Federal Supply Service
Authorized Federal Supply Schedule Pricelist

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.

MAS Schedule: Federal Supply Group: Professional Services

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

54151S Information Technology Professional Services

Schedule Contract Number
47QRAA20D004J

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at fss.gsa.gov.

Contract Period: January 27, 2020 through January 26, 2025
Price list current as of Modification #PS-A812 effective February 5, 2020

HLinc Corp.
2221 S. Clark St.
Arlington, VA 22202
704-426-0584 (telephone)
704-426-0584 (facsimile) www.hlinc.com

Contractor Point of Contact for Contract Administration
Michael Hunter
President
2221 S. Clark St
Arlington, VA 22202
704-426-0584 (telephone)
704-426-0584 (facsimile)
mhunter@hlinc.com

A Service-Disabled Veteran-Owned Small Business
Customer Information

1a. Table of awarded Special Item Numbers:

Special Item Number 541611
Special Item Number 54151S
Special Item Number Order-Level Materials (OLM)

1b. Identification of lowest priced model number and corresponding price for each awarded Special Item Number:

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Labor Category</th>
<th>GSA Price with IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Cost Analyst – Junior Financial Auditor - Junior</td>
<td>$47.14</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Writer – Junior</td>
<td>$47.14</td>
</tr>
<tr>
<td>54151S</td>
<td>Program Analyst – Level I</td>
<td>$51.84</td>
</tr>
</tbody>
</table>

1c. Identification of Services and Hourly Rates:

Please see Pages 5 through 32, below.

2. Maximum Order:

Special Item Number 541611 $1,000,000
Special Item Number 54151S $500,000
Special Item Number OLM $250,000

3. Minimum Order: $100

4. Geographic Coverage: Domestic

5. Point of Production: Arlington, Virginia USA

6. Statement of Net Price:

The GSA Net Prices published on the GSA Advantage website reflect the fully burdened price. The negotiated discount has been applied and the Industrial Funding Fee has been added.

7. Quantity or Volume Discount:

10 % for orders valued at $250,000 or more.
8. **Prompt Payment Terms:** Net 30 Days

Note: Information for Ordering Offices

9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:**

Yes.

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

Will Accept

10. **Foreign Item:** Not Applicable.

11a. **Time of Delivery:**

Special Item Number 541611: Negotiated with the Ordering Activity
Special Item Number 54151S: Negotiated with the Ordering Activity

11b. **Expedited Delivery:**

Please contact the Contract Administrator for availability and rates.

11c. **Overnight and 2-day Delivery:**

Please contact the Contract Administrator for availability and rates.

11d. **Urgent Requirements:**

Please contact the Contract Administrator for availability and rates associated with accelerated delivery options.

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

13a. **Ordering Address:**

Michael Hunter  
President  
2221 S. Clark St.  
Arlington, VA 22202  
704-426-0584 (telephone)
13b. Ordering Procedures:

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

Michael Hunter
President
2221 S. Clark St.
Arlington, VA 22202
704-426-0584 (telephone)
mhunter@hlinc.com

15. Warranty Provision:

Services shall be completed in a good and workmanlike manner.


17. Terms and conditions of Government purchase card acceptance:

Please contact the Contract Administrator for terms and conditions of acceptance.

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 Service: Not Applicable.


22. List of Participating Dealer: Not Applicable.

24a. Special Attributes such as Environmental Attributes (E.G., Recycled Content, Energy Efficiency, and/or Reduced Pollutants):

Not Applicable.

24b. Section 508 Compliance Information:

Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT). The EIT standard can be found at: https://www.Section508.gov/.

25. Data Universal Number System (DUNS) Number: 079 132 223

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

Contractor has a current registration in SAM.

**SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**

**Commercial Job Title: Acquisition Specialist**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Performs tasks related to developing procurement request packages, while supporting program office activities. Tasks may include supporting the development of requirements, market research, estimates, and other related documentation.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Administrative Assistant (Senior)**

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Prepares reports and other program documentation, prepares graphics presentations, plans and coordinates meetings/conferences, performs data entry, filing, and reproduction. Applies familiarity with specialized and technical terminology to proofread and edit documents.

**Minimum Education:** BA/BS Degree
**Commercial Job Title: Change Management Specialist**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Performs tasks requiring the knowledge and skills for a multidisciplinary approach to managing change and transition within organizations, programs, and projects. Tasks may include developing plans associated with transition management, implementation of major initiatives, communications associated with major initiatives, risk assessment, and organizational transformation and culture change; completing change management assessments and change management strategy; identifying and managing anticipated resistance; creating actionable deliverables, such as a communication plan, roadmap, coaching plan, training plan, or resistance management plan; supporting and engaging senior leaders; supporting organizational design and definition of roles and responsibilities; integrating change management activities into project plan, and evaluating and ensuring user readiness; managing stakeholders; tracking and reporting issues; defining and measuring success metrics and monitoring change progress.

