

**Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**MAS, Multiple Award Schedule**

**GSA Contract Number: 47QRAA20D0099**

**Contract Period: 09/23/2020 – 09/22/2025**

***Submitted by:***

Sellers & Associates, LLC (S&A)  
1400 Crossways Boulevard, Suite 100A  
Chesapeake, VA 23320  
757-314-4616 voice  
(757) 381-7593 fax  
[www.sellersaa.com](http://www.sellersaa.com)  
Veteran-Owned Small Business

Price list current through Modification # PS-0002, effective November 18, 2020

The Prices Shown Herein are Net (discount deducted)

On-line access to contract ordering, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system.

The Internet address for GSA Advantage! is: <http://www.GSAadvantage.gov>

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

## Table of Contents

1.	Special Item Numbers/Rates/Categories:.....	3
2.	Maximum Order:.....	3
3.	Minimum Order: .....	3
4.	Geographic Coverage:.....	3
5.	Point of Production: .....	4
6.	Statement of Net Price: .....	4
7.	Quantity Discounts:.....	4
8.	Prompt Payment Terms:.....	4
9.	Foreign Items: .....	4
10.	Delivery:.....	4
11.	F.O.B. Point: .....	4
12.	Ordering: .....	5
13.	Payment Address:.....	5
14.	Warranty Provisions:.....	6
15.	Export Packing Charges:.....	6
16.	Terms and Conditions of Rental, Maintenance and Repair:.....	6
17.	Terms and Conditions of Installation: .....	6
18a.	Terms and Conditions of Repair Parts, etc.:.....	6
18b.	Terms and Conditions for any Other Services: .....	6
19.	List of Service and Distribution Points: .....	6
20.	List of Participating Dealers:.....	6
21.	Preventive Maintenance: .....	6
22a.	Environmental Attributes: .....	6
22b.	Section 508 Compliance Information: .....	6
23.	Data Universal Number System (DUNS) Number: .....	7
24.	Notification Regarding Registration in System for Award Management (SAM):.....	7
	Attachment A: Contract Scope.....	8
	Attachment B: Labor Rates .....	12
	Attachment C: Labor Category Descriptions .....	14
	Attachment D: Blanket Purchase Agreement.....	21

A federal supply schedule, also known as a Multiple Award Schedule (MAS) is a listing of contractors that have been awarded a contract by GSA. Federal agencies can use the MAS, Multiple Award Schedule to order services. The federal supply schedule program mirrors commercial buying practices more than any other procurement process in the federal government.

The pricing offered on this schedule is the same as offered to commercial customers. GSA has determined that the pricing offered is fair and reasonable.

**1. Special Item Numbers/Rates/Categories:**

a. Special Item Numbers (SINs):

Large Category	Subcategory	SIN(s)	SIN Description
Office Management	A02-Audio Visual Services	541990AV	Professional Audio/Video Services
Office Management	A04-Mail Management	561499M	Mail Management, Systems, Processing Equipment and Related Solutions
Office Management	A08-Office Services	541611O	Office Management Needs Assessment and Analysis Services
Office Management	A11-Records Management	493110RM	Physical Records Management Services
Office Management	A11-Records Management	518210ERM	Electronics Records Management Solutions
Facilities	B02-Facilities Services	561210FS	Facilities Support Services
Facilities	B03-Facilities Solutions	541513	Smart Buildings System Integration
Human Capital	D03-Human Resources	541611W	Workforce Analytics and Employee Records
Human Capital	D03-Human Resources	611430TD	Talent Development
Professional Services	H03-Financial Services	541219	Budget and Financial Management Services
Professional Services	H08-Marketing and Public Relations	541910	Marketing Research and Analysis
Professional Services	H08-Marketing and Public Relations	541922	Commercial Photography Services
Professional Services	H08-Marketing and Public Relations	561920	Conference, Meeting, Event and Trade Show Planning Services
Professional Services	H09-Technical And Engineering Services (Non IT)	541715	Engineering Research and Development and Strategic Planning
Professional Services	H10-Training	611430	Professional and Management Development Training
Professional Services	H10-Training	333318TDTM	Off-the-Shelf Training Devices and Training Materials
Order Level Materials		OLM	Supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA.

b. Prices shown in price list are valid for all CONUS geographic areas.

c. Labor Rates and Category Descriptions:  
 Labor Rates: See Attachment B below  
 Labor Categories: See Attachment C below

**2. Maximum Order:**

\$1,000,000

**3. Minimum Order:**

\$100.00

**4. Geographic Coverage:**

Domestic Only

**5. Point of Production:**

Sellers & Associates, LLC (S&A)  
1400 Crossways Boulevard, Suite 100A  
Chesapeake, VA 23320  
*No Foreign produced items are offered as part of this schedule.*

**6. Statement of Net Price:**

Prices shown in price list are net, with all discounts deducted.

**7. Quantity Discounts:**

None.

**8. Prompt Payment Terms:**

Net 30 Days  
*Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.*

**9. Foreign Items:**

None.

**10. Delivery:**

- a. Time of Delivery:  
To be negotiated with ordering activity at time of order.
- b. Expedited Delivery:  
To be negotiated with ordering activity at time of order.  
Items available for expedited delivery are noted in this price list.
- c. Overnight/2-Day Delivery:  
To be negotiated with ordering activity at time of order.  
Overnight and 2-Day Delivery are available. Please contact S&A's Contracts Manager for rates for overnight and 2-day delivery.
- d. Urgent Requirements:  
S&A is dedicated to providing service as quickly and efficiently as possible.  
Contact S&A's President to discuss urgent requirements.

