

**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 order are available through GSAAdvantage!®, a menu-driven database system. The INTERNET address for GSAAdvantage!® is <http://www.GSAAdvantage.gov>

**MUTIPLE AWARD SCHEDULE  
FSC Group: Information Technology FSC Class D399  
FSC Group: Professional Services FSC Class R408 & R704**

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [www.GSA.gov](http://www.GSA.gov)

**Contract Number: 47QRAA19D00B8**

**Contract Period: August 9, 2019 through August 8, 2024**

**CONTRACTOR:**

**COPIAL BUSINESS STRATEGISTS, LLC**  
1685 Foxhall Drive, Atlanta, GA 30338  
Phone: 404-918-7771  
eFax: 309-216-3886  
Website: [www.cb-strat.com](http://www.cb-strat.com)



**Contractor Administrator:**  
Les Lewis  
Phone: 404-918-7771  
Email: [les.lewis@cb-strat.com](mailto:les.lewis@cb-strat.com)

**Small Business  
SBA Certified 8(a) Program  
Small Disadvantaged Business  
Woman-Owned Small Business (WOSB)**

**Price list current as of Modification #PS-0004, Effective Date: 6/28/2021)**

**Prices Shown Herein are Net (discount deducted)**

## CUSTOMER INFORMATION

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

SIN	Recovery	SIN Description
54151S	54151S RC	Information Technology Professional Services
541611	541611 RC	Mgmt & Financial Consulting, Acquisition & Grants Mgmt Support; & Business Program & Project Mgmt Services
611430	611430 RC	Professional & Mgmt Development Training
OLM	OLMSTLOC OLMRC	Order Level Material

**1b. LOWEST PRICED MODEL NUMBER AND PRICE PER SIN:** See Awarded Price List, page 5

**1c. HOURLY RATES:** See Awarded Price List and labor descriptions, page 5

### 2. MAXIMUM ORDER:

SINs	Maximum Order
54151S	\$500,000
541611	\$1,000,000
641430	\$1,000,000
OLM	\$250,000

**3. MINIMUM ORDER:** \$100.00

**4. GEOGRAPHIC COVERAGE:** Worldwide

**5. POINT OF PRODUCTION:** Same as company address - USA

**6. DISCOUNT FROM LIST PRICES:** Prices are listed as GSA Net, discount deducted and IFF included.

### 7. QUANTITY DISCOUNT:

2.0% on a single task order exceeding \$250,000

3.0% on a single task order exceeding \$500,000

**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:** None

**10a. TIME OF DELIVERY:** Negotiated at the Task Order Level.

**10b. EXPEDITED DELIVERY:** Items available for expedited delivery are noted in this price list.

**10c. GOVERNMENT AND 2-DAY DELIVERY:** Agencies can contact the Contractor's representative to affect a faster delivery.

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

**11. FOB POINT:** Destination

**12a. ORDERING ADDRESS:**

Copial Business Strategists, LLC  
1685 Foxhall Drive  
Atlanta, GA 30338  
Phone: 404-918-7771  
eFax: 309-216-3886  
Website: [www.cb-strat.com](http://www.cb-strat.com)

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

**13. PAYMENT ADDRESS:**

Copial Business Strategists, LLC  
1685 Foxhall Drive  
Atlanta, GA 30338  
Phone: 404-918-7771  
eFax: 309-216-3886  
Website: [www.cb-strat.com](http://www.cb-strat.com)

**14. WARRANTY PROVISION:** Contractor's standard commercial warranty.

**15. EXPORT PACKING CHARGES:** NA

**16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND:** N/A

**17. TERMS AND CONDITIONS OF INSTALLATION:** N/A

**18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** N/A

**18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** N/A

**19. LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A

**20. LIST OF PARTICIPATING DEALERS:** N/A

**21. PREVENTIVE MAINTENANCE:** 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:** If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and will be addressed on a task order basis. The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov): N/A

