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-drive database system. The INTERNET address for GSA Advantage! is: http://www.GSAAdvantage.gov

Multi-Award Schedule
FSC Group: – Information Technology) FSC Class: R408 and D399
Contract Number: 47QTCA19D001H
Contract Period: October 31, 2018 – October 30, 2023

CeLeen, LLC
Charleen Hickey, Contract Administrator
6050 North Point Court
Perryville, MO 63775 - 6578
Phone: (618) 222-1600

Contract Administrator: Charleen.Hickey@CeLeenGroup.com
General Correspondence: contact@CeleenGroup.com
CeLeen Website: www.CeLeenGroup.com

Business Size: Small Business
Socio Economic Categories SDB, SBA Certified 8(a) Native American

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

Price list current as of Modification # PS-0008 effective Jul 22, 2022
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SECTION 1.- COMPANY SYNOPSIS

Company Overview Synopsis:

CeLeen is a wholly owned subsidiary of Command Holdings, a federally chartered Section 17 tribally owned and operated professional services and information technology firm providing adaptive solutions in complex enterprise operations, driving mission success through the application of knowledge and information.

We enable organizations to conduct operations using both structured and un-structured data transforming it into well-orchestrated, collaborative, actionable Functional/Technical IT Solutions. CeLeen combines both functional and technical design and development capabilities to rapidly engineer, re-engineer, model, and configure adaptive solutions interleaved with policy and governance execution. Our functional and technical solutions are delivered through a combination of eight core competencies: Software Integration; Mission Systems & SETA; Data Governance & Analytics; Geo Tech; Information & Process Engineering; Process Management; Business & Digital Transformation; and Training & Facilitation Services. CeLeen holds Socio-Economic certifications as an; 8(a), & SDB

Through Command Holdings, we are a purpose-driven economic development arm of the Mashantucket Pequot Tribal Nation (MPTN). One hundred percent of Command Holdings’ profits support future economic investments and the general well-being of the Mashantucket Pequot Tribal Nation’s citizens through employment and job training, health care, education, public safety, infrastructure, housing, and other essential government programs and services. The Mashantucket Pequot Tribal Nation is the eighth largest employer in the state of Connecticut—employing 4,700 individuals and generating an annual economic impact of $1.1 billion for the state of Connecticut. We are deeply committed to serving our clients, supporting our team members and partners, and increasing the well-being of the communities in which we operate.

MAS Services

What is MAS? MAS is a multi-year contract issued to CeLeen, LLC by the U.S. General Services Administration. The MAS contracting vehicle can be used by Federal, State and Municipal agencies to acquire general management consulting services from CeLeen’s staff of specialists.

➢ Software Integration

- Agile and Waterfall Development
- Full Life Cycle Application Development
- Legacy System Modernization
- Testing and IV&V
- Requirements Definition and Analysis
- Configuration Management
- DevOps and DevSecOps

➢ **Strategic Consulting**
  - SETA and PMO Support
  - C41 Systems
  - CIO Advisory Services
  - Acquisition Management
  - Change Management
  - Portfolio Management

➢ **Data Governance & Analytics**
  - Data Capture and Categorization
  - Reference & Master Data Management
  - Extraction, Cleansing, & Annotation
  - Integration, Aggregation, & Representation
  - Enterprise Modeling & Analysis
  - Data Architectures
  - Advanced Analytics and Intelligence

➢ **IT Operations**
  - ITIL based Service Desk
  - Tiers I, II, and III Support
  - Knowledge Management
  - Budget Analyst
  - Network Operations
  - Security Operations
  - Continuity of Operations Planning (COOP)
  - Data Center Operations
  - Cloud Computing

➢ **Integrated Logistics and Facility Management**
  - Integrated Logistic Program Planning
  - 24x7 Physical Security Operations
  - Building O&M
  - Data Center / Network Facility O&M