**11. F.O.B. Point:**

Destination, Freight Prepaid

## 12. Ordering:

### a. Ordering Address:

Please forward all orders via email, or to the designated individuals at the address shown below:

Sellers & Associates, LLC (S&A)  
Attn: Roxanne Szendre  
Contracts Administrator  
45240 Business Court, Suite 300  
Sterling, VA 20166  
Email: [contracts@sellersaa.com](mailto:contracts@sellersaa.com)  
Phone: 703-848-7938 (**Note: Phone orders are not accepted.**)  
Fax: 757-381-7593

Sellers & Associates, LLC (S&A)  
Attn: John C. Sellers II  
President & CEO  
1400 Crossways Boulevard, Suite 100A  
Chesapeake, VA 23320  
Email: [sellersjc@sellersaa.com](mailto:sellersjc@sellersaa.com)  
Phone: 410-913-4942 (**Note: Phone orders are not accepted.**)  
Fax: 757-381-7593

### b. Ordering Procedures:

Please see Attachment D for the Blanket Purchase Agreement (BPA). Further information 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:

### **Electronic payment, if possible, to:**

First Virginia Community Bank  
Tax ID # 56-2570644  
FVCB Routing #: See invoice  
FVCB Account #: See invoice

### **By check to the following address:**

Sellers & Associates, LLC (S&A)  
Attn: Accounts Receivable  
45240 Business Court, Suite 300  
Sterling, VA 20166

Email: [accounting@sellersaa.com](mailto:accounting@sellersaa.com) and [sellersjc@sellersaa.com](mailto:sellersjc@sellersaa.com)  
Phone: 703-848-7968 410-913-4942  
Fax: 757-381-7593 757-381-7593

**14. Warranty Provisions:**

The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in the contract.

**15. Export Packing Charges:**

N/A

**16. Terms and Conditions of Rental, Maintenance and Repair:**

N/A

**17. Terms and Conditions of Installation:**

N/A

**18a. Terms and Conditions of Repair Parts, etc.:**

N/A

**18b. Terms and Conditions for any Other Services:**

N/A

**19. List of Service and Distribution Points:**

N/A

**20. List of Participating Dealers:**

N/A

**21. Preventive Maintenance:**

N/A

**22a. Environmental Attributes:**

S&A will comply with applicable environmental guidelines/regulations associated with the production and distribution of products and services provided under this GSA Schedule.

**22b. Section 508 Compliance Information:**

S&A provides support services related to information and communication technology (ICT) to Government clients and adheres to all Section 508 requirements as detailed in the terms and conditions of the respective Government contracts.

**23. Data Universal Number System (DUNS) Number:**

034460082

**24. Notification Regarding Registration in System for Award Management (SAM):**

Cage Code: 7CX38

Sellers is registered and active in the SAM database.

## **Attachment A: Contract Scope**

### ***Scope of Schedule***

Sellers provides professional services domestically under the following SINs:

#### **Office Management Category**

##### **A02. Audio Visual Services Subcategory**

###### **SIN 541990AV Professional Audio/Video Services**

541990AV Includes professional audio/video services.

##### **A04. Mail Management Subcategory**

###### **SIN 561499M Mail Management, Systems, Processing Equipment and Related Solutions**

561499M Includes all services necessary to manage a mailroom, such as Mailroom Administrative Support Services, Presort Mail, Miscellaneous Mail Services, List Management Services, Mailroom Ergonomic Analysis Services, Mail Screening and Inspection Services.

##### **A08. Office Services Subcategory**

###### **SIN 541611O Office Management Needs Assessment and Analysis Services**

541611O Includes office equipment needs assessment and analysis services, which involves assessing various office management functions to identify improvement opportunities.

##### **A11. Records Management Subcategory**

###### **SIN 493110RM Physical Records Management Services**

493110RM Includes capabilities to manage the movement, manipulation, archiving, security, and management of physical records, including any ancillary supplies and/or services necessary to provide a total physical records management solution.

###### **SIN 518210ERM Electronics Records Management Solutions**

518210ERM Includes Electronic Records Management Solutions to provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of electronic records. The vendor provides professional management and administrative support personnel with the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or vendor equipment and facilities or a combination of both. The objective of electronic records management services is to permit the access, maintenance, control, storage, disposition, and transfer of electronic records. Includes any ancillary supplies and/or services necessary to provide a total electronic records management solution.

## **Facilities Category**

### **B02. Facilities Services Subcategory**

#### **SIN 561210FS Facilities Support Services**

561210FS Includes providing operating staff to perform a combination of support services 'within an agency's facilities that include planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs.

### **B03. Facilities Solutions Subcategory**

#### **SIN 541513 Smart Buildings Systems Integration**

541513 Includes the comprehensive integration of building systems and technology using a non-proprietary and open architecture. Typical building systems to be integrated include: building automation, life safety, telecommunications, facilities management, security, energy and environmental control, HVAC, lighting, building envelope, access control, power management, cabling infrastructure/wireless, VOIP, video distribution, video surveillance, data network, etc. Typical integration functions include, but are not limited to: requirements analysis, strategic systems planning, system configuration, implementation alternatives, integration planning, system component acquisition, component integration, testing and analysis, interaction with Building Operations Centers, collection/manipulation of smart building component data, configuration management and control, design-guide development, operational training and support, monitoring, reporting and managing of the systems, and systems maintenance. Also includes cyber security as it relates to building control and automation systems affecting components such as fire annunciation and suppression, heating, ventilation, and air conditioning, power and lighting, elevators, and closed-circuit cameras. Services may include, but are not limited to, assessing the cyber risks of a facility, making recommendations for safeguards and countermeasures, and implementing software and procedures to ensure Federal facilities are protected consistent with the Federal Information Security Management Act (FISMA) guidelines and other applicable policy.

