GENERAL SERVICES ADMINISTRATION
Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAAdvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services    FSC Class:
Contract number: 47QRAA22D0071

Contract period: March 18, 2022, through March 17, 2027

CAITTA, Inc.
13289 Holly Meadow Lane
Herndon, VA 20171-3841
Phone: 703-899-0479

Contractor’s internet address/web site where schedule information can be found:
www.caitta.com

Contract administration source (if different from preceding entry).
Shiva Ram
sram@caitta.com

Business size: Small, 8(a), EDWOS

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

Prices Shown Herein are Net (discount deducted)
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>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541690</td>
<td>541690RC</td>
<td>Technical Consulting Services</td>
</tr>
<tr>
<td>561110</td>
<td>561110RC</td>
<td>Office Administration Services</td>
</tr>
<tr>
<td>541990RISK</td>
<td>541990RISKRC</td>
<td>Risk Assessment and Mitigation Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMSTLOC OLMRC</td>
<td>Order-Level Materials (OLM’s)</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. See Page 4

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 Page 4

2. Maximum order: $1,000,000

3. Minimum order: $100


5. Point(s) of production. Same as company address

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

7. Quantity discounts. None

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

9. Foreign items (list items by country of origin). Not Applicable

10a. Time of delivery. To Be Determined at the Task Order level
10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. To Be Determined at the Task Order level

10c. Overnight and 2-day delivery. To Be Determined at the Task Order level

10d. Urgent Requirements. To Be Determined at the Task Order level

11. F.O.B. point(s). Destination

12a. Ordering address(es). Same as company address

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

13. Payment address(es). Same as company address

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable

17. Terms and conditions of installation (if applicable). Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

18b. Terms and conditions for any other services (if applicable). Not Applicable

19. List of service and distribution points (if applicable). Not Applicable

20. List of participating dealers (if applicable). Not Applicable

21. Preventive maintenance (if applicable). Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

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/. Not Applicable

23. Unique Entity Identifier (UEI) number. LA8YGEWUDJK4
24. Notification regarding registration in System for Award Management (SAM) database. **Contractor registered and active in SAM**

<table>
<thead>
<tr>
<th>Escalation Rate</th>
<th>3.50%</th>
<th>Base</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Year 1</td>
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<tr>
<td><strong>SIN</strong></td>
<td><strong>Labor Category</strong></td>
<td><strong>Contractor or Customer Facility or Both</strong></td>
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<tr>
<td>541990</td>
<td>Epidemiologist III</td>
<td>Both</td>
</tr>
<tr>
<td>541690</td>
<td>Epidemiologist II</td>
<td>Both</td>
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<td>541690</td>
<td>Epidemiologist I</td>
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</tr>
<tr>
<td>541690</td>
<td>Public Health Analyst/Advisor II</td>
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</tr>
<tr>
<td>541690</td>
<td>Public Health Analyst/Advisor I</td>
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</tr>
<tr>
<td>561110</td>
<td>Project Support I</td>
<td>Both</td>
</tr>
<tr>
<td>561110</td>
<td>Project Support II</td>
<td>Both</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Facilitator</td>
<td>Both</td>
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<tr>
<td>561110</td>
<td>Executive Assistant</td>
<td>Both</td>
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<tr>
<td>561110</td>
<td>Administrative Assistant V**</td>
<td>Both</td>
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<tr>
<td>561110</td>
<td>Administrative Assistant III**</td>
<td>Both</td>
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<td>Administrative Assistant II**</td>
<td>Both</td>
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<tr>
<td>561110</td>
<td>Administrative Assistant I**</td>
<td>Both</td>
</tr>
<tr>
<td>541690</td>
<td>Subject Matter Expert III</td>
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<tr>
<td>541611</td>
<td>Sr. Program Manager</td>
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<td>541611</td>
<td>Project Manager I</td>
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<td>541611</td>
<td>Functional Analyst/Specialist I</td>
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<tr>
<td>541990RISK</td>
<td>Principal Ph.D Scientist</td>
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<td>Research Scientist I</td>
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<tr>
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<td>Evaluation Specialist I</td>
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<td>Evaluation Specialist II</td>
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<tr>
<td>541690</td>
<td>Writer/Editor I</td>
<td>Both</td>
</tr>
<tr>
<td>541690</td>
<td>Writer/Editor II</td>
<td>Both</td>
</tr>
</tbody>
</table>

**Epidemiologist III**
Responsible for carrying out a range of investigative and analytical epidemiologic activities related to the surveillance, detection, and prevention of diseases and injuries. Works as a team or project member, under the direction of a Senior Epidemiologist, conducting routine epidemiologic functions comprising surveillance, data collection, data analysis using basic epidemiologic methods, and assistance with epidemiologic investigations.

