



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

Schedule for - Multiple Award Schedule (MAS)

Federal Supply Group: Professional Services

Contract Number: 47QRAA20D0038

Period Covered by Contract: December 17, 2019 - December 16, 2024

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

Price list current as of Modification # PS-0004 effective December 23, 2020

Contractor:

Galvan and Associates, LLC

426 Stonegate Ct.

Willowbrook, IL 60527

630-789-2675

www.galvanassociates.com

Business Size: Small Business, Minority-Owned, 100% Hispanic-American Owned

Contract Point of Contact: Stephen Galvan

Email: Stephen.galvan@galvanassociates.com

About Us

Galvan and Associates, LLC is a successful graduate of the SBA 8(a) program with over a decade of Federal contracting experience. We specialize in solutions to improve mission performance and reduce costs. We deliver results by offering an exceptional team of professionals with insights, focus and commitment.

Our experience differentiates us from many other firms:

- Our leadership have insights from federal executive positions as Deputy Administrator, Chief of Staff, COO, CIO, CFO, Chief of Data Analytics, Associate Administrator for Congressional Affairs, and Policy Director
- Success implementing cross-agency shared solutions
- Were members of the President’s Management Council, the CIO and the CFO councils

Our core competencies are:

- A deep understanding of the federal government decision-making process
- Implementing policy-driven goals
- An enterprise approach integrating IT, Acquisition, Workforce, and Financial
- A focus on execution and measurable performance outcomes

CUSTOMER INFORMATION:

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

SIN	SIN Offering
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
54151S	IT Professional Services
OLM	Order-Level Materials (OLMs)

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. OLM Determined at the delivery/task order level. Reference “GSA Awarded Price” Table (pages 5-9)**
- 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. If hourly rates are not applicable, indicate “Not applicable” for this item. Reference Labor Categories listed on Pages 11-17.**
- 2. Maximum Order: \$1,000,000.00. This threshold is not a ceiling on an order size; rather it is a point where the contractor must honor any order exceeding that amount unless that order is returned to the ordering agency within 7 days after issuance. OLM Determined at the delivery/task order level.**

3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** 50 States, DC, Territories
5. **Point(s) of production (city, county, and state or foreign country):** Same as Company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Labor Category Rates.
7. **Quantity discounts:** None
8. **Prompt payment terms:** None, Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. **Foreign items (list items by country of origin):** None
- 10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 10b. **Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 10c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 10d. **Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as company address
- 12b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.**
13. **Payment address(es):** Same as company address
14. **Warranty provision: Warranty provision:** Contractor warrants that it will perform services under PSS services engagements with qualified personnel in a competent and professional manner. Contractor's standard commercial warranty, either express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose.
15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
18. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18a. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A
- 22a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 22b. **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.)** Not Applicable. Galvan consulting deliverables are provided in Microsoft Office formats.
23. **Data Universal Numbering System (DUNS) number:** 132493201
24. **Notification regarding registration in System for Award Management (SAM) database:** Registered

Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

GSA Awarded Price

BASE PERIOD						
SIN	Labor Category	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
541611 54151S	Principal Consultant- Customer Facility	\$223.93	\$228.41	\$232.98	\$237.64	\$242.39
541611 54151S	Principal Consultant - Contractor Facility	\$233.07	\$237.73	\$242.48	\$247.33	\$252.28
541611 54151S	Senior Analytical Consultant- Customer Facility	\$154.35	\$157.43	\$160.58	\$163.79	\$167.07
541611 54151S	Senior Analytical Consultant - Contractor Facility	\$160.64	\$163.86	\$167.13	\$170.48	\$173.89
541611 54151S	Executive Consultant- Customer Facility	\$259.98	\$265.18	\$270.48	\$275.89	\$281.41
541611 54151S	Executive Consultant - Contractor Facility	\$270.59	\$276.00	\$281.52	\$287.15	\$292.89
541611 54151S	Senior IT Analyst- Customer Facility	\$171.50	\$174.93	\$178.42	\$181.99	\$185.63
541611 54151S	Senior IT Analyst - Contractor Facility	\$178.49	\$182.06	\$185.70	\$189.41	\$193.20