**Minimum Education:** BA/BS Degree

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**Commercial Job Title: Cost Analyst - Junior**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Performs cost analysis with responsibility for analyzing a variety of proposed program/project activities, involving a wide range of factors affecting cost, with pertinent historical data generally available. Tasks may include developing Program Life Cycle Cost Estimates, cost models and estimating relationships; assisting in the conduct of cost-benefit and business case analyses; and preparing and presenting PowerPoint presentations, process summary reports, meeting minutes/notes, and other program management documentation.

**Minimum Education:** BA/BS Degree

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**Commercial Job Title: Cost Analyst - Senior**

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Performs cost analysis with responsibility for analyzing a variety of proposed program/project activities, involving a wide range of factors affecting cost, with pertinent historical data generally available. Tasks may include developing Program Life Cycle Cost Estimates, cost models and estimating relationships; assisting in the conduct of cost-benefit and business case analyses; and preparing and presenting PowerPoint presentations, process summary reports, meeting minutes/notes, and other program management documentation.

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**Commercial Job Title: Financial Analyst - Junior**
Minimum/General Experience: 3 years

Functional Responsibility: Performs and consults multiple levels of personnel in one or more of the following competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, and other applicable disciplines. Recommends cost effective strategies to meet objectives.

Minimum Education: BA/BS Degree

Commercial Job Title: Financial Analyst - Senior

Minimum/General Experience: 8 years

Functional Responsibility: Performs and consults multiple levels of personnel in one or more of the following competencies: financial and business management, budget and finance policy and operations, cost and economic analysis, strategic analysis, and other applicable disciplines. Recommends cost effective strategies to meet objectives.

Minimum Education: BA/BS Degree

Commercial Job Title: Financial Auditor - Junior

Minimum/General Experience: 2 years

Functional Responsibility: Performs tasks of inspecting, verifying and validating the accuracy of the financial records of an organization.

Minimum Education: BA/BS Degree

Commercial Job Title: Financial Auditor - Senior

Minimum/General Experience: 8 years

Functional Responsibility: Performs tasks of inspecting, verifying and validating the accuracy of the financial records of an organization.

Minimum Education: BA/BS Degree

Commercial Job Title: Lean Six Sigma Specialist

Minimum/General Experience: 4 years

Functional Responsibility: Performs tasks which require knowledge of Six Sigma philosophies and principles, including supporting systems and tools; an understanding of team dynamics and
how to assign team member roles and responsibilities based on a thorough understanding of all aspects of the DMAIC model in accordance with Six Sigma principles; and Lean enterprise concepts, with the ability to identify non-value-added elements and activities using specific tools related to Lean and Six Sigma. Tasks may include employing quality management systems, tools, and techniques to help organizations transform, including, but not limited to Lean Six Sigma (LSS), ISO 9000/9001, and the Malcolm Baldrige Quality Award criteria.

**Minimum Education:** BA/BS Degree

**Commercial Job Title:** Management Analyst

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Performs tasks requiring delivery of analysis and advice for management regarding the evaluation of the effectiveness and efficiency of large scale programs and operations. Tasks may include conducting organization studies that specifically assess and analyze current organization states and management systems; performing gap analyses of differences between current and targeted states; documenting and delivering findings and recommendations; and conducting surveys, focus groups, and other accepted techniques for data collection in support of organization studies that specifically assess and analyze current organization states and management systems.

**Minimum Education:** BA/BS Degree

**Commercial Job Title:** Performance Auditor - Senior

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Performs tasks of inspecting, verifying and validating the operations and procedures of an organization. In this role the performance auditor can also make recommendations for improving the processes of the organization.

**Minimum Education:** BA/BS Degree

**Commercial Job Title:** Process Improvement Specialist I

**Minimum/General Experience:** 1 year

**Functional Responsibility:** A type of management strategy that examines and improves on processes such as manufacturing and distribution

**Minimum Education:** AAS Degree

**Commercial Job Title:** Process Improvement Specialist II
Minimum/General Experience: 5 years

Functional Responsibility: A type of management strategy that examines and improves on processes such as manufacturing and distribution

Minimum Education: AAS Degree

Commercial Job Title: Process Improvement Specialist III

Minimum/General Experience: 10 years

Functional Responsibility: A type of management strategy that examines and improves on processes such as manufacturing and distribution

Minimum Education: AAS Degree

Commercial Job Title: Production/Operations Manager - Junior

Minimum/General Experience: 3 years

Functional Responsibility: Manage the operations specialists with overview of production/operations management through an array of concepts and methods to maximize an organization's efficiency

Minimum Education: BA/BS Degree

Commercial Job Title: Production/Operations Manager - Senior

Minimum/General Experience: 8 years

Functional Responsibility: Manage the operations specialists with overview of production/operations management through an array of concepts and methods to maximize an organization's efficiency

Minimum Education: BA/BS Degree

Commercial Job Title: Production/Operations Specialist - Junior

Minimum/General Experience: 3 years

Functional Responsibility: Coordinate the activities of organizations. Specifically, they direct the production, pricing, sales and distribution of product or services and are responsible for overall operations improvement. Day-to-day duties may include forecasting customer demand and meeting with managers from other departments.
Minimum Education: BA/BS Degree

Commercial Job Title: Production/Operations Specialist - Senior

Minimum/General Experience: 8 years

Functional Responsibility: Coordinate the activities of organizations. Specifically, they direct the production, pricing, sales and distribution of product or services and are responsible for overall operations improvement. Day-to-day duties may include forecasting customer demand and meeting with managers from other departments.

