

**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 for GSA-Advantage!® is: <http://www.gsaadvantage.gov>
For more information on ordering from Federal Supply Schedules, please visit: <http://www.gsa.gov/schedules-ordering>

Multiple Award Schedule (MAS)
Large Categories offered
Professional Services and Information Technology

Contract Number: GS-00F-0024M

Contract Period: December 11, 2001 - December 10, 2021



Humanitas, Inc.
8601 Georgia Ave, Ste 601
Silver Spring, MD 20910-3439
Telephone: (301) 608-3290
Fax: (301) 608-3296
<http://www.humanitas.com>

*Contract Administrator: Adam Linn
Telephone: (301) 608-3290 x501 / adam.linn@humanitas.com*

Business Size/Status: Woman-Owned Small Business

Prices shown herein are NET (discount deducted).

Pricelist current through modification #A821 dated 7/10/2020



Contract Holder



Since 1992 Humanitas, a small, woman-owned firm, has targeted solutions to meet and exceed the needs of public and private sector clients. Humanitas provides expert management consulting to enhance program development, clinical supervision, evaluation, and oversight policies and procedures. All our efforts are delivered on time and within budget --- resulting in 100% return business from satisfied clients.

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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): Please refer to [GSA eLibrary](#) for detailed SIN descriptions

- **SIN 54151S / STLOC:** Information Technology Professional Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- **SIN 541810:** Advertising Services
- **SIN OLM / STLOC:** Order Level Materials

State & Local Purchasing Programs:

- COOP PURCH**
- (STLOC) Section 211 of the E-Government Act of 2002 (the Act) amended the Federal Property and Administrative Services Act to allow for "Cooperative Purchasing." The Cooperative Purchasing Program allows state, local, and tribal governments to purchase IT, security, and law enforcement products and services offered through specific Schedule contracts. Cooperative Purchasing allows eligible entities to purchase from approved industry partners, at any time, for any reason, using any funds available.
 - Federal Grants During Public Health Emergencies Section 319 of Public Health and Services Act.

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates beginning on page #[24](#)

1c. Labor Category Descriptions: Please refer to page #[6](#)

2. Maximum Order: \$250,000 (SIN OLM)
\$500,000 (SIN 54151S)
\$1,000,000 (SINs 541810 & 541611)

The maximum order threshold represents the point where, given the dollar value of the potential order, the Schedule Contractor may decline the order. Schedule contractors are encouraged, but not obligated, to accept orders exceeding this limit.

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: SIN 541810 (Advertising Services)
Task order = \$250,000 – 499,999: .50% discount
Task order = \$500,000 – up: 1% discount

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

9a. Government Purchase Card **is** accepted at or below the micro – purchase threshold.

9b. Government Purchase Card **is** accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

- | | |
|--|---|
| 12. F.O.B. Point(s): | Destination |
| 13a. Ordering Address: | Humanitas, Inc.
Attn: Adam Linn/GSA Orders
8601 Georgia Ave, Ste 601
Silver Spring, MD 20910-3439 |
| 13b. 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. | |
| 14. Payment Address: | Humanitas, Inc.
Attn: Accounting Department
8601 Georgia Ave, Ste 601
Silver Spring, MD 20910-3439 |
| 15. Warranty Provision: | Not Applicable |
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms & Conditions of Government Purchase Card Acceptance: | Contact Contractor |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable): | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Not Applicable |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): | Not Applicable |
| 24b. 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/ : | Contact Contractor |
| 25. Data Universal Number System (DUNS) Number: | 828939132 |
| 26. Humanitas, Inc. <i>is</i> registered in the System for Award Management (SAM) Database. | |

CONTRACT OVERVIEW

GSA awarded Humanitas, Inc. a GSA Federal Supply Schedule contract for Multiple Award Schedule (MAS), Contract Number GS-00F-0024M. GSA exercised option period three from December 11, 2016 – December 10, 2021. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Adam Linn
Humanitas, Inc.
8601 Georgia Ave, Ste 601
Silver Spring, MD 20910-3439
Telephone: (301) 608-3290 x501
Fax Number: (301) 608-0953
Email: adam.linn@humanitas.com

MARKETING AND TECHNICAL POINT OF CONTACT

Anne Wengrovitz
Humanitas, Inc.
8601 Georgia Ave, Ste 601
Silver Spring, MD 20910-3439
Telephone: (301) 608-3290 x501
Fax Number: (301) 608-0953
Email: anne.wengrovitz@humanitas.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Multiple Award Schedule services. 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.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Humanitas, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- **SIN 54151S / STLOC:** Information Technology Professional Services
- **SIN 541611:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
- **SIN 541810:** Advertising Services
- **SIN OLM / STLOC:** Order Level Materials

A full description of each SIN definition and examples of the types of work covered by the SIN can be found on [GSA eLibrary](#).

