experience: Minimum of twenty (20) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and five (5) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Director II

Minimum/General Experience: Minimum of seventeen (17) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least two (2) complex projects and three (3) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Director I

Minimum/General Experience: Minimum of fifteen (15) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager V

Minimum/General Experience: Minimum of twelve (12) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.
Project Manager IV

Minimum/General Experience: Minimum of ten (10) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager III

Minimum/General Experience: Minimum of seven (7) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager II

Minimum/General Experience: Minimum of five (5) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and one (1) employee.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Manager I

Minimum/General Experience: Minimum of three (3) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and one (1) employee.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.
Senior Analyst IV
Minimum/General Experience: Minimum of fifteen (15) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Senior Analyst III
Minimum/General Experience: Minimum of thirteen (13) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Senior Analyst II
Minimum/General Experience: Minimum of ten (10) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Senior Analyst I
Minimum/General Experience: Minimum of eight (8) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Analyst V
Minimum/General Experience: Minimum of seven (7) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor's Degree is required.

Analyst IV
Minimum/General Experience: Minimum of six (6) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor's Degree is required.

Analyst III
Minimum/General Experience: Minimum of five (5) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required.

Analyst II
Minimum/General Experience: Minimum of three (3) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required.

Analyst I
Minimum/General Experience: Minimum of one (1) year of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.
Responsibilities: Responsible for providing support to team members.
Minimum Education: Bachelor’s Degree is required.

Events Manager
Minimum/General Experience: Minimum of eight (8) years of experience in management of all logistics and planning for various types of small to large events. Strong communication skills required.
Responsibilities: Responsible for managing and implementing full life cycle of event logistics such as planning, solicitation, financial reporting, travel arrangements, onsite support and event follow-up. Review and analyze the outcome of each event. Create and implement new events and develop annual plans including goals, objectives and follow-up.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Events Planner I
Minimum/General Experience: Minimum of six (6) years of experience in all logistics and planning for various types of small to large events. Strong communication skills required.
Responsibilities: Responsible for implementing full life cycle of event logistics such as planning, solicitation, financial reporting, travel arrangements, onsite support and event follow-up. Review and analyze the outcome of each event.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Events Assistant II
Minimum/General Experience: Minimum of four (4) years of experience as a team member providing support for conferences and other events.
Responsibilities: Provide both general and specialized support as required. Duties include participation of conference materials and other general conference management support.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Events Assistant I
Minimum/General Experience: Minimum of two (2) years of experience as a team member providing support for events.
Responsibilities: Provide both general and specialized support as required. Duties include participation of event and other general event management support.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.
Marketing Specialist III

**Minimum/General Experience:** Minimum of seven (7) years of experience leading marketing and networking efforts including print and social media.

**Responsibilities:** Evaluating clients’ marketing needs/goals. Develop and implement a plan to accomplish desired mission and reach target audiences.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Marketing Specialist II

**Minimum/General Experience:** Minimum of four (4) years of experience leading marketing and networking efforts including print and social media.

**Responsibilities:** Evaluating clients’ marketing needs/goals. Develop and implement a plan to accomplish desired mission and reach target audiences.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Marketing Specialist I

**Minimum/General Experience:** Minimum of two (2) years of experience leading marketing and networking efforts including print and social media.

**Responsibilities:** Evaluating clients’ marketing needs/goals. Develop and implement a plan to accomplish desired mission and reach target audiences.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Project Coordinator V

**Minimum/General Experience:** Minimum of six (6) years of experience as a team member in at least five (5) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

**Responsibilities:** Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Project Coordinator IV

**Minimum/General Experience:** Minimum of five (5) years of experience as a team member in at least four (4) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

**Responsibilities:** Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.

**Minimum Education:** Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Project Coordinator III

**Minimum/General Experience:** Minimum of four (4) years of experience as a team member in at least three (3) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.
Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.

Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Project Coordinator II
Minimum/General Experience: Minimum of three (3) years of experience as a team member in at least two (2) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.
Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Project Coordinator I
Minimum/General Experience: Minimum of one (1) year of experience as a team member providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.
Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.
Minimum Education: Bachelor’s Degree is required. Additional five (5) years of relevant experience may be substituted for a Bachelor’s Degree.

Administrative Assistant III
Minimum/General Experience: Minimum of four (4) years administrative support experience. Familiarity with various programs required for word processing, presentations and spreadsheets.
Responsibilities: Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.
Minimum Education: High School Diploma is required.

Administrative Assistant II
Minimum/General Experience: Minimum of two (2) years administrative support experience. Familiarity with various programs required for word processing, presentations and spreadsheets.
Responsibilities: Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.
Minimum Education: High School Diploma is required.

Administrative Assistant I
Minimum/General Experience: Entry-level experience providing administrative support. Familiarity with various programs required for word processing, presentations and spreadsheets.
Responsibilities: Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project
files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.

**Minimum Education:** High School Diploma is required.

*Trainer*

**Minimum/General Experience:** Minimum of five (5) years of experience providing in-person and online training to education participants on specific topics. Strong communication and presentation skills required.

**Responsibilities:** Delivering in-person and online training to educate the audience on specific topics required by the client.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

*Instructional Designer*

**Minimum/General Experience:** Minimum of eight (8) years of experience with analysis of learning needs and systematic development of instruction.

**Responsibilities:** Develop instruction and methodology to facilitate the transfer of knowledge, skills and attitude to the recipient through e-Learning or in-person training.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

*Information Specialist*

**Minimum/General Experience:** Minimum of four (4) years of experience tracking data inquiries and conducting product research.

**Responsibilities:** Prepare data descriptions, assist in maintaining indexes, and organize all electronic product files. Assist with information product planning and preparation.

**Minimum Education:** Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.
# Hourly Rates for SINs 541820, 541511, & 541613

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<th>Year 2 2/1/2020 to 1/31/2021</th>
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Pricing for SIN 541810ODC

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<th>SUPPORT PRODUCT/ LABOR (ODCs)</th>
<th>UNIT OF ISSUE (e.g. Hour, Task, Sq ft)</th>
<th>CEILING PRICE/RATE OFFERED TO GSA (including IFF)</th>
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<tbody>
<tr>
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<td>Braille Production</td>
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Order-Level Materials

Order-Level Materials (OLM) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.