Minimum Education: BA/BS Degree

Commercial Job Title: Quality Management Specialist

Minimum/General Experience: 4 years

Functional Responsibility: Performs tasks related information technology (IT) projects to promote systems and techniques assuring the quality of products and services including the development of plans and programs for achieving and maintaining product and service quality throughout the product/service life cycle; monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and analysis and investigation of adverse quality trends or conditions and initiation of corrective action. Develop and establish health care IT database related standards, procedures, and methodology for the control, security, and integrity of data to protect the system from internal and external tampering or damage. Serve as electronic record and disaster recovery experts Assist in the development of disaster recovery and back-up data plans; negotiate reciprocal agreements with other system users to protect data from natural disaster or equipment failure. Tasks may include employing quality management systems, tools, and techniques to help organizations transform, including, but not limited to ISO 9000/9001, and the Malcolm Baldrige Quality Award criteria for enterprise health IT systems.

Minimum Education: BA/BS Degree

Commercial Job Title: Research Assistant

Minimum/General Experience: 3 years

Functional Responsibility: Performs tasks which support the relevant research of a project. Tasks may include conducting literature or other relevant research; supporting the development of project deliverables such as position papers, guides and cognitive interview materials; providing administrative research support; maintaining documents and records for assigned tasks; and utilizing external resources to supplement, organize, and contribute to tasks and deliverables.

Minimum Education: BA/BS Degree
Commercial Job Title: Researcher

Minimum/General Experience: 6 years

Functional Responsibility: Performs tasks related to performing research, or other professional and scientific work, in one or more of the social sciences, including economics, psychology, social work, or in the administration of public welfare and insurance programs. Tasks may include developing and conducting experimental research design plans; translating data into actionable insight; and conducting site visits or phone interviews to support the research team.

Minimum Education: Masters

Commercial Job Title: Research Manager

Minimum/General Experience: 8 years

Functional Responsibility: Performs tasks related to planning, coordinating, and executing assigned research projects. Tasks may include tracking and reporting project progress; identifying areas of improvements and developing new methodologies; and presenting research findings to management in an understandable manner.

Minimum Education: Masters

Commercial Job Title: Statistician - Junior

Minimum/General Experience: 3 years

Functional Responsibility: Performs tasks related to applying statistical theories, techniques, and methods to gather, analyze, interpret, and/or report quantified information. Tasks may include performing valid and useful analyses of data sets in support of task areas using existing data or data to be collected.

Minimum Education: BA/BS Degree

Commercial Job Title: Statistician – Senior

Minimum/General Experience: 8 years

Functional Responsibility: Performs tasks related to applying statistical theories, techniques, and methods to gather, analyze, interpret, and/or report quantified information. Tasks may include performing valid and useful analyses of data sets in support of task areas using existing data or data to be collected.
Minimum Education: BA/BS Degree

**Commercial Job Title: Systems Analyst - Junior**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Perform networking and IT systems data collection, modeling, analysis, documentation and product generation. Specific technical expertise may include knowledge/experience with Cisco routing and switching; with VMWare Virtualization (design, migration, and implementation); experience supporting LAN/WAN infrastructures; experience with installing, configuring, and troubleshooting TCP/IP-based networks; experience in troubleshooting network connectivity. The ability to take, organize and translate data into information for studies, reports and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Tasks include to collect, compile and assemble data for financial and analytical reports. Provide research support. Assist in preparation of reports, briefings and documentation of deliverables.

Minimum Education: BA/BS Degree

**Commercial Job Title: Systems Analyst - Senior**

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Perform networking and IT systems data collection, modeling, analysis, documentation and product generation. Specific technical expertise may include knowledge/experience with Cisco routing and switching; with VMWare Virtualization (design, migration, and implementation); experience supporting LAN/WAN infrastructures; experience with installing, configuring, and troubleshooting TCP/IP-based networks; experience in troubleshooting network connectivity. The ability to take, organize and translate data into information for studies, reports and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Tasks include to collect, compile and assemble data for financial and analytical reports. Provide research support. Assist in preparation of reports, briefings and documentation of deliverables.

Minimum Education: BA/BS Degree

**Commercial Job Title: Systems Engineer - Junior**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** System engineers, also known as computer systems software engineers, combine their knowledge of engineering and computers to implement computer systems for businesses and organizations. Performs tasks related information technology (IT) projects to Managing and monitoring all installed systems and infrastructure. Installing,
configuring, testing and maintaining operating systems, application software and system management tools. Ensuring the highest levels of systems and infrastructure availability.

