

**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 GSA-Advantage!® a menu-driven database system. The Internet address for GSA-Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov)*

**Multiple Award Schedule**

**FSC Groups: Professional Services, Information Technology**

**FSC Class: R499, R408, R704, U006, DA01**

**Contract Number: 47QRAA20D002V**

**Contract Period: December 10, 2019 – December 9, 2024**

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



**Development Services Group, Inc.  
7315 Wisconsin Avenue  
Suite 800E  
Bethesda, MD 20814-3200  
Telephone: (301) 951-0056  
Fax: (301) 951-3324  
[www.dsgonline.com](http://www.dsgonline.com)**

**Contract Administration: Marcia I. Cohen  
Email: [mcohen@dsgonline.com](mailto:mcohen@dsgonline.com)**

**Business Size/Status: Woman-Owned Small Business**

**Prices shown herein are NET (discount deducted).**

**Price list current through Modification PS-A826 effective 11/18/2020**



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**GENERAL CONTRACT INFORMATION**

1a. Table of Awarded Special Item Numbers (SINs):

Please refer to page #4 and *GSA eLibrary* ([www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)) for detailed SIN descriptions

SIN 561920	Conference, Meeting, Event and Trade Show Planning Services
SIN 541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN 611430	Professional and Management Development Training
SIN 611512	Flight Training
SIN 54151S	Information Technology Professional Services
SIN OLM	Order Level Materials

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #15

1c. Labor Category Descriptions: Please refer to page #8

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

3. Minimum Order: \$100.00

4. Geographic Coverage: Worldwide

5. Point (s) of Production: Same as Company Address

6. Discount from List Price: Government net prices (discounts already deducted)

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30 days, Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items: None

10a. Time of Delivery: To Be Negotiated with Ordering Agency

10b. Expedited Delivery: To Be Negotiated with Ordering Agency

10c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

10d. Urgent Requirement: To Be Negotiated with Ordering Agency

11. F.O.B. Point(s): Destination

12a. Ordering Address: **Development Services Group**  
Ordering Department  
7315 Wisconsin Avenue  
Suite 800 East  
Bethesda, MD  
cburgess@dsgonline.com

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

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|---|--|
| 13. Payment Address:  | <b><i>Development Services Group</i></b><br>Accounts Receivable<br>7315 Wisconsin Avenue<br>Suite 800 East<br>Bethesda, MD<br>cburgess@dsgonline.com |
| 14. Warranty Provision:   | Contractor's standard commercial warranty  |
| 15. Export Packing Charges:   | Not Applicable   |
| 16. Terms and conditions of rental, maintenance, and repair:  | Not Applicable   |
| 17. Terms and conditions of installation (if applicable):   | Not Applicable   |
| 18a. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:   | Not Applicable   |
| 18b. Terms and conditions for any other services (if applicable):   | Not Applicable   |
| 19. List of service and distribution points (if applicable):  | Not Applicable   |
| 20. List of participating dealers (if applicable):  | Not Applicable   |
| 21. Preventative maintenance (if applicable)  | Not Applicable   |
| 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):   | Not Applicable   |
| 22b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a> : | Contact the Contractor   |
| 23. Data Universal Number System (DUNS) Number:   | 166113332  |
| 24. Development Services Group, Inc. <i>is</i> registered in the System for Award Management (SAM).   |  |

## ***CONTRACT OVERVIEW***

GSA awarded Development Services Group, Inc. (DSG) a GSA Federal Supply Service Multiple Award Schedule (MAS) contract for Professional Services (PS) and Information Technology Services (IT), Contract No. 47QRAA20D002V. The current contract period is December 10, 2019 – December 9, 2024. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## ***CONTACT FOR CONTRACT ADMINISTRATION & MARKETING POINT OF CONTACT***

Marcia I. Cohen, President  
Development Services Group, Inc  
7315 Wisconsin Avenue  
Suite 800 East  
Bethesda, MD  
Telephone: (301) 951-6601  
Fax Number: (301) 951-3324  
Email: [mcohen@dsgonline.com](mailto:mcohen@dsgonline.com)

## ***BRIEF COMPANY OVERVIEW***

DSG is a woman-owned small business with headquarters in Bethesda, Maryland. We work with federal, state, and local agencies, with a primary focus on addressing the behaviors and behavioral health of high-risk populations. We do research and evaluation, training and technical assistance, and management consulting. We currently have more than 50 employees, more than 500 consultants, and numerous partnering universities and companies.