Min Education:  Bachelors
Min Years of Experience: 5
Epidemiologist II
Responsible for carrying out limited investigative and analytical epidemiologic activities related to the surveillance, detection, and prevention of diseases and injuries. Works as a supervised team or project member, under the direction of a Senior Epidemiologist, conducting routine epidemiologic functions comprising surveillance, data collection, data analysis using basic epidemiologic methods, and assistance with epidemiologic investigations.
Min Education: Bachelors
Min Years of Experience: 3

Epidemiologist I
Responsible for aiding in the investigative and analytical epidemiologic activities as related to the surveillance, detection, and prevention of diseases and injuries. Works closely with team or project member with limited responsibility, under the direction of an Epidemiologist, conducting routine epidemiologic functions comprising data collection and limited data analysis using basic epidemiologic methods, with limited responsibilities related to surveillance performance of epidemiologic investigations.
Min Education: Bachelors
Min Years of Experience: 1

Public Health Analyst/Advisor II
As a senior public health policy professional, performs independent public health policy research, and/or public health policy evaluation, as well as other programmatic activities to further the organization’s goals and objectives. Maintains a high level of knowledge related to health policies. Oversees grant and contract process.
Min Education: Bachelors
Min Years of Experience: 4

Public Health Analyst/Advisor I
Coordinates and manages health communication research activities, conducts literature reviews, collects and analyzes qualitative and quantitative data, conducts site visits and interviews, manages and coordinates project activities; initiates, administers, and coordinates grant and contract process.
Min Education: Bachelors
Min Years of Experience: 2

Project Support I
Extract and verify data information from within databases. Utilize databases to record study information described above. Conduct daily quality control (QC) review of the study information. Conduct monthly QC: Review report generated from databases with extracted study information to ensure accuracy of data by comparing it to the submitted data within the drug applications. Conduct database cleanup. Manage document library: Identify, consolidate, and organize reports. Document and update the deliverable schedule, including a plan to meet the schedule, associating each deliverable.
Min Education: Bachelors
Min Years of Experience: 1

Project Support II
Extract and verify data information from within databases. Utilize databases to record study information described above. Conduct daily quality control (QC) review of the study information. Conduct monthly QC: Review report generated from databases with extracted study information to ensure accuracy of data by comparing it to the submitted data within the drug applications. Conduct database cleanup. Manage document library: Identify, consolidate, and organize reports. Document and update the deliverable schedule, including a plan to meet the schedule, associating each deliverable.
Min Education: Bachelors
Min Years of Experience: 3

Senior Facilitator
Facilitator will assist with the Monitoring Stage of the CDC’s strategic planning process. Assist with the transition from strategic planning to strategic management and to support leadership and team development. This Monitoring Stage focuses on assessing progress in the implementation of the specific Goals, Objectives and Key Activities highlighted in the Plan and includes high engagement with division leadership, including Objective and Key Activity Champions. The Monitoring phase will include a review of the implementation process with individual branches and offices, review of indicators selected to monitor progress, assessing the need to revise specific objectives and key activities to address emerging issues, facilitating group discussions and All Hands Meetings and preparing recommendations for the division. In addition, the facilitator will support 3-4 branches with team development work and will provide limited coaching to 4-5 division leaders. To support these activities, the facilitator should have experience with leadership assessment tools, conflict management and experience with leading change strategies that can enhance productivity and leadership capabilities of the Leadership Team. The Monitoring Stage will benefit from an experienced certified facilitator who is external to CDC, can remain neutral and will design a transparent process.
Min Education: Bachelors
Min Years of Experience: 6

Executive Assistant
Provides day-to-day operational administrative support Executive office as below. The tasks shall also include the following: Provide assistance with conference planning.
Prepare correspondence, narrative reports, summaries of meetings and a variety of other related materials.
Assist with the preparation and editing of technical correspondence, policies, procedures, and documents.
Assist with the preparation of briefings, testimony, and educational presentations for Executive.
Manage calendars and schedule appointments for executive staff.
Coordinate teleconference and other AV support for meetings, including staffing and operation of equipment. Secure any needed AV equipment for meetings.
Facilitate logistical arrangements for travel by preparing travel requests and itineraries according to government travel regulations, and reconciling travel vouchers.

Coordinate on-site and locally-held meetings.

Manage databases, reports, and tracking systems.

Initiate, plan, and coordinate communication among staff.

Order scientific papers and other references through library system and rename pdf files to standard. Process time/attendance bi-weekly for staff.

Provide back-up office management assistance as needed to other support staff in Executive office.

Maintain office files for the Division Directors.

Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; suggest which requests should be handled by the manager, appropriate staff member, or other offices.

May prepare routine, non-technical correspondence for executive staff.

Document and distribute communications by Division Director.

Make arrangements for conferences and meetings and assemblies established background materials, as directed by the Director. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; suggest which requests should be handled by the manager, appropriate staff member, or other offices.