**23. UNIQUE ENTITY IDENTIFIER (UEI) Number:** 079443655

**24. NOTIFICATION REGARDING IN SYSTEM FOR AWARD ANAGEMENT (SAM) DATABASE:**  
Contractor registered and active in SAM

## OUT YEAR PRICING

SIN	Labor Category / Service	1st Year Pricing	2nd Year Pricing	3 <sup>rd</sup> Year Pricing	4 <sup>th</sup> Year Pricing	5 <sup>th</sup> year Pricing
		08/09/19 – 08/08/20	08/09/20 – 08/08/21	08/09/21 – 08/08/22	08/09/22 – 08/08/23	08/09/23 – 08/08/24
541611 611430  541611 RC 611430 RC	Administrative Assistant	\$70.41	\$71.82	\$73.25	\$74.72	\$76.21
541611  541611 RC	Biomedical Equipment Services Advisor	\$75.23	\$76.74	\$78.27	\$79.84	\$81.44
54151S  54151S RC	Business Analyst	\$110.29	\$112.50	\$114.75	\$117.04	\$119.38
54151S  54151S RC	Database / Systems Analyst, II	\$118.38	\$120.75	\$123.16	\$125.63	\$128.14
54151S  54151S RC	Database Programmer, II	\$143.31	\$146.18	\$149.10	\$152.08	\$155.12
541611  541611RC	Data Entry Clerk	NA	\$53.35	\$54.41	\$55.50	\$56.61
541611 611430  541611 RC 611430 RC	Executive Secretary	\$70.86	\$72.28	\$73.72	\$75.20	\$76.70
541611 611430  541611 RC 611430 RC	Extramural Consultant	\$130.47	\$133.08	\$135.74	\$138.46	\$141.22
541611  541611 RC	Health Communications Specialist	\$79.19	\$80.77	\$82.39	\$84.04	\$85.72
541611 611430  541611 RC 611430 RC	Instructional Designer	\$54.81	\$55.91	\$57.02	\$58.16	\$59.33
541611 611430  541611 RC 611430 RC	Program Manager, I	\$119.61	\$122.00	\$124.44	\$126.93	\$129.47

SIN	Labor Category / Service	1st Year Pricing	2nd Year Pricing	3 <sup>rd</sup> Year Pricing	4 <sup>th</sup> Year Pricing	5 <sup>th</sup> year Pricing
		08/09/19 – 08/08/20	08/09/20 – 08/08/21	08/09/21 – 08/08/22	08/09/22 – 08/08/23	08/09/23 – 08/08/24
541611 611430  541611 RC 611430 RC	Program Specialist	\$70.77	\$72.19	\$73.63	\$75.10	\$76.60
541611 611430  541611 RC 611430 RC	Project Manager, I	\$109.62	\$111.81	\$114.05	\$116.33	\$118.66
541611 611430  541611 RC 611430 RC	Project Manager, II	\$114.63	\$116.92	\$119.26	\$121.65	\$124.08
54151S  54151S RC	Project Manager, IT	\$152.39	\$155.44	\$158.55	\$161.72	\$164.95
541611  541611RC	Public Health Analyst I	NA	\$75.58	\$77.09	\$78.63	\$80.21
541611  541611RC	Public Health Analyst II	NA	\$97.80	\$99.76	\$101.75	\$103.79
541611 611430  541611 RC 611430 RC	Public Health Advisor	\$45.60	\$46.51	\$47.44	\$48.39	\$49.36
541611 611430  541611 RC 611430 RC	Secretary III	\$49.51	\$50.50	\$51.51	\$52.54	\$53.59
541611  541611 RC	SME / Consultant	\$73.84	\$75.32	\$76.82	\$78.36	\$79.93
54151S  54151S RC	Software Programmer, Sr	\$134.66	\$137.35	\$140.10	\$142.90	\$145.76