541611 54151S	Consultant- Customer Facility	\$171.50	\$174.93	\$178.42	\$181.99	\$185.63
541611 54151S	Consultant - Contractor Facility	\$178.49	\$182.06	\$185.70	\$189.41	\$193.20
541611 54151S	Project Manager- Customer Facility	\$169.32	\$172.71	\$176.16	\$179.68	\$183.28
541611 54151S	Project Manager - Contractor Facility	\$176.23	\$179.76	\$183.35	\$187.02	\$190.76
541611 54151S	Program Manager- Customer Facility	\$180.16	\$183.76	\$187.44	\$191.19	\$195.01
541611 54151S	Program Manager - Contractor Facility	\$187.52	\$191.27	\$195.09	\$198.99	\$202.97
541611 54151S	Int II Acquisition Analyst- Customer Facility	\$82.79	\$84.45	\$86.14	\$87.86	\$89.62
541611 54151S	Int II Acquisition Analyst - Contractor Facility	\$86.18	\$87.90	\$89.66	\$91.45	\$93.28
541611 54151S	Senior I Acquisition Analyst- Customer Facility	\$95.53	\$97.44	\$99.39	\$101.37	\$103.40
541611 54151S	Senior I Acquisition Analyst - Contractor Facility	\$99.44	\$101.42	\$103.45	\$105.52	\$107.63

541611 54151S	Associate Management Analyst- Customer Facility	\$76.21	\$77.74	\$79.29	\$80.88	\$82.49
541611 54151S	Associate Management Analyst - Contractor Facility	\$79.32	\$80.91	\$82.53	\$84.18	\$85.86
541611 54151S	Int I Management Analyst- Customer Facility	\$101.73	\$103.77	\$105.84	\$107.96	\$110.12
541611 54151S	Int I Management Analyst - Contractor Facility	\$105.89	\$108.01	\$110.17	\$112.38	\$114.62
541611 54151S	Int II Management Analyst- Customer Facility	\$118.41	\$120.78	\$123.19	\$125.66	\$128.17
541611 54151S	Int II Management Analyst - Contractor Facility	\$123.24	\$125.71	\$128.22	\$130.79	\$133.40
541611 54151S	Technical Support IV- Customer Facility	\$74.28	\$75.76	\$77.28	\$78.82	\$80.40
541611 54151S	Technical Support IV - Contractor Facility	\$77.31	\$78.86	\$80.43	\$82.04	\$83.68
541611 54151S	Administrative Support IV- Customer Facility	\$54.10	\$55.18	\$56.28	\$57.41	\$58.55

541611 54151S	Administrative Support IV - Contractor Facility	\$56.30	\$57.43	\$58.58	\$59.75	\$60.94
541611 54151S	Associate IT Analyst- Customer Facility		\$78.90	\$80.48	\$82.09	\$83.73
541611 54151S	Associate IT Analyst - Contractor Facility		\$82.13	\$83.77	\$85.45	\$87.16
541611 54151S	Int I IT Analyst- Customer Facility		\$92.17	\$94.01	\$95.89	\$97.81
541611 54151S	Int I IT Analyst - Contractor Facility		\$95.94	\$97.86	\$99.82	\$101.81
541611 54151S	Senior I IT Analyst- Customer Facility		\$122.54	\$124.99	\$127.49	\$130.04
541611 54151S	Senior I IT Analyst - Contractor Facility		\$127.54	\$130.09	\$132.69	\$135.35
541611 54151S	Senior II IT Analyst- Customer Facility		\$172.42	\$175.87	\$179.39	\$182.97
541611 54151S	Senior II IT Analyst - Contractor Facility		\$179.46	\$183.05	\$186.71	\$190.44
541611 54151S	Senior I System Security/Information Assurance Analyst- Customer Facility		\$113.87	\$116.15	\$118.47	\$120.84

541611 54151S	Senior I System Security/Information Assurance Analyst - Contractor Facility		\$118.52	\$120.89	\$123.31	\$125.77
541611 54151S	Senior II System Security/Information Assurance Analyst- Customer Facility		\$152.21	\$155.25	\$158.36	\$161.53
541611 54151S	Senior II System Security/Information Assurance Analyst - Contractor Facility		\$158.43	\$161.60	\$164.83	\$168.13
541611 54151S	Senior I Technical Writer- Customer Facility		\$90.10	\$91.90	\$93.74	\$95.61
541611 54151S	Senior I Technical Writer - Contractor Facility		\$93.78	\$95.66	\$97.57	\$99.52

*** SCLS Categories**

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

SCA/SCLS Matrix		
SCA Eligible Contract Labor Category/ Fixed Price Service	SCLS Equivalent Code Title	WD Number
ADMINISTRATIVE SUPPORT IV	01020 - Administrative Assistant	2015-5018
ADMINISTRATIVE SUPPORT IV	01020 - Administrative Assistant	2015-5018

LABOR CATEGORIES UNDER SIN 541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES; and SIN 54151S INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

PRINCIPAL CONSULTANT

Functional Responsibilities: Senior level consultant engaged in departmental and enterprise level organizational components to implement strategic management objectives that include performance, transformation, execution and citizen delivery. As a consulting team member, collects, analyzes and interprets data in one or more technical specialties. Develops business plans, organizational assessments, cultural change programs and business process improvements. Manages tasks or contracts for a single customer and is responsible for technical, management and cost performance. Performs work in a variety of operational areas or in a single consulting area. Performs strategic planning, process improvement methodologies, change enablement and management, and consolidation of operations.