May prepare routine, non-technical correspondence for executive staff.

Document and distribute communications by Division Director.

Make arrangements for conferences and meetings and assemblies established background materials, as directed by the Director. Handle differing situations, problems, and deviations in the work of the office according to the staff's general instructions, priorities, duties, policies, and program goals.

Min Education: Bachelors
Min Years of Experience: 5

Administrative Assistant V**
Performs complex and confidential administrative duties. Compiles reports and prepares agendas and background materials. Maintains databases. Coordinates special projects by developing project plans and schedules. Requires extensive working knowledge of client's practices and procedures. Assist with specialized program activities to include conference support and workshops. Manages telephone calls, schedules and maintains calendar of appointments, and prepares and processes distribution documents. Responsible for handling sensitive situations. Requires a thorough working knowledge of computer applications including word processing, spreadsheet, database and presentation software.

Min Education: Associates
Min Years of Experience: 4

Administrative Assistant III**
Performs complex and routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Manages telephone calls, schedules and maintains calendar of appointments, and prepares and processes distribution documents. Designs spreadsheets and maintains databases. Researches and compiles special reports. Requires advance knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software.

Min Education: Associates
Min Years of Experience: 3

Administrative Assistant II**
Performs routine administrative and clerical support duties to relieve client of administrative details. Answers routine inquiries and prepares responses to routine correspondence. Manages telephone calls, schedules and maintains calendar of appointments, and prepares and processes distribution documents. Maintains spreadsheet databases. Researches and compiles special reports. Requires practical knowledge of computer applications including word processing, spreadsheet, database, electronic mail, and presentation software.

Min Education: High School
Min Years of Experience: 2

Administrative Assistant I**
Performs administrative and clerical support duties to relieve client of administrative details. Types correspondence, reports, and memos. Maintains computer-based and paperfiles. Answers and screens telephone calls and opens and distributes mail for unit. Assists in researching and compiling special reports. Schedules and maintains calendar of appointments, meetings and travel itineraries. Resolves routine questions and problems. Requires basic knowledge of computer software applications. Requires standard typing/word processing and language skills.

Min Education: High School
Min Years of Experience: 1

Subject Matter Expert III
Apply expert knowledge and experience to evaluate current operational state and effectiveness; serve as a recognized expert within area of expertise; engage with internal and external stakeholders to design, develop, and implement solutions to meet required objectives; develop strategic plans for the development and implementation of solutions to meet required objectives; ensure consistent strategic management and planning with all stakeholders; provide consultation, recommendations and action plans to meet required objectives; assess complex problems and barriers to improvement, and recommend and assist in implementation of resolution strategies; maintain current knowledge of relevant state of the art within area of expertise; perform business development activities, including identification of external funding sources and authoring proposals to secure external funding to meet required objectives; may perform or assist with performing technical tasks related to project objectives; provide guidance and training to less experienced personnel.

Min Education: PhD
Min Years of Experience: 8
Subject Matter Expert II
Apply expert knowledge and experience to evaluate current operational state and effectiveness; serve as an expert within area of expertise; engage with internal and external stakeholders to design, develop, and implement solutions to meet required objectives; assist with development of strategic plans for the development and implementation of solutions to meet required objectives; maintain consistent strategic management and planning with all stakeholders; provide consultation, recommendations and action plans to meet required objectives independently or in conjunction with senior personnel; assess complex problems and barriers to improvement, and recommend and assist in implementation of problem resolution strategies; maintain current knowledge of relevant state of the art within area of expertise; assist with business development activities; perform or assist with performing technical tasks related to project objectives; provide guidance and training to less experienced personnel.
Min Education: Masters
Min Years of Experience: 6

Subject Matter Expert I
Apply expert knowledge and experience to evaluate current operational state and effectiveness; serve as an expert within area of expertise; engage with internal and external stakeholders to design, develop, and implement solutions to meet required objectives; assist with development of strategic plans for the development and implementation of solutions to meet required objectives; maintain consistent strategic management and planning with all stakeholders; provide consultation, recommendations and action plans to meet required objectives independently or in conjunction with senior personnel; assess complex problems and barriers to improvement independently or in conjunction with senior personnel, and recommend and assist in implementation of problem resolution strategies; maintain current knowledge of relevant state of the art within area of expertise; assist with business development activities; perform or assist with performing technical tasks related to project objectives; provide guidance and training to less experienced personnel.
Min Education: Masters
Min Years of Experience: 3

Sr. Program Manager
Serves as Program Manager for a large, complex program with centralized and task orders support requirements. Manages substantial information technology contract support operations including multiple projects. Organizes, directs, and coordinates planning and production of all the contractor's support activities. Demonstrated experience for oral and written communications with all levels of management for planning and control of projects. Interfaces with CDC/FDA management personnel, CDC/FDA contracts staff, and other cognizant CDC/FDA officials. Capable of meeting in conference with CDC/FDA project managers and stating problems in a form capable of being solved. Formulates and reviews project plans, determines cost, and ensures conformance to work standards. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Assigns, schedules, and reviews work of subordinates. Shall be responsible for the overall task orders performance and shall not serve in any other capacity under this contract. Expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity.
Min Education: Bachelors
Min Years of Experience: 8