➢ **Information & Process Engineering**
  - Business Analysis
  - Modeling & Simulation
  - Re-engineering
  - Continuous Process Improvement
  - Knowledge Capture & Management
  - Information Assurance
  - LEAN Systems Engineering
➢ Process Management
  ▪ Enterprise Governance & Compliance
  ▪ Risk Management Framework
  ▪ Business Process Management
  ▪ Business Intelligence
  ▪ Process Intelligence

➢ Business & Digital Transformation
  ▪ Robotic Process & Desktop Automation
  ▪ Digital Artifact Creation
  ▪ Adaptive Case Management
  ▪ Artificial Intelligence & Machine Learning
  ▪ Low Code / No Code Development
  ▪ Intelligent Automation

➢ Finance and Accounting
  ▪ Audit Readiness
  ▪ Internal Testing
  ▪ Corrective Action Plans
  ▪ Quality Assurance
  ▪ Audit Sample Packages
  ▪ ERP Implementation and Sustainment
  ▪ CPIC Support

➢ Occupational Health
  ▪ Electronic Healthcare Records Management
  ▪ IT Enterprise Solutions & Data Analytics
  ▪ Operations Support
  ▪ National RX
  ▪ Health Strategies / Strategic Planning
SECTION 2 – CUSTOMER INFORMATION

1a Table of Awarded Special Item number(s) with appropriate cross-reference to item descriptions and awarded prices(s)

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
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</thead>
<tbody>
<tr>
<td>54151S</td>
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<td>54151S Information technology Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>N/A</td>
<td>541611 Management &amp; Financial Consulting, Acquisition &amp; Grants Management Support, &amp; Business Program &amp; Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>N/A</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b **Lowest Priced Model Number and Price for Each SIN:** Government net price based on a unit of one. Refer to the Rate Table

1c **Hourly Rates** (Services Only). Refer to Section 4.

2 **Maximum Order Limit:** $1,000,000

3 **Minimum Order Limit:** $100

4 **Geographic Coverage (delivery area):** Domestic, 50 states, Washington DC, Puerto Rico, US Territories

5 **Point(s) of Production:** N/A

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

7 **Quantity Discounts:** 1.0% for $100K, 2% for $100K-$300K; 3% for $300K-$500K+

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:** Not Applicable

10a **Time of Delivery:** To Be Determined at the Task Order level

10b ** Expedited Delivery:** 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:** Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11 **FOB Points:** Destination

12a **Ordering Address:**

CeLeen, LLC  
Attn: Charleen Hickey  
8 Eagle Center, Suite 16
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:**

CeLeen, LLC
8 Eagle Center, Suite 16
O’Fallon, IL 62269

14 **Warranty Provision:** N/A for services

15 **Export Packaging Charges:** N/A

16 **Terms and Conditions of Rental, Maintenance and Repair:** N/A

17 **Terms and Conditions – Installation:** N/A

18a **Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices:** 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 **Special Attributes such as Environmental Attributes:** N/A

22b **Section 508 Compliance for Electronic and Information Technology (EIT):** N/A

23 **UE ID:** FD9WGFKHHL4

24 **Notification Regarding Registration in System for Award Management (SAM) Database:**
Contractor has an Active Registration in the SAM database.
SECTION 3 – LABOR CATEGORIES & DESCRIPTIONS

1 Business Process Re-Engineering Specialist IV (SIN 54151S)

Minimum/General Experience: Eight (8) years’ experience managing or performing process engineering & implementation activities such as designing and implementing process centric solutions using Business Process Management Systems and/or implementing Business Process Automation.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. May lead project teams and the facilitation of small and large groups in process improvement and reengineering activities. Key coordinator between multiple project teams and clients to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance

2 Business Process Manager (SIN 54151S)

Minimum/General Experience: This position requires a minimum of eight years’ experience managing or performing process engineering & implementation activities such as designing and implementing process centric solutions using Business Process Management Systems and/or implementing Business Process Automation.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. May lead project teams and the facilitation of small and large groups in process improvement and reengineering activities. Key coordinator between multiple project teams and clients to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

3 Business Process Engineer II (SIN 54151S)

Minimum/General Experience: This position requires three years’ experience in process modeling and process simulation.

Functional Responsibilities: Skilled in modeling and simulation of functions, processes, and activities as related to a wide and varied range of customer operations. May provide supervision and guidance on the proper creation, operation and use of process models and the simulation of executing processes. May support live, constructive, or virtual training.
Minimum Education. Bachelor’s Degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance.

4 Business Systems Analyst (SIN 54151S)

Minimum/General Experience: This position requires a minimum of six (6) years’ experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for complex integrated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

5 Business Analyst I (SIN 54151S)

Minimum/General Experience: This position requires a minimum of six years’ experience, of which at least four years must be specialized in business system functional analysis. Must possess sound functional knowledge of task order specific requirements and have experience in developing functional requirements for complex business processes and associated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks, processes, and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

6 Business Analyst II (SIN 54151S)

Minimum/General Experience: This position requires a minimum of two years’ experience developing functional requirements for business process and associated IT systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties may include activity and data modeling, developing modern business methods, identifying best practices or creating and assessing performance
measurements. May provide group facilitation, interviewing, training or may provide additional forms of knowledge transfer. May be under the supervision and direction of a Business Analyst I or may work independently.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

7 Configuration Analyst IV (Senior) (SIN 54151S)

Minimum/General Experience: This position requires five years of experience in the configuration and analysis of business and functional processes.

Functional Responsibilities: Applies subject matter knowledge to collect information and conduct high level analysis. May develop business assessments through design, development and modeling reviews. May support simulation, integration and configuration activities. May develop and/or review documentation of solutions and implementation configurations. May support resolution of problems related to business processes and functional client operations.

Minimum Education: A Bachelor’s degree from an accredited college or university in a computer science, information system, a physical science, engineering, business or life sciences.

8 Configuration Analyst III (SIN 54151S)

Minimum/General Experience: This position requires a minimum of four years’ experience in configuring Business Process Management Systems using knowledge of business process automation and modeling software to complete process flow design objectives.

Functional Responsibilities: Applies a logical approach to the configuration, operation and maintenance of process-based software solutions. Analyzes functional business applications and may support the design of graphical specifications for functional activities. May develop block diagrams and logic flow charts. May translate detailed descriptions into design-time models. May support testing and debugging of models to produce the required process flow. Prepares required documentation, including both program-level and user-level documentation. Enhances process configuration to reduce operating time or improve efficiency. May provide technical direction to programmers to ensure program deadlines are met.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

9 Systems Administrator I (SIN 54151S)

Minimum General Experience: This position requires a minimum of four (4) years experience and provides analysis related to the design, development, and implementation of hardware for products.
Develops test strategies, devices, and systems. Performs stress and performance tests on a variety of computer hardware including circuit boards, processors and wiring.

Functional Responsibilities; Provides specialized expertise within multiple systems, software disciplines, as well as general knowledge of related disciplines, applications implications, and customer areas. Responsible for performing in-depth analysis and technical support of systems software products, including complex problem resolution, design, development, testing, operational integration, and user support. Works from specifications to develop or modify operating systems applications. Assists with design, coding, benchmark testing, debugging and documentation of programs. Interfaces with other system support groups to resolve problems, setting standards and improving overall efficiency of the operating system. Designs, codes, tests and implements tools for operations automation. Works on most phases of software systems programming applications, and may require instruction and guidance in other phases.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Math, Business or other related scientific or technical discipline.

10 Network Administrator 1 (SIN 54151S)

Minimum/General Experience: Minimum of Four (4) years of technical experience in multiple aspects of telecommunications network architecture for private and commercially available applications. Possess subject matter expertise in network integration, network interoperability, network implementation, or network protocols. Demonstrates ability to work independently or under general direction.

Functional Responsibility: The Network Engineer performs engineering and/or analytical tasks and activities associated with network design, engineering, implementation, operations, and user support. The Network Engineer translates system functional requirements into purposeful component level simulations in support of development lab activities, organizes objectives and approaches of systems design, development, integration and test approach within project teams, and participates in the system requirements analysis, design, development, integration, and test activities. The Network Engineer may work alone or as part of a team, with responsibility for analysis of problems requiring technical and engineering expertise. The Network Engineer ensures that the network complies with prescribed industry, customer, or agency standards. The Network Engineer evaluates problems of work-flow, organization, and planning, and develops appropriate corrective actions and prepares and performs presentations at technical interchange meetings and project design reviews. The Network Engineer reports orally and in writing to the Program Manager, Project Manager, Task Manager, contractor management, and government representatives.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Math, Business or other related scientific or technical discipline.

11 Test Engineer (SIN 54151S)
Minimum/General Experience: This position requires a minimum of three years of experience in performing testing on the development and implementation of business process improvement solutions using a variety of information technology resources and applications.

Functional Responsibilities: Formulates and defines test solution scope and objectives. Prepares and documents organization’s current business process flows for testing. May also design, code and test functional components of process solutions. May provides technical support to software development teams. Works at the highest process level of all phases of applications, systems analysis and programming activities including the installation of enhancements, security features, and analytical tools. Provides guidance and training to less experienced analysts/programmers/testers.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

12 Technical Writer Associate (SIN 54151S)

Minimum/General Experience: Four (4) years of relevant experience. Reviews content of technical documentation for quality. Produces technical and scientific illustrations for presentations and/or publication, as appropriate to the requirements. Ensures that documents follow the style laid out in the company’s style guide.

Functional Responsibilities: Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.

Minimum Education: A Bachelor’s degree in a related field or equivalent years of experience working in related technical field.

13 Subject Matter Expert (Intermediate) (SIN 54151S)

Minimum/General Experience: Four (4) years of functional and technical implementation experience or required specialized training in specific a subject matter. Assists in analysis, specification definition, and application development as it relates to the specific subject matter. Demonstrates ability to work independently or under general direction. Demonstrates ability to supervise projects. Demonstrates ability to work independently or under general direction.

Functional Responsibility: The Subject Matter Expert provides subject matter expertise in support of IT projects, assists in analysis sessions to define system interfaces and user requirements, assists in designing or modifying system specifications and applications, coordinates tasks of identifying and mapping conversion of data, troubleshoots problems, and assists and advises project team members. The Subject Matter Expert may design training materials, conduct user training, and perform prototype demonstrations. The Subject Matter Expert areas of expertise may be outside of the normal
requirements for information technologies, but whose expertise may be required for the functions needed for a specific project.

Minimum Education: Bachelor’s degree in computer science, information systems, engineering, math, business or other related scientific or technical discipline.

14 Information Technology Expert (Senior) (SIN 54151S)

Minimum General Experience: Ten (10) years of experience, or equivalent combination of education and experience, providing technical solutions and direction to activities of programs and organizations. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual technical issues.

Functional Responsibility: Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

Minimum Education: Bachelor’s Degree and/or equivalent training/practical experience.

Education Substitution: A High School diploma, GED, or a professional certification along with 4 or more years of experience may be substituted for a Bachelor’s Degree. An Associate Degree and two or more years’ experience may be substituted for a Bachelor’s Degree.

15 Business Process Re-Engineering Specialist IV (SIN 541611)

Minimum/General Experience: Eight (8) years’ experience in Management and Financial Consulting and/or Business Program and Project Management services performing strategic and organizational planning, process engineering & project management activities such as designing and implementing process centric solutions using Business Process Management Systems and/or implementing Business Process Automation.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. May lead project teams and the facilitation of small and large groups in process improvement and reengineering activities. Key coordinator between multiple project teams and clients to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance

16 Business Process Manager (SIN 541611)
Minimum/General Experience: This position requires a minimum of eight years’ experience managing or performing process engineering & implementation activities such as designing and implementing process centric solutions using Business Process Management Systems and/or implementing Business Process Automation.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to conduct process improvement and modernization projects. May lead project teams and the facilitation of small and large groups in process improvement and reengineering activities. Key coordinator between multiple project teams and clients to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

**17 Business Process Engineer II (SIN 541611)**

Minimum/General Experience: This position requires three years’ experience in process modeling and process simulation supporting Management and Financial Consulting.

Functional Responsibilities: Skilled in modeling and simulation of functions, processes, and activities as related to a wide and varied range of customer operations. May provide supervision and guidance on the proper creation, operation and use of process models and the simulation of executing processes. May support live, constructive, or virtual training.

Minimum Education. Bachelor’s Degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics, or business/finance.

**18 Business Systems Analyst (SIN 541611)**

Minimum/General Experience: This position requires a minimum of six (6) years’ experience, of which at least three years must be specialized. Specialized experience includes: developing functional requirements for Management Systems and Financial Systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

**19 Business Analyst I (SIN 541611)**
Minimum/General Experience: This position requires a minimum of six years’ experience, of which at least four years must be specialized in business system functional analysis and or financial system functional analysis. Must possess sound functional knowledge of task order specific requirements and have experience in developing functional requirements for complex business processes and associated management systems. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks, processes, and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

20 Business Analyst II (SIN 541611)

Minimum/General Experience: This position requires a minimum of two years’ experience in consulting of administrative and management functional processes. Must demonstrate the ability to work independently or under only general direction.

Functional Responsibilities: Applies process improvement and reengineering methodologies and principles to support process improvement projects. Duties may include activity and data modeling, developing modern business methods, identifying best practices or creating and assessing performance measurements. May provide group facilitation, interviewing, training or may provide additional forms of knowledge transfer. May be under the supervision and direction of a Business Analyst I or may work independently.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

21 Configuration Analyst IV (Senior) (SIN 541611)

Minimum/General Experience: This position requires five years of experience in the configuration and analysis of business and functional processes supporting management and financial consulting, acquisition and grant management support, and business program and project management services.

Functional Responsibilities: Applies subject matter knowledge to collect information and conduct high level analysis. May develop business assessments through design, development and modeling reviews. May support simulation, integration and configuration activities. May develop and/or review documentation of solutions and implementation configurations. May support resolution of problems related to business processes and functional client operations.
Minimum Education: A Bachelor’s degree from an accredited college or university in a computer science, information system, a physical science, engineering, business or life sciences.

22 Configuration Analyst III (SIN 541611)

Minimum/General Experience: This position requires a minimum of four years’ experience in configuring Business Process Management Systems and Financial Management Systems using knowledge of business process automation and modeling software to complete process flow design objectives.

Functional Responsibilities: Applies a logical approach to the configuration, operation and maintenance of business programs. Analyzes functional business applications and may support the design of graphical specifications for functional activities. May develop block diagrams and logic flow charts. May translate detailed descriptions into design-time models. May support testing and debugging of models to produce the required process flow. Prepares required documentation, including both program-level and user-level documentation. Enhances process configuration to reduce operating time or improve efficiency. May provide technical direction to programmers to ensure program deadlines are met.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

23 System Administrator I (SIN 541611)

Minimum General Experience: This position requires a minimum of four (4) years experience and provides operating advice and assistance on strategies, and systems supporting financial management systems, grants management systems and business program and project management systems.

Functional Responsibilities: Provides specialized expertise as well as general knowledge of related disciplines, applications implications, and customer support areas. Responsible for performing in-depth analysis and support of systems, metrics, and benchmarking. Interfaces with other system support groups to resolve problems, setting standards and improving overall efficiency of the operating system. Provides consulting and advice for operations automation. Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Math, Business or other related scientific or technical discipline.

24 Network Administrator 1 (SIN 541611)

Minimum/General Experience: Minimum of Four (4) years of experience in multiple aspects of survey assessments, asset validation and consulting for business program and project management systems supporting management and financial consulting systems. Possess subject matter expertise in network integration, network interoperability, network implementation, or network protocols. Demonstrates ability to work independently or under general direction.
Functional Responsibility: The Network Administrator performs assessments and validations of management and financial systems associated with network operations, and user support. The Network Administrator may work alone or as part of a team, with responsibility for analysis of problems and improvement. The Network Administrator evaluates problems of work-flow, organization, and planning, and develops appropriate corrective actions and prepares and performs presentations.

Minimum Education: Bachelor’s degree in Computer Science, Information Systems, Engineering, Math, Business or other related scientific or technical discipline.

25 Test Engineer (SIN 541611)

Minimum/General Experience: This position requires a minimum of three years of experience in consulting on the development and implementation of business process improvement solutions for management and financial consulting systems using a variety of governance resources.

Functional Responsibilities: Consults on test solution scope and objectives to support economic and regulatory analysis, and benchmarking as an example. Prepares and documents organization’s current business process flows. May also analyze, financial logic/code and test functional components of process solutions. May provides support to development teams. Works at the highest process level of all phases of applications, systems analysis and program activities. Provides guidance and training to less experienced analysts.

Minimum Education: A Bachelor’s degree in computer science/systems, information systems/technology, engineering/engineering technology, software engineering/programming, management, natural sciences, social sciences, mathematics or business/finance.

26 Technical Writer Associate (SIN 541611)

Minimum/General Experience: Four (4) years of relevant experience. Creates new documents as well as reviews content of existing documentation for quality. Produces content and illustrations for presentations and/or publication, as appropriate to the business system. Ensures that documents follow the style laid out in style guides or other governance documents.

Functional Responsibilities: Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing supporting documents for management and financial systems as well as financial reporting, analysis, and policy documents for example. Contributes to deliverables and performance metrics where applicable.

Minimum Education; A Bachelor’s degree in related field or equivalent years of experience working in related technical field.

27 Subject Matter Expert (Intermediate) (SIN 541611)
Minimum/General Experience: Four (4) years of functional and technical implementation experience or required specialized training in management and financial consulting, acquisition and grants management support, and business program and project management services. Assists in facilitation, surveys, assessment and improvement of systems, reporting and analysis, due diligence, policy formulation, special studies, economic and regulatory analysis, benchmarking and metrics. Demonstrates ability to work independently or under general direction. Demonstrates ability to work independently or under general direction.

Functional Responsibility: The Subject Matter Expert provides subject matter expertise in support of programs, assists in analysis sessions, assists in policy formulation, and supports overall management consulting activities.

Minimum Education: Bachelor’s degree in computer science, information systems, engineering, math, business or other related scientific or technical discipline.

28 Information Technology Expert (Senior) (SIN 541611)

Minimum General Experience: Ten (10) years of experience, providing management and consulting support to activities of programs and organizations. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual program issues of policy, procedure, regulation, governance, and operations.

Functional Responsibility: Provides high-level subject matter proficiency for work described in the task. Provides advanced knowledge and analysis of highly specialized functions, applications and operational environments. Provides advice on complex problems that require expert level knowledge of the subject matter for effective implementation.

Minimum Education: Bachelor’s Degree and/or equivalent training/practical experience.

Education Substitution: A High School diploma, GED, or a professional certification along with 4 or more years of experience may be substituted for a Bachelor’s Degree. An Associate Degree and two or more years’ experience may be substituted for a Bachelor’s Degree.
### SECTION 4 – PRICE LIST

#### Labor Categories Pricing

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<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
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<td>54151S</td>
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<td>Customer Facility</td>
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<td>54151S</td>
<td>Business Process Manager</td>
<td>Customer Facility</td>
<td>$117.25</td>
<td>$120.18</td>
<td>$123.18</td>
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Above prices include IFF.

Other Direct Costs and Open Market Items will be burdened with CeLeen’s applicable General & Administrative (G&A) Costs.

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.