General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List
Multiple Award Schedule
Industrial Group: Professional Services

Rose Li & Associates, Inc.
11821 Parklawn Avenue, Suite 100
Rockville, MD 20852
Phone: 301-530-5011
https://roseliassociates.com

Contract Number: 47QRAA19D00D7
Contract Period: September 25, 2019 – September 24, 2024
Business Size: Economically Disadvantaged Minority Woman-Owned Small Business and 8(a) Certified Small Business
Contract Administrator: CeCe Chen-LeBauer
Email: GSAschedule@roseliassociates.com

Price list current as of Modification #PA-0007 effective August 6, 2020

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
Customer Information

1a. Table of Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Title</th>
<th>SIN Description</th>
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<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
<td>OLMs 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.</td>
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<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
<td>IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</td>
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</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Not Applicable

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See Pg. 7

2. Maximum Order: $1,000,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as Contractor

6. Discount from list prices or statement of net price: GSA prices are Net

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 up to the micro-purchase threshold:** Government purchase cards are accepted up to the micro-purchase threshold

9b. **Notification whether Government purchase cards are accepted or are not accepted above the micro-purchase threshold:** Government purchase cards are not accepted above the micro-purchase threshold

10. **Foreign items:** None

11a. **Time of Delivery:** Contact Contractor

11b. ** Expedited Delivery:** Contact Contractor

11c. ** Overnight and 2-day delivery:** Contact Contractor

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 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 agency, 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.

12. **F.O.B Point:** Destination

13a. **Ordering Address:**
11821 Parklawn Avenue, Suite 100
Rockville, MD 20852
Phone: 301-530-5011
Email: GSAschedule@roseliassociates.com

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:**
11821 Parklawn Avenue, Suite 100
Rockville, MD 20852
Phone: 301-530-5011
Email: GSAschedule@roseliassociates.com

15. **Warranty provision:** Contractor’s Standard Commercial Warranty
16. Export Packing Charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None

18. Terms and conditions of rental, maintenance, and repair: Not Applicable

19. Terms and conditions of installation: Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

20a. Terms and conditions for any other services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. Not Applicable

25. Data Universal Numbering System (DUNS) number: 135782824

26. Notification regarding registration in System for Award Management (SAM): Cage Code: 3RMZ5
## GSA Out-Year Pricing

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Labor Category Descriptions

Acceptable Equivalencies

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<td>Master’s Degree</td>
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Subject Matter Expert I

Functional Responsibilities: Provides analysis, evaluation, and recommendations related to mission improvements, strategy development, and strategy execution. Provides consulting on operational, professional and policy issues. Conducts studies and compiles, researches, and translates resultant data. Assists with defining organizational mission-oriented project needs.

Education: BA/BS
Experience: 5 years

Subject Matter Expert II

Functional Responsibilities: Provides analysis, evaluation, and recommendations related to mission improvements, strategy development, strategy execution. Provides consulting on operational, professional and policy issues. Defines organizational mission-oriented project needs. Provides expert analysis and advice in support of the project. Makes recommendations for the solution of complex problems and creates action plans for organization. Provides input, prepares and presents high-level briefings related to recommendations and improvements.

Education: BA/BS
Experience: 7 years

Subject Matter Expert III

Functional Responsibilities: Provides analysis, evaluation, and recommendations related to mission improvements, strategy development, strategy execution. Provides consulting on operational, professional and policy issues. Defines organizational mission-oriented project needs. Provides expert analysis and advice in support of the project. Makes recommendations for the solution of complex problems and creates action plans for organization. Provides input, prepares and presents high-level briefings related to recommendations and improvements. Collaborates with top level staff involved in high level, critical efforts.

Education: BA/BS
Experience: 9 years

Subject Matter Expert IV

Functional Responsibilities: Provides analysis, evaluation, and recommendations related to mission improvements, strategy development, strategy execution. Provides consulting on operational, professional and policy issues. Defines organizational mission-oriented project needs. Provides expert analysis and advice in support of the project. Makes recommendations for the solution of complex problems and creates action plans for organization. Provides input, prepares and/or presents high-level briefings related to recommendations and improvements. Leads and collaborates with top level staff involved in high level, critical efforts.
Education: BA/BS  
Experience: 11 years

Senior Subject Matter Expert I  
Functional Responsibilities: Provides highest-level functional expertise, analysis, evaluation, and recommendations related to mission improvements, strategy development, and strategy execution related to complex and critical efforts. Provides consulting on operational, professional and policy issues. Develops highest-level alternative solutions and drafts and executes implementation plan. Provides expert analysis and recommended courses of action for mission-oriented projects. Advises senior level/executive level staff on high level, highly complex topics.

