| **General Services Administration**  
| **Federal Supply Service**  
| **Authorized Federal Supply Schedule Price List**  

| **Schedule Title:** | Multiple Award Schedule (MAS) |
| **GSA Contract Large Category:** | Professional Services |
| **GSA Contract Subcategories:** | Business Administrative Services  
| | Financial Services |
| **Contract Number:** | 47QRAA20D005S |
| **Contract Period:** | April 21, 2020 through April 20, 2025 |
| **Company Information:** | 11350 Random Hills Road, Suite 400  
| | Fairfax, VA 22030  
| | Phone: (703) 495-2900  
| | Website: [www.aocsolutions.com](http://www.aocsolutions.com) |
| **Point of Contact:** | John Shapleigh, Vice President of Operations  
| | Phone: (703) 495-2897  
| | Email: John.Shapleigh@aocsolutions.com |
| **Business Size:** | Service-Disabled Veteran-Owned Small Business |

*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: [www.gsaadvantage.gov](http://www.gsaadvantage.gov). For information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.gsaadvantage.gov](http://www.gsaadvantage.gov).*
TABLE OF CONTENTS

TABLE OF CONTENTS .............................................................................................................. 2
1. Customer Information........................................................................................................ 1
2. Service Descriptions........................................................................................................ 4
  2.1 Price List......................................................................................................................... 6
  2.2 Labor Category Descriptions......................................................................................... 7
  SCA MATRIX ....................................................................................................................... 11
1. Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Description</th>
<th>Description Page</th>
<th>Awarded Price Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>541211</td>
<td>Auditing Services</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>541219</td>
<td>Budget and Financial Services</td>
<td>4-5</td>
<td>6</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
<td>5-6</td>
<td>6</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLMs)</td>
<td>Defined at Order Level</td>
<td>Defined at Order Level</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.
Not applicable (N/A)

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.
See pages 6-11

2. Maximum Order Limitation
The maximum order limitation under this schedule is $1,000,000.

3. Minimum Order Limitation
The minimum order limitation under this schedule is $100.

4. Geographic Coverage
Services will be furnished worldwide.

5. Point(s) of Production
Services will be performed at Government sites with support services provided from AOC Solutions, Inc., Fairfax, VA.

6. Discount from List Prices or Statement of Net Price
Government Net Prices (discounts already deducted).

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.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
Yes, Government Purchase Cards are accepted below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
Yes, Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items
AOC Solutions, Inc. does not offer any foreign items in this schedule.

11a. Time of Delivery
The time of delivery will be determined for each individual task order placed under this schedule.

11b. Expedited Delivery
Items available for expedited delivery are noted in this price list. Contact Contractor for more information.

11c. Overnight and 2-day Delivery
Overnight and 2-day Delivery are available. Contact Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements
In regard to the “Urgent Requirements” clause, agencies are advised to contact the contractor for Urgent delivery requirements.

12. F.O.B. Point(s)
Prices under this schedule are F.O.B. Destination.

13a. Ordering Address
AOC Solutions, Inc.
11350 Random Hills Road, Suite 400
Fairfax, VA 22030
POC: John Shapleigh
www.aocsolutions.com
(703) 495-2897

13b. Ordering Procedures
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address
AOC Solutions, Inc.
11350 Random Hills Road, Suite 400
Fairfax, VA 22030

15. Warranty Provision
Staff furnished under contract by the contractor shall have the experience, education and expertise as provided herein.

16. Export Packing Charges
N/A

17. Terms and Conditions of Government Purchase Card Acceptance
YES. Government Purchase Cards are accepted above the micro-purchase threshold.

18. Terms and conditions of rental, maintenance, and repair.
N/A

19. Terms and conditions of installation.
N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices.
N/A

20a. Terms and conditions for any other services.
N/A

21. List of service and distribution points.
N/A

22. List of participating dealers.
N/A

23. Preventive Maintenance.
N/A

24a. Special Attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
None

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov./
N/A
25. Data Universal Number Systems (DUNS) Number
958996662

26. System for Award Management (SAM) Database Notification
AOC Solutions, Inc. is a registered trading partner with the System for Award Management (SAM), the Official U.S. Government system.

