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: R408

Contract number: GS00F0012Y

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

Contract period: January 1, 2022 – December 31, 2026

Markon, Inc.
400 S Maple Ave, Ste 230
Falls Church, VA 22046
Ph: 703-884-0028

Email: contracts@markonsolutions.com
     eporter@markonsolutions.com

Web Address: www.markonsolutions.com

Contract administration source: Emily Porter

Business size: Other than small business

Price list current as of Modification(s):

PS-A847 (July 12, 2022)

Prices Shown Herein are Net (discount deducted)
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>
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<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
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<td></td>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
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<td>541330ENG</td>
<td>541330ENGRC</td>
<td>Engineering Services</td>
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<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM)</td>
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</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 Pages 4 for Pricing Table.

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 6-14 for Labor Category Descriptions.

2. Maximum order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
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<tbody>
<tr>
<td>541611</td>
<td>$1,000,000</td>
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<tr>
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<td>$1,000,000</td>
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<tr>
<td>OLM</td>
<td>$250,000</td>
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</table>

3. Minimum order: $100

4. Geographic coverage (delivery area). Worldwide

5. Point(s) of production (city, county, and State or foreign country): Same as Company Address

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

7. Quantity discounts: 1.0% on orders at or exceeding $5,000,000

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).  N/A

10a. Time of delivery. (Contractor insert number of days.):  To Be Determined at the Task Order Level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list: Contact Contractor

10c. Overnight and 2-day delivery:  N/A

10d. Urgent Requirements:  Contact Contractor

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.  Contractor’s 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/.  N/A
23. Unique Entity ID (UEI): FEV7WTNRL9V8

24. Notification regarding registration in System for Award Management (SAM) database: Registered

**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 CRF 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.

**Hourly Pricing:**

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<th>Year 13</th>
<th>Year 14</th>
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CONTRACT OVERVIEW & ELIGIBLE USERS OF GSA SCHEDULES

Contract Overview
The General Services Administration (GSA) has awarded Markon Inc. a GSA Federal Supply Schedule contract, Contract No. GS-00F-0012Y. The contract allows for the placement of Firm Fixed Price, Time and Materials and Labor Hour task orders using the labor categories and ceiling rates defined in the Markon contract and this catalog pricelist.

Authorized Negotiator, Contracts & Ordering Point of Contact
Emily Porter, Contracts Director
Markon, Inc.
400 S. Maple Ave, Suite 230
Falls Church, VA 22046-4243
Telephone: 703-884-0028
Email: contracts@markonsolutions.com

Eligible Users of GSA Schedules
This contract is available for use by all federal government agencies, as a source for Facilities Maintenance and Management. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

SIN 541330ENG Engineering Services
SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN OLM Order-Level Materials (OLM)
LABOR CATEGORY DESCRIPTIONS

Senior Manager I
This person has a minimum of 15 years of relevant work experience and often possesses industry certifications to include Project Management Professional (PMP) and DAWIA certification. A Senior Manager I holds a Bachelor’s degree and often possesses advanced degrees. Additionally, a Senior Manager I will provide a combination of the following:

• Demonstrated ability to provide guidance and direction at the program level.
• Manage large, complex projects.
• Design, implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on program issues.

Education Requirements: Bachelor’s Degree
Experience: 15 years
Relevant SIN(s): 541611

Manager II
This person has a minimum of 13 years of relevant work experience and may possess advanced degrees and industry certifications to include Project Management Professional (PMP) and DAWIA certification. Managers hold a Bachelor’s degree and often possess advanced degrees. Additionally, a Manager II will provide a combination of the following:

• Demonstrated ability to provide guidance and direction at the project level.
• Manage complex projects.
• Implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on project issues.

Education Requirements: Bachelor’s Degree
Experience: 13 years
Relevant SIN(s): 541611

Manager I
This person has a minimum of 10 years of relevant work experience and may possess advanced degrees and industry certifications. A Manager I holds a Bachelor’s degree. In the absence of a Bachelor’s degree, a Manager I has 14 years of equivalent work experience and holds an Associate’s Degree. Additionally, a Manager I will provide a combination of the following:

• Demonstrated ability to provide guidance and direction at the project level.
• Manage complex projects.
• Implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on project issues.