Education: MA/MS  
Experience: 5 years

Senior Subject Matter Expert II  
Functional Responsibilities: Provides highest-level functional expertise, analysis, evaluation, and recommendations related to mission improvements, strategy development, and strategy execution related to complex and critical efforts. Provides consulting on operational, professional and policy issues. Develops highest-level alternative solutions and drafts and executes implementation plan. Provides expert analysis and recommended courses of action for mission-oriented business projects. Conducts expert analysis and provides assessment and recommended courses of action to major project activities. Advises senior level/executive level staff on high level, highly complex topics.

Education: MA/MS  
Experience: 7 years

Senior Subject Matter Expert III  
Functional Responsibilities: Provides highest-level functional expertise, analysis, evaluation, and recommendations related to mission improvements, strategy development, and strategy execution related to complex and critical efforts. Provides consulting on operational, professional and policy issues. Develops highest-level alternative solutions and drafts and executes implementation plan. Provides expert analysis and recommended courses of action for mission-oriented business projects. Conducts expert analysis and provides assessment and recommended courses of action to major project activities. Advises senior level/executive level staff on high level, highly complex topics. Prepares and presents high-level briefings of strategic goals.

Education: MA/MS  
Experience: 9 years

Senior Subject Matter Expert IV  
Functional Responsibilities: Provides highest-level functional expertise, analysis, evaluation, and recommendations related to mission improvements, strategy development, and strategy execution related to complex and critical efforts. Provides consulting on operational, professional and policy issues. Identifies underlying business, management, scientific, technical, programmatic, operational, and/or policy issues. Develops highest-level alternative solutions and drafts and executes implementation plan. Provides expert analysis and recommended courses of action for
mission-oriented business projects. Conducts expert analysis and provides assessment and recommended courses of action to major project activities. Advises senior level/executive level staff on high level, highly complex topics. Prepares and presents high-level briefings of strategic goals.

**Education:** MA/MS

**Experience:** 11 years

**Senior Project Director I**

**Functional Responsibilities:** Provides oversight and leadership for multiple large-scale projects. Responsible for overall management and leadership of large or complex projects. Performs broad oversight of daily operations. Organizes, directs and coordinates planning and production of all project efforts. Performs organizational assessments. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Formulates and reviews strategic plans, subcontracting, and deliverable items. Analyzes quality assurance measures in accordance with project requirements. Responsible for meeting metrics, performance targets, and budget objectives. Functions as the principal interface with clients for business and technical matters. Provides recommendations for process and productivity improvement and high-level work. Provides recommendations for performance measures and indicators.

**Education:** MA/MS

**Experience:** 10 years

**Senior Project Director II**

**Functional Responsibilities:** Provides oversight and leadership for multiple large-scale projects. Responsible for overall management and leadership of large or complex projects. Performs broad oversight of daily operations. Organizes, directs and coordinates planning and production of all project efforts. Performs organizational assessments. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Formulates and reviews strategic plans, subcontracting, and deliverable items. Analyzes quality assurance measures in accordance with project requirements. Responsible for meeting metrics, performance targets, and budget objectives. Provides recommendations for process and productivity improvement and high-level work. Provides recommendations for performance measures and indicators. Provides supports and assistance with project audits and evaluations. Functions as the principal interface with clients for business and technical matters.

**Education:** MA/MS

**Experience:** 12 years

**Senior Project Director III**

**Functional Responsibilities:** Provides oversight and leadership for multiple large-scale projects. Responsible for overall management and leadership of large or complex projects. Performs broad oversight of daily operations. Organizes, directs and coordinates planning and production of all project efforts. Performs organizational assessments. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Formulates and reviews strategic plans, subcontracting, and deliverable items. Analyzes quality assurance measures in accordance with requirements of the performance of
the project. Responsible for meeting metrics, performance targets, and budget objectives. Provides recommendations for process and productivity improvement and high-level work. Provides recommendations for performance measures and indicators. Performs project audits and evaluations. Functions as the principal interface with clients for business and technical matters.