**Minimum Education**: AAS Degree

**Commercial Job Title**: Systems Engineer - Senior

**Minimum/General Experience**: 8 years

**Functional Responsibility**: System engineers, also known as computer systems software engineers, combine their knowledge of engineering and computers to implement computer systems for businesses and organizations. Performs tasks related information technology (IT) projects to Managing and monitoring all installed systems and infrastructure. Installing, configuring, testing and maintaining operating systems, application software and system management tools. Ensuring the highest levels of systems and infrastructure availability.

**Minimum Education**: AAS Degree

**Commercial Job Title**: Copy Writer/Editor - Senior

**Minimum/General Experience**: 8 years

**Functional Responsibility**: Performs the craft of writing and/or editing persuasive ads and letters which in return gets people to buy-in a particular activity, mentality or culture of an organization

**Minimum Education**: AAS Degree

**Commercial Job Title**: Editor

**Minimum/General Experience**: 4 years

**Functional Responsibility**: Performs tasks such as writing and editing materials, such as reports, regulations, articles, newsletters, magazines, news releases, training materials, brochures, interpretive handbooks, pamphlets, guidebooks, scholarly works, reference works, speeches, or scripts. Tasks may include writing, editing, or reviewing training materials for a course, user guidebook, briefing packages, workbooks, or study reports.

**Minimum Education**: BA/BS Degree

**Commercial Job Title**: Executive Career Coach

**Minimum/General Experience**: 9 years
Functional Responsibility: Performs tasks which allow a partnership with executive clients in a thought-provoking and creative process that inspires them to maximize their professional potential. Tasks may include supporting clients through their career transition, expertly coaching clients on their job search strategy and providing them services including mock interviews, interview preparation, evaluation and salary negotiation coaching, information on networking best practices and other support as requested.

Minimum Education: Masters

Commercial Job Title: Facilitator

Minimum/General Experience: 3 years

Functional Responsibility: Performs tasks such as defining, refining, and resolving disputes, disagreements, and divergent views; leading or facilitating group briefings and discussions; enabling focused decision-making; recording discussion content; related facilitation support services, such as debriefing stakeholders, and preparing and providing draft and final reports relating to the facilitated issues. Tasks may include facilitating meetings or training classes ranging from a day to a few weeks.

Minimum Education: BA/BS Degree

Commercial Job Title: Instructional System Designer (Junior)

Minimum/General Experience: 3 years

Functional Responsibility: Performs tasks related to planning, coordination, and development components of instructional design based for information technology (IT) systems on the findings of occupational analysis; determining the learning objectives and task learning relationships, clustering learning events, organizing course content, and developing instruction design plans; and analyzing learning problems, selecting teaching strategies using appropriate models, and developing course plans using this information. Tasks may include identifying integration of IT systems for training needs, presenting recommendations, and delivering learning solutions to address performance gaps; leveraging instructional design and performance improvement processes to analyze, design, develop, implement, and evaluate instructional materials and performance improvement programs; working with key stakeholders and subject matter experts to design and develop training interventions that incorporate best practices in behavioral and cognitive sciences to effectively address business and performance objectives.

Minimum Education: BA/BS Degree

Commercial Job Title: Instructional System Designer (Senior)

Minimum/General Experience: 8 years
**Functional Responsibility:** Performs tasks related to planning, coordination, and development components of instructional design based on the findings of occupational analysis; determining the learning objectives and task learning relationships, clustering learning events, organizing course content, and developing instruction design plans; and analyzing learning problems, selecting teaching strategies using appropriate models, and developing course plans using this information. Tasks may include identifying integration of IT systems for training needs, presenting recommendations, and delivering learning solutions to address performance gaps; leveraging instructional design and performance improvement processes to analyze, design, develop, implement, and evaluate instructional materials and performance improvement programs; working with key stakeholders and subject matter experts to design and develop training interventions that incorporate best practices in behavioral and cognitive sciences to effectively address business and performance objectives.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Strategic Planner**

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Performs tasks related to providing content and process expertise for providing advice for establishing and implementing a strategic direction. Tasks may include supporting strategic planning, including the development of strategic goals, objectives, strategies, performance measures, targets, improved programmatic outcomes, and linkages to programming, budgeting and evaluations; supporting strategic performance measure development, including improved linkage between VA-wide strategic goals and VA programmatic outcomes; and implementing the Government Performance and Results Act (GPRA) Modernization Act (GPRAMA).