Minimum Education: Requires a Bachelor's degree in business, finance, management, or related discipline.

Minimum Experience: At least Ten (10) years of related work experience in area of expertise. Advanced degree counts as 2 years of experience.

SENIOR ANALYTICAL CONSULTANT

Functional Responsibilities: Works with senior business, operations, analytics and IT personnel to develop advanced operational and business data linking budget, personnel, inputs, activities, outputs and outcomes using advanced statistical techniques such as time series and statistical process control. Works with analytics and IT personnel to analyze business processes and develop timely executive and senior management insight into production, productivity, and cycle times at each step of the operations process using dashboarding and other techniques leading to business process improvements.

Minimum Education: Requires a Bachelor's degree in operations research, mathematics, data science, engineering, management, or related discipline.

Minimum Experience: At least Ten (10) years of related work experience in area of expertise. Regarded as an expert in their field of specialization. Advanced degree counts as Two (2) years of experience.

EXECUTIVE CONSULTANT

Functional Responsibilities: Collaborate and engage with key client senior most leadership to establish strategic objectives and direction. Functions as the top technical lead on multiple projects/tasks and interfacing with senior. Government/Industry leaders. Coordinates and directs program audits and evaluations. Critically evaluates performance measures and make recommendations for implementation of management, organizational and business improvement programs and systems alignments. Provides group facilitation, mentoring, and training as well as other forms of knowledge transfer.

Minimum Education: Requires a Bachelor's degree in business, finance, management, or related discipline.

Minimum Experience: At least Fifteen (15) years of related work experience in area of expertise. Regarded as an expert in their field of specialization.

SENIOR IT ANALYST

Functional Responsibilities: Provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration;

database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

Minimum Education: Requires a Bachelor's degree in IT, computer science, business, management, or related discipline.

Minimum Experience: At least Eight (8) years of related work experience in area of expertise. Regarded as an expert in their field of specialization. Advanced IT type degree counts as Two (2) years of experience.

CONSULTANT

Functional Responsibilities: Serves as a member of consulting teams on projects of limited scope and complexity. Supports development, establishment and operations of analytical methods, approaches. Supports data collection, data preparation, data management. Performs studies and reviews of management and organizational structures to evaluate performance relative to business objectives. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships as well as current and potential technical and management problems. Drafts reports of findings along with related documentation. Facilitates working groups and 8 sessions, design schedules, conduct analyses, develop models, write reports, prepare presentations and present results.

Minimum Education: Requires a Bachelor's degree in business, management, IT or related discipline.

Minimum Experience: At least Five (5) years of related work experience in area of expertise. Regarded as an expert in their field of specialization.

PROJECT MANAGER

Functional Responsibilities: Responsible for the quality and timely delivery of all contractual items within the project. Manages project requirements for the customer as directed and within the scope of the contract. Coordinates project team members and resources to ensure timely delivery of the project within cost, schedule and scope.

Minimum Education: Bachelor's Degree or equivalent experience, Project Management Professional (PMP) or equivalent project or program management certification is required.

Minimum Experience: At least Ten (10) years relevant experience.

PROGRAM MANAGER

Functional responsibilities: Responsible for the quality and timely delivery of all contractual items. Manages the program requirements for the customer as directed and within the scope of the contract. Manages multiple Projects within the program for the customer to include the cost, schedule and performance parameters of the Projects. Manages and coordinates the efforts of professionals and project managers within the scope the contract.

Minimum education: Bachelor's Degree or equivalent experience, Project Management Professional (PMP) or equivalent project or program management certification is required.

Minimum experience: Fifteen (15) years relevant experience.

INT II ACQUISITION ANALYST

Functional Responsibilities: Provides expertise ranging from senior level certified acquisition expertise to advise on the implementation and management of major acquisitions, to more administrative processing of routine contractual

actions.

Minimum Education: Bachelor's degree with a total of 24 hours in the following subjects accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Minimum Experience: At least Five (5) years of related work experience in area of expertise. Advanced degree counts as Two (2) years of experience.

SENIOR I ACQUISITION ANALYST

Functional Responsibilities: Provides expertise ranging from senior level certified acquisition expertise to advise the implementation and management of major acquisitions, to more administrative processing of routine contractual actions.