**Education:** MA/MS

**Experience:** 14 years

**Senior Project Director IV**

**Functional Responsibilities:** Provides oversight and leadership for multiple large-scale projects. Responsible for overall management and leadership of large or complex projects. Performs broad oversight of daily operations. Organizes, directs and coordinates planning and production of all project efforts. Performs organizational assessments. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Formulates and reviews strategic plans, subcontracting, and deliverable items. Analyzes quality assurance measures in accordance with project requirements. Responsible for meeting metrics, performance targets, and budget objectives. Functions as the principal interface with clients for business and technical matters. Provides recommendations for process and productivity improvement and high-level work. Provides recommendations for performance measures and indicators. Performs project audits and evaluations.

**Education:** MA/MS

**Experience:** 16 years

**Project Director I**

**Functional Responsibilities:** Responsible for overall management and leadership of large or complex projects. Performs broad oversight of daily operations. Organizes, directs and coordinates planning and production of all project efforts. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Analyzes quality assurance measures in accordance with requirements of the performance of the project.

**Education:** BA/BS

**Experience:** 8 years

**Project Director II**

**Functional Responsibilities** Responsible for overall management and leadership of large or complex projects. Performs broad oversight of daily operations. Organizes, directs and coordinates planning and production of all project efforts. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Analyzes quality assurance measures in accordance with project requirements. Responsible for meeting metrics, performance targets, and budget objectives.

**Education:** BA/BS

**Experience:** 10 years

**Project Director III**

**Functional Responsibilities:** Provides oversight and leadership for multiple large-scale projects. Responsible for overall management and leadership of large or complex projects. Performs broad
oversight of daily operations. Organizes, directs and coordinates planning and production of all project efforts. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Analyzes quality assurance measures in accordance with project requirements. Responsible for meeting metrics, performance targets, and budget objectives. Functions as the principal interface with clients for business and technical matters.

**Education:** BA/BS

**Experience:** 12 years

**Project Director IV**

**Functional Responsibilities:** Provides oversight and leadership for multiple large-scale projects. Responsible for overall management and leadership of large or complex projects. Performs broad oversight of daily operations. Organizes, directs and coordinates planning and production of project efforts. Identifies resource allocation for projects. Coordinates all functions of project staff. Manages and coordinates all work with internal and external team members. Analyzes quality assurance measures in accordance with project requirements. Responsible for meeting metrics, performance targets, and budget objectives. Functions as the principal interface with clients for business and technical matters.

**Education:** BA/BS

**Experience:** 14 years

**Project Manager I**

**Functional Responsibilities:** Provides technical and administrative direction to staff. Manages, plans, organizes and controls overall activities of multiple projects. Coordinates and monitors the scheduling, pricing, and technical performance of projects. Ensures all activities conform to terms and conditions of contract or delivery order.

**Education:** BA/BS

**Experience:** 3 years

**Project Manager II**

**Functional Responsibilities:** Provides supervisory, technical and administrative direction to staff. Manages, plans, organizes and controls overall activities of multiple projects. Coordinates and monitors the scheduling, pricing, and technical performance of projects. Ensures all activities conform to terms and conditions of contract or delivery order. Ensures adherence to master plans and schedules. Ensures projects are completed on time and within budget.

**Education:** BA/BS

**Experience:** 5 years

**Project Manager III**

**Functional Responsibilities:** Provides supervisory, technical and administrative direction to staff. Manages, plans, organizes and controls overall activities of multiple projects. Coordinates and monitors the scheduling, pricing, and technical performance of projects. Ensures all activities conform to terms and conditions of contract or delivery order. Ensures adherence to master plans and schedules. Ensures projects are completed on time and within budget. Coordinates activities to support resolution of contractual and technical problems. Negotiates contract details specific to project performance including deliverables, project timeline, budget, etc.
Education: BA/BS
Experience: 7 years

Project Manager IV
Functional Responsibilities: Provides supervisory, technical and administrative direction to staff. Manages, plans, organizes and controls overall activities of multiple projects. Coordinates and monitors the scheduling, pricing, and technical performance of projects. Ensures all activities conform to terms and conditions of contract or delivery order. Ensures adherence to master plans and schedules. Ensures projects are completed on time and within budget. Coordinates activities to support resolution of contractual and technical problems. Negotiates contract details specific to project performance including deliverables, project timeline, budget, etc.

Education: BA/BS
Experience: 9 years

Project Coordinator I
Functional Responsibilities: Develops and maintains detailed project schedules. Tracks changes to project schedules. Captures milestones achieved and deliverables met. Develops client reports as defined in the project/task statement of work. Provides project administration, budget and executive secretarial support to a project. Assists in writing proposals and progress reports.

Education: BA/BS
Experience: 2 years

Project Coordinator II
Functional Responsibilities: Develops and maintains detailed project schedules. Tracks changes to project schedules. Captures milestones achieved and deliverables met. Develops client reports as defined in the project statement of work. Provides project administration, budget and executive secretarial support to a project. Assists in proposal writing, progress reports, records management and data input for project deliverables.

Education: BA/BS
Experience: 3 year

Project Coordinator III
Functional Responsibilities: Develops and maintains detailed project schedules. Tracks changes to project schedules. Plan and design specific project deliverables with oversight. Captures milestones achieved and deliverables met. Develops client reports as defined in the project statement of work. Provides project administration, budget and executive secretarial support to a project. Assists in proposal writing, progress reports, records management and data input for project deliverables.

Education: BA/BS
Experience: 4 years

Project Coordinator IV
Functional Responsibilities: Develops and maintains detailed project schedules. Tracks changes to project schedules. Plan and design specific project deliverables with oversight. Captures
milestones achieved and deliverables met. Develops client reports as defined in the project statement of work. Provides project administration, budget and executive secretarial support to a project. Assists in proposal writing, budget monitoring, records management and data input for project deliverables.  
**Education:** BA/BS  
**Experience:** 5 years

**Junior Project Assistant I**  
**Functional Responsibilities:** Provides administrative/clerical support for project staff. Provides routine administrative and logistical support for project. Collects and maintains documents and electronic data related to project activities. Produces data through research and fact-finding.  
**Education:** H.S. or GED  
**Experience:** 0 years

**Junior Project Assistant II**  
**Functional Responsibilities:** Provides administrative/clerical support for project staff. Provides routine administrative and logistical support for project. Collects and maintains documents and electronic data related to project activities. Produces data through research and fact-finding.  
**Education:** H.S. or GED  
**Experience:** 1 year

**Project Assistant I**  
**Functional Responsibilities:** Provides administrative/clerical support for project staff. Provides routine administrative and logistical support for project. Collects and maintains documents and electronic data related to project activities. Assists in performing analysis, development and review of project administrative operating procedures. Supplies information, maintains files, schedules appointments, produces correspondence, makes travel arrangements, and conducts other general or clerical duties.  
**Education:** H.S. or GED  
**Experience:** 0 years

**Project Assistant II**  
**Functional Responsibilities:** Provides administrative/clerical support for project staff. Provides routine administrative and logistical support for project. Collects and maintains documents and electronic data related to project activities. Assists in performing analysis, development and review of project administrative operating procedures. Coordinates and manages the production of meeting agendas, briefing materials and meeting transcripts. Supplies information, maintains files, schedules appointments, produces correspondence, makes travel arrangements, and conducts other general or clerical duties.  
**Education:** H.S. or GED  
**Experience:** 2 years

**Project Assistant III**
**Functional Responsibilities:** Provides administrative/clerical support for project staff. Provides routine administrative and logistical support for project. Collects and maintains documents and electronic data related to project activities. Assists in performing analysis, development and review of project administrative operating procedures. Coordinates and manages the production of meeting agendas, briefing materials and meeting transcripts. Supplies information, maintains files, schedules appointments, produces correspondence, makes travel arrangements, and conducts other general or clerical duties.

**Education:** H.S. or GED

**Experience:** 4 years

**Project Assistant IV**

**Functional Responsibilities:** Provides administrative/clerical support for project staff. Provides routine administrative and logistical support for project. Collects and maintains documents and electronic data related to project activities. Assists in performing analysis, development and review of project administrative operating procedures. Prepares and maintains a current overview of customer activities and accomplishments. Coordinates and manages the production of meeting agendas, briefing materials and meeting transcripts. Supplies information, maintains files, schedules appointments, produces correspondence, makes travel arrangements, and conducts other general or clerical duties.

**Education:** H.S. or GED

**Experience:** 6 years

**Meeting Manager I**

**Functional Responsibilities:** Leads project group briefing and discussions. Record meeting content. Develops draft and final reports. Facilitates project group/team meetings, self-directed teams, senior policy/technical exchanges. Assists with meeting organization.

**Education:** BA/BS

**Experience:** 3 years

**Meeting Manager II**

**Functional Responsibilities:** Leads project group briefing and discussions. Records meeting content. Develops draft and final reports. Facilitates project group/team meetings, self-directed teams, senior policy/technical exchanges. Organizes meetings and assists with meeting functions/procedures.

**Education:** BA/BS

**Experience:** 5 years

**Meeting Manager III**

**Functional Responsibilities:** Leads project group briefing and discussions. Records meeting content. Develops draft and final reports. Facilitates project group/team meetings, self-directed teams, senior policy/technical exchanges. Organizes and runs meetings.

**Education:** BA/BS

**Experience:** 6 years

**Meeting Manager IV**
Functional Responsibilities: Leads project group briefing and discussions. Records meeting content. Develops draft and final reports. Leads and facilitates project group/team meetings, self-directed teams, senior policy/technical exchanges. Organizes and runs meetings. Provides strategic advice about meeting organization approach to clients and senior leadership.

Education: BA/BS
Experience: 9 years

Meeting Planner I

Functional Responsibilities: Facilitates group briefings and discussions to enable the development of plans and other decisions. Conducts client/vendor interviews, preplans, develops agendas, and facilitates meeting logistics planning.

Education: H.S. or GED
Experience: 2 years

Meeting Planner II

Functional Responsibilities: Facilitates group briefings and discussions to enable the development of plans and other decisions. Conducts client/vendor interviews, preplans, develops agendas, and facilitates meeting logistics planning. Manages meeting documentation and makes changes, improvements or updates as required. Prepares premeeting logistics information.

Education: H.S. or GED
Experience: 4 years

Meeting Planner III

Functional Responsibilities: Facilitates group briefings and discussions to enable the development of plans and other decisions. Conducts client/vendor interviews, preplans, develops agendas, and facilitates meeting logistics planning. Manages meeting documentation and makes changes, improvements or updates as required. Prepares premeeting logistics information. Negotiates with vendors for needed services. Anticipates disruptions and establishes backup plans. Distributes findings and recommendations.

Education: H.S. or GED
Experience: 6 years

Meeting Planner IV

Functional Responsibilities: Facilitates group briefings and discussions to enable the development of plans and other decisions. Conducts client interviews, preplans, develops agendas, and facilitates meeting logistics planning. Manages meeting documentation and makes changes, improvements or updates as required. Prepares premeeting logistics information. Negotiates with vendors for needed services. Distributes findings and recommendations. Assists in defining the problem, mapping an approach, and achieving meeting objectives.

Education: H.S. or GED
Experience: 8 years

Analyst I
Functional Responsibilities: Analyzes project requirements. Evaluates problems related to mission-oriented project objectives. Helps develop plans to meet project objectives. Assists in developing new project objectives.
Education: BA/BS
Experience: 0 years

Analyst II
Functional Responsibilities: Analyzes project requirements. Evaluates problems related to mission-oriented project objectives. Anticipates future project needs. Develops plans to meet project objectives. Develops new project objectives.
Education: BA/BS
Experience: 1 year

Analyst III
Education: BA/BS
Experience: 2 years

Analyst IV
Education: BA/BS
Experience: 3 years

Senior Analyst I
Functional Responsibilities: Performs complex functional, operational and business project objectives analysis. Evaluates problems related to mission-oriented project objectives and problem areas of extensive scope and complexity. Ensures adherence to policies, purposes, and goals of the project. Performs analytical, consulting, or assessment processes in support of mission-oriented project objectives. Conducts business, management and strategy analysis support functions and reporting related to project objectives. Reviews and recommends policy related to improving project life cycle.
Education: MA/MS
Experience: 0 years

Senior Analyst II
Functional Responsibilities: Performs complex functional, operational, business, and project objectives analysis. Evaluates problems related to mission-oriented project objectives and problem areas of extensive scope and complexity. Ensures adherence to policies, purposes, and goals of the
project. Performs analytical, consulting, or assessment processes in support of project. Conducts business, management and strategy analysis support functions and reporting related to project objectives. Anticipates analyses needed to guide process improvements. Reviews and recommends policy related to improving project life cycle.

**Education:** MA/MS  
**Experience:** 1 year

**Senior Analyst III**
**Functional Responsibilities:** Performs complex functional, operational and project objectives analysis. Evaluates problems related to mission-oriented project objectives and problem areas of extensive scope and complexity. Ensures adherence to policies, purposes, and goals of the project. Performs analytical, consulting, or assessment processes in support of project objectives. Conducts business, management and strategy analysis support functions and reporting related to project objectives. Anticipates analyses needed to guide process improvements. Reviews and recommends policy related to improving project life cycle.

**Education:** MA/MS  
**Experience:** 2 years

**Senior Analyst IV**
**Functional Responsibilities:** Performs complex functional, operational and project objectives analysis. Evaluates problems related to mission-oriented project objectives and problem areas of extensive scope and complexity. Ensures adherence to policies, purposes, and goals of the project. Performs analytical, consulting, or assessment processes in support of project objectives. Conducts business, management and strategy analysis support functions and reporting related to project objectives. Anticipates analyses needed to guide process improvements. Reviews and recommends policy related to improving project life cycle.

**Education:** MA/MS  
**Experience:** 3 years

**Editor I**
**Functional Responsibilities:** Assists in collecting and organizing information required for document preparation. Translates and composes technical information for project. Develops technical documents in accordance with project objectives/requirements. Performs document development and word processing, including graphics, websites, and spreadsheets. Performs subject matter research as required.

**Education:** BA/BS  
**Experience:** 0 years

**Editor II**
**Functional Responsibilities:** Assists in collecting and organizing information required for document preparation. Translates and composes technical information for project. Develops technical documents in accordance with project objectives/requirements. Performs document development and word processing, including graphics, websites, and spreadsheets. Performs subject matter research as required.

**Education:** BA/BS
Experience: 1 year

**Editor III**
*Functional Responsibilities:* Assists in collecting and organizing information required for document preparation. Translates and composes technical information for project. Develops technical documents in accordance with project objectives/requirements. Performs document development and word processing, including graphics, websites, and spreadsheets. Performs subject matter research as required. Ensures all applicable guidelines for project documentation are followed.
*Education:* BA/BS
*Experience:* 2 year

**Editor IV**
*Functional Responsibilities:* Collects and organizes information required for document preparation. Translates and composes technical information for project. Develops technical documents in accordance with project objectives/requirements including document and design development, technical editing, and word processing, including graphics, websites, and spreadsheets. Performs subject matter research as required. Ensures all applicable guidelines for project documentation are followed.
*Education:* BA/BS
*Experience:* 3 years

**Senior Editor I**
*Functional Responsibilities:* Translates and composes complex technical information for project. Edits technical documents in accordance with project objectives/requirements. Performs document design and development, technical editing, and word processing. Aligns project documentation with standard concepts, practices, and procedures. Performs subject matter research as required. Ensures all applicable guidelines for project documentation are followed.
*Education:* MA/MS
*Experience:* 0 years

**Senior Editor II**
*Functional Responsibilities:* Translates and composes complex technical information for project. Edits technical documents in accordance with project objectives/requirements. Performs document design and development, technical editing, and word processing. Aligns project documentation with standard concepts, practices, and procedures. Performs subject matter research as required. Ensures all applicable guidelines for project documentation are followed.
*Education:* MA/MS
*Experience:* 2 years

**Senior Editor III**
*Functional Responsibilities:* Translates and composes complex technical information for project. Edits technical documents in accordance with project objectives/requirements. Performs document design and development, technical editing, and word processing. Aligns project documentation with standard concepts, practices, and procedures. Performs subject matter research as required.
Ensures all applicable guidelines for project documentation are followed. Supervises project Editor staff.

**Education:** MA/MS  
**Experience:** 4 years

**Senior Editor IV**  
**Functional Responsibilities:** Translates and composes complex technical information for project. Edits technical documents in accordance with project objectives/requirements. Performs document design and development, technical editing, and word processing. Aligns project documentation with standard concepts, practices, and procedures. Performs subject matter research as required. Ensures all applicable guidelines for project documentation are followed. Supervises project Editor staff.  
**Education:** MA/MS  
**Experience:** 6 years

**Science Writer I**  
**Functional Responsibilities:** Performs technical writing and research to prepare briefings, manuals, and other contract deliverables. Organizes material for documentation preparation. Performs subject matter research as required. Takes minutes at meetings. Produces interoffice memos. Produces correspondence.  
**Education:** MA/MS  
**Experience:** 0 years

**Science Writer II**  
**Functional Responsibilities:** Performs technical writing and research to prepare briefings, manuals, and other contract deliverables. Organizes material for documentation preparation. Interviews personnel and performs subject matter research as required. Takes minutes at meetings. Produces interoffice memos. Produces correspondence.  
**Education:** MA/MS  
**Experience:** 1 year

**Science Writer III**  
**Functional Responsibilities:** Performs technical writing and research to prepare briefings, manuals, and other contract deliverables. Verifies all document references and indexing. Organizes material for documentation preparation. Interviews personnel and performs subject matter research as required. Takes minutes at meetings. Produces interoffice memos. Produces correspondence.  
**Education:** MA/MS  
**Experience:** 2 years

**Science Writer IV**  
**Functional Responsibilities:** Performs technical writing and research to prepare briefings, manuals, and other contract deliverables. Verifies all document references and indexing. Organizes material for documentation preparation. Interviews personnel and performs subject matter research as required. Takes minutes at meetings. Produces interoffice memos. Produces correspondence.  
**Education:** MA/MS  
**Experience:** 3 years
Senior Science Writer I
**Education:** MA/MS
**Experience:** 4 years

Senior Science Writer II
**Functional Responsibilities:** Performs complex analytical/operational analyses as required for project. Develops methods for tracking document progress. Develops standards for presentation formatting. Performs technical writing and research to prepare briefings, manuals, and other contract deliverables. Verifies all document references and indexing. Interviews personnel and performs subject matter research as required. Responsible for quality control review on contract documentation. Produces correspondence.
**Education:** MA/MS
**Experience:** 6 years

Senior Science Writer III
**Functional Responsibilities:** Performs complex analytical/operational analyses as required for project. Develops methods for tracking document progress. Develops standards for presentation formatting. Performs technical writing and research to prepare briefings, manuals, and other contract deliverables. Verifies all document references and indexing. Interviews personnel and performs subject matter research as required. Responsible for quality control review on contract documentation. Produces correspondence.
**Education:** MA/MS
**Experience:** 8 years

Senior Science Writer IV
**Functional Responsibilities:** Performs complex analytical/operational analyses as required for project. Develops methods for tracking document progress. Develops standards for presentation formatting. Performs technical writing and research to prepare briefings, manuals, and other contract deliverables. Verifies all document references and indexing. Interviews personnel and performs subject matter research as required. Responsible for quality control review on contract documentation. Produces correspondence.
**Education:** MA/MS
**Experience:** 10 years

Graphic Designer I
**Functional Responsibilities:** Designs, develops, and edits graphical material for contract documentation. Uses graphic design tools to incorporate all required graphic content and determine layout specification including copy, style, and size. Performs research as required for art and other required graphic content. Prepares art and content required for contract documentation.
**Education:** BA/BS
Experience: 2 years

Graphic Designer II
Functional Responsibilities: Designs, develops, and edits graphical material for contract documentation. Uses graphic design tools to incorporate all required graphic content and determine layout specifications including copy, style, and size. Performs research as required for art and other required graphic content. Prepares art and content required for contract documentation.

Education: BA/BS
Experience: 4 years

Graphic Designer III
Functional Responsibilities: Designs, develops, and edits graphical material for contract documentation. Uses graphic design tools to incorporate all required graphic content and determine layout specifications including copy, style, and size. Performs research as required for art and other required graphic content. Prepares art and content required for contract documentation.

Education: BA/BS
Experience: 6 years

Graphic Designer IV
Functional Responsibilities: Designs, develops, and edits graphical material for contract documentation. Uses graphic design tools to incorporate all required graphic content and determine layout specifications including copy, style, and size. Reviews existing material and make recommendations to update or improve. Performs research as required for art and other required graphic content. Prepares art and content required for contract documentation.

Education: BA/BS
Experience: 8 years

IT Developer I
Functional Responsibilities: Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Basic or intermediate proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java

Education: BA/BS
Experience: 0 years

IT Developer II
Functional Responsibilities: Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Basic or intermediate
proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java.

**Education:** BA/BS

**Experience:** 1 year

**IT Developer III**

**Functional Responsibilities:** Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Troubleshoots problems related to programming applications and systems. Assists in the evaluation and recommendation of application software packages, application integration and testing tools.

Basic or intermediate proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java.

**Education:** BA/BS

**Experience:** 2 years

**IT Developer IV**

**Functional Responsibilities:** Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Troubleshoots problems related to programming applications and systems. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Researches, tests, builds, and coordinates the conversion and/or integration of new products in accordance with project requirements. Basic or intermediate proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java.

**Education:** BA/BS

**Experience:** 3 years

**Senior IT Developer I**

**Functional Responsibilities:** Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Troubleshoots problems related to programming applications and systems. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Consults with project teams and end users to identify application requirements. Researches, tests, builds, and coordinates the conversion and/or integration of new products in accordance with project requirements. Performs feasibility analysis on project tools and recommendations. Advanced proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java.