Our mission is to use science in the service of people. We have staff, consultants, and partners who are research leaders in their fields, and who have held management and policy leadership positions in federal, state, and local agencies. As a result, we can mobilize both rigorous science and practical experience to address pressing problems of high-risk populations, to bring about real-world results that make a difference.

## ***CONTRACT USE***

This contract is available for use by all Federal Government agencies, as a source for Professional and Information Technology Services for worldwide use. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract.

## ***CONTRACT SCOPE***

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

<b><i>SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS</i></b>
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The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. DSG has been awarded a contract by GSA to provide services under the following SINs:

SIN 561920	Conference, Meeting, Event and Trade Show Planning Services
SIN 541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN 611430	Professional and Management Development Training
SIN 611512	Flight Training
SIN 54151S	Information Technology Professional Services
SIN OLM	Order Level Materials (OLM)

Please refer to [GSA eLibrary](#) for complete Special Item Number (SIN) descriptions.

**INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE  
HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that DSG meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide professional services, follow these simple steps:

<b>Orders under the Micro-Purchase Threshold</b>
<ul style="list-style-type: none"> <li>Select the contractor best suited for your needs and place the order.</li> </ul>
<b>Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold</b>
<ul style="list-style-type: none"> <li>Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</li> <li>Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>Evaluate, then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors submit firm-fixed prices to perform the services identified in the SOW.</p>
<b>Orders over the Simplified Acquisition Threshold</b>
<ul style="list-style-type: none"> <li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>Seek price reductions.</li> <li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors submit firm-fixed prices to perform the services identified in the SOW.</p>

<p><b>Developing a Statement of Work (SOW)</b></p> <p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> <li>Work to be performed,</li> <li>Location of work,</li> <li>Period of performance;</li> <li>Deliverable schedule, and</li> <li>Special standards and any special requirements, where applicable.</li> </ul>	<p><b>Preparing a Request for Quote (RFQ)</b></p> <ul style="list-style-type: none"> <li>Include the SOW and evaluation criteria;</li> <li>Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;</li> <li>If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.</li> <li>May be posted on GSA’s electronic RFQ system, e-Buy</li> </ul>
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For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> or see guidelines in the Multiple Award Schedule (MAS) Desk Reference Guide.

## **BLANKET PURCHASE AGREEMENT**

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-3. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

**EDUCATION AND EXPERIENCE SUBSTITUTION**

Labor category minimum requirements			Substitutions				
Labor Category	Min Edu	Min Exp	PhD	Masters	Bachelors	Associate	High School
Executive I	Masters	20	17		22	24	26
Executive II	Bachelors	15	10	13		17	19
Managing Director I	Bachelors	10	5	8		12	14
Managing Director III	Bachelors	5	0	3		7	9
Principal I / Project Director I	Bachelors	7	2	5		9	11
Principal II / Project Director II	Bachelors	5	0	3		7	9
Subject Matter Expert I	Bachelors	12	7	10		14	16
Subject Matter Expert II	Bachelors	10	5	8		12	14
Senior Associate I / Senior Analyst I	Bachelors	7	2	5		9	11
Senior Associate III / Senior Analyst III	Bachelors	3	0	1		5	7
Executive Officer (IT)	Bachelors	15	10	13		17	19
Program Manager (IT)	Bachelors	7	2	5		9	11
Project Manager (IT)	Bachelors	7	2	5		9	11
Project Support Specialist	Bachelors	1	0	0		3	5
Information Engineer I	Bachelors	10	5	8		N/A	N/A
Information Engineer II	Bachelors	7	2	5		N/A	N/A
Network Administrator	Bachelors	3	0	1		5	7
Database Manager/Administrator	Bachelors	7	2	5		9	11
Programmer/ Database Specialist I	Bachelors	10	5	8		12	14
Programmer/ Database Specialist III	Bachelors	2	0	0		4	6
Programmer/ Database Specialist IV	Bachelors	1	0	0		3	5
Data/Statistical Analyst I	Bachelors	5	0	3		7	9
Data/Statistical Analyst II	Bachelors	3	0	1		5	7
Subject Matter Expert (SME) I	Bachelors	10	5	8		12	14
Subject Matter Expert (SME) II	Bachelors	7	2	5		9	11
System Engineer/Analyst	Bachelors	3	0	1		N/A	N/A
Senior System Administrator I	Bachelors	9	4	7		11	13
System Administrator III	Bachelors	2	0	0		4	6
Technical Writer/ Editor I	Bachelors	7	2	5		9	11
Technical Writer/ Editor III	Bachelors	3	0	1		5	7
Graphics Specialist	Bachelors	2	0	0		4	6
Web Developer IV	Associates	1	0	0	0		3
Systems Support Coordinator	Bachelors	2	0	0		4	6