<b>SIN</b>	<b>Labor Category / Service</b>	<b>1st Year Pricing</b>	<b>2nd Year Pricing</b>	<b>3<sup>rd</sup> Year Pricing</b>	<b>4<sup>th</sup> Year Pricing</b>	<b>5<sup>th</sup> year Pricing</b>
		<b>08/09/19 – 08/08/20</b>	<b>08/09/20 – 08/08/21</b>	<b>08/09/21 – 08/08/22</b>	<b>08/09/22 – 08/08/23</b>	<b>08/09/23 – 08/08/24</b>
541611 541611RC	Statistician	NA	\$133.37	\$136.04	\$138.76	\$141.54
541611 541611RC	Strategy Practitioner, Sr.	NA	\$133.37	\$136.04	\$138.76	\$141.54
54151S 54151S RC	Systems Security Specialist	\$92.34	\$94.19	\$96.07	\$97.99	\$99.95
541611 541611 RC	Technical Writer	\$71.25	\$72.68	\$74.13	\$75.61	\$77.12
541611 541611 RC	User Support, Specialist I	\$42.02	\$42.86	\$43.72	\$44.59	\$45.48
541611 541611 RC	User Support Specialist II	\$45.22	\$46.12	\$47.05	\$47.99	\$48.95

## Labor Category Descriptions:

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
541611 611430  541611 RC 611430 RC	Administrative Assistant	Supports program/project management by performing such secretarial/administrative services as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned. Must be proficient in the MS Office Suite and be quick learners on varied customer-specific computer software.	High School	4 Years
541611  541611 RC	Biomedical Equipment Services Advisor	<p>Advises and improves biomedical equipment performance by studying machine operation; conferring with equipment users; developing modifications; collaborating with equipment manufacturers.</p> <ul style="list-style-type: none"> <li>• Prepares biomedical reports by collecting, analyzing and summarizing information and trends.</li> <li>• Maintains safe and healthy working environment by conducting safety tests; recommending and complying with procedures.</li> <li>• Training and guiding medical and healthcare personnel in complying with codes.</li> <li>• Assisting with logistics processes including decision-making regarding disposal and/or reuse of equipment.</li> </ul>	Bachelor's	5 Years
54151S  54151S RC	Business Analyst	Provides or coordinates documentation services as required. Responsible for preparing and/ or maintaining systems, programming and operations documentation, procedures and methods, including user reference manuals and training documents. Facilitates capture and documentation of business requirements, identifies test objectives, records and reports test results.	Bachelor's	3 Years



SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
54151S 54151S RC	Database / Systems Analyst, II	<p>Responsible for devising or modifying procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results.</p> <ul style="list-style-type: none"> <li>• Designs, codes, tests, debugs and documents those programs.</li> <li>• Determines user requirements, design and development of computer databases, testing and coordinating changes. It is the responsibility of a Database Analyst to ensure performance, understand the platform the database runs on, and add new users.</li> <li>• May often plan and coordinate security measures.</li> <li>• May be responsible for directing those with less experience.</li> <li>• May be responsible for managing data (contents of database) and performing query functions to produce reports on data content.</li> </ul>	Bachelor's	5 Years
54151S 54151S RC	Database Programmer, II	<p>Analyze, design, construct, test and maintain specialized computer applications; database applications and utility programs related to health and hospital inventory information. Must have demonstrated skills in programming knowledge and use of Visual Basic, VBNet, and SQL languages, for developing and maintaining database loading, updating, extracting and reporting utilities.</p> <p>Provides relational database programming skills to team professionals in applications and software design, development and maintenance of existing databases and associated computer programs. Demonstrated knowledge of relational databases, Oracle and MICROSOFT Access required. Working knowledge of GIS technology desired. Experience with MICROSOFT and UNIX operating systems necessary.</p>	Bachelor's	5 Years
541611 541611 RC	Data Entry Clerk	<p>Maintain databases by entering new and updated information. Prepare source data for computer entry by compiling and sorting information. Establish data entry priorities. Process source documents by reviewing data for deficiencies. Maintain office files and records so they remain updated and easily accessible. Sort and distribute incoming mail and prepare outgoing mail. Answer the phone to take messages or redirect calls to appropriate colleagues.</p>	H.S.	1 Year
541611 611430 541611 RC 611430 RC	Executive Secretary	<p>Provides an advanced level of executive support to various executives with complex organizational responsibilities. The Executive Assistant serves as the primary support and acts as a liaison between the executive and his/her organization. Duties includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Independently completes assigned non-routine tasks to meet goals under supervision and may work in a team environment. The level of support requires a good understanding to the executive's organization, along with the business knowledge to communicate and work effectively with the executive's organization and clients.</li> </ul>	Associates	4 Years