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Subject Matter Expert**

**Minimum/General Experience:** 8 years

**Function Responsibility:** Performs tasks for specific engineering and technical experience that is directly relevant to the specific work assigned. Engineering expertise at this level must have been achieved from performing in depth and complex IT projects in more than one life-cycle phase, i.e., strategic planning, concept development and requirements analysis, system design, engineering and integration, test and evaluation, and acquisition and life cycle management. Must be knowledgeable in areas such as: requirements analysis; studies/analysis, system/component integration; interoperability; interconnectivity; structured analysis; design methodologies; design/design analysis, use of design tools and other design techniques; automation principles; test program set development, data base structuring, modeling techniques, testability, requirements analysis, configuration management/product data management; integrated product team or multi-discipline team; test planning/testing; and, operation, and technical architecture of
large and complex IT systems. Proficiency in hardware/software interfaces and integration. Must have a working knowledge of networking and IT hardware and software design criteria, determining what commercial-off-the-shelf (COTS) hardware/software will fit the intended need. Must have practical experience in providing extensive interaction with system/equipment users, managers, other engineers, programmers, analysts, logisticians, technicians, and trainers to ensure a complete approach in providing an engineering solution.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Technical Writer - Junior**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Performs tasks such as writing, editing, publishing reports and technical documents for networking and IT systems. Strong experience with networking and computer-based systems. Gathers, analyzes and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates IT technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Technical Writer - Senior**

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Performs tasks such as writing, editing, publishing reports and technical documents for networking and IT systems. Strong experience with networking and computer-based systems. Gathers, analyzes and composes technical information required for preparation of user manuals, training materials, installation guides, proposals, reports, etc. Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates IT technical information into clear, readable documents to be used by technical and non-technical personnel.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Budget Analyst (Senior)**

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Performs tasks which apply knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks may include support for
Planning, Programming, Budgeting, and Execution (PPBE) activities; conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing, managing, and maintaining spreadsheets and budget artifacts used for development of Congressional Budget Justification; financial analysis; and development of draft briefs for VA management on the organization's budget.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Business Analyst**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Performs tasks which apply knowledge and skill in budget-related laws, regulations, policies, precedents, methods, and techniques. Tasks may include support for Planning, Programming, Budgeting, and Execution (PPBE) activities; conducting multi-year programming studies and budget analyses, including, survey methods, findings, evaluations, and recommendations; supporting budget formulation efforts by developing and maintaining spreadsheets and budget artifacts used for input into the development of Congressional Budget Justification; financial analysis; and development of draft briefs for VA management on the organization's budget.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Business Architect**

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Performs tasks which structure the information technology (IT) enterprise systems in terms of its governance structure, business processes, and business information technology systems; align strategic goals and objectives with decisions regarding products and services, partners and suppliers, organization, capabilities, and key business and IT initiatives. Tasks may include developing an IT architecture strategy based on a situational awareness of various business scenarios and motivations; applying a structured IT architecture approach and methodology for capturing the key views of the enterprise; requirements analysis; integration; interoperability; interconnectivity; structured analysis; design methodologies; design/design analysis, use of design tools and other design techniques; automation principles; test program set development, data base structuring, modeling techniques, testability, configuration management/product data management; integrated product team or multi-discipline team; test planning/testing; and, logical and physical function, operation, and technical architecture of large and complex systems. Proficiency in hardware/software interfaces and integration is required for relevant systems engineering assignments. Must have a working knowledge of what commercial-off-theshelf (COTS) hardware/software will fit the intended need.

**Minimum Education:** BA/BS Degree
Commercial Job Title: Business Process Engineer

Minimum/General Experience: 5 years

Functional Responsibility: Performs management and support of the analysis, design, development, and implementation of diverse, enterprise-wide processes and application systems. Tasks may include the design study process; conducting studies in support of system redesign and business process reengineering, improvement and management; developing implementation plans; and supporting the process of implementing and sustaining improvements.

Minimum Education: BA/BS Degree

Commercial Job Title: Functional Analyst

Minimum/General Experience: 8 years

Functional Responsibility: Performs tasks of analysis for informational technology (IT) related to user needs to determine functional and cross-functional requirements. Must have experience managing business transformation or IT transition with an understanding of the role and function of IT policy is preferred. Performs functional allocations to identify required tasks and their interrelationships for the planning, designing, building, deploying, and maintaining electronic record storage environments. Identifies resources required for each task. Works closely with the customer to develop the strategies, solutions and plans for the “As Is” to “To Be” transition of an IT enterprise network system taking into account the customer’s work environment and constraints.

Minimum Education: BA/BS Degree

Commercial Job Title: Policy Analyst - Junior

Minimum/General Experience: 3 years

Functional Responsibility: Performs tasks related to policy and regulation analysis and development related to a government agency. Tasks may include the analysis of specific issues, identification of alternatives, white paper development, development of policy review papers, development of policy directives and handbooks, and other analytical tasks focused on VA policy. Policy will be approved by Government employees.

Minimum Education: BA/BS Degree

Commercial Job Title: Policy Analyst - Senior

Minimum/General Experience: 8 years
**Functional Responsibility**: Performs tasks related to policy and regulation analysis and development related to a government agency. Tasks may include the analysis of specific issues, identification of alternatives, white paper development, development of policy review papers, development of policy directives and handbooks, and other analytical tasks focused on VA policy. Policy will be approved by Government employees.