Minimum Education: Bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. Relevant experience is experience directly reflecting the work, task or project being evaluated. 10 years or more of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree.

Minimum Experience: At least Eight (8) years of related work experience in area of expertise. Advanced degree counts as Two (2) years of experience.

ASSOCIATE MANAGEMENT ANALYST

Functional Responsibilities: Performs coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Minimum Education: A 4-year course of study leading to a associate's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required. 4 years or more of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree.

Minimum Experience: At least One (1) year of related work experience in area of expertise.

INTERMEDIATE I MANAGEMENT ANALYST

Functional Responsibilities: Performs coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Minimum Education: A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required. Relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree. 10 years or more of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree.

Minimum Experience: At least Three (3) years of related work experience in area of expertise. Advanced degree counts as Two (2) years of experience.

INTERMEDIATE II MANAGEMENT ANALYST

Functional Responsibilities: Performs coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Minimum Education: A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required. Relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree. 10 years or more of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree.

Minimum Experience: At least Five (5) years of related work experience in area of expertise. Advanced degree counts as Two (2) years of experience.

TECHNICAL SUPPORT IV

Functional Responsibilities: Support modification of facilities, testing, remediation, graphical design, and computer/IT support.

Minimum Education: High School

Minimum Experience: Ten (10) years of relevant experience.

ADMINISTRATIVE SUPPORT IV

Functional Responsibilities: Provide clerical, coordinating, and administrative support to include scheduling, teleconference set up, telephone answering, desk staffing, copying, data entry, regular cyclical report generation, distribution, pre-defined task execution.

Minimum Education: High School

Minimum Experience: Ten (10) years of relevant experience.

ASSOCIATE IT ANALYST

Functional Responsibilities: Provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

Minimum Education: Required Bachelor's Degree in Information systems, business systems, management information systems, IT management, other IT degrees are required. engineering, math, and science degrees are acceptable alternate types of degrees.

Minimum Experience: One (1) year relevant experience.

INTERMEDIATE I IT ANALYST

Functional Responsibilities: Provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

Minimum Education: Required Bachelor's Degree in Information systems, business systems, management information systems, IT management, other IT degrees are required. Engineering, math, and science degrees are acceptable alternate types of degrees.

Minimum Experience: Three (3) years relevant experience.

SENIOR I IT ANALYST

Functional Responsibilities: Provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

Minimum Education: Required Bachelor's Degree in Information systems, business systems, management information systems, IT management, other IT degrees are required. engineering, math, and science degrees are acceptable alternate types of degrees.

Minimum Experience: Eight (8) years relevant experience.

SENIOR II IT ANALYST

Functional Responsibilities: Provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

Minimum Education: Required Bachelor's degree in Information systems, business systems, management information systems, IT management, other IT degrees are required. Engineering, math, and science degrees are acceptable alternate types of degrees.

Minimum Experience: Fifteen (15) years relevant experience.

SENIOR I SYSTEM SECURITY/INFORMATION ASSURANCE ANALYST

Functional Responsibilities: Provides NAS systems security engineering under ES and IT systems security in compliance with the NIST standards under CSD and CSS. This labor category covers all security related specialty engineering functions under engineering services and all information assurance functions under computer systems development and computer systems support.

Minimum Education: Required Bachelor's degree in Information systems, business systems, management information systems, IT management, other IT degrees are required. Engineering, math, and science degrees are acceptable alternate types of degrees.

Minimum Experience: Eight (8) years relevant experience.

SENIOR II SYSTEM SECURITY/INFORMATION ASSURANCE ANALYST

Functional Responsibilities: Provides NAS systems security engineering under ES and IT systems security in compliance with the NIST standards under CSD and CSS. This labor category covers all security related specialty engineering functions under engineering services and all information assurance functions under computer systems development and computer systems support.

Minimum Education: Required Bachelor's degree in Information systems, business systems, management information systems, IT management, other IT degrees are required. Engineering, math, and science degrees are acceptable alternate types of degrees.

Minimum Experience: Fifteen (15) years relevant experience.

SENIOR I TECHNICAL WRITER

Functional Responsibilities: Provides support to read and analyze highly technical materials and to create presentations of that information. This may be specifications, drawings, user manuals, presentations, reports, or training documents. The series is primarily intended for use on NAS systems under ES, on IT systems under CSD and in the Documentation and Training FA.

Minimum Education: Required Bachelor's degree in Information systems, business systems, management information systems, IT management, other IT degrees are required. Engineering, math, and science degrees are acceptable alternate types of degrees.

Minimum Experience: Eight (8) years relevant experience.

OLM SIN DESCRIPTION:

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.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.