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
		<ul style="list-style-type: none"> <li>• Prepares a range of non-routine correspondence according to company guidelines for signature by executive (i.e. brand compliance, proof reading materials for consistency grammar and spelling).</li> <li>• Compiles, processes, and analyzes data based on research objectives and prepare reports.</li> <li>• Arranges and coordinates meeting/conference in liaison with the meeting and events planning team when applicable.</li> <li>• Handles routine and non- routine logistics (e.g. contact meeting participants and coordinate responses, compose meeting materials and follow-up correspondence with input and review by Executives).</li> <li>• Support with travel documentation and procedures (itineraries, visa/passports procedures).</li> <li>• Prepare draft proposals and presentations with direction from Executive and/or support from other individuals or service departments, as necessary.</li> <li>• Review and sort paper-based and electronic mail, identify action required and take action where appropriate.</li> <li>• Assist with miscellaneous complex administrative tasks voicemail/email distribution lists, may handle time and expense report.</li> <li>• Control potential complex calendar/diary activity, including coordination of appointments for executives as well as extensive rescheduling.</li> <li>• Provide telephone support (*i.e. answer calls promptly and courteously).</li> <li>• Act as executive representative to independently handle calls.</li> </ul> <p>May record and monitor work requests into the tracking tool in a timely manner according to local capabilities and guidelines.</p>		
541611 611430  541611 RC 611430 RC	Extramural Consultant	<p>Provides subject-matter specific support of grant and/or contract funding usage, applications and related processes by performing specialized tasks requiring continuing responsibilities for projects, questions and issues.</p> <ul style="list-style-type: none"> <li>• Coordinate day-to-day office operations, including, but not limited to problem and conflict resolution, organization and prioritization of tasks, and responding to written communications.</li> <li>• Design and update systems for communications among staff to facilitate the efficient flow of information relating to projects and program activities.</li> <li>• Providing logistical support and coordination for scientific conferences, workshops, and site visits, or advisory group meetings.</li> <li>• Maintaining and updating data in Clients systems/databases and preparing reports.</li> <li>• Provide basic information and/or materials in response to telephonic and/or electronic requests.</li> <li>• May be required to travel to conduct site visits to funding</li> </ul>	Bachelors	8 Years

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
		recipients – ensuring processes and operations are aligned with grant/contract compliance guidelines.		
541611 541611 RC	Health Communications Specialist	Consulting in specific functional area to project. Supports the development of work plans to communicate health information to the general public and to keep the public informed about the client organization's programs, outreach materials and products, and accomplishments. May be responsible for website content development, social media platform updates and production of graphics for flyers, brochures and other written collateral.	Bachelor's	2 Years
541611 611430 541611 RC 611430 RC	Instructional Designer	Serves as integral part of the project team conducting the analysis, design, development, implementation, and evaluation phases for multimedia and traditional training systems developed for adult-learning and/or client-specific training programs. Applies the principles and techniques of the instructional systems design methodology to develop and deliver training materials; programs and simulation. Includes system documentation for software, network, and database applications. <ul style="list-style-type: none"> <li>Assists in system configuration, patch management, version updates, and the availability of servers.</li> <li>Prepares detailed specifications from which programs will be written and designs, codes, tests, debugs, and documents those programs.</li> <li>Includes system documentation for software, network, and database applications.</li> <li>Assists in system configuration, patch management, version updates, and the availability of servers.</li> <li>Prepares detailed specifications from which programs will be written and designs, codes, tests, debugs, and documents those programs.</li> </ul>	Bachelor's	4 Years
541611 611430 541611 RC 611430 RC	Program Manager, I	Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. <ul style="list-style-type: none"> <li>Supervises all phases of project management.</li> <li>Manages project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress.</li> <li>Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work.</li> <li>Includes: project development from inception to deployment.</li> <li>Responsible for formulating and enforcing work standards, assigning contractor schedules receiving work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates</li> </ul>	Master's	8 Years