2. Service Descriptions

**SIN 541211 Auditing Services**

AOC Solutions, Inc. (AOC) has a proven history of success in the Federal sector and are respected for our expert knowledge of Federal requirements for accounting, financial systems and audit. Our staff stays abreast of the latest changes in the government financial community and uses this information to produce quality results for our clients.

AOC provides a broad range of professional accounting and program management services for audit readiness and audit remediation financial activities. AOC has been providing continuous audit readiness and audit remediation and general accounting support to document and strengthen Internal Controls Over Financial Reporting (ICOFR) in accordance with Office of Management and Budget (OMB) re-issued Circular A-123.

AOC deploys accounting and auditing functional expertise and a rigorous analytical approach to conduct regulatory compliance analyses, develop and implement capitalization and depreciation policies, provide budget support, and identify and implement system improvements.

**SIN 541219 Budget and Financial Management Services**

AOC’s professional service team has extensive technical and operational knowledge of Federal accounting standards and policy development, business process transformation, financial operations, program performance measurement, financial systems development and implementation, A-123 internal controls evaluation and the remediation of control deficiencies, Improper Payments Information Act implementation support, budget execution and monitoring, funds management, property, plant and equipment (PP&E), loans and risk management.

AOC provides an array of professional accounting and financial services such as:

- Audit Readiness and Remediation
- Financial reporting and analysis
- Strategic financial planning
- Financial policy analysis and development
- Devising and implementing performance measures
- Conducting special cost studies
- Performing statistical services
- Performing economic and regulatory analysis
- Assisting with financial quality assurance efforts
- Transaction analysis and processing
- Data analysis and summarization
- Technical assistance in devising new or revised accounting policies and procedures
- Classifying accounting transactions

AOC is proud to offer effective budget formulation, justification and execution support to our
customers, thus allowing them to better fulfill their mission and program goals. AOC properly identifies the programs/funding that will support Operations & Management (O&M), Research, Development, Test and Evaluation (RDT&E), and Procurement (PROC) projects. In addition, AOC is highly knowledgeable and consistently up to date on key legislation affecting budget formulation.

AOC develops strategic plans to set agency and organization priorities, define missions, quantify the timing and amount of agency growth, as well as clarify the nature and timing of new and existing agency program performance within the constraints of expected resources. AOC designs, develops, and implements Planning, Programming, Budgeting & Execution (PPBE) systems that link the strategic plan to a multi-year programming effort, standardize programming planning to segments of budget formulation, and tie budget formulation to budget execution.

AOC provides cost-benefit analyses on trade-offs for current year expenditures related to staffing increases so that agency leaders can make discrete choices concerning staff growth, program investment, infrastructure investment and training services.

**SIN 541611 MANAGEMENT & FINANCIAL CONSULTING, ACQUISITION & GRANTS MANAGEMENT SUPPORT, & BUSINESS PROGRAM & PROJECT MANAGEMENT SERVICES**

AOC Solutions, Inc. offers expert advice, assistance, guidance, and counseling in support of agencies’ management, organization and business improvement efforts.

AOC has a well-established track record for providing effective management of program tasks from planning to closeout, strategic planning and operational business support services, project management and functional expertise in order to carry out program objectives and improve overall business management. We utilize an array of proven tools and processes that generate superior program management execution and delivery, while maintaining a high level of efficiency and resourcefulness.

AOC’s ability to offer such quality results stem from our highly educated and certified work force, which is comprised of former policy level Federal executives, OMB senior financial management executives, agency deputy CFO’s, Federal financial operations managers and current members from the professional auditing community.

AOC brings an experienced senior management team and proven management processes that emphasize responsiveness to each client’s specific needs and is committed to integrating best practices and practical process improvements. Our program management approach integrates our team’s corporate resources with disciplined task order management to demonstrate a comprehensive, sound, and reasonable approach to managing the requirements of each task.