**Minimum Education**: BA/BS Degree

**SIN 54151S Information Technology Professional Services**

**Commercial Job Title: Data Analyst - Junior**

**Minimum/General Experience**: 3 years

**Functional Responsibility**: Performs tasks in supporting managers, engineers, or technicians in the duties associated with accomplishing work assigned in information technology (IT), database management and telecommunications which may include obtaining data through advanced computerized models; extrapolating data patterns through advanced algorithms; developing simple graphs and charts to explain how the mathematical information will influence the specific project.

**Minimum Education**: BA/BS Degree

**Commercial Job Title: Data Analyst - Senior**

**Minimum/General Experience**: 8 years

**Functional Responsibility**: Performs tasks in supporting managers, engineers, or technicians in the duties associated with accomplishing work assigned in information technology (IT), database management and telecommunications which may include obtaining data through advanced computerized models; extrapolating data patterns through advanced algorithms; developing simple graphs and charts to explain how the mathematical information will influence the specific project.

**Minimum Education**: BA/BS Degree

**Commercial Job Title: Data Management Specialist - Junior**

**Minimum/General Experience**: 3 years

**Functional Responsibility**: Performs tasks which ensure strategic and coordinated data systems management of information management (IT) systems for accuracy and integrity of data, and reporting of data to internal and external stakeholders. IT professional that is involved in all aspects of a business data flow. Tasks may include ensuring timely and accurate monthly, quarterly and annual reports on IT systems and as required; establishing, maintaining, and
updating databases and records for recurring internal reports; recommending and implementing new operating methods to improve data flow, collection, editing, processing and distribution; and ensuring data integrity of high level data analysis.

Minimum Education: BA/BS Degree

Commercial Job Title: Data Management Specialist - Senior

Minimum/General Experience: 8 years

Functional Responsibility: Performs tasks which ensure strategic and coordinated data systems management of information management (IT) systems for accuracy and integrity of data, and reporting of data to internal and external stakeholders. IT professional that is involved in all aspects of a business data flow. Tasks may include ensuring timely and accurate monthly, quarterly and annual reports on IT systems and as required; establishing, maintaining, and updating databases and records for recurring internal reports; recommending and implementing new operating methods to improve data flow, collection, editing, processing and distribution; and ensuring data integrity of high level data analysis.

Minimum Education: BA/BS Degree

Commercial Job Title: Data Modeler

Minimum/General Experience: 4 years

Functional Responsibility: Performs tasks which include providing technical IT expertise for the production of detailed database designs and design documentation, assist with the development and architecture of an enterprise data warehouse. Performs ad hoc analysis, insight generation and data migrations between IT systems. Tasks also include data models and data flow diagrams; evaluating and configuring database products to match user requirements with system capabilities; determining file organization, indexing methods and security procedures for system databases; planning and coordinating conversion and migration of exiting (or legacy) databases.

Minimum Education: BA/BS Degree

Commercial Job Title: Information Management Specialist

Minimum/General Experience: 4 years

Functional Responsibility: Performs tasks which support program, project and organizational work through the design and control of information technology (IT) systems that input, delete, retrieve, manipulate, and correct information in databases or automated/electronic systems. Tasks may include designing and producing reports via a wide variety of information management research tools, systems, and processes.
Minimum Education: BA/BS Degree

Commercial Job Title: Information Technology Specialist

Minimum/General Experience: 4 years

Functional Responsibility: Performs tasks related to leading, administering, developing, delivering, and supporting information technology (IT) systems and services, including data storage, information assurance, software applications, networking, and systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Tasks may include evaluating, recommending, designing, and developing IT solutions to compile, evaluate, analyze, control, secure, and disseminate timely, relevant, objective, and accurate data and information to stakeholders, including, not limited to, web-based designs, data governance, operational systems, document storage, applications, models, and assessment of existing legacy systems. Tasks may also include maintain and troubleshoot of business PC network and servers; maintain and troubleshoot SQL based ERP systems; create SQL reports using SQL Reporting services; develop applications to provide notification via reports or events to predefined business conditions; develop and maintain applications to integrate with ERP system SQL databases and to manage and update ecommerce and informational websites. Assist marketing with website improvements.

Minimum Education: BA/BS Degree

Commercial Job Title: Program Analyst – Level I

Minimum/General Experience: 1 year

Functional Responsibility: Performs tasks requiring program planning, audits, and evaluations related to large scale information technology (IT) programs. Tasks may include supporting IT program analysis, strategic planning, integrated master scheduling, event planning. Specific tasks may also include: develops functional/nonfunctional IT system requirements using documented business requirements; assesses and develops recommendations for process improvements and technology solutions for agencies. Conducts in-depth analysis of IT systems, operations, and procedures through interviews with user representatives and the review of existing policy and procedure documents. Captures, consolidates, and communicates information from the IT Subject Matter Experts (SMEs) and vendors to the rest of the team regarding health care IT systems. Translates client IT requirements into highly specific functional/nonfunctional requirements documents. Responsible for the highlevel design and integration of software development by effectively partnering with business users, project managers and application developers. Identifies opportunities for increasing business/technical process efficiencies through the application of IT.

Minimum Education: BA/BS Degree

Commercial Job Title: Program Analyst – Level II
Minimum/General Experience: 5 years

Functional Responsibility: Performs tasks requiring program planning, audits, and evaluations related to large scale information technology (IT) programs. Tasks may include supporting IT program analysis, strategic planning, integrated master scheduling, event planning, Specific tasks may also include: develops functional/nonfunctional IT system requirements using documented business requirements; assesses and develops recommendations for process improvements and technology solutions for agencies. Conducts in-depth analysis of IT systems, operations, and procedures through interviews with user representatives and the review of existing policy and procedure documents. Captures, consolidates, and communicates information from the IT Subject Matter Experts (SMEs) and vendors to the rest of the team regarding health care IT systems. Translates client IT requirements into highly specific functional/nonfunctional requirements documents. Responsible for the high level design and integration of software development by effectively partnering with business users, project managers and application developers. Identifies opportunities for increasing business/technical process efficiencies through the application of IT.

Minimum Education: BA/BS Degree

Commercial Job Title: Program Analyst – Level III

Minimum/General Experience: 10 years

Functional Responsibility: Performs tasks requiring program planning, audits, and evaluations related to large scale information technology (IT) programs. Tasks may include supporting IT program analysis, strategic planning, integrated master scheduling, event planning, Specific tasks may also include: develops functional/nonfunctional IT system requirements using documented business requirements; assesses and develops recommendations for process improvements and technology solutions for agencies. Conducts in-depth analysis of IT systems, operations, and procedures through interviews with user representatives and the review of existing policy and procedure documents. Captures, consolidates, and communicates information from the IT Subject Matter Experts (SMEs) and vendors to the rest of the team regarding health care IT systems. Translates client IT requirements into highly specific functional/nonfunctional requirements documents. Responsible for the high level design and integration of software development by effectively partnering with business users, project managers and application developers. Identifies opportunities for increasing business/technical process efficiencies through the application of IT.

Minimum Education: BA/BS Degree

Commercial Job Title: Program Analyst – Senior

Minimum/General Experience: 12 years

Functional Responsibility: Performs tasks requiring program planning, audits, and evaluations related to large scale information technology (IT) programs. Tasks may include supporting IT
program analysis, strategic planning, integrated master scheduling, event planning. Specific tasks may also include: develops functional/nonfunctional IT system requirements using documented business requirements; assesses and develops recommendations for process improvements and technology solutions for agencies. Conducts in-depth analysis of IT systems, operations, and procedures through interviews with user representatives and the review of existing policy and procedure documents. Captures, consolidates, and communicates information from the IT Subject Matter Experts (SMEs) and vendors to the rest of the team regarding health care IT systems. Translates client IT requirements into highly specific functional/nonfunctional requirements documents. Responsible for the high level design and integration of software development by effectively partnering with business users, project managers and application developers. Identifies opportunities for increasing business/technical process efficiencies through the application of IT.

**Minimum Education:** BA/BS Degree

**Commercial Job Title: Program Manager**

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Performs tasks requiring management of a large-scale information technology programs, encompassing multiple projects, with a total lifecycle budget and complexity comparable to the task order at hand. Personnel have experience working with senior levels of Government and industry leadership in various aspects information technology (IT) in engineering, technical, or organizational management. Recognized as a professional advisor on evolving advancements in IT and its intrinsic application. Conversant in applicable engineering, technical, or management sub-discipline as it relates to system, equipment, or program employment strategies. Must be experienced as a facilitator of administrative matters associated with IT program and IT project development and proficient in directing resources. Tasks may include planning, initiating, managing, executing, and closing out small and largescale programs in support of an agency’s mission.

**Minimum Education:** Master’s Degree

**Commercial Job Title: Programmer - Junior**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** Performs tasks related to developing and modifying webbased applications, client-server applications and/or OS scripts for process automation, using skill and knowledge of application development in a Relational Database Management System or Structured Query Language (SQL); implementing and integrating commercial off-the-shelf (COTS) software into existing architecture; planning, documenting, coding, modifying, testing and implementing computer programs; documenting test conditions, creating test data, testing programs, and analyzing results; performing analysis of program and production problems; and using a Systems Development Methodology. Tasks may include analyzing and designing new or existing system enhancements; working closely with the user to define requirements; writing program specifications; researching the use of new technologies; working on multiple projects.
requests; applying programming and analysis skills with a detailed knowledge of the application; coordinating system testing and assisting users with acceptance testing; assisting in the development and maintenance of data and process models; and assisting in the development of work plans and project organization.

Minimum Education: BA/BS Degree

Commercial Job Title: Programmer - Senior

Minimum/General Experience: 8 years

Functional Responsibility: Performs tasks related to developing and modifying webbased applications, client-server applications and/or OS scripts for process automation, using skill and knowledge of application development in a Relational Database Management System or Structured Query Language (SQL); implementing and integrating commercial off-the-shelf (COTS) software into existing architecture; planning, documenting, coding, modifying, testing and implementing computer programs; documenting test conditions, creating test data, testing programs, and analyzing results; performing analysis of program and production problems; and using a Systems Development Methodology. Tasks may include analyzing and designing new or existing system enhancements; working closely with the user to define requirements; writing program specifications; researching the use of new technologies; working on multiple project requests; applying programming and analysis skills with a detailed knowledge of the application; coordinating system testing and assisting users with acceptance testing; assisting in the development and maintenance of data and process models; and assisting in the development of work plans and project organization.