Project Manager I
Demonstrated progressive experience in managing, monitoring, and implementing projects involving multiple tasks and groups of personnel. Responsible for the overall project performance including, but not limited to, management and monitoring of project resources, scope, schedule, quality, cost, and client relationships. Serves as the day-to-day operational lead of a delivery/task order and assists program manager as required in managing contract performance.
Min Education: Bachelors
Min Years of Experience: 3

Functional Analyst/Specialist I
Senior analyst with demonstrated experience and knowledge of analytical methodologies and principles. Leads the technical team in support of project objectives. Requires knowledge and experience in, among others, design and development of survey instruments, sampling methods and stratification, survey administration; data collection, modeling, analysis, and reporting. May lead a team.
Min Education: Bachelors
Min Years of Experience: 3

Functional Analyst/Specialist II
Analyst with demonstrated experience and knowledge of analytical methodologies and principles. Leads the technical team in support of project objectives. Requires knowledge and experience in, among others, design and development of survey instruments, sampling methods and stratification, survey administration; data collection, modeling, analysis, and reporting. May lead a team.
Min Education: Bachelors
Min Years of Experience: 6

Principal Ph.D Scientist
Provides direct provision of analytical, advisory, and assessment services in areas such as concept development, requirements development, process analysis, facilitation, performance measures, feasibility analyses, and planning. Initiates procedure evaluations and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions.
Min Education: PhD
Min Years of Experience: 10

Ph.D Scientist
Develops requirements from a project's inception to its conclusion in the subject matter area of interest. Assists other senior level consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, and development and/or maintenance efforts.
Min Education: PhD
Min Years of Experience: 8

Research Scientist I
Designs, develops and implements studies to analyze key research questions related to project outcomes and effectiveness. Has working knowledge of and expertise with various research designs and quantitative/qualitative methods. Analyzes research findings and makes recommendations for future research needs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.
Min Education: Bachelors
Min Years of Experience: 4

Research Scientist II
Designs, develops and implements studies to analyze key research questions related to project outcomes and effectiveness: Has working knowledge of and expertise with various research designs and quantitative/qualitative methods. Analyzes research findings and makes recommendations for future research needs. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.
Min Education: : Bachelors
Min Years of Experience: 6

Evaluation Specialist I
Assists in the design of data collection instruments for collecting qualitative and quantitative data via focus groups and interviews to assess, for example, program, practice, systems, organizational, social or policy changes. Assists in the analysis of data for reporting and making recommendations for program changes or improvements. Develops reports and supporting documentation. Knowledge of various types of data collection and analytic tools such as, surveys and focus groups. Typical assignments require developing detailed plans, goals, and objectives for the long-range implementation and developing criteria for evaluating the effectiveness of the program. The staff identifies best practices and advises organizational leadership on how they could be adopted in other programs. Identifies and analyzes issues, problems, and challenges facing the program; formulates and evaluates possible courses of action for resolving them; draws conclusions based on relevant facts; and recommends solutions to organizational leadership.
Min Education: : Bachelors
Min Years of Experience: 3

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Min Education: Masters
Min Years of Experience: 6

Writer/Editor I
Writes and/or edits scientific documents and other general or technical materials. Analyzes the subject matter and audience in order to plan clear and accurate presentation of materials. Adapts the style and format of the product to the medium or publication in which it will appear. Performs final review of materials for technical accuracy, style, proper organization, emphasis, and editorial aspects before release.
Min Education: Bachelors
Min Years of Experience: 2

Writer/Editor II
Writes and/or edits scientific documents and other general or technical materials. Analyzes the subject matter and audience in order to plan clear and accurate presentation of materials. Adapts the style and format of the product to the medium or publication in which it will appear. Performs final review of materials for technical accuracy, style, proper organization, emphasis, and editorial aspects before release. Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document.
Min Education: Bachelors
Min Years of Experience: 5
Service Contract Labor Standards Matrix:

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category/Fixed Price Service</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant</td>
<td>01020-Administrative Assistant</td>
<td>15-4269</td>
</tr>
<tr>
<td>Administrative Assistant IV</td>
<td>01313 – Secretary III</td>
<td>15-4269</td>
</tr>
<tr>
<td>Administrative Assistant III</td>
<td>01313 – Secretary II</td>
<td>15-4269</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>01313 – Secretary I</td>
<td>15-4269</td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>01111 – General Clerk</td>
<td>15-4269</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 (i.e., nationwide).