**SIN 611430 PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING**

AOC has experience in analyzing and creating professional and management development training programs, facilitating meetings, management retreats, and high-performance training programs. AOC provides expert consulting during any or all steps of the federal government change process from the evaluation of current operations to the design of a tailored change approach to an organic, self-sustaining capability for continuous improvement. At any step in the partnership we form with the government, AOC enables an agency to learn the appropriate quality techniques as people are developing solutions for an agency's future.

AOC understands the importance and value of having outside expert facilitators to solicit required inputs from diverse individuals/teams/groups, establish an agreed upon consensus based upon these inputs and formulate an overall focused course of action that meets the client’s training needs.
This approach is essential in ensuring that the client is using team based collaborative approaches throughout their efforts to improve business operations while also incorporating a proactive approach to operational inefficiencies.

Our methodology encompasses a comprehensive approach to structuring, planning, and conducting programs that achieves success and client satisfaction. We work closely with our clients to plan and develop each training program and event to ensure that priorities and objectives are clearly understandable and complete. AOC manages and promotes productive communication and defuses conflicts among groups with common and/or divergent interests. We create an open forum to encourage participants to voice and resolve issues. Our facilitators keep participants focused on the objectives established, ensure equal participation among all of the attendees, maintain an acceptable completion schedule, and ultimately provide successful results.

2.1 Price List

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Financial Consultant III</td>
<td>$230.00</td>
<td>$235.52</td>
<td>$241.17</td>
<td>$246.96</td>
<td>$252.89</td>
</tr>
<tr>
<td>Executive Financial Consultant II</td>
<td>$220.00</td>
<td>$225.28</td>
<td>$230.69</td>
<td>$236.22</td>
<td>$241.89</td>
</tr>
<tr>
<td>Executive Financial Consultant I</td>
<td>$210.00</td>
<td>$215.04</td>
<td>$220.20</td>
<td>$225.49</td>
<td>$230.90</td>
</tr>
<tr>
<td>Senior Financial Manager</td>
<td>$180.00</td>
<td>$184.32</td>
<td>$188.74</td>
<td>$193.27</td>
<td>$197.91</td>
</tr>
<tr>
<td>Financial Manager</td>
<td>$150.00</td>
<td>$153.60</td>
<td>$157.29</td>
<td>$161.06</td>
<td>$164.93</td>
</tr>
<tr>
<td>Senior Financial Analyst</td>
<td>$115.00</td>
<td>$117.76</td>
<td>$120.59</td>
<td>$123.48</td>
<td>$126.44</td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>$90.00</td>
<td>$92.16</td>
<td>$94.37</td>
<td>$96.64</td>
<td>$98.96</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>$75.00</td>
<td>$76.80</td>
<td>$78.64</td>
<td>$80.53</td>
<td>$82.46</td>
</tr>
<tr>
<td>SME/Program Executive</td>
<td>$130.00</td>
<td>$133.12</td>
<td>$136.31</td>
<td>$139.59</td>
<td>$142.94</td>
</tr>
<tr>
<td>Task Manager</td>
<td>$125.00</td>
<td>$128.00</td>
<td>$131.07</td>
<td>$134.22</td>
<td>$137.44</td>
</tr>
<tr>
<td>Team Leader</td>
<td>$115.00</td>
<td>$117.76</td>
<td>$120.59</td>
<td>$123.48</td>
<td>$126.44</td>
</tr>
<tr>
<td>Senior Consultant II</td>
<td>$104.00</td>
<td>$106.50</td>
<td>$109.05</td>
<td>$111.67</td>
<td>$114.35</td>
</tr>
<tr>
<td>Senior Consultant I</td>
<td>$90.00</td>
<td>$92.16</td>
<td>$94.37</td>
<td>$96.64</td>
<td>$98.96</td>
</tr>
<tr>
<td>Consultant II</td>
<td>$80.00</td>
<td>$81.92</td>
<td>$83.89</td>
<td>$85.90</td>
<td>$87.96</td>
</tr>
<tr>
<td>Consultant I</td>
<td>$70.00</td>
<td>$71.68</td>
<td>$73.40</td>
<td>$75.16</td>
<td>$76.97</td>
</tr>
<tr>
<td>Analyst II</td>
<td>$75.00</td>
<td>$76.80</td>
<td>$78.64</td>
<td>$80.53</td>
<td>$82.46</td>
</tr>
<tr>
<td>Analyst I</td>
<td>$60.00</td>
<td>$61.44</td>
<td>$62.91</td>
<td>$64.42</td>
<td>$65.97</td>
</tr>
<tr>
<td>Administrative**</td>
<td>$50.00</td>
<td>$51.20</td>
<td>$52.43</td>
<td>$53.69</td>
<td>$54.98</td>
</tr>
<tr>
<td>Secretarial/Clerk**</td>
<td>$35.00</td>
<td>$35.84</td>
<td>$36.70</td>
<td>$37.58</td>
<td>$38.48</td>
</tr>
</tbody>
</table>
2.2 Labor Category Descriptions