## **LABOR CATEGORY DESCRIPTIONS**

### **Executive I**

**Functional Responsibility:** Responsible for overall direction and management oversight of project operations. Provides strategic input and counsel to the client. Conducts monthly meetings with the division directors and project managers and ensures quality control for all deliverables. Serves as liaison to Customer contract office and signs contracts. Develops techniques and methodologies for problem solutions on engagements.

**Minimum Education:** Master's Degree

**Minimum Experience:** 20 years

### **Executive II**

**Functional Responsibility:** Responsible for overall direction and management oversight of multiple projects. Serves as liaison to contract office. Provides corporate oversight to DSG's divisions, serves as a subject-matter expert in multiple project tasks, and develops techniques and methodologies for solving problems. Considered a national expert in the field of expertise.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 15 years

### **Managing Director I**

**Functional Responsibility:** Provides overall guidance and direction to project directors and teams under their supervision. Supervises a wide range of project tasks. May serve as a subject-matter expert in multiple project tasks, and develops techniques and methodologies for solving problems. Responsible for all phases, activities, staffing, and outcomes involved in a project, including budget management for the entire project.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 years

### **Managing Director III**

**Functional Responsibility:** Provides overall guidance and direction to project team. Supervises a wide range of project tasks. Develops techniques and methodologies for solving problems. Responsible for all phases, activities, and outcomes involved in a project and manages numerous complex and time-sensitive project activities and tasks simultaneously.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 years

### **Principal I/Project Director I**

**Functional Responsibility:** Acts as the overall lead manager and administrator for the contract effort and is responsible for overall direction, control, and reporting of multiple projects. Handles multiple projects with demonstrated ability to manage numerous complex and time-sensitive project activities and tasks simultaneously. Skills may fall into research, statistical analysis, operations analysis, information technology, editing, writing, or event planning.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **Principal II / Project Director II**

**Functional Responsibility:** Responsible for major aspects of a project including managing and organizing staff for the successful completion of projects, Skills may fall into research, statistical analysis, operations analysis, information technology, editing, writing, or event planning.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 years

### **Subject Matter Expert I**

**Functional Responsibility:** A SME has a deep understanding of a particular field, or function. Responsible for performing duties or tasks which demonstrably and directly support the operation of programs of a customer organization when the work requires a practical knowledge of the terminology, procedures, methods and practices of one of the specific position areas and, at higher levels, a familiarity with the concepts and principles of the area(s) and an understanding of the mission and operational requirements of a customer organization. Lends support in building and sustaining successful cross-team management structure capable of providing a range of subject matter support services. Responsible for assisting project directors with writing, analyzing, developing innovative ideas.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 12 years

### **Subject Matter Expert II**

**Functional Responsibility:** An SME has a deep understanding of a particular field, function, or technology. They are generally brought on a project for a limited time period by project directors interested in learning more about or leveraging their unique expertise to solve specific problems or lend their expertise to resolving a problem. Responsible for assisting project directors with writing, analyzing, developing innovative ideas, or speaking at conferences.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 years.

### **Senior Associate I / Senior Analyst I**

**Functional Responsibility:** A Senior Associate/Analyst I is responsible for performing work of a complex nature, directing and reviewing the work of Junior Associates, and for the day-to-day management of the activity on a project. They include research analysts, statisticians, methodologists, survey developers, trainers, or information technology specialists. May provide senior editorial or graphics support. Frequently plays a major role in the project.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **Senior Associate III / Senior Analyst III**

**Functional Responsibility:** A Senior Associate/Analyst III is responsible for performing work of a somewhat complex nature, for directing and reviewing the work of Junior Associates. They include research analysts/assistants, survey developers, meeting planners, writers, editors, methodologists, statisticians, programmers, system analysts, graphic designers, and other information technology specialists. May provide senior editorial or production support.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 years

### **Executive Officer (IT)**

**Functional Responsibility:** Acts as a liaison between senior Project Staff and the government on all legally binding contractual matters and controls access to corporate resources. Provides executive level oversight of a practice area with responsibility for the management and supervision of one or more major IT contracts. Daily responsibilities may include, but are not limited to, strategic planning, and serving as the primary point of regular contact between the Federal Government's Project Management Staff and DSG corporate staff.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 15 years