## **Human Capital Category**

### **D03. Human Resources Subcategory**

#### **SIN 541611W Workforce Analytics and Employee Records**

541611W Includes the implementation of systematic, flexible, and inclusive process to review workforce and performance data, metrics, and results, to anticipate and plan for future strategic and operational requirements and to make holistically informed Human Capital Management decisions. The function includes the following sub-functions: A.9.1 Employee Inquiry Processing; A.9.2 Employee Research; A.9.3 Workforce and Performance Analytics; A.9.4 Workforce and Performance Reporting; A.9.5 Records Management; and A.9.6 Records Disclosure.

**SIN 611430TD Talent Development**

611430TD Includes Professional services include the implementation and maintenance of comprehensive employee skills development, training and personal attributes via engagement programs to meet current and future talent demands of the agency and to develop and retain quality, high performing, and diverse talent. Services include conducting employee development needs assessments; designing employee development programs; administering and delivering employee development programs (Learning Management) and evaluating the overall effectiveness of the agency's employee development approach.

**Professional Services Category**

**H03. Financial Services Subcategory**

**SIN 541219 Budget and Financial Management Services**

541219 Includes the following services: accounting, budgeting, and complementary financial services such as: transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations, assessment and improvement of budget formulation and execution processes, special reviews to resolve budget formulation or budget execution issues, and technical assistance to improve budget preparation or execution processes.

**H08. Marketing and Public Relations Subcategory**

**SIN 541910 Marketing Research and Analysis**

541910 Includes the following services: customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, establishing call centers (in relation to services provided under this schedule).

**SIN 541922 Commercial Photography Services**

541922 Includes the following services: photography which may be used for commercial advertisements and/or illustrations that will appear in books, magazines, and/or other forms of media such as: black and white, color photography, digital photography, aerial photography, architectural photography, still photographs, field and studio photography; and related photography services such as photo editing and high-resolution scans.

**SIN 561920 Conference, Meeting, Event and Trade Show Planning Services**

561920 Includes the following services: organizing, promoting, and/or managing events, such as business and trade shows, conventions, conferences, and meetings (whether or not they manage and provide the staff to operate the facilities in which these events take place), project management, coordination and implementation of third party participation, collection management of third party payment for participation, liaison support with venue, audiovisual and information technology support, topic and speaker identification, site location research, reservation of facilities, on-site meeting and registration support, editorial services, automation and telecommunications support, design and editing productions; and mailing and other communication with attendees including pre/post meeting mailings/travel support and computer database creation.

## **H09. Technical and Engineering Services (Non-IT) Subcategory**

### **SIN 541715                    Engineering Research and Development and Strategic Planning**

541715 Includes the following services: conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

## **H10. Training Subcategory**

### **SIN 611430                    Professional and Management Development Training**

611430 Includes offering an array of short duration courses and seminars for management and professional development.

### **SIN 333318TDTM    Off-the-Shelf Training Devices and Training Materials**

333318TDTM Includes Off-the-Shelf Training Devices: Proposed training devices shall be commercially available off-the-shelf training devices to include software programs, teaching machines and devices, simulators such as driving simulators, flight simulators, etc., prepared printed instructional material, medical models and simulators, prepared audio and visual instruction material and multimedia program kits.

## **Order Level Materials (OLM)**

### **SIN OLM                    Order Level Materials**

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.