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 Humanitas, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card 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 Multiple Award Schedule (MAS) services – follow these simple steps:

Orders under the Micro-Purchase Threshold
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold
<ul style="list-style-type: none"> Prepare a SOW or PWS in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBay to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Preparing 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

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click “Ordering Information”. Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

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.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

H.S. Diploma + 4 years applicable experience	Equals	Bachelors Degree
Bachelors Degree + 2 years applicable experience	Equals	Masters Degree
Masters Degree + 3 years applicable experience	Equals	Ph.D.

Education Substitutions:

A Ph.D. may be substituted for three years of required experience with a Masters Degree or four years with a Bachelors Degree.
A Masters Degree may be substituted for two years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma.

SIN 54151S Labor Category Descriptions (IT Professional Services)

Job Title: Database Specialist I
<p>Summary: Under supervision, responsible for activities related to the administration, planning and development of activities pertaining to the development of software applications utilizing commercial relational databases management systems. Responsibilities shall include user administration, data gathering, data retrieval and manipulations, and data modeling.</p>
<p>Functional Responsibility:</p> <ul style="list-style-type: none"> • Collects data elements and prepares database specifications • Develops, maintains, and controls the data dictionary • Migrates data • Consults with programmers and users to develop test data to exercise the database and user applications software • Responsible for the database design and configuration management • Maintains, refines/enhances the database and modifies logical relationships, as necessary • Provide backup and recovery of automated systems • Monitors database performance statistics • Monitors systems • Performs HW/SW upgrade
<p>Minimum Qualifications: Bachelors degree in an associated discipline and a minimum of 6 months of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.</p>

Job Title: Database Specialist II

Summary: Under minimum supervision, responsible for all activities related to the administration, planning and development of computerized databases. Responsibilities include data modeling and design of client server and n-tier architecture systems, data base performance tuning, configuration management, telecommunication requirements, analysis and implementation of commercial RDBMS packages and application servers, implementation of policies and procedures pertaining to database management, security maintenance and utilization. Exercises independent judgment consults with and advises database users relative to procedures, technical problems, priorities and methodologies.

Functional Responsibility:

- Establishes procedures for operations of the database and database management system and ensures compliance with ADP security policies of the company as well as the clients
- Supervises the collection of data elements and prepares database specifications
- Develops, maintains, and controls the data dictionary
- Supervises data migration and conversion
- Designs logical and physical database and provides configuration management
- Develops and maintains control programs for accessing databases, data base security and user access
- Maintains, refines/enhances the database and modifies logical relationships, as necessary
- Develops standards and implements procedures for testing the backup and recovery procedures of automated systems and security and privacy of automated systems
- Monitors database performance statistics and provide performance tuning
- Monitors systems
- Performs HW/SW upgrade as applicable
- Provides telecommunication requirements and analysis and evaluation of telecommunications and RDBMS

Minimum Qualifications: Bachelors degree in an associated discipline and a minimum of 5 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities. Minimum 4 years of experience in client server or 2 years of distributed architecture environment in the area of MIS or web-based applications development.

Job Title: Help Desk Manager

Summary: Manages the help desk function and personnel.

Functional Responsibility:

- Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications
- Provides first-point-of-contact troubleshooting for hardware/software, PC and printer problems
- Maintains documentation of help desk activities

Minimum Qualifications: Bachelors degree or equivalent and 6 years of general experience. Six years of general experience is considered equivalent to a Bachelors degree. With a Masters degree 4 years of general experience is required

Job Title: Help Desk Specialist

Summary: Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Functional Responsibility: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors.

Minimum Qualifications: Bachelors degree or equivalent. Five years of general experience is considered equivalent to a Bachelors degree.

Job Title: Help Desk Associate

Summary: Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Functional Responsibility: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors.

Minimum Qualifications: Associate's degree and three years of general experience.

Job Title: Information Engineer I

Summary: Under supervision, performs systems programming work involving the maintenance and enhancement of computer systems. Provides programs/systems analysis problem solving associated with computer systems. Assignments require the use of evaluative thinking.