Education Requirements: Bachelor’s Degree
Experience: 10 years
Relevant SIN(s): 541611
Senior Consultant II
This person has a minimum of 8 years of consulting and/or work experience. A Senior Consultant II holds a Bachelor’s degree or has equivalent work experience. In the absence of a Bachelor’s degree, a Senior Consultant II has 12 years of equivalent work experience.
Additionally, a Senior Consultant II will provide a combination of the following:

• Demonstrated experience coordinating project tasks.
• Experience in one or more of the key project areas.
• Supports implementation of business operations improvements or project tasks

**Education Requirements:** Bachelor’s Degree  
**Experience:** 8 years  
**Relevant SIN(s):** 541611

Senior Consultant I
This person has a minimum of 7 years of consulting and/or work experience. A Senior Consultant I holds a Bachelor’s degree or has equivalent work experience. In the absence of a Bachelor’s degree, a Senior Consultant I has 11 years of equivalent work experience.
Additionally, a Senior Consultant I will provide a combination of the following:

• Demonstrated experience coordinating project tasks.
• Experience in one or more of the key project areas.
• Supports implementation of business operations improvements or project tasks

**Education Requirements:** Bachelor’s Degree  
**Experience:** 7 years  
**Relevant SIN(s):** 541611

Consultant II
This person has a minimum of 6 years of consulting or general relevant work experience. A Consultant II holds a Bachelor’s degree or has equivalent work experience. In the absence of a Bachelor’s degree, a Consultant II has 10 years of equivalent work experience.
Additionally, a Consultant II will provide a combination of the following:

• Demonstrated experience performing project tasks.
• Experience in one or more of the key project areas.
• Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 6 years  
**Relevant SIN(s):** 541611
Consultant I
This person has a minimum of 5 years of consulting or general relevant work experience. A Consultant I holds a Bachelor's degree or has equivalent work experience. In the absence of a Bachelor’s degree, a Consultant I has 9 years of equivalent work experience.
Additionally, a Consultant will provide a combination of the following:

- Demonstrated experience performing project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 5 years  
**Relevant SIN(s):** 541611

Senior Management Analyst II
This person has a minimum of 4 years of relevant work experience. A Senior Management Analyst II holds a Bachelor's degree or has equivalent work experience. In the absence of a Bachelor's degree, a Senior Management Analyst II has 8 years of equivalent work experience.
Additionally, a Senior Management Analyst II will provide a combination of the following:

- Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
- Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
- Demonstrated experience supporting project tasks
- Undertakes studies and analyses to identify areas for productivity improvements.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 4 years  
**Relevant SIN(s):** 541611

Senior Management Analyst I
This person has a minimum of 3 years of relevant work experience. A Senior Management Analyst I holds a Bachelor's degree or has equivalent work experience. In the absence of a Bachelor's degree, a Senior Management Analyst I has 7 years of equivalent work experience.
Additionally, a Senior Management Analyst I will provide a combination of the following:

- Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
- Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
- Demonstrated experience supporting project tasks
- Undertakes studies and analyses to identify areas for productivity improvements.
**Management Analyst II**

This person has 2 years of relevant work experience (If no experience, an undergraduate degree may be required). A Management Analyst II has 2 years of experience. In the absence of a Bachelor’s degree, a Management Analyst II has 6 years of equivalent work experience.

Additionally, a Management Analyst II will provide a combination of the following:

- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 3 years  
**Relevant SIN(s):** 541611

**Management Analyst I**

This person has 1 year of relevant work experience and possesses a Bachelor’s degree. Additionally, a Management Analyst I will provide a combination of the following:

- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 2 years  
**Relevant SIN(s):** 541611

**Subject Matter Expert I**

**Functional Responsibilities:** This person has a minimum of 12 years of relevant work experience and often possesses industry certifications to include Project Management Professional (PMP) and DAWIA certification. A Subject Matter Expert I holds a Bachelor’s degree and often possesses advanced degrees. Additionally, a Subject Matter Expert I will provide a combination of the following:

- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects.
- Design, implementation and management of business operations, improvements or strategy projects.
- Interfaces with the client on program issues.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 12 years  
**Relevant SIN(s):** 541330ENG

**Senior Manager II**

**Functional Responsibilities:** Lead Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Senior Manager II will provide a combination of the following:

- Demonstrated ability to provide guidance and direction at the program level.
• Manage large, complex projects and programs.
• Design, implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on program issues.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 11 years  
**Relevant SIN(s):** 541330ENG

**Senior Manager I**  
**Functional Responsibilities:** Functional Requirements: Senior Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Senior Manager I will provide a combination of the following:

• Demonstrated ability to provide guidance and direction at the program level.
• Manage large, complex projects and programs.
• Design, implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on program issues.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 10 years  
**Relevant SIN(s):** 541330ENG

**Manager II**  
**Functional Responsibilities:** Program Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Manager II will provide a combination of the following:

• Demonstrated ability to provide guidance and direction at the project level.
• Manage complex projects and programs.
• Implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on project issues.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 9 years  
**Relevant SIN(s):** 541330ENG

**Manager I**  
**Functional Responsibilities:** Senior Project Manager responsible for performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Additionally, a Manager I will provide a combination of the following:

• Demonstrated ability to provide guidance and direction at the project level.
• Manage complex projects.
• Implementation and management of business operations, improvements or strategy projects.
• Interfaces with the client on project issues.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 8 years  
**Relevant SIN(s):** 541330ENG

**Senior Consultant II**  
**Functional Responsibilities:** Functions as a Project Manager within an acquisition management or project management framework. Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills. Additionally, a Senior Consultant II will provide a combination of the following:

• Demonstrated experience coordinating project tasks.  
• Experience in one or more of the key project areas.  
• Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 7 years  
**Relevant SIN(s):** 541330ENG

**Senior Consultant I**  
**Functional Responsibilities:** Functions as a senior project task lead within an acquisition management or project management framework. Responsible for the planning, preparing, and maintaining of the current acquisition or project management plans and overall program office acquisition or project administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. Performs day-to-day management of assigned task order projects that involve teams of engineers, scientists, and management professionals involved in analyzing, designing, integrating, training, testing, documenting, implementing, and maintaining large complex systems. Demonstrates proven skills in those technical areas addressed by the task order to be managed. Organizes, directs, and coordinates planning and production of all activities associated with assigned task order projects. Demonstrates written and oral communication skills. Additionally, a Senior Consultant I will provide a combination of the following:

• Demonstrated experience coordinating project tasks.  
• Experience in one or more of the key project areas.  
• Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 6 years  
**Relevant SIN(s):** 541330ENG

**Consultant II**  
**Functional Responsibilities:** Functions in a mid-level acquisition management or project management capacity. Under minimal guidance, provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition and project plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the
program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost and Schedule Estimates. Additionally, a Consultant II will provide a combination of the following:

- Demonstrated experience performing project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 5 years  
**Relevant SIN(s):** 541330ENG

**Consultant I**  
**Functional Responsibilities:** Functions in a junior to mid-level acquisition management or project management capacity. Under guidance, provides advice and assistance to functional area technical experts on acquisition and project management related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost and Schedule Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Additionally, a Consultant I will provide a combination of the following:

- Demonstrated experience performing project tasks.
- Experience in one or more of the key project areas.
- Supports implementation of business operations improvements or project tasks.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 4 years  
**Relevant SIN(s):** 541330ENG

**Senior Management Analyst II**  
**Functional Responsibilities:** Analyst with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Assists in resolving complex problems, which require an in-depth knowledge of analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Additionally, a Senior Management Analyst II will provide a combination of the following:

- Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
- Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
- Demonstrated experience supporting project tasks
- Undertakes studies and analyses to identify areas for productivity improvements.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 3 years
Relevant SIN(s): 541330ENG

**Senior Management Analyst I**

**Functional Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary. This person has a minimum of 2 years of relevant work experience. Additionally, a Senior Management Analyst I will provide a combination of the following:

- Demonstrated capabilities supporting a wide variety of process improvement, data analyses and client service delivery.
- Provides support in the areas of analysis, design and development, and the implementation of management, organizational and business improvement processes.
- Demonstrated experience supporting project tasks.
- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 2 years  
**Relevant SIN(s):** 541330ENG

**Management Analyst II**

**Functional Responsibilities:** Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with senior Analysts or Team Leads. Additionally, a Management Analyst II will provide a combination of the following:

- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 1 years  
**Relevant SIN(s):** 541330ENG

**Management Analyst I**

**Functional Responsibilities:** Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team’s objectives. Works closely with senior Analysts or Team Leads. Additionally, a Management Analyst I will provide a combination of the following:

- Undertakes studies and analyses to identify areas for productivity improvements.
- Makes use of tools, spreadsheets and databases in performing job duties.

**Education Requirements:** Bachelor’s Degree  
**Experience:** 0 years  
**Relevant SIN(s):** 541330ENG
Experience & Degree Substitution/Equivalence

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Evaluation</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>Associate degree + 2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors + 2 years relevant experience, or Associate + 4 years relevant experience</td>
<td>Professional license</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Masters + 2 years relevant experience, or Bachelors + 4 years relevant experience</td>
<td></td>
</tr>
</tbody>
</table>

Successful completion of higher education, which has not yet resulted in a degree, may be counted as 1 for 1 year of experience for each year of college completed.
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Markon Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

**Step 1. Develop a Statement of Work (SOW)**
In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of Performance,
- Delivery Schedule, and
- Special standards and any special requirements, where applicable.

**Step 2. Select Contractor and Place Order**
- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

**Step 3. Prepare a Request for Quote (RFQ)**
- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA’s electronic RFQ system, e-Buy

**Step 4. Provide RFQ to at least Three Firms**

**Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**
BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA’s period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.