**Attachment B: Labor Rates**  
*Customer Site (Domestic Only)*

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Administrative Analyst 1	\$ 46.03	\$ 46.03	\$ 46.03	\$ 46.03	\$ 46.03
Administrative Analyst 2	\$ 62.17	\$ 62.17	\$ 62.17	\$ 62.17	\$ 62.17
Engineer / Scientist 2	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40
Engineer / Scientist 3	\$ 90.48	\$ 90.48	\$ 90.48	\$ 90.48	\$ 90.48
Engineer / Scientist 4	\$ 105.43	\$ 105.43	\$ 105.43	\$ 105.43	\$ 105.43
Engineer / Scientist 5	\$ 120.52	\$ 120.52	\$ 120.52	\$ 120.52	\$ 120.52
Engineer / Scientist 6	\$ 135.74	\$ 135.74	\$ 135.74	\$ 135.74	\$ 135.74
Financial Analyst 2	\$ 61.37	\$ 61.37	\$ 61.37	\$ 61.37	\$ 61.37
Graphic Artist 1	\$ 62.80	\$ 62.80	\$ 62.80	\$ 62.80	\$ 62.80
Intelligence Specialist	\$ 101.73	\$ 101.73	\$ 101.73	\$ 101.73	\$ 101.73
Logistician 2	\$ 64.06	\$ 64.06	\$ 64.06	\$ 64.06	\$ 64.06
Logistician 3	\$ 75.42	\$ 75.42	\$ 75.42	\$ 75.42	\$ 75.42
Logistician 4	\$ 94.24	\$ 94.24	\$ 94.24	\$ 94.24	\$ 94.24
Logistician 5	\$ 113.10	\$ 113.10	\$ 113.10	\$ 113.10	\$ 113.10
Management Analyst 1	\$ 52.73	\$ 52.73	\$ 52.73	\$ 52.73	\$ 52.73
Management Analyst 2	\$ 64.08	\$ 64.08	\$ 64.08	\$ 64.08	\$ 64.08
Management Analyst 3	\$ 82.95	\$ 82.95	\$ 82.95	\$ 82.95	\$ 82.95
Management Consultant 1	\$ 105.58	\$ 105.58	\$ 105.58	\$ 105.58	\$ 105.58
Management Consultant 2	\$ 139.60	\$ 139.60	\$ 139.60	\$ 139.60	\$ 139.60
Program Analyst 3	\$ 97.84	\$ 97.84	\$ 97.84	\$ 97.84	\$ 97.84
Programmer 1	\$ 71.21	\$ 71.21	\$ 71.21	\$ 71.21	\$ 71.21
Quality Assurance Analyst	\$ 62.85	\$ 62.85	\$ 62.85	\$ 62.85	\$ 62.85
Safety Specialist 1	\$ 45.19	\$ 45.19	\$ 45.19	\$ 45.19	\$ 45.19
Safety Specialist 2	\$ 52.74	\$ 52.74	\$ 52.74	\$ 52.74	\$ 52.74
Safety Specialist 3	\$ 71.63	\$ 71.63	\$ 71.63	\$ 71.63	\$ 71.63
Safety Specialist 4	\$ 90.48	\$ 90.48	\$ 90.48	\$ 90.48	\$ 90.48
Security Specialist 1	\$ 45.20	\$ 45.20	\$ 45.20	\$ 45.20	\$ 45.20
Security Specialist 2	\$ 56.50	\$ 56.50	\$ 56.50	\$ 56.50	\$ 56.50
Security Specialist 3	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40
Security Specialist 4	\$ 90.49	\$ 90.49	\$ 90.49	\$ 90.49	\$ 90.49
SME 01	\$ 94.25	\$ 94.25	\$ 94.25	\$ 94.25	\$ 94.25
SME 02	\$ 101.81	\$ 101.81	\$ 101.81	\$ 101.81	\$ 101.81
SME 03	\$ 109.33	\$ 109.33	\$ 109.33	\$ 109.33	\$ 109.33
SME 04	\$ 124.43	\$ 124.43	\$ 124.43	\$ 124.43	\$ 124.43
SME 05	\$ 139.47	\$ 139.47	\$ 139.47	\$ 139.47	\$ 139.47
SME 07	\$ 191.71	\$ 191.71	\$ 191.71	\$ 191.71	\$ 191.71
Technical Analyst 3	\$ 60.29	\$ 60.29	\$ 60.29	\$ 60.29	\$ 60.29
Technical Analyst 4	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40
Technical Analyst 5	\$ 94.24	\$ 94.24	\$ 94.24	\$ 94.24	\$ 94.24
Technical Analyst 6	\$ 113.09	\$ 113.09	\$ 113.09	\$ 113.09	\$ 113.09
Technical Writer 1	\$ 60.31	\$ 60.31	\$ 60.31	\$ 60.31	\$ 60.31
Technical Writer 2	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40	\$ 75.40
Technical Writer 3	\$ 90.49	\$ 90.49	\$ 90.49	\$ 90.49	\$ 90.49
Technical Writer 4	\$ 105.55	\$ 105.55	\$ 105.55	\$ 105.55	\$ 105.55
Training Specialist 1	\$ 60.30	\$ 60.30	\$ 60.30	\$ 60.30	\$ 60.30
Training Specialist 2	\$ 75.41	\$ 75.41	\$ 75.41	\$ 75.41	\$ 75.41
Training Specialist 3	\$ 98.03	\$ 98.03	\$ 98.03	\$ 98.03	\$ 98.03
Training Specialist 4	\$ 120.59	\$ 120.59	\$ 120.59	\$ 120.59	\$ 120.59