Functional Responsibility:

- Observes corporate policy on software copyright policy, software installation and client ADP security policies
- Develops program under the supervision of senior software engineer based on program specifications
- Participates in testing and implementation of software changes
- Develops job control language programs, library and make files, and documentation related to systems
- Tracks system problems and establishes problem determination procedures
- Maintains a detailed software inventory
- Performs other related duties as assigned
- Maintains a high level of proficiency in fourth generation language or project related languages
- Implements software development configuration management and adherence to CMM/SEI model
- Provides up-to-date programming documentation

Minimum Qualifications: Associate degree in an associated discipline with related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities. Ability to program in client/server applications and knowledge of database concepts and data security.

Job Title: Information Engineer II

Summary: Under supervision, performs systems programming work involving the maintenance and enhancement of computer systems. Provides programs/systems analysis problem solving associated with computer systems. Assignments require the use of evaluative thinking.

Functional Responsibility:

- Observes corporate policy on software copyright policy, software installation and client ADP security policies
- Maintains and modifies software packages and creates special purpose software
- Develops program based on program specifications
- Participates in testing and implementation of software changes
- Supports system performance analysis and tuning
- Develops job control language programs, library and make files, and documentation related to systems
Humanitas, Inc. GS-00F-0024M
- Develops test plans and test data for systems
- Tracks system problems
- Establishes problem determination procedures
- Maintains a detailed software inventory
- Prepares reports and recommendations as directed by supervision
- Performs other related duties as assigned
- Maintains a high level of proficiency in fourth generation language or project related languages
- Implement software development configuration management and adherence to CMM/SEI model
- Provides up-to-date programming documentation

Minimum Qualifications: Bachelors degree in an associated discipline with related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities. Ability to program in client/server applications and knowledge of database concepts and related tools, data base management systems and data security.

Job Title: Information Engineer III

Summary: Under limited supervision performs systems programming work involving the maintenance and enhancement of computer systems and software. Supports systems analysis and problem solving. Assignments require the use of evaluative thinking and are carried out in accordance with standard systems programming practices.

Functional Responsibility:

- Maintains operating systems, communication software, database packages and utility programs
- Directs testing and implementation of software changes
- Perform unit and integration testing
- Prepare test plans and test scripts
- Analyzes system software integration problems
- Prepares program and test specifications
- Counsels users and promotes the understanding of system software.
- Participates in structured walk through
- Tracks system problems and establishes problem determination procedures
- Develops and writes user manuals
- May train personnel
- May supervise programmers
- May perform the work that he/she supervises
- Maintains a high level of proficiency in fourth generation language or project related languages/applications

Minimum Qualifications: Bachelors degree and a minimum of 2 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities. Minimum 1 year of experience in client server or exposure to distributed architecture environment in the area of MIS or web-based applications development.

Job Title: Information Engineer IV

Summary: Under limited supervision performs systems programming work involving the maintenance and enhancement of computer systems and software. Supports systems analysis and problem solving. Assignments require the use of evaluative thinking and are carried out in accordance with standard systems programming practices.

Functional Responsibility:

- Maintains operating systems, communication software, database packages and utility programs
- Directs testing and implementation of software changes
- Perform unit and integration testing
- Prepare test plans and test scripts
- Analyzes system software integration problems
- Prepares program and test specifications
- Counsels users and promotes the understanding of system software.
- Participates in structured walk through
- Tracks system problems and establishes problem determination procedures.
- Develops and writes user manuals
- May train personnel
- May supervise programmers
- May perform the work that he/she supervises
- Maintains a high level of proficiency in fourth generation language or project related languages/applications

Minimum Qualifications: Bachelors degree in Computer Science/MIS and a minimum of 4 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities. Minimum 2 year of experience in client server or exposure to distributed architecture environment in the area of MIS or web-based applications development.

Job Title: Network Engineer I

Summary: Under supervision, solves complex technical problems, and in providing guidance and recommendations on telecommunication. Provides technical direction to one or more professional and/or technical persons on an assigned project. Normally works closely with clients and project manager.

Functional Responsibility:

- Analyzes user requirements, site inspection and planning
- Evaluates communication hardware and software including state-of-the art solutions, wireless connections and any new utilities/tools for proper network management
- Troubleshoots LAN/WAN and other network related problems
- Provides LAN/WAN administration support, backup and restore
- Implements redundancy as well as fault tolerance architecture to ensure full availability of network services
- Develops configuration management procedures tailored to individual software development projects
- Researches into configuration, telecommunications and performance issues
- Installation, maintenance and replacement of telecommunication hardware and software
- Interfaces with vendors on equipment purchasing and installation
- Performs inventory control of telecommunications hardware and software

Minimum Qualifications: Bachelors degree in Computer Science or related field and a minimum of three years of experience of which two years must be specialized in protocol analysis; knowledge of OSI model, protocols including TCP/IP, X.25, x.400, x.500. Experience with ATM, frame relay, other knowledge with bridges, routers, gateways, FDDI, experience with Novell NetWare, Windows NT or UNIX and Open VMS operating experience. CNE or ECNE desirable. Specialized experience also includes supervising the operation and maintenance of communication network systems including Internet/Intranet based applications. General experience includes all aspects of communication networks planning, installation, and support.

Job Title: Network Engineer II

Summary: Under limited supervision, exercises independent judgment and creativity on a regular basis in solving highly complex major technical problems, and in providing guidance and recommendations on telecommunication. May provide technical direction to one or more professional and/or technical persons on an assigned project. Normally works closely with clients and project manager.

Functional Responsibility:

- Analyzes user requirements
- Evaluates communication hardware and software including state-of-the art solutions, wireless connections and any new utilities/tools for proper network management
- Troubleshoots LAN/WAN and other network related problems
- Provides LAN/WAN administration support, backup and restore
- Implements redundancy as well as fault tolerance architecture to ensure full availability of network services
- Coordinates quality assurance activities at the corporate level to ensure network services meets the corporate and project standards
- Develops configuration management procedures tailored to individual software development projects
- Observes and implement corporate approach and guideline to systems analysis, particularly in the area of CMM and SEI
- Researches into configuration, telecommunications and performance issues

Minimum Qualifications: Bachelors degree in Computer Science/MIS, Electrical Engineering or related field and a minimum of five years of experience of which three years must be specialized in protocol analysis; knowledge of OSI model, protocols including TCP/IP, X.25, x.400, x.500, LDAP, MIME, SMTP, Web Servers and application servers. Experience with ATM, frame relay, other knowledge with bridges, routers, gateways, FDDI, detailed knowledge of Novell NetWare, Windows NT or UNIX and Open VMS operating experience. Experience as a CNE or ECNE desirable. Specialized experience also includes supervising the operation and maintenance of communication network systems including Internet/Intranet based applications. General experience includes all aspects of communication networks planning, installation, and support.

Job Title: IT Project Director

Summary: Directs and manages the operation of information technology programs/ projects. Responsible for planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Administration/ management/ monitoring responsibilities include, but may not be limited to: establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs.

Functional Responsibility:

- Implements company operating procedures, standards and guidelines to ensure product/service quality
- Responsible for financial/technical success of programs/projects
- Ensures that the operational planning and capabilities are continuously attuned to customer trends, market fluctuations and changes in technology
- Establishes, maintains and enforces high standards of professional excellence
- Serves as advisor to project management in matters involving company policies, programs and services
- Analyzes complex technical/financial problems and develops/renders solutions
- Approves documentation standards, system specifications, feasibility and justification reports, policy recommendations and major changes to production systems
- Oversees the analysis, design and development of new systems and system enhancements
- Advises project management on technical concepts and functional capabilities.
- Approves procedures and methodologies for the system review/ development/ implementation processes and policy development

Minimum Qualifications: Masters degree or equivalent professional degree, and a minimum of 5 years related experience or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Job Title: Team Lead

Summary: Defines and directs technical specifications and tasks to be performed by team members, defines target dates of tasks and subtasks. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Provides high level technical support and assistance for all system operational and administrative functions.

Functional Responsibility:

- Designs, plans and coordinates work teams.
- Provides technical support to project team members
- Handles complex application features and technical designs
- Identifies, diagnoses, and resolves problems
- Provides follow-up information and regular feedback throughout the problem resolution and close out process.

Minimum Qualifications: Bachelors Degree in Computer Science/MIS and a minimum of 4 years of related experience or an equivalent combination of education and training that provides the required knowledge, skills, and abilities.

Job Title: Technical Writer/Editor I

Summary: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.

Functional Responsibility:

- Outlines, researches, and prepares client materials, such as user's manuals, systems specifications, routine and ad hoc reports
- Edits functional descriptions, system specifications, user's manuals, special reports, or any other client deliverables and documents

Minimum Qualifications: Bachelors degree or equivalent. Six years of general experience is considered equivalent to a Bachelors degree.

Job Title: Technical Writer/Editor II

Summary: Collects and organizes information required for preparation of user's manuals, training materials, installation guides, proposals, and other reports and deliverables.

Functional Responsibility:

- Outlines, researches, and prepares client materials, such as user's manuals, systems specifications, routine and ad hoc reports
- Edits functional descriptions, system specifications, user's manuals, special reports, or any other client deliverables and documents

Minimum Qualifications: Bachelors degree or equivalent. Ten years of general experience is considered equivalent to a Bachelors degree.

Job Title: Principal Information Management Specialist

Minimum/General Experience: 15 years of experience.

Functional Responsibility: Provides senior level strategic advice, direction, and analysis in the realms of information management and engineering policies and programs. Develops analytic approaches, oversees their execution, and coordinates teams in the accomplishment of project tasks. Advises executives on strategic initiatives, policy, and organization wide system projects.

- Designs project approaches and methods for the analysis of strategic, policy, and IT initiatives
- Advises senior level policy and program administrators on cost effective solutions to information management challenges
- Facilitates work groups to define and resolve data capture and management issues
- Brokers consensus development among executives and managers on information management goals, objectives, and plans
- Conducts analyses to inform executive and senior management decision makers about information system design and engineering strategies
- Assesses alternative software packages' appropriateness for meeting client requirements
- Ensures that business objectives and requirements are incorporated into IT requirements
- Prepares oral and written reports to executives
- Performs other duties as assigned

Minimum Education: Masters degree

SIN 541810 Labor Category Descriptions (Advertising Services)

Job Title: Conference Management Specialist
Summary: Provides event support and management, from pre-event planning through post-event follow up
Functional Responsibility: <ul style="list-style-type: none">• Conducts research to locate facilities for conferences, conducts site inspections, and negotiates and contracts with conference sites.• Coordinates meeting logistics, accommodations, technical equipment support, and food and beverage requirements• Supervises materials and supplies preparation for conference speakers and participants• Provides on-site support• Supervises post-conference activities
Minimum Qualifications: Bachelors degree and 3 years experience. Five years of experience is considered equivalent to a Bachelors degree

Job Title: Management Analyst I
Summary: Under supervision, provides management and technical support to one or multiple projects. Regularly exercises high level of analytical, management, and organizational skills in solving complex and unusual technical, administrative and managerial problems
Functional Responsibility: <ul style="list-style-type: none">• Manages program/technical support operations involving task assignments• Analyzes problems and prepares responses applying at least one management, organizational, and business improvement technique (e.g. program evaluation, process evaluation, organizational assessments, procedure development, performance management, performance measurement, quality assurance, strategic planning, etc.)• May plan transition of technical projects• Performs other duties as assigned
Minimum Qualifications: Bachelors degree in appropriate field

Job Title: Management Analyst IV
Summary: Under limited supervision, provides management and technical support to one or multiple projects. Regularly exercises high level of analytical, management, and organizational skills in solving complex and unusual technical, administrative and managerial problems.
Functional Responsibility: <ul style="list-style-type: none">• Manages program/technical support operations involving task assignments• Analyzes problems and prepares responses applying at least one management, organizational, and business improvement technique (e.g. program evaluation, process evaluation, organizational assessments, procedure development, performance management, performance measurement, quality assurance, strategic planning, etc.)• May plan transition of technical projects• Performs other duties as assigned
Minimum Qualifications: Masters degree or equivalent professional degree in an associated field, and a

Job Title: Management Analyst IV

minimum of 8 years related experience or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Job Title: Web Designer Associate

Summary: Under close supervision, assists in the design and development client

Functional Responsibility:

- Aids in all web projects involving desktop publishing and website design and development
- Contributes to design group's efforts to enhance the look and feel of the organizations online offerings
- Contributes to the creative process of designing and implementing new projects

Minimum Qualifications: High School Diploma

Job Title: Web Designer I

Summary: Under supervision, assists in the design and development client

Functional Responsibility:

- Aids in all web projects involving desktop publishing and website design and development
- Contributes to design group's efforts to enhance the look and feel of the organizations online offerings
- Contributes to the creative process of designing and implementing new projects

Minimum Qualifications: High School Diploma and 6 months experience

Job Title: Web Designer II

Summary: Under supervision, designs and develops client web sites

Functional Responsibility:

- Aids in all web projects involving desktop publishing and website design and development
- Contributes to design group's efforts to enhance the look and feel of the organizations online offerings
- Contributes significantly to the creative process of designing and implementing new projects
- Debugs files at the source code level in preparation for those instances when the web design software is not adequate

Minimum Qualifications: High School Diploma and 2 years experience or Associate's degree/certificate in web application in related field with 6 months experience

Job Title: Web Designer Project Director

Summary: Directs and manages the design, development, and management of client web sites

Functional Responsibility:

- Designs and builds web pages using a variety of graphics software applications, techniques and tools
- Works closely with applications engineers and end users to design effect graphic user interfaces
- Develops site content
- Manages/performs web site editorial activities
- Establishes, maintains and enforces high standards of professional excellence
- Analyzes complex technical problems
- Develops/renders solutions
- Manages quality control procedures to ensure compliance with user requirements and functionality

Minimum Qualifications: Bachelors degree in related field or certification in web application. Must have at least 2 years experience in website development. Must have experience in production management, web page design, HTML and web graphics types and standards. Must have advanced experience with design-related applications including Macromedia, Adobe, etc.

SIN 541611 Labor Category Descriptions (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services)

Job Title: Administrative Assistant
Summary: Provides administrative-type support to technical and management-level personnel
Functional Responsibility: <ul style="list-style-type: none">• Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc. required in changing office environments• Performs other duties as assigned
Minimum Qualifications: High School diploma or equivalent and proficiency with basic office software applications

Job Title: Project Support
Summary: Performs client project support tasks
Functional Responsibility: <ul style="list-style-type: none">• Communicates with the government program office• Maintains project files and supports development of project reports and deliverables• Provides logistical support for project meetings/work groups including disseminating agenda and materials• Handles communication with the project team and disseminates information to the field
Minimum Qualifications: Bachelors degree and 3 years experience in supporting government projects. Six years of experience is considered equivalent to a Bachelors degree.

Job Title: Management Analyst I
Summary: Under supervision, provides management and technical support to one or multiple projects. Regularly exercises high level of analytical, management, and organizational skills in solving complex and unusual technical, administrative and managerial problems.
Functional Responsibility: <ul style="list-style-type: none">• Manages program/technical support operations involving task assignments• Analyzes problems and prepares responses applying at least one management, organizational, and business improvement technique (e.g. program evaluation, process evaluation, organizational assessments, procedure development, performance management, performance measurement, quality assurance, strategic planning, etc.)• May plan transition of technical projects• Performs other duties as assigned
Minimum Qualifications: Bachelors degree in appropriate field.

Job Title: Management Analyst II

Summary: Under limited supervision, provides management and technical support to one or multiple projects. Regularly exercises high level of analytical, management, and organizational skills in solving complex and unusual technical, administrative and managerial problems.

Functional Responsibility:

- Manages program/technical support operations involving task assignments
- Analyzes problems and prepares responses applying at least one management, organizational, and business improvement technique (e.g. program evaluation, process evaluation, organizational assessments, procedure development, performance management, performance measurement, quality assurance, strategic planning, etc.)
- May plan transition of technical projects
- Performs other duties as assigned

Minimum Qualifications: Bachelors degree in appropriate field with 3 years applicable technical and managerial experience. A Masters degree substitutes for 2 years experience.

Job Title: Management Analyst III

Summary: Under limited supervision, provides management and technical support to one or multiple projects. Regularly exercises high level of analytical, management, and organizational skills in solving complex and unusual technical, administrative and managerial problems.

Functional Responsibility:

- Manages program/technical support operations involving task assignments
- Analyzes problems and prepares responses applying at least one management, organizational, and business improvement technique (e.g. program evaluation, process evaluation, organizational assessments, procedure development, performance management, performance measurement, quality assurance, strategic planning, etc.)
- May plan transition of technical projects
- Performs other duties as assigned

Minimum Qualifications: Bachelors degree in appropriate field with 5 years applicable technical and managerial experience. A Masters degree substitutes for 2 years experience.

Job Title: Management Analyst IV

Summary: Under limited supervision, provides management and technical support to one or multiple projects. Regularly exercises high level of analytical, management, and organizational skills in solving complex and unusual technical, administrative and managerial problems.

Functional Responsibility:

- Manages program/technical support operations involving task assignments
- Analyzes problems and prepares responses applying at least one management, organizational, and business improvement technique (e.g. program evaluation, process evaluation, organizational assessments, procedure development, performance management, performance measurement, quality assurance, strategic planning, etc.)
- May plan transition of technical projects
- Performs other duties as assigned

Minimum Qualifications: Masters degree or equivalent professional degree in an associated field, and a minimum of 8 years related experience or an equivalent combination of experience and training that provides

Job Title: Management Analyst IV

the required knowledge, skills, and abilities.

Job Title: Project Director

Summary: Under limited supervision, directs and manages the operation of several programs/ projects. Responsible for planning, developing, implementing and evaluating overall program policies and directing subordinate managers/staff. Administration/ management/ monitoring responsibilities include, but may not be limited to: establishment of goals, objectives, performance requirements, standards, and accountability; administration of program costs, budget, and management and operation of programs.

Functional Responsibility:

- Implements company operating procedures, standards and guidelines to ensure product quality
- Responsible for financial/technical success of programs/projects
- Ensures that the operational planning and capabilities are continuously attuned to customer trends, market fluctuations and changes in technology
- Establishes, maintains and enforces high standards of professional excellence
- Serves as advisor to project management in matters involving company policies, programs and services
- Analyzes extremely complex technical/financial problems. Develops/renders solutions
- Approves documentation standards, system specifications, feasibility and justification reports, policy recommendations and major changes to production systems
- Oversees the analysis, design and development of new systems and system enhancements
- Advises project management on technical concepts and functional capabilities
- Approves procedures and methodologies for the system review/ development/implementation processes and policy development
- Interact with other directors, if necessary, to ensure best utilization of resources within the corporate environment

Minimum Qualifications: Masters degree or equivalent professional degree in an associated field, and a minimum of 10 years related experience or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Job Title: Program Manager I

Summary: Under supervision, provides management and technical direction to one or multiple projects. Regularly exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative and managerial problems.

Functional Responsibility:

- Manage substantial program/technical support operations involving task assignments
- Analyzes problems and prepares responses
- May plan transition of technical projects
- May meet with government management officials regarding status of specific program/technical activities
- Provides support with respect to publication of approved documentation
- Promotes awareness of project activities and accomplishments

Minimum Qualifications: Bachelors degree in appropriate field with 3 years experience. A Masters degree substitutes for 2 years experience.

Job Title: Program Manager II

Summary: Under limited supervision, provides management and technical direction to one or multiple projects. Regularly exercises independent judgment, as well as a high level of analytical skill, in solving complex and unusual technical, administrative and managerial problems. Provides overall direction of program activities.

Functional Responsibility:

- Responsible for management and contract performance, personnel management and program administration, including planning, budgeting and cost control
- Establishes management and operating plans and procedures to ensure achievement of project objectives
- Assess performance of operating groups and individuals and directs actions as required to meet individual needs
- Establishes and monitors adherence to master program plans and schedules
- Accountable for overall program performance

Minimum Qualifications: Bachelors degree in an appropriate field and 5 years of applicable technical and managerial experience and demonstrated technical leadership in an appropriate specialty. A Masters degree substitutes for 2 years of experience and a Ph.D. substitutes for 5 years of experience.

Job Title: Training Specialist I

Summary: Under supervision, conducts the research necessary to develop and revise training courses
Functional Responsibility:

Functional Responsibility:

- Develops and revises courses and prepares appropriate training catalogs
- Prepares instructor materials (course outline, background material, and training aids)
- Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms)
- Trains personnel by conducting formal classroom courses, workshops and seminars

Minimum Qualifications: Bachelors degree or equivalent and 2 years of general experience. Six years of general experience is considered equivalent to a Bachelors degree. With a Masters degree no experience is required.

Job Title: Training Specialist II

Summary: Conducts the research necessary to develop and revise training courses

Functional Responsibility:

- Develops and revises courses and prepares appropriate training catalogs
- Prepares instructor materials (course outline, background material, and training aids)
- Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms)
- Trains personnel by conducting formal classroom courses, workshops and seminars

Minimum Qualifications: Masters degree or equivalent and 5 years of general experience. Bachelors degree and 10 years of general experience. Six years of general experience is considered equivalent to a Bachelors degree.

Job Title: Principal Information Management Specialist**Minimum/General Experience:** 15 years of experience.**Functional Responsibility:** Provides senior level strategic advice, direction, and analysis in the realms of information management and engineering policies and programs. Develops analytic approaches, oversees their execution, and coordinates teams in the accomplishment of project tasks. Advises executives on strategic initiatives, policy, and organization wide system projects.

- Designs project approaches and methods for the analysis of strategic, policy, and IT initiatives
- Advises senior level policy and program administrators on cost effective solutions to information management challenges
- Facilitates work groups to define and resolve data capture and management issues
- Brokers consensus development among executives and managers on information management goals, objectives, and plans
- Conducts analyses to inform executive and senior management decision makers about information system design and engineering strategies
- Assesses alternative software packages' appropriateness for meeting client requirements
- Ensures that business objectives and requirements are incorporated into IT requirements
- Prepares oral and written reports to executives
- Performs other duties as assigned

Minimum Education: Masters degree

HOURLY RATES FOR SERVICES

SIN 54151S GSA Labor Rates (IT Professional Services)

SIN	Labor Category	12/11/2017 - 12/10/2018	12/11/2018 - 12/10/2019	12/11/2019 - 12/10/2020	12/11/2020 - 12/10/2021
54151S	Database Specialist I	\$78.28	\$80.66	\$83.11	\$85.64
54151S	Database Specialist II	\$159.54	\$164.39	\$169.39	\$174.54
54151S	Help Desk Manager	\$126.57	\$130.42	\$134.38	\$138.47
54151S	Help Desk Specialist	\$91.66	\$94.45	\$97.32	\$100.28
54151S	Help Desk Associate	\$68.87	\$70.96	\$73.12	\$75.34
54151S	Information Engineer I	\$78.50	\$80.89	\$83.35	\$85.88
54151S	Information Engineer II	\$111.50	\$114.88	\$118.38	\$121.98
54151S	Information Engineer III	\$146.50	\$150.95	\$155.54	\$160.27
54151S	Information Engineer IV	\$177.26	\$182.65	\$188.20	\$193.92
54151S	Network Engineer I	\$82.80	\$85.32	\$87.91	\$90.58
54151S	Network Engineer II	\$148.51	\$153.02	\$157.68	\$162.47
54151S	IT Project Director	\$231.30	\$238.33	\$245.58	\$253.04
54151S	Team Leader	\$183.95	\$189.54	\$195.30	\$201.24
54151S	Technical Writer/Editor I**	\$92.24	\$95.05	\$97.94	\$100.92
54151S	Technical Writer/Editor II**	\$101.20	\$104.28	\$107.45	\$110.71
54151S	Principal Information Mgmt Specialist	\$262.38	\$270.36	\$278.58	\$287.04

SIN 541810 GSA Labor Rates (Advertising Services)

SIN	Labor Category	12/11/2017 - 12/10/2018	12/11/2018 - 12/10/2019	12/11/2019 - 12/10/2020	12/11/2020 - 12/10/2021
541810	Conference Management Specialist	\$84.37	\$86.93	\$89.58	\$92.30
541810	Management Analyst I	\$88.57	\$91.26	\$94.04	\$96.89
541810	Management Analyst IV	\$225.68	\$232.54	\$239.61	\$246.89
541810	Web Designer Associate	\$63.92	\$65.86	\$67.86	\$69.93
541810	Web Designer I	\$95.57	\$98.48	\$101.47	\$104.55
541810	Web Designer II	\$141.84	\$146.15	\$150.59	\$155.17
541810	Web Designer Project Director	\$220.89	\$227.60	\$234.52	\$241.65

SIN 541611 GSA Labor Rates (Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services)

SIN	Labor Category	12/11/2017 - 12/10/2018	12/11/2018 - 12/10/2019	12/11/2019 - 12/10/2020	12/11/2020 - 12/10/2021
541611	Administrative Assistant**	\$65.09	\$67.06	\$69.10	\$71.20
541611	Project Support	\$91.69	\$94.48	\$97.35	\$100.31
541611	Management Analyst I	\$88.57	\$91.26	\$94.04	\$96.89
541611	Management Analyst II	\$121.44	\$125.13	\$128.94	\$132.86
541611	Management Analyst III	\$148.03	\$152.53	\$157.17	\$161.94
541611	Management Analyst IV	\$225.68	\$232.54	\$239.61	\$246.89
541611	Project Director	\$225.68	\$232.54	\$239.61	\$246.89
541611	Program Manager I	\$88.21	\$90.89	\$93.65	\$96.50
541611	Program Manager II	\$134.49	\$138.57	\$142.79	\$147.13
541611	Training Specialist I	\$88.21	\$90.89	\$93.65	\$96.50
541611	Training Specialist II	\$123.62	\$127.38	\$131.25	\$135.24
541611	Principal Information Management Specialist	\$262.38	\$270.36	\$278.58	\$287.04

SERVICE CONTRACT LABOR STANDARDS (SERVICE CONTRACT ACT)

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant**	01113 – General Clerk III	15-4269
Technical Writer/Editor I**	30461 – Technical Writer I	15-4269
Technical Writer/Editor II**	30462 – Technical Writer II	15-4269

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).