**EXECUTIVE FINANCIAL CONSULTANT III**

*Responsibilities:* Final authority in the conduct of projects and full responsibility for the work performed, including overall project management and final review. Serves as senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of financial management, accounting, business practices, performance and accountability reporting, CEAR preparation, strategic planning, process improvement methods and consolidation of operations. They may provide analysis of complex problems which may include defining functional requirements, operations research, modeling and simulation, and statistical analysis.

*Experience:* Ten or more years of financial management and/or accounting, including four years of government experience. An advanced degree or certification may be substituted for two years of experience. Has six or more years of management experience or supervisory duties.

*Education:* Bachelor’s degree in business, accounting, or other related field. Master’s degree OR specialized certification of either CPA, CGFM, CDFM, or other equivalent.

**EXECUTIVE FINANCIAL CONSULTANT II**

*Responsibilities:* Final authority in the conduct of projects and full responsibility for the work performed, including overall project management and final review. Serves as senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of financial management, accounting, business practices, performance and accountability reporting, CEAR preparation, strategic planning, process improvement methods and consolidation of operations.

*Experience:* Eight or more years of financial management and/or accounting, including three years of government experience. An advanced degree or certification may be substituted for two years of experience. Has five or more years of management experience or supervisory duties.

*Education:* Bachelor’s degree in business, accounting, or other related field. Master’s degree OR specialized certification of either CPA, CGFM, CDFM, or other equivalent.

**EXECUTIVE FINANCIAL CONSULTANT I**

*Responsibilities:* Authority in the conduct of projects and responsibility for the work performed, including overall project management and review. Serves as senior advisor to customer's executive management team in a variety of financial related capacities. Provides advice and expertise as required to the customer in areas of financial management, accounting, business practices, performance and accountability reporting, CEAR preparation, strategic planning, process improvement methods and consolidation of operations.

*Experience:* Seven or more years’ of financial management and/or accounting, including two years of government experience. An advanced degree or certification may be substituted for two years of experience. Has four or more years of management experience or supervisory duties.

*Education:* Bachelor’s degree in business, accounting, or other related field. Master’s degree OR specialized certification of either CPA, CGFM, CDFM, or other equivalent.
SENIOR FINANCIAL MANAGER

Responsibilities: Serves as a project leader ensuring that a group of financial management professionals and analyst are working in concert with automated complex business practices within the time frame specified by the customer and that all the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards.

Experience: Six or more years of financial management and/or accounting, including two years of government experience. An advanced degree or certification may be substituted for two years of experience. Has four or more years of management experience or supervisory duties.

Education: Bachelor’s degree in business, accounting, or other related field. Preferred Master’s degree OR specialized certification of either CPA, CGFM, CDFM, or other equivalent.

FINANCIAL MANAGER

Responsibilities: Serves as a team leader ensuring that a group of financial management professionals or analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Must be able to formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Must be able to assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.

Experience: Five or more years of financial management and/or accounting, including one year of government experience. An advanced degree may be substituted for two years of experience. Has two or more years of increasing responsibilities or supervisory duties.

Education: Bachelor’s degree in business, accounting, finance or related experience.