**Contractor Site (Domestic Only)**

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Database Administrator 1	\$ 60.65	\$ 60.65	\$ 60.65	\$ 60.65	\$ 60.65
Engineer / Scientist 1	\$ 56.65	\$ 56.65	\$ 56.65	\$ 56.65	\$ 56.65
Engineer / Scientist 2	\$ 83.08	\$ 83.08	\$ 83.08	\$ 83.08	\$ 83.08
Engineer / Scientist 3	\$ 99.69	\$ 99.69	\$ 99.69	\$ 99.69	\$ 99.69
Engineer / Scientist 4	\$ 116.18	\$ 116.18	\$ 116.18	\$ 116.18	\$ 116.18
Engineer / Scientist 5	\$ 132.80	\$ 132.80	\$ 132.80	\$ 132.80	\$ 132.80
Engineer / Scientist 6	\$ 149.57	\$ 149.57	\$ 149.57	\$ 149.57	\$ 149.57
Financial Analyst 1	\$ 49.18	\$ 49.18	\$ 49.18	\$ 49.18	\$ 49.18
Financial Analyst 3	\$ 89.18	\$ 89.18	\$ 89.18	\$ 89.18	\$ 89.18
Human Systems Integration Specialist	\$ 126.04	\$ 126.04	\$ 126.04	\$ 126.04	\$ 126.04
Instructional Systems Designer	\$ 92.12	\$ 92.12	\$ 92.12	\$ 92.12	\$ 92.12
Intelligence Specialist	\$ 112.10	\$ 112.10	\$ 112.10	\$ 112.10	\$ 112.10
Knowledge Manager	\$ 145.49	\$ 145.49	\$ 145.49	\$ 145.49	\$ 145.49
Logistician 1	\$ 60.61	\$ 60.61	\$ 60.61	\$ 60.61	\$ 60.61
Logistician 2	\$ 70.58	\$ 70.58	\$ 70.58	\$ 70.58	\$ 70.58
Logistician 3	\$ 83.10	\$ 83.10	\$ 83.10	\$ 83.10	\$ 83.10
Logistician 4	\$ 103.84	\$ 103.84	\$ 103.84	\$ 103.84	\$ 103.84
Logistician 5	\$ 124.62	\$ 124.62	\$ 124.62	\$ 124.62	\$ 124.62
Management Analyst 1	\$ 58.10	\$ 58.10	\$ 58.10	\$ 58.10	\$ 58.10
Management Analyst 2	\$ 70.62	\$ 70.62	\$ 70.62	\$ 70.62	\$ 70.62
Management Analyst 3	\$ 91.40	\$ 91.40	\$ 91.40	\$ 91.40	\$ 91.40
Management Consultant 1	\$ 116.34	\$ 116.34	\$ 116.34	\$ 116.34	\$ 116.34
Management Consultant 2	\$ 153.82	\$ 153.82	\$ 153.82	\$ 153.82	\$ 153.82
Operations Consultant 1	\$ 116.34	\$ 116.34	\$ 116.34	\$ 116.34	\$ 116.34
Operations Consultant 2	\$ 153.80	\$ 153.80	\$ 153.80	\$ 153.80	\$ 153.80
Program Analyst 1	\$ 31.39	\$ 31.39	\$ 31.39	\$ 31.39	\$ 31.39
Program Analyst 2	\$ 87.26	\$ 87.26	\$ 87.26	\$ 87.26	\$ 87.26
Program Manager 1	\$ 145.37	\$ 145.37	\$ 145.37	\$ 145.37	\$ 145.37
Program Manager 2	\$ 183.07	\$ 183.07	\$ 183.07	\$ 183.07	\$ 183.07
Project Manager 1	\$ 75.87	\$ 75.87	\$ 75.87	\$ 75.87	\$ 75.87
Project Manager 2	\$ 92.29	\$ 92.29	\$ 92.29	\$ 92.29	\$ 92.29
Project Manager 3	\$ 121.35	\$ 121.35	\$ 121.35	\$ 121.35	\$ 121.35
Safety Specialist 1	\$ 49.80	\$ 49.80	\$ 49.80	\$ 49.80	\$ 49.80
Safety Specialist 2	\$ 58.10	\$ 58.10	\$ 58.10	\$ 58.10	\$ 58.10
Safety Specialist 3	\$ 78.94	\$ 78.94	\$ 78.94	\$ 78.94	\$ 78.94
Safety Specialist 4	\$ 99.70	\$ 99.70	\$ 99.70	\$ 99.70	\$ 99.70
Security Specialist 1	\$ 49.80	\$ 49.80	\$ 49.80	\$ 49.80	\$ 49.80
Security Specialist 2	\$ 62.25	\$ 62.25	\$ 62.25	\$ 62.25	\$ 62.25
Security Specialist 3	\$ 83.09	\$ 83.09	\$ 83.09	\$ 83.09	\$ 83.09
Security Specialist 4	\$ 99.71	\$ 99.71	\$ 99.71	\$ 99.71	\$ 99.71
SME 01	\$ 103.85	\$ 103.85	\$ 103.85	\$ 103.85	\$ 103.85
SME 02	\$ 112.19	\$ 112.19	\$ 112.19	\$ 112.19	\$ 112.19
SME 03	\$ 120.47	\$ 120.47	\$ 120.47	\$ 120.47	\$ 120.47
SME 04	\$ 137.11	\$ 137.11	\$ 137.11	\$ 137.11	\$ 137.11
SME 05	\$ 153.69	\$ 153.69	\$ 153.69	\$ 153.69	\$ 153.69
SME 06	\$ 194.34	\$ 194.34	\$ 194.34	\$ 194.34	\$ 194.34
Software Engineer 1	\$ 93.05	\$ 93.05	\$ 93.05	\$ 93.05	\$ 93.05
Strategic Planning Consultant	\$ 167.62	\$ 167.62	\$ 167.62	\$ 167.62	\$ 167.62
Technical Analyst 1	\$ 38.32	\$ 38.32	\$ 38.32	\$ 38.32	\$ 38.32
Technical Analyst 2	\$ 45.29	\$ 45.29	\$ 45.29	\$ 45.29	\$ 45.29
Technical Analyst 3	\$ 66.43	\$ 66.43	\$ 66.43	\$ 66.43	\$ 66.43
Technical Analyst 4	\$ 83.08	\$ 83.08	\$ 83.08	\$ 83.08	\$ 83.08
Technical Analyst 5	\$ 103.84	\$ 103.84	\$ 103.84	\$ 103.84	\$ 103.84
Technical Analyst 6	\$ 124.61	\$ 124.61	\$ 124.61	\$ 124.61	\$ 124.61
Technical Writer 1	\$ 66.45	\$ 66.45	\$ 66.45	\$ 66.45	\$ 66.45
Technical Writer 2	\$ 83.08	\$ 83.08	\$ 83.08	\$ 83.08	\$ 83.08
Technical Writer 3	\$ 99.71	\$ 99.71	\$ 99.71	\$ 99.71	\$ 99.71
Technical Writer 4	\$ 116.31	\$ 116.31	\$ 116.31	\$ 116.31	\$ 116.31
Training Specialist 1	\$ 66.45	\$ 66.45	\$ 66.45	\$ 66.45	\$ 66.45
Training Specialist 2	\$ 83.09	\$ 83.09	\$ 83.09	\$ 83.09	\$ 83.09
Training Specialist 3	\$ 108.02	\$ 108.02	\$ 108.02	\$ 108.02	\$ 108.02
Training Specialist 4	\$ 132.87	\$ 132.87	\$ 132.87	\$ 132.87	\$ 132.87
Website Director	\$ 174.64	\$ 174.64	\$ 174.64	\$ 174.64	\$ 174.64

## Attachment C: Labor Category Descriptions

GSA has approved the following S&A labor categories and associated qualifications under this contract. Category specific years of experience may be substituted for an education degree. Security clearance may be required for certain positions as directed by the Statement of Work.

Labor Category Title								
Functional Description								
LCAT Level	Typical Experience and Education Requirements			Education / Experience Equivalency				
	Minimum Years of Experience	Minimum Education	Applicable Training or Certification	High School Diploma	Associate's Degree	Bachelor's Degree	Master's Degree	Doctorate
<b>Administrative Analyst</b>								
Performs clerical, administrative, and general office duties of a highly responsible and confidential nature in support of manager(s) and staff. Uses strong organizational and interpersonal skills to maintain schedules, calendars, correspondence, and filing systems								
1	2	High School Diploma	N/A	6	4	2	0	0
2	4	High School Diploma	N/A	8	6	4	2	0
3	6	High School Diploma	N/A	10	8	6	4	2
<b>Database Administrator</b>								
Creates and maintains databases compatible with customer needs. Performs design, system analysis, programming, and data manipulation techniques. Oversees database updates, storage, security, and troubleshooting.								
1	3	Bachelor's Degree	N/A	7	5	3	1	0
2	5	Bachelor's Degree	N/A	9	7	5	3	1
3	7	Bachelor's Degree	N/A	11	9	7	5	3
<b>Engineer / Scientist</b>								
Performs a variety of engineering tasks that are broad in nature and are concerned with design and implementation, including personnel, hardware, software, and support facilities, and/or equipment. Plans and performs engineering research, design development, and other assignments in conformance with design, engineering, and customer specifications. Responsible for the technical/engineering portions of projects.								
1	0	Bachelor's Degree	N/A	4	2	0	0	0
2	3	Bachelor's Degree	N/A	7	5	3	1	0
3	6	Bachelor's Degree	N/A	10	8	6	4	2
4	10	Bachelor's Degree	N/A	14	12	10	8	6
5	15	Bachelor's Degree	N/A	19	17	15	13	11
6	20	Bachelor's Degree	N/A	24	22	20	18	16
7	25	Bachelor's Degree	N/A	29	27	25	23	21

Labor Category Title								
Functional Description								
LCAT Level	Typical Experience and Education Requirements			Education / Experience Equivalency				
	Minimum Years of Experience	Minimum Education	Applicable Training or Certification	High School Diploma	Associate's Degree	Bachelor's Degree	Master's Degree	Doctorate
<b>Financial Analyst</b>								
Performs analysis of financial statements including cost, accounting, budgeting, planning, and forecasting. Conducts cost analysis, scheduling, budget planning, and documentation. <i>* Degree in finance, accounting, business, economics, or other relevant discipline</i>								
1	2	Bachelor's Degree*	N/A	6	4	2	0	0
2	5	Bachelor's Degree*	N/A	9	7	5	3	1
3	8	Bachelor's Degree*	N/A	12	10	8	6	4
<b>Graphic Artist</b>								
Creates, designs, and produces graphics using computer software, computer design techniques, and computer-generated media.								
1	1	Bachelor's Degree	N/A	5	3	1	0	0
2	3	Bachelor's Degree	N/A	7	5	3	1	0
3	7	Bachelor's Degree	N/A	11	9	7	5	3
<b>Human Systems Integration Specialist</b>								
Applies principles, methods, and knowledge of applicable human systems integration domain(s) to difficult and narrowly defined technical and operational problems. Develops solutions to problems for implementation. applies knowledge of current industry best practices and academic research in human systems integration as well as innovative processes and technologies.								
N/A	15	Bachelor's Degree	N/A	19	17	15	13	11
<b>Instructional Systems Designer</b>								
Conducts analyses to identify and validate training requirements. Documents results of analyses and develops and recommends alternative training strategies for consideration of decision-makers. Develops training planning data including resource requirements (manpower, personnel, and training), determines follow on training recommendations including justification and impact. Determines the training considerations that form the basis for functional characteristics of the instructional delivery system and determines functional characteristics requirements. Develops testing plans, test administrator guides, and related learning objectives. Guides, reviews, and approves the sequence of learning experiences based upon learning psychology, behaviorism, cognition, and information processing.								
N/A	10	Bachelor's Degree	N/A	14	12	10	8	6
<b>Intelligence Specialist</b>								
Collects, records, analyzes, and disseminates tactical, strategic, or technical intelligence information. Segregates and records incoming intelligence data according to type of data to facilitate comparison, study, and accessibility.								
N/A	5	Bachelor's Degree	N/A	9	7	5	3	1

Labor Category Title								
Functional Description								
LCAT Level	Typical Experience and Education Requirements			Education / Experience Equivalency				
	Minimum Years of Experience	Minimum Education	Applicable Training or Certification	High School Diploma	Associate's Degree	Bachelor's Degree	Master's Degree	Doctorate
<b>Knowledge Manager</b>								
Identifies, collects, synthesizes, organizes, and manages organizational knowledge in support of business units across the enterprise. This includes accumulating, understanding, and leveraging knowledge about business activity on behalf of an organization, its clients, its employees, and partners. Responsible for building and organizing the company's conceptual assets in knowledge bases (that are not text files nor tables in a database).								
N/A	8	Bachelor's Degree	N/A	12	10	8	6	4
<b>Logistician</b>								
Develops, tests, and delivers configuration and logistics management systems designed to provide clients with logistics technology that ensures effective and economical support for manufacturing or servicing of products, systems, or equipment. Uses technical expertise to solve complex issues. Analyzes logistics requirements, including in-depth knowledge of supply, material, and engineering management, transportation or other logistics systems, capabilities, and processes as stipulated by the customer.								
1	2	High School Diploma	N/A	6	4	2	0	0
2	4	High School Diploma	N/A	8	6	4	2	0
3	6	High School Diploma	N/A	10	8	6	4	2
4	8	High School Diploma	N/A	12	10	8	6	4
5	10	High School Diploma	N/A	14	12	10	8	6
<b>Management Analyst</b>								
Collects, reviews, and analyzes organizational and mission related information to make recommendations to the customer. Defines the nature and extent of problems. Analyzes relevant data, which may include annual revenues, employment, or expenditures. Interviews managers and employees while observing their operations. Develops solutions to problems. Prepares recommendations, understands the nature of the organization, the relationship it has with others in the Government, and its internal organization and culture. Prepares and solves mathematical models.								
1	5	Bachelor's Degree	N/A	9	7	5	3	1
2	7	Bachelor's Degree	N/A	11	9	7	5	3
3	10	Bachelor's Degree	N/A	14	12	10	8	6
<b>Management Consultant</b>								
Conducts strategic business management to include development of corporate strategic plans, development of organizational performance management plans, development of organization governance structures, guiding significant organizational change management efforts.								
1	10	Bachelor's Degree	N/A	14	12	10	8	6
2	15	Bachelor's Degree	N/A	19	17	15	13	11
3	20	Bachelor's Degree	N/A	24	22	20	18	16

<b>Labor Category Title</b>								
<b>Functional Description</b>								
<b>LCAT Level</b>	<b>Typical Experience and Education Requirements</b>			<b>Education / Experience Equivalency</b>				
	<b>Minimum Years of Experience</b>	<b>Minimum Education</b>	<b>Applicable Training or Certification</b>	<b>High School Diploma</b>	<b>Associate's Degree</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>	<b>Doctorate</b>
<b>Operations Consultant</b>								
Determines improved methods to coordinate and manage large organizations that require the effective use of money, materials, equipment, and people. Applies analytical methods from mathematics, science, and engineering to diverse issues such as top-level strategy, planning, forecasting, resource allocation, performance measurement, scheduling, the design of production facilities and systems, supply chain management, pricing, transportation and distribution, and the analysis of large databases.								
1	10	Bachelor's Degree	N/A	14	12	10	8	6
2	15	Bachelor's Degree	N/A	19	17	15	13	11
3	20	Bachelor's Degree	N/A	24	22	20	18	16
<b>Program Analyst</b>								
Analyzes the effectiveness of organizational programs using qualitative and quantitative methods. Conducts analysis and integration of programs and projects. Assists in defining program objectives and requirements, interfaces with technical, management, and administrative personnel to identify data requirements. Gathers required facts and information. Develops integrated conclusions and insights. Implements actions in support of defined agenda and project objectives. Provides project, financial or technical progress reports, prepares Program Management Reviews and Milestone decision templates. Designs and implements program planning timelines and tracks program execution.								
1	2	Bachelor's Degree	N/A	6	4	2	0	0
2	4	Bachelor's Degree	N/A	8	6	4	2	0
3	6	Bachelor's Degree	N/A	10	8	6	4	2
<b>Program Manager</b>								
Manages large programs and/or multiple complex projects, from inception to deployment. Provides guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Provides expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts.								
1	8	Bachelor's Degree	N/A	12	10	8	6	4
2	10	Bachelor's Degree	N/A	14	12	10	8	6
3	12	Bachelor's Degree	N/A	16	14	12	10	8
<b>Programmer</b>								
Prepares descriptions that list the input required, the steps the computer must follow to process data, and the desired arrangement of the output. Writes and maintains software programs that list the steps the computer must execute to perform functions. Updates, repairs, and modifies code and routines of existing software programs. Prepares sample data to test all parts of a program; conducts trial runs and tests software programs to ensure instructions are correct and will produce the desired information. <i>* Degree in Computer Science, Mathematics, Engineering, Information Systems, or other relevant discipline.</i>								
1	3	Bachelor's Degree*	N/A	7	5	3	1	0
2	6	Bachelor's Degree*	N/A	10	8	6	4	2
3	9	Bachelor's Degree*	N/A	13	11	9	7	5

<b>Labor Category Title</b>								
<b>Functional Description</b>								
<b>LCAT Level</b>	<b>Typical Experience and Education Requirements</b>			<b>Education / Experience Equivalency</b>				
	<b>Minimum Years of Experience</b>	<b>Minimum Education</b>	<b>Applicable Training or Certification</b>	<b>High School Diploma</b>	<b>Associate's Degree</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>	<b>Doctorate</b>
<b>Project Manager</b>								
Coordinates and oversees all aspects of projects. Sets deadlines, assigns responsibilities, monitors, and summarizes progress of projects. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals.								
1	3	Bachelor's Degree	N/A	7	5	3	1	0
2	5	Bachelor's Degree	N/A	9	7	5	3	1
3	7	Bachelor's Degree	N/A	11	9	7	5	3
<b>Quality Assurance Analyst</b>								
Performs quality audits. Verifies test procedures, maintains proficiency in statistical methodology, including sampling techniques, procedures and forms. Ensures quality results are recorded accurately. Stays current with applicable technology, concepts, and procedures.								
N/A	1	Bachelor's Degree	N/A	5	3	1	0	0
3	7	High School Diploma	N/A	11	9	7	5	3
4	9	High School Diploma	N/A	13	11	9	7	5
<b>Security Specialist</b>								
Analyzes and defines computer security requirements for high-level applications, evaluation of approved security product capabilities, and developing/implementing solutions to multi-level security (MLS) problems. Maintains knowledge of standard industry methodologies and systems.								
1	1	High School Diploma	N/A	5	3	1	0	0
2	3	High School Diploma	N/A	7	5	3	1	0
3	5	High School Diploma	N/A	9	7	5	3	1
4	7	High School Diploma	N/A	11	9	7	5	3
<b>Software Engineer</b>								
Develops, researches, designs, implements, tests, and evaluates software and systems, in conjunction with hardware product development, that enable computers to perform their applications, applying principles and techniques of computer science, engineering, and mathematical analysis.								
1	3	Bachelor's Degree	N/A	7	5	3	1	0
2	6	Bachelor's Degree	N/A	10	8	6	4	2
3	9	Bachelor's Degree	N/A	13	11	9	7	5
<b>Strategic Planning Consultant</b>								
Develops, implements, maintains, and sunsets cradle-to-grave strategic management or enterprise resource management projects with very large (10,000 person or more) federal or corporate organizations.								
	5	Master's Degree	N/A	11	9	7	5	3
<b>Subject Matter Expert</b>								

<b>Labor Category Title</b>								
<b>Functional Description</b>								
<b>LCAT Level</b>	<b>Typical Experience and Education Requirements</b>			<b>Education / Experience Equivalency</b>				
	<b>Minimum Years of Experience</b>	<b>Minimum Education</b>	<b>Applicable Training or Certification</b>	<b>High School Diploma</b>	<b>Associate's Degree</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>	<b>Doctorate</b>
Provides expertise and insight in single or multiple technical disciplines and specific areas of science and technology. Guides the development and application of this knowledge to the project. Independently performs a variety of system design and integration tasks where subject matter expertise is required. Plans and performs required research, design evaluation, technical development, system integration planning and other tasks in specific technical areas. Responsible for highly complex technical/engineering tasks. May coordinate and guide the activities of engineering staff assigned to specific tasks.								
1	3	Bachelor's Degree	N/A	7	5	3	1	0
2	5	Bachelor's Degree	N/A	9	7	5	3	1
3	7	Bachelor's Degree	N/A	11	9	7	5	3
4	9	Bachelor's Degree	N/A	13	11	9	7	5
5	11	Bachelor's Degree	N/A	15	13	11	9	7
6	13	Bachelor's Degree	N/A	17	15	13	11	9
7	15	Bachelor's Degree	N/A	19	17	15	13	11
<b>Technical Analyst</b>								
Develops technical specifications, conducts process analysis and design, solves technical problems, or performs analytical and logical thinking to resolve problems.								
1	1	Bachelor's Degree	N/A	5	3	1	0	0
2	3	Bachelor's Degree	N/A	7	5	3	1	0
3	5	Bachelor's Degree	N/A	9	7	5	3	1
4	8	Bachelor's Degree	N/A	12	10	8	6	4
5	10	Bachelor's Degree	N/A	14	12	10	8	6
6	12	Bachelor's Degree	N/A	16	14	12	10	8
<b>Technical Writer</b>								
Prepares and edits technical documentation, procedures, processes, manuals, or guidelines for systems, equipment, or tools related to technical, logistics, or engineering related projects.								
1	3	Bachelor's Degree	N/A	7	5	3	1	0
2	5	Bachelor's Degree	N/A	9	7	5	3	1
3	10	Bachelor's Degree	N/A	14	12	10	8	6
4	15	Bachelor's Degree	N/A	19	17	15	13	11
<b>Training Specialist</b>								
Prepares and conducts training programs for employees of an organization. Establishes training needs, develops goals and objectives of training programs, develops training programs, applies instructional system development processes.								
1	3	Bachelor's Degree	N/A	7	5	3	1	0
2	5	Bachelor's Degree	N/A	9	7	5	3	1

<b>Labor Category Title</b>								
<b>Functional Description</b>								
<b>LCAT Level</b>	<b>Typical Experience and Education Requirements</b>			<b>Education / Experience Equivalency</b>				
	<b>Minimum Years of Experience</b>	<b>Minimum Education</b>	<b>Applicable Training or Certification</b>	<b>High School Diploma</b>	<b>Associate's Degree</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>	<b>Doctorate</b>
3	8	Bachelor's Degree	N/A	12	10	8	6	4
4	10	Bachelor's Degree	N/A	14	12	10	8	6
5	12	Bachelor's Degree	N/A	16	14	12	10	8
6	14	Bachelor's Degree	N/A	18	16	14	12	10
<b>Web Director</b>								
Directs the overall quality, innovation, and creative vision of an organization or client's website. Oversees a group of designers in developing and executing unique organization or client website designs, new product designs, email marketing designs, and internal marketing projects. Manages the look and functionality of the website. Integrates business requirements into design strategies, interaction, and visual solutions or designs based on marketing objectives and strategic rationale.								
N/A	10	Bachelor's Degree	N/A	14	12	10	8	6

## Attachment D: Blanket Purchase Agreement

BPA Number: \_\_\_\_\_

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_ and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH \_\_\_\_\_ (*Ordering Agency*):

- (1) The following contract services/products can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<u>ITEM (Model/Part Number or Type of Service)</u>	<u>SPECIAL BPA DISCOUNT/PRICE</u>
_____	_____
_____	_____

- (2) Delivery:
- | <u>DESTINATION</u> | <u>DELIVERY SCHEDULE/DATES</u> |
|--------------------|--------------------------------|
| _____              | _____                          |
| _____              | _____                          |

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:
- | OFFICE | POINT OF CONTACT |
|--------|------------------|
| _____  | _____            |
| _____  | _____            |

- (7) Orders will be placed against this BPA via Electronic Data Exchange (EDI), FAX, paper, or oral communications.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Task/Delivery Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.