Minimum Education: BA/BS Degree

Commercial Job Title: Project Manager

Minimum/General Experience: 4 years

Functional Responsibility: Performs tasks requiring management of information technology (IT) projects encompassing multiple tasks with a total lifecycle budget and complexity comparable to the task order at hand. Establish and maintain project management support services, tailoring the IT project management approach to team and project needs. Analyze project management needs and tailor industry best practices in networking and IT to suit the environment; Apply knowledge of federal government planning, programming, and budgeting as well as resource planning and execution processes, to support customer program planning, decision briefings, and progress assessment across multiple projects. Develop guidelines for managing project information and deliverables. Work with cross-functional teams with diverse technical skill sets to support successful IT project completion; re-plan and adjust project course based on realities of team velocity and dynamic business/user needs. Tasks may include formulating and defining system scope and objectives in accordance with the customer technical requirements; compiling and analyzing technical data; advising management and customers on
complex system projects and activities; working closely with customers to define communication systems and equipment requirements; providing instruction on and performing and documenting quality assurance reviews.

**Minimum Education:** BA/BS Degree

**Commercial Job Title:** Web Developer

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Performs tasks requiring use of IT to advance the organization’s goals by creating websites for programs and projects. Tasks may include performing web development, computer programming and database integration; supporting data collection, statistical analysis and visualization of progress towards achieving objectives; articulating and assisting the customer with defining and refining product requirements; and supporting Data and Information Management tasks.

**Minimum Education:** BA/BS Degree

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**EDUCATION SUBSTITUTIONS**

<table>
<thead>
<tr>
<th>A Ph.D. may be substituted for 5 years of experience with a Master’s Degree in an Health Care IT, IT, Networking or Computer Science related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Master’s Degree may be substituted for 3 years with a Bachelor’s Degree</td>
</tr>
<tr>
<td>A Bachelor’s Degree may be substituted for 5 years of experience with a High School Diploma with a technical certification in IT or network systems (examples include CISCO, MAC, and Certified Microsoft Professionals)</td>
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**HOURLY LABOR RATES - CONTRACTOR SITE**

SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

<table>
<thead>
<tr>
<th>Service</th>
<th>APPROVED GSA PRICE WITH IFF</th>
<th>APPROVED GSA PRICE WITH IFF</th>
<th>APPROVED GSA PRICE WITH IFF</th>
<th>APPROVED GSA PRICE WITH IFF</th>
<th>APPROVED GSA PRICE WITH IFF</th>
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<td>(Labor Category)</td>
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<td>JAN 27 2021 to JAN 27 2022</td>
<td>JAN 27 2022 to JAN 27 2023</td>
<td>JAN 27 2023 to JAN 27 2024</td>
<td>JAN 27 2024 to JAN 27 2025</td>
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<td>$80.84</td>
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<td>2022</td>
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</tr>
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<tr>
<td>Production/Operations Manager - Junior</td>
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<td>Production/Operations Specialist - Senior</td>
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</table>

**HOURLY LABOR RATES - GOVERNMENT SITE**

**SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services**
<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
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<td>Change Management Specialist</td>
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<td>$78.60</td>
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<td>$81.94</td>
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<tr>
<td>Copy Writer/Editor - Senior</td>
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<td>$72.18</td>
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<td>Editor</td>
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**HOURLY LABOR RATES - CONTRACTOR SITE**

**SIN 54151S Information Technology Professional Services**
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<thead>
<tr>
<th>Labor Category</th>
<th>JAN 27 2020 to JAN 27 2021</th>
<th>JAN 27 2021 to JAN 27 2022</th>
<th>JAN 27 2022 to JAN 27 2023</th>
<th>JAN 27 2023 to JAN 27 2024</th>
<th>JAN 27 2024 to JAN 27 2025</th>
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<tbody>
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HOURLY LABOR RATES - GOVERNMENT SITE

SIN 54151S Information Technology Professional Services

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>JAN 27 2020 to JAN 27 2021</th>
<th>JAN 27 2021 to JAN 27 2022</th>
<th>JAN 27 2022 to JAN 27 2023</th>
<th>JAN 27 2023 to JAN 27 2024</th>
<th>JAN 27 2024 to JAN 27 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Analyst - Junior</td>
<td>$61.26</td>
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### SCA LABOR CATEGORY MATRIX

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<th>SCA Eligible Contract Labor Category *</th>
<th>SCA Equivalent Code Title *</th>
<th>WD Number *</th>
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<td>2015-4281; (Rev.-12) Date of Revision: 12/26/2018</td>
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</table>

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).