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
541611 611430  541611 RC 611430 RC	Program Specialist	Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefing/presentation, and meeting preparation. Performs analysis, development, and review of program administrative operating procedures.	Bachelor's	5 Years
541611 611430  541611 RC 611430 RC	Project Manager, I	The Project Manager is assigned the management of a specific project and the work performed under assigned Task Orders. Performs day-to-day management of the project, identifies issues and risks and recommends possible issue and risk mitigation strategies associated with the project. Is responsible for ensuring that work performed under TOs is within scope, consistent with requirements, and delivered on time and on budget	Bachelor's	5 Years
541611 611430  541611 RC 611430 RC	Project Manager, II	Responsible for the management of a specific task, or for a particular portion of a larger, more complex project. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project. <ul style="list-style-type: none"> <li>Performs studies, analyses, and tests on projects or tasks that involve conventional plans, investigations, analyses, etc.</li> <li>Receives overall instructions on specific assignment objectives, features, or possible solutions.</li> <li>Identifies critical paths, tasks, dates, testing, and acceptance criteria.</li> <li>Provides solutions to improve efficiency (e.g., reduce costs while maintaining or improving performance levels).</li> <li>Monitors issues and provides resolutions for up- to-date status reports.</li> <li>Demonstrates excellent writing and oral communications skills.</li> </ul>	Bachelor's	7 Years
54151S  54151S RC	Project Manager, IT	Responsible for the operational planning, establishment, execution, and evaluation of a multifaceted program/project typically consisting of a set of closely related subprograms or associated activities. Responsible for fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise. At least 5 years of experience in managing IT related projects and must demonstrate a leadership role in at least three successful projects that were delivered on time and on budget.	Bachelor's	9 Years

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
541611 541611 RC	Public Health Analyst I	<ul style="list-style-type: none"> <li>Track project tasks to ensure efficient monitoring and reporting of all project activities.</li> <li>Assist with coordination and facilitation of meetings; develop and distribute agendas for monthly calls, meetings and webinars.</li> <li>Develop, revise, and maintain study documents, including but not limited to protocols, timelines, guidelines and manuscript tracking spreadsheets.</li> <li>Assist in leading project workgroups and data analysis.</li> <li>Sort, clean, and analyze project data; use SAS, SPSS, and other software.</li> <li>Summarize, disseminate and present analysis results;</li> <li>Develop abstracts, presentations, and manuscripts for dissemination and publication in peer-reviewed journals.</li> <li>Provide specialized full lifecycle support for preparing detailed federal approval packages - such as new and revised Internal Review Board (IRB) submissions</li> <li>Assist with preparation of federal packages related to Office of Management and Budget submission (OMB) and/or Human Subjects Determination protocol</li> </ul> <p>Minimum of a Master's degree in a health or scientific research related field with a focus on public health, epidemiology, or nursing preferred. Minimum of 2 years in public health, epidemiology or nursing; project management experience preferred.</p>	Masters	2 Years
541611 541611 RC	Public Health Analyst II	<ul style="list-style-type: none"> <li>Provides subject matter expert level support to develop standard operating procedures for field studies (survey manual)</li> <li>Develop survey questionnaires</li> <li>Analyze project data generated from field study survey</li> <li>Draft project data reports related to the analysis of the demonstration project survey results</li> <li>May be required to conduct site visits (CONUS and/or OCUNUS) to train local demonstration project staff</li> <li>Design, oversee, and conduct analyses using large population-based survey datasets to answer programmatic and scientific public health questions</li> <li>Consult with clients to address questions related to data</li> <li>Facilitate trainings - including developing and delivering presentations, moderating working groups, and providing technical assistance during and following the training sessions.</li> </ul> <p>Minimum of a Master's degree in a health or scientific research</p>	Masters	5 Years