SENIOR FINANCIAL ANALYST

Responsibilities: Serves as a leader ensuring that a group of analysts are working in concert with automated complex business practices within the time frame specified by the customer and that all the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards.

Experience: Two or more years of financial management and/or accounting, including one year of government experience. An advanced degree may be substituted for one year of experience. Has one or years of increasing responsibilities or supervisory duties.

Education: Bachelor’s degree in business, accounting, finance or related experience.

FINANCIAL ANALYST

Responsibilities: Serves as a team member ensuring that customer project with automated complex business practices is completed within the time frame specified by the customer and that all the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards.

Experience: Up to two years of financial management and/or accounting.

Education: High School Diploma, preferred Bachelor’s degree in business, accounting, finance or
related experience.

**BUSINESS ANALYST**

**Responsibilities:** Serves as a junior member of group of analysts who are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Possesses a general understanding of business operations. Under supervision, must be able to assess products and procedures for compliance with government standards and sound financial management principles. May be familiar with government financial management, activity-based costing, business case analysis and/or outsourcing requirements.

**Experience:** Up to one year in a business environment.

**Education:** High School Diploma, preferred Bachelor’s degree in business, accounting, finance or related experience.

**SME/PROGRAM EXECUTIVE**

**Responsibilities:** Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Executive maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. The Program Executive is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc. They may provide analysis of complex problems which may include defining of functional requirements, operations research, modeling and simulation, and statistical analysis.

**Experience & Education:** Minimum eight years of experience and Master’s degree OR other professional certification.

**TASK MANAGER**

**Responsibilities:** Senior leader, experience in project and task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.

**Experience & Education:** Minimum of eight years’ experience and Bachelor’s Degree, preferred Master’s Degree or other professional certification.

**TEAM LEADER**

**Responsibilities:** Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.
Experience & Education: Minimum seven years of experience and Bachelor’s degree, preferred Master’s degree.

SENIOR CONSULTANT II
Responsibilities: Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior staff as necessary.
Experience & Education: Minimum six years of experience and Bachelor’s degree. An advanced degree or certification may be substituted for two years of experience.

SENIOR CONSULTANT I
Responsibilities: Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Has ability to direct the activities of other staff as necessary.
Experience & Education: Minimum four years of experience and Bachelor’s degree. An advanced degree or certification may be substituted for two years of experience.

CONSULTANT II
Responsibilities: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization’s challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team’s objectives.
Experience & Education: Minimum two years of experience and Bachelor’s degree. An advanced degree or certification may be substituted for two years of experience.

CONSULTANT I
Responsibilities: Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment.
Experience & Education: Up to two years of experience and High School diploma, preferred Bachelor’s degree. A professional certification related to this field may be substituted for one year of experience.

ANALYST II
Responsibilities: Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction.
Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Directs junior staff if necessary.

**Experience & Education:** Minimum of two years of experience and High School diploma, preferred Bachelor’s degree. A professional certification related to this field may be substituted for one year of experience.

**ANALYST I**

**Responsibilities:** Possess knowledge of applying analytic methodologies and principles to address client’s needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with senior staff.

**Experience & Education:** Up to two years of experience and High School diploma, preferred Bachelor’s degree. A professional certification related to this field may be substituted for one year of experience.

**ADMINISTRATIVE**

**Responsibilities:** Depending on the functional specialty, support management staff in the preparation of deliverables, reports, briefings, and drawings associated with the project being supported.

**Experience & Education:** Minimum of one year of experience and a High School diploma. A professional certification related to this field may be substituted for one year of experience.

**SECRETARIAL/CLERK**

**Responsibilities:** Provides support with executive correspondence, transcribe dictation from tape, voicemail, etc. Arrange domestic and international travel plans, maintain files and records relating to projects and engagements, produce and assemble documents such as spreadsheets and presentations using standard personal computer software.

**Experience & Education:** Minimum of a High School diploma.

**SCA MATRIX**

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).

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code-Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>01020-Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Secretarial/Clerk</td>
<td>01313-Secretary III</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>