### **Program Manager (IT)**

**Functional Responsibility:** Acts as a liaison between senior Project Staff and the government on all legally binding contractual matters. Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Ensures adherence to master plans and schedules; develops solutions to program problems; and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **Project Manager (IT)**

**Functional Responsibility:** Responsible for significant, contract-wide projects, focused on meeting project commitments, including communications with customer point of contact. Leads the design, testing, planning, and implementation of complex projects for systems that typically affect many users. Responsible for all aspects of a project from the design stage through to completion and handover to the client. Writes up all project documentation. Submits progress reports to customers and senior managers. Sets the standards and methodology to be used in a project. Takes responsibility of projects through their entire lifecycle. Properly scopes a project. Manages project budget.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **Project Support Specialist**

**Functional Responsibility:** The Project Support Specialist works in conjunction with project staff to assist with the implementation of programs and projects. Duties include planning, developing, implementing and evaluating programs and projects, coordinating project activities, collaborating with project team members, developing measurable project goals and objectives, and monitoring progress toward achievement.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 year

### **Information Engineer I**

**Functional Responsibility:** Plays a lead role in information strategy planning. Responsibilities include assisting clients in the development of clear strategic goals and supervising the creation of new data-sharing and information systems designed to meet those goals. Responsible for translating the client's business requirements into specific systems, applications or process designs for very large complex IT solutions and delivering innovative business consulting, business process design, systems integration, and application design. Works on significant or unique issues where analysis of situations or data requires an evaluation of intangibles. May supervise personnel in the design activities. Monitors project schedules and costs.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 years

### **Information Engineer II**

**Functional Responsibility:** Plays a lead role in information strategy planning. Responsibilities include assisting clients in the development of clear strategic goals and supervising the creation of new data-sharing and information systems designed to meet those goals. Works on significant or unique issues where analysis of situations or data requires an evaluation of intangibles.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **Network Administrator**

**Functional Responsibility:** Helps ensure that clients have access to all necessary IT logistical support and manages the procurement and installation of IT equipment, both hardware and software. Supervises engineering technicians, systems support staff, and other technical staff in the installation and maintenance of hardware and software and maintains daily control of system operations.

Responsibilities may also include providing technical guidance in assessing communication network performance and documenting communication systems requirements, maintaining passwords and security systems, and troubleshooting problems with local access networks.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 years

### **Database Manager/Administrator**

**Functional Responsibility:** Functional Responsibility: Apply knowledge of computer science concepts and techniques in the design, development, installation, and maintenance of relational databases. Develop and maintain necessary public synonyms, database links, and user access controls. Provide database tuning and monitoring to ensure effective and efficient data access. Responsible for developing project plans, justifications, guidelines, and controls.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **Programmer/Database Specialist I**

**Functional Responsibility:** Determines functional system requirements for IT projects and develops the necessary software and coding to meet those requirements. Ensures the uniform configuration of all communications and IT systems. Documents, tests, and implements prototype programs and assists in the training of first-generation users. May also develop and maintain customized relational databases, Geographic Information Systems (GIS), and other information systems and software applications for clients. Designs products based on user requirements and client system capabilities; develops configuration plans, data queries, and report generation formats; and monitors product usage and performance.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 years

### **Programmer/Database Specialist III**

**Functional Responsibility:** Determines functional system requirements for IT projects and develops the necessary software and coding to meet those requirements. Assists in ensuring the uniform configuration of all communications, and IT systems. Documents, tests, and implements prototype programs and assists in the training of first-generation users. Assists in the design of products based on user requirements and client system capabilities; develops configuration plans, data queries, and report generation formats; and monitors product usage and performance.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 2 years

### **Programmer/Database Specialist IV**

**Functional Responsibility:** Assists in determining functional system requirements for IT projects and assists in the development of the necessary software and coding to meet those requirements. Assists in ensuring the uniform configuration of all automated data processing communications, and IT systems. Assists in documenting, testing, and implementing prototype programs. May also work on customized relational databases, Geographic Information Systems (GIS), and other information systems and software applications for Federal clients. Develops configuration plans, data queries, and report generation formats; and monitors product usage and performance.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 1 year