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
		related field with a focus on public health, epidemiology, or nursing preferred.  Minimum of 5 years in public health, epidemiology or nursing		
541611 611430  541611 RC 611430 RC	Public Health Advisor	Performs public health-related policy analysis, research, program evaluation, or data analysis. Prepares draft and final written documents evaluating public health policies, programs, research, or data analysis. <ul style="list-style-type: none"> <li>Assists other public health professionals in performing their responsibilities.</li> <li>May coordinate the activities of staff assigned to produce public health-related studies and analyses.</li> </ul> Prepares and delivers briefings on public health- related topics as required.	Bachelor's	4 Years
541611 611430  541611 RC 611430 RC	Secretary III	Duties include or are comparable to the following: <ul style="list-style-type: none"> <li>Screens telephone calls, visitors, and incoming correspondence; responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices.</li> <li>May prepare and sign routine, non-technical correspondence in own or supervisor's name. Schedules tentative appointments without prior clearance.</li> <li>Makes arrangements for conferences and meetings and assembles established background materials, as directed.</li> <li>May attend meetings and record and report on the proceedings. Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assures that proper clearances have been obtained, when needed. Collects information from the files or staff for routine inquiries on office program(s) or periodic reports.</li> <li>Refers non routine requests to supervisor or staff.</li> <li>Explains to subordinate staff supervisor's requirements concerning office procedures. Coordinates personnel and administrative forms for the office and forwards for processing. Familiar with a variety of the field's concepts, practices, and procedures.</li> <li>Relies on experience and judgment to plan and accomplish goals.</li> <li>Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. Works under an organizational structure that is complex and is divided into subordinate groups that usually differ from each other as to subject matter, and or function.</li> </ul>	High School	3 Years

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
541611 541611 RC	SME / Consultant	<p>Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems.</p> <ul style="list-style-type: none"> <li>Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications including, but not limited to: information technology, health care, education, public safety, social services, human resources, transportation, and environment.</li> <li>Provides expert advice or assistance, evaluation of subject, project, reviews, analyses, training, and interpretation of subject matter that reflects detailed, expert knowledge.</li> <li>Develops requirements for multiple and complex client engagements.</li> <li>Performs analyses and studies to define new processes.</li> <li>Develops standards, policies, and guidelines to ensure compatibility with federal regulations.</li> <li>Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex systems.</li> <li>Assists other senior consultants with analysis and evaluation and with the preparation of recommendations for process or system improvements, optimization, development, and/or maintenance efforts.</li> </ul>	Bachelor's	5 Years
54151S 54151S RC	Software Programmer, Sr	<p>Understands and applies OOP principles and best practices. Under general supervision of the Project Manager, is proficient in writing queries and stored procedures in SQL Server; utilizes extensive C# / VB.NET programming knowledge on a regular basis;</p> <ul style="list-style-type: none"> <li>Utilizes a firm understanding of the fundamentals of ASP.NET, CSS, and JavaScript on a daily basis.</li> <li>Creates architectural designs.</li> </ul>	Bachelors	5 Years
541611 541611 RC	Statistician	<ul style="list-style-type: none"> <li>Perform complex and advanced statistical analyses of longitudinal surveillance and research data, prepare reports, manuscripts, briefing materials, etc., of surveillance and research results for publications.</li> <li>Assist subject-matter experts with the development or modification of surveillance and research protocols, as needed, and conduct analysis of surveillance systems.</li> <li>Develop and implement specific on-line study design aspects to include <ul style="list-style-type: none"> <li>statistical aspects such as power and sample size calculations;</li> <li>data management and data analyses plans;</li> <li>development of study procedures for</li> </ul> </li> </ul>	Doctorate	3 years



SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
		<p>surveillance data collection and case ascertainment; and indicate best recommendations among different sampling plans, surveillance data sources, and cost/time investments.</p> <ul style="list-style-type: none"> <li>● Provide technical assistance to the subject-matter experts, e.g., advise on selecting study populations, appropriate statistical methods, interpretation of results, and describing relevance of results of research more broadly.</li> <li>● May be required to travel to relevant meetings and conferences to present research results or provide technical assistance to grantees and other stakeholders.</li> <li>● Provide assistance to subject-matter experts in preparing OMB and/or Human Subjects Determination protocol and packages.</li> <li>● Monitor data collection and case ascertainment in surveillance projects, check procedures and verify that they conform to standard methodology, assess departures from study protocols, monitor the efficiency and yield of case-finding processes across different data sources, and implement quality assurance procedures to evaluate data accuracy.</li> <li>● Prepare reports, manuscripts, and briefing materials of surveillance study results for publication and/or internal use.</li> </ul> <p>Minimum of a doctorate in statistics or biostatistics.</p>		
541611 541611 RC	Strategy Practitioner, Sr.	<ul style="list-style-type: none"> <li>● Facilitate strategic planning sessions <ul style="list-style-type: none"> <li>○ Facilitate the organization and logistics of partner engagement</li> <li>○ Design, plan and facilitate meetings both to include individual engagement and group collaboration; guide the group through a series of predefined steps to achieve the stated outcomes</li> </ul> </li> <li>● Develop qualitative and quantitative methods and strategies for planning, evaluating, and documenting major program activities</li> </ul>	Masters	5 years



SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
		<ul style="list-style-type: none"> <li>Develop topical agendas and invitations for meetings               <ul style="list-style-type: none"> <li>Develop reports on partner engagement activities, including qualitative and quantitative assessment and evaluation of partner activities</li> </ul> </li> <li>Draft and review communications materials including script writing, fact sheets, and other printed or digital assets</li> </ul> <p>Masters in Communications, Business or Public Health related field.</p>		
54151S 54151S RC	Systems Security Specialist	<p>Provides expert-level advice, analysis, and functional expertise to tasks and customer- specific security requirements.</p> <ul style="list-style-type: none"> <li>Reviews requirements and task documentation for accuracy and applicability.</li> <li>Analyzes and defines security requirements for Multilevel Security (MLS) issues.</li> <li>Designs, develops, engineers, and implements solutions to MLS requirements.</li> <li>Responsible for the implementation and development of the MLS.</li> <li>Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena.</li> <li>Performs risk analyses, which also include risk and threat assessment.</li> <li>Specialized experience in defining computer security.</li> </ul>	Bachelor's	7 Years

SIN #	Labor Category	Functional Responsibility	Min. Education	Min Yrs. Experience
541611 541611 RC	Technical Writer	<p>Serves as the main point of contact for writing and editorial services to be performed for an assigned task.</p> <ul style="list-style-type: none"> <li>• Meet with the agency program official to establish preferred stylistic guidelines, adhering to the GPO Style Manual, Gregg Reference Manual, Agency Correspondence Procedures, or any other guidelines selected by the agency program official to ensure that summaries, transcripts, and other publications are produced in a consistent manner.</li> <li>• Participates in planning meetings to develop an understanding of meeting content and the types of deliverables needed.</li> <li>• Provides document/publication review and editing so that they are grammatically correct within the preferred stylistic guidelines and reflect consistency.</li> <li>• Manages the development (literature search/retrieval), writing, formatting, printing, and distribution of patient, lay-person, and scientific publications, resource materials, and annual reports in support of agency needs.</li> </ul>	Bachelor's	5 Years
541611 541611 RC	User Support Specialist I	<p>Supports users of information systems by triaging calls.</p> <ul style="list-style-type: none"> <li>• Researches standard and less complex problems and questions, responding with answers or interventions, providing on site assistance</li> <li>• Tracks calls, and analyzing call data for trends and common system problems.</li> <li>• May serve in help desk capacity providing phone and in-person support to users in the areas of software, peripherals, etc. problems; serves as the initial point of contact for troubleshooting and resolving these problems.</li> </ul>	Associate's	1 Year
541611 541611 RC	User Support Specialist II	<p>Supports users of information systems as well as resolving user account and LAN access problems by triaging calls.</p> <ul style="list-style-type: none"> <li>• Researches moderately complex problems and questions, responding with answers and interventions, providing on site assistance</li> <li>• Tracks calls, analyzing call data for trends and common system problems, and evaluating the quality of information systems through user support call data.</li> <li>• May serve in help desk capacity providing phone and in-person support to users in areas of software, peripherals, etc. problems; serves as the initial point of contact for troubleshooting and resolving these problems.</li> <li>• Provides technical writing for program and operational documentation.</li> <li>• Provides documentation in presentation-ready quality output using advanced word processing or desktop publishing software.</li> </ul>	Bachelor's	3 Years

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), 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/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract

<b>EDUCATION SUBSTITUTION TABLE</b>	
<b>MINIMUM EDUCATION</b>	<b>ALLOWABLE SUBSTITUTION FOR EDUCATION</b>
Associates	2 years of relevant experience
Bachelors	Associate's Degree + 2 years relevant experience, or 4 years relevant experience.
Masters	Bachelor's + 2 years relevant experience, or Associate's + 4 years relevant experience.
Doctorate	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience.