GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MULTIPLE AWARD SCHEDULE
FSC GROUP: PROFESSIONAL SERVICES

CONTRACT NUMBER:
47QRAA21D00A3

Lewis-Price & Associates, Inc.
8200 Greensboro Drive, Suite 805
McLean, VA 22102
Phone: 703-727-9182
Fax: 703-842-6202
www.lewisprice.com
Contract Administrator: Ken Coleman
Email: gsa@lewisprice.com

PERIOD COVERED BY CONTRACT:
September 14, 2021 – September 13, 2026
Price List is current through Mod PS-0005, Effective February 17, 2022

Business Size:
Small Disadvantaged and Certified 8(a) 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 GSA Advantage® is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611 RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430 RC</td>
<td>Professional and Management Development Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLM RC</td>
<td>Order-Level Materials</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. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not Applicable.

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 below.

2. Maximum Order: $1,000,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as Contractor

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

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

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): 30 Days ARO

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery is available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor

11. F.O.B Points: Destination

12a. Ordering Address:
   8200 Greensboro Drive, Suite 805
   McLean, VA 22102
   Phone: 703-727-9182
   Email: gsa@lewisprice.com

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

13. Payment address:
   8200 Greensboro Drive, Suite 805
   McLean, VA 22102
   Phone: 703-727-9182
   Email: accounting@lewisprice.com

14. Warranty provision: Standard Commercial Warranty

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A
22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

23. Data Universal Numbering System (DUNS) number: 132086633

24. Notification regarding registration in System of Award (SAM) database: Registered (3M5B6)

### GSA Pricing

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>GSA Price Year 1</th>
<th>GSA Price Year 2</th>
<th>GSA Price Year 3</th>
<th>GSA Price Year 4</th>
<th>GSA Price Year 5</th>
</tr>
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<tbody>
<tr>
<td>541611, 611430</td>
<td>Instructor/Team Lead</td>
<td>$98.30</td>
<td>$100.76</td>
<td>$103.28</td>
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<td>Social Media/Digital Engagement Expert</td>
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<td>Senior Consultant</td>
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<tr>
<td>541611, 611430</td>
<td>Role Player</td>
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<td>541611, 611430</td>
<td>Specialized Instructor</td>
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<td>$205.15</td>
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<tr>
<td>541611, 611430</td>
<td>Senior Program Manager</td>
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<td>541611, 611430</td>
<td>Content Subject Matter Expert I</td>
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<td>Principle Instructional Systems Developer</td>
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<td>Instructional Systems Designer II</td>
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<td>SINs</td>
<td>Labor Category</td>
<td>GSA Price Year 1</td>
<td>GSA Price Year 2</td>
<td>GSA Price Year 3</td>
<td>GSA Price Year 4</td>
<td>GSA Price Year 5</td>
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<td>Media Specialist IV</td>
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<td>Researcher III</td>
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<tr>
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<td>Administrative Assistant**</td>
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<td>$92.25</td>
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<td>$96.92</td>
</tr>
</tbody>
</table>

**Labor Category Descriptions**

**ACCEPTABLE EQUIVALENCIES**
A Graduate-level Degree can be substituted for 4 years of related experience.
4 years of related experience can be substituted for a Graduate-level Degree
A Bachelor’s Degree can be substituted for 4 years of related experience.
4 years of related experience can be substituted for a Bachelor’s Degree
4 years relevant experience may be substituted for a H.S. Diploma
3 years additional relevant experience may be substituted for a Master's Degree.

**Instructor/Team Lead**
**Functional Responsibilities:** Provides subject matter expertise support and planning, executing, and assessing communication strategies designed to support multi-domain, strategic, and/or training plans. Performs content development, review, and delivery of professional development support to organizational communicators. Performs training implementation support including pilot offerings and/or train-the-trainer support of curricula developed. Analyzes training requirement and objectives. Performs lead role in all phases of training plans.

**Minimum Education:** Bachelor’s degree
**Minimum Experience:** 7 years

**Senior Instructor**
**Functional Responsibilities:** Responsible for coordinating and leading information-related capabilities; interorganizational cooperation; planning, executing, and assessing communication strategies designed to support multi-domain, strategic, and/or training plans. Performs operations with joint staffs, international organizations, and other government agencies.
Performs executive-level function on communication strategy, public sentiment, stakeholder analysis, information disorder, issue management and crisis communication in complex information environments. Instructors perform these duties across a variety of courses taught.

**Minimum Education:** Graduate-level degree  
**Minimum Experience:** 6 years

**Instructor**  
**Functional Responsibilities:** Provides subject matter expertise support and planning, executing, and assessing communication strategies designed to support multi-domain, strategic, and/or training plans. Performs content development, review, and delivery of professional development support to organizational communicators. Performs training implementation support including pilot offerings and/or train-the-trainer support of curricula developed. Analyzes training requirement and objectives. Evaluates student performance.  
**Minimum Education:** Bachelor’s degree  
**Minimum Experience:** 5 years

**Social Media/Digital Engagement Expert**  
**Functional Responsibilities:** Performs as a strategic consultant and policy expert. Provides oversight and maintenance of Social Media Training. Provides faculty guidance in recommending industry standards and requirements for social media/digital engagement instruction. Participates with stakeholders in determining social media/digital engagement training requirements. Conducts social media/digital engagement instruction.  
**Minimum Education:** Bachelor’s degree  
**Minimum Experience:** 5 years

**Senior Consultant**  
**Functional Responsibilities:** Performs instruction and provides expertise focusing on integrating Public Affairs and Communication Strategy with operational lines of effort and leading operational efforts with training and information-related functions. Develops responsive, innovative training/learning solution design that ensures alignment of learner outcomes to competency models and effectively controlled the solution development effort. Evaluates, measures, and validates the effectiveness of the delivered training/learning solutions.  
**Minimum Education:** Bachelor’s degree  
**Minimum Experience:** 7 years

**Role Player**  
**Functional Responsibilities:** Participate and assist with training delivery. Demonstrates operations expertise in an informational environment. Documents training implementation and observations after completion of training exercise/course. Provides evaluation criteria, scenario improvements pertaining to their areas of expertise, feedback on student communication expertise, student integration with staff functions, and feasibility of student communication operations.  
**Minimum Education:** Bachelor’s degree  
**Minimum Experience:** 5 years
Specialized Instructor

**Functional Responsibilities:** Professor/instructor at recognized university and/or instructor at graduate programs (e.g., Service War Colleges, Command and Staff College, Marine Corps University); and/or published author in the areas of Ethics and Communication Skills, Research and Communication Planning, Intercultural Communication.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 10 years

Senior Program Manager

**Functional Responsibilities:** Develop program management plan incorporating PMP best practices processes for management of multiple concurrent projects. Participate in progress reviews, detail current and planned project tasks and develop and monitor project cost schedules. Create delivery schedule. Responsible for ensuring compliance with the quality control procedures. Manage identification of professional staff and on-site/off-site personnel.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 10 years

Program Manager

**Functional Responsibilities:** Assist with development and implementation of program management plan. Develop technical approach and delivery schedule for each course. Participate in progress reviews, detail current and planned project tasks and develop and monitor project cost schedules. Maintain records of hours worked, project deliverable status, status of ongoing projects and plans of any upcoming requirements and risks. Documents and tracks performed requirements and key deliverables. Develop and submit a monthly status report as required.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 7 years

Content Subject Matter Expert I

**Functional Responsibilities:** Supports assessments of organization's challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closely with senior Subject Matter Experts or Management Consultants.

**Minimum Education:** Bachelor’s degree

**Minimum Experience:** 6 Years

Principle Instructional Systems Developer

**Functional Responsibilities:** Apply research, theory, data collection, and analysis skills to instructional design projects. Update and improve knowledge, skills, and attitudes pertaining to the instructional design process and related fields. Conduct a needs assessment in order to recommend appropriate design solutions and strategies to coursework. Analyze the characteristics of existing and emerging technologies and their potential use. Design and develop professional and technical training on current and new initiatives in the area of instructional technology. Select or modify existing instructional materials, when needed, develop new instructional material.
Evaluation, measurement, and validation of the effectiveness of the delivered training/learning solutions. Design learning assessments and ensure objective alignment has been maintained.

**Minimum Education: Bachelor’s degree**

**Minimum Experience: 10 years**

**Instructional Systems Designer II**

**Functional Responsibilities:** Apply instructional design research, theory, and practice to analyze, evaluate, and provide constructive feedback on instructional products. Analyze and evaluate instructional products for the adequacy or inadequacy of content, instruction, and learning. Analyze and evaluate instructional products for alignment with content analyses, proposed technologies, delivery methods, and instructional strategies. Analyze and evaluate knowledge and performance assessments to ensure they are aligned with instructional goals, learning outcomes, and objectives. Assess and review the quality of instructional training product deliverables. Develop and utilize quality assurance checklists or guides to determine the quality and effectiveness of instructional products and to ensure completed product deliverables meet specified guidelines. Update and improve, skills, and attitudes pertaining to the instructional design process and related fields. Select or modify existing instructional materials, when needed, develop new instructional material. Evaluation, measurement, and validation of the effectiveness of the delivered training/learning solutions. Design learning assessments and ensure objective alignment has been maintained.

**Minimum Education: Bachelor’s degree**

**Minimum Experience: 3 years**

**Multimedia Designer**

**Functional Responsibilities:** Design and develop multimedia-based layouts, graphics, animation, video, and online tutorials. Perform technical duties in the production of web-based video and audio projects, video streaming, and other multimedia productions. Troubleshoot, test, and analyze technical problem and determine solution. Provide technical consultation to faculty, staff, and students. Work collaboratively with instructors, web content manager, web developers, content writers, and other colleagues to develop creative multimedia materials for courses and websites. Work in a fast-paced, collaborative environment across multiple curriculum development projects.

**Minimum Education: Bachelor’s degree**

**Minimum Experience: 5 years**

**Media Specialist IV**

**Functional Responsibilities:** Functions may include analyzing systems requirements, design, validating data acquisition and output media/formats, designing user interfaces, developing and maintaining websites, interactive applications, simulations, video/audio streaming, and creating media content used to support online, blended and face-to-face courses. The most qualified candidates will possess the ability to effectively combine art and technology to communicate ideas through images and the layout of websites and printed pages. Must also possess a basic knowledge of editing and writing text for various products to include still and motion media products. Must possess the ability to create works that identify a product or convey a message to a specific audience.
Possess some marketing skills and have recent experience or knowledge of the latest software and computer technology trends and should be able to work effectively in a collaborative, fast-paced and diverse environment.

**Minimum Education: Bachelor’s degree**
**Minimum Experience: 5 years**

**Content Subject Matter Expert II**
**Functional Responsibilities:** Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of other staff as necessary on activities related to the specified field or discipline.

**Minimum Education: Bachelor’s degree**
**Minimum Experience: 9 years**

**Researcher III**
**Functional Responsibilities:** Makes detailed observations, analyzes data, and interprets results. Carries out research/development activities. Develops research or policy papers, studies, and reports by conducting research in specific areas. Compiles results and prepares technical reports and documentation of outcomes. Processes requests for research information and compiles information on related topics. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

**Minimum Education: Master’s degree**
**Minimum Experience: 9 years**

**Evaluation Specialist**
**Functional Responsibilities:** Evaluation Specialists are responsible for designing and implementing project evaluations. Must have excellent research and report writing skills. Strong organizational skills to handle multiple tasks and work within timelines. Provide operational support to improve the quality of projects and ensure lessons from evaluations are incorporated. Work within general policies, principles and goals, working directly with clients. Coordinate and occasionally develop training materials on evaluation methods and best practices. Help to identify topics or methods on which there is need for new guidance or training by reviewing evaluation reports and other evidence-building research.

**Minimum Education: Bachelor’s degree**
**Minimum Experience: 4 years**

**Administrative Assistant**
**Functional Responsibilities:** Preparing and drafting correspondence, reports, binders and visual presentations. Providing support with proof reading and assisting in editing non-technical documents to ensure proper format, grammar, typographical accuracy, and conformance to procedural style. Answering phones in a clear and professional manner. Maintaining and updating current reference material/files, handbooks, shared files and manuals. Arranging meetings, to include scheduling conference rooms, audio set up, briefing materials (handouts, memorandums, etc.), and other meeting support. Managing the calendar and monitoring tasks.
Interacting with customers, vendors, and visitors. Reporting time and attendance to the designated supervisor. Coordinate and assist with administrative support for science and technology deputy area ensuring proper coverage and support for the assigned division or center staff. Preparing travel arrangement and vouchers for the assigned division or center staff. Prepare Vacancy Announcement Packages. Prepare new employee training manuals and work with appropriate offices to ensure new staff have resources needed (computer, phone, connectivity, and supplies).

**Minimum Education: High School**
**Minimum Experience: 0 years**

**General Clerk III**

**Functional Responsibilities:** This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

**Minimum Education: High School**
**Minimum Experience: 0 years**

**Project Coordinator**

**Functional Responsibilities:** Liaison with Project Manager(s) and subject matter experts to identify and define project requirements, scope and objectives for individual project components. Coordinate the review and approval of documents to complete the project. Proven work experience as a Project Coordinator or similar role. Experience in project management, from conception to delivery. An ability to prepare and interpret flowcharts, schedules and step-by-step action/work plans. Solid organizational skills, including multitasking and time-management. Strong client-facing and teamwork skills. Familiarity with risk management and quality assurance control. Strong working knowledge of Microsoft Project and Microsoft Planner.

**Minimum Education: High School**
**Minimum Experience: 0 years**

**Technical Writer**

**Functional Responsibilities:** Research, develop, write, edit or update material for manuals, instructions, handbooks, desk guides, reference libraries, instruction guides, and program training materials as standalone (printable), and web-based documents. Collects and interprets technical data or information and coordinates layout for publication. Typically reports to a manager. Contributes to moderately complex aspects of a project.
Work is generally independent and collaborative in nature.

**Minimum Education: Bachelor’s degree**
**Minimum Experience: 4 years**

**SCLS Matrix**

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Clerk III</td>
<td>01113 - General Clerk III</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>01111 - General Clerk I</td>
<td>2015-4281</td>
</tr>
</tbody>
</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.