**Education:** BA/BS

**Experience:** 4 years
Senior IT Developer II

**Functional Responsibilities:** Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Addresses problems of systems integration, compatibility, and multiple platforms. Troubleshoots problems related to programming applications and systems. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Consults with project teams and end users to identify application requirements. Researches, tests, builds, and coordinates the conversion and/or integration of new products in accordance with project requirements. Performs feasibility analysis on project tools and recommendations. Advanced proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java.

**Education:** BA/BS

**Experience:** 5 years

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Senior IT Developer III

**Functional Responsibilities:** Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Addresses problems of systems integration, compatibility, and multiple platforms. Troubleshoots problems related to programming applications and systems. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Consults with project teams and end users to identify application requirements. Researches, tests, builds, and coordinates the conversion and/or integration of new products in accordance with project requirements. Performs feasibility analysis on project tools and recommendations. Instructs, assigns, directs other project software developers. Advanced proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java

**Education:** BA/BS

**Experience:** 6 years

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Senior IT Developer IV

**Functional Responsibilities:** Designs and develops programming applications and network systems. Converts contract information technology information in accordance with project specifications. Develops, writes, modifies and maintains computer programs. Designs, develops, enhances, debugs, and implements software. Addresses problems of systems integration, compatibility, and multiple platforms. Troubleshoots problems related to programming applications and systems. Assists in the evaluation and recommendation of application software packages, application integration and testing tools. Consults with project teams and end users to identify application requirements. Researches, tests, builds, and coordinates the conversion and/or integration of new products in accordance with project requirements. Performs feasibility analysis on project tools and recommendations. Instructs, assigns, directs other project software developers. Acts as team leader. Advanced proficiency in one or more programming languages, including but not limited to HTML/CSS, JavaScript, PHP, C/C++, C#, ObjC, SQL, Swift, Python, Perl, R, Ruby, Java
Education: BA/BS
Experience: 7 years

**IT Architect I**
**Functional Responsibilities:** Designs complex enterprise IT solutions involving multiple applications, platforms, database, and legacy system. Designs database applications. Develops data models and architectures for applications, platforms or database. Provides technical assistance to project staff.
Education: BA/BS
Experience: 5 years

**IT Architect II**
**Functional Responsibilities:** Designs complex enterprise IT solutions involving multiple applications, platforms, database, and legacy system. Designs database applications. Develops data models and architectures for applications, platforms or database. Provides technical assistance to project staff. Performs business case analysis and identification of alternative solutions and resulting business impacts. Performs planning and trade-off analysis based on potential strategies.
Education: BA/BS
Experience: 7 years

**IT Architect III**
**Functional Responsibilities:** Creates IT solution standards. Designs complex enterprise IT solutions involving multiple applications, platforms, database, and legacy system. Designs database applications. Develops data models and architectures for applications, platforms or database. Provides technical assistance to project staff. Performs business case analysis and identification of alternative solutions and resulting business impacts. Performs planning and trade-off analysis based on potential strategies. Works with IT team and project managers to ensure consistent across IT solutions and with project requirements.
Education: BA/BS
Experience: 9 years

**IT Architect IV**
**Functional Responsibilities:** Creates IT solution standards. Designs complex enterprise IT solutions involving multiple applications, platforms, database, and legacy system. Designs database applications. Develops data models and architectures for applications, platforms or database. Provides technical assistance to project staff. Performs business case analysis and identification of alternative solutions and resulting business impacts. Performs planning and trade-off analysis based on potential strategies. Works with IT team and project managers to ensure consistent across IT solutions and with project requirements.
Education: BA/BS
Experience: 11 years
Service Contract Labor Standards

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract.

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No.</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Project Assistant I</td>
<td>99050 - Desk Clerk</td>
<td>2015-5000</td>
<td>Washington D.C.</td>
</tr>
<tr>
<td>Junior Project Assistant II</td>
<td>99050 - Desk Clerk</td>
<td>2015-5000</td>
<td>Washington D.C.</td>
</tr>
<tr>
<td>Project Assistant I</td>
<td>01111 - General Clerk I</td>
<td>2015-5000</td>
<td>Washington D.C.</td>
</tr>
<tr>
<td>Project Assistant II</td>
<td>01112 - General Clerk II</td>
<td>2015-5000</td>
<td>Washington D.C.</td>
</tr>
<tr>
<td>Project Assistant III</td>
<td>01113 - General Clerk III</td>
<td>2015-5000</td>
<td>Washington D.C.</td>
</tr>
</tbody>
</table>