### **Data/Statistical Analyst I**

**Functional Responsibility:** Uses statistical software package to carry out complex multivariate statistical analysis. Responsibilities may also include the creation of proprietary statistical software and database systems to enhance client data management and statistical analyses capabilities. Where appropriate, may also assist project staff with the functional analysis of client programmatic needs and goals as they relate to IT systems.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 years

### **Data/Statistical Analyst II**

**Functional Responsibility:** Uses statistical software packages to carry out moderately complex multivariate statistical analysis. Responsibilities may also include assisting in the creation of proprietary statistical software and database systems to enhance client data management and statistical analyses capabilities. Where appropriate, may also assist project staff with the functional analysis of client programmatic needs and goals as they relate to IT systems.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3

### **Subject Matter Expert (SME) I**

**Functional Responsibility:** Routinely play a critical role in assessing, defining, and evaluating client requirements and system functionality. Has specialized, in-depth knowledge of a business or topical area that is essential to understanding and meeting a client's particular IT system needs. Day-to-day responsibilities on IT projects may include acting as a trainer, product reviewer/tester, quality control supervisor, and content developer.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 years

### **Subject Matter Expert (SME) II**

**Functional Responsibility:** Routinely play a critical role in assessing, defining, and evaluating client requirements and system functionality. Must have specialized, in-depth knowledge of a business or topical area that is essential to understanding and meeting a client's particular IT system needs. Day-to-day responsibilities on IT projects may include acting as a trainer, product reviewer/tester, quality control supervisor, and content developer.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **System Engineer/Analyst**

**Functional Responsibility:** Oversees the design of integrated information systems that can support multiple software applications. Sets systems specifications and defines data architecture in accordance with client needs. Oversees the necessary simulations and tests to ensure that all IT systems provide the required capabilities. In some cases, may also assist clients in creating the management and organizational structures necessary to ensure continued improvement of their software and IT utilization. In this capacity, daily activities may include leading strategic planning efforts and creating IT or software focused workgroups and planning teams.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 years

### **Senior System Administrator I**

**Functional Responsibility:** Responsible for maintaining specific systems within the IT environment and may be responsible for managing system administration staff. As required is responsible for the

maintenance, configuration, upkeep, and reliable operation of one or more systems, networks, storage, and cloud-based technologies. Develops standard operating procedures and runbooks for the IT systems. Has senior-level technical skills relating to the technologies or scripting languages used in the operation of the IT systems. Has expert-level technical skills relating to the technologies or scripting languages used in the operation of the IT systems as well as expert knowledge of system automation and IT operations-related technical requirements and tool selection/operation.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 9 years

### **System Administrator III**

**Functional Responsibility:** Responsible for maintaining specific systems within the IT environment. As required, is responsible for the upkeep, and reliable operation of assigned systems, networks, storage, and cloud-based technologies. Has some technical skills relating to the technologies or scripting languages used in the operation of the IT systems.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 2 years

### **Technical Writer/Editor I**

**Functional Responsibility:** Responsible for writing and editing technical documentation for IT projects, including user manuals, operating instructions, technical specifications, and miscellaneous Web content.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 7 years

### **Technical Writer/Editor III**

**Functional Responsibility:** Responsible for writing and editing technical documentation for IT projects, including user manuals, operating instructions, technical specifications, and miscellaneous Web content.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 years

### **Graphics Specialist**

**Functional Responsibility:** Responsible for producing graphics and artwork for IT projects. Works with senior Web development and editorial staff on Web site design, logo creation, desktop publishing, and assorted print and multi-media layout and design projects.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 2 years

### **Web Developer IV**

**Functional Responsibility:** Assists in developing and maintaining customized new web sites for DSG clients. Provides support in designing the graphics and layout of new web sites and interfaces, creating site maps and system architecture, advanced html coding, troubleshooting problems with the Web site, and stress and beta testing for quality control. Where appropriate, may also assist with programming/systems development tasks, including product design, performance monitoring and documentation.

**Minimum Education:** Associates' Degree

**Minimum Experience:** 1 year

### **Systems Support Coordinator**

**Functional Responsibility:** Helps ensure that clients have access to all necessary IT logistical support and provides advice and support regarding the installations. Daily responsibilities include overseeing the procurement and installation of IT equipment, dispatching personnel to ensure the routine maintenance and repair of said equipment.

***Minimum Education:*** Bachelor's Degree

***Minimum Experience:*** 2 years

**HOURLY RATES FOR SERVICES**

SIN(s)	Labor Category	Base Period				
		12/10/2019 to 12/09/2020	12/10/2020 to 12/09/2021	12/10/2021 to 12/09/2022	12/10/2022 to 12/09/2023	12/10/2023 to 12/09/2024
561920, 541611, 611430, 611512	Executive I	\$294.90	\$301.39	\$308.02	\$314.79	\$321.72
561920, 541611, 611430, 611512	Executive II	\$170.15	\$173.89	\$177.72	\$181.63	\$185.62
561920, 541611, 611430, 611512	Managing Director I	\$165.59	\$169.23	\$172.96	\$176.76	\$180.65
561920, 541611, 611430, 611512	Managing Director III	\$136.24	\$139.24	\$142.30	\$145.43	\$148.63
561920, 541611, 611430, 611512	Principal I / Project Director I	\$125.00	\$127.75	\$130.56	\$133.43	\$136.37
561920, 541611, 611430, 611512	Principal II / Project Director II	\$104.82	\$107.13	\$109.48	\$111.89	\$114.35
561920, 541611, 611430, 611512	Subject Matter Expert I	\$187.50	\$191.63	\$195.84	\$200.15	\$204.55
561920, 541611, 611430, 611512	Subject Matter Expert II	\$162.50	\$166.08	\$169.73	\$173.46	\$177.28
561920, 541611, 611430, 611512	Senior Associate I / Senior Analyst I	\$115.81	\$118.36	\$120.96	\$123.62	\$126.34
561920, 541611, 611430, 611512	Senior Associate III / Senior Analyst III	\$81.67	\$83.47	\$85.30	\$87.18	\$89.10
54151S	Executive Officer (IT)	\$223.91	\$228.84	\$233.87	\$239.02	\$244.27
54151S	Program Manager (IT)	\$141.79	\$144.91	\$148.10	\$151.36	\$154.69
54151S	Project Manager (IT)	\$127.04	\$129.83	\$132.69	\$135.61	\$138.59
54151S	Project Support Specialist	\$43.29	\$44.24	\$45.22	\$46.21	\$47.23
54151S	Information Engineer I	\$183.50	\$187.54	\$191.66	\$195.88	\$200.19

SIN(s)	Labor Category	Base Period				
		12/10/2019 to 12/09/2020	12/10/2020 to 12/09/2021	12/10/2021 to 12/09/2022	12/10/2022 to 12/09/2023	12/10/2023 to 12/09/2024
54151S	Information Engineer II	\$159.26	\$162.76	\$166.34	\$170.00	\$173.74
54151S	Network Administrator	\$77.69	\$79.40	\$81.15	\$82.93	\$84.76
54151S	Database Manager/Administrator	\$150.63	\$153.94	\$157.33	\$160.79	\$164.33
54151S	Programmer/ Database Specialist I	\$183.50	\$187.54	\$191.66	\$195.88	\$200.19
54151S	Programmer/ Database Specialist III	\$150.63	\$153.94	\$157.33	\$160.79	\$164.33
54151S	Programmer/ Database Specialist IV	\$110.88	\$113.32	\$115.81	\$118.36	\$120.96
54151S	Data/Statistical Analyst I	\$173.57	\$177.39	\$181.29	\$185.28	\$189.36
54151S	Data/Statistical Analyst II	\$104.82	\$107.13	\$109.48	\$111.89	\$114.35
54151S	Subject Matter Expert (SME) I	\$183.50	\$187.54	\$191.66	\$195.88	\$200.19
54151S	Subject Matter Expert (SME) II	\$172.27	\$176.06	\$179.93	\$183.89	\$187.94
54151S	System Engineer/Analyst	\$150.63	\$153.94	\$157.33	\$160.79	\$164.33
54151S	Senior System Administrator I	\$181.15	\$185.14	\$189.21	\$193.37	\$197.63
54151S	System Administrator III	\$81.06	\$82.84	\$84.67	\$86.53	\$88.43
54151S	Technical Writer/ Editor I	\$147.92	\$151.17	\$154.50	\$157.90	\$161.37
54151S	Technical Writer/ Editor III	\$109.21	\$111.61	\$114.07	\$116.58	\$119.14
54151S	Graphics Specialist	\$124.75	\$127.49	\$130.30	\$133.17	\$136.10
54151S	Web Developer IV	\$40.00	\$40.88	\$41.78	\$42.70	\$43.64
54151S	Systems Support Coordinator	\$51.05	\$52.17	\$53.32	\$54.49	\$55.69

**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) Contract 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.