



## 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The internet address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for – Multiple Award Schedule**

**Industrial Group: MAS Class: MAS**

**Contract Number: GS-00F-087CA**

**Price list current as of Modification #PO-0004, effective March 19, 2020.**

**For more information on ordering from Federal Supply Schedules:  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period: March 19, 2020 to March 18, 2025**

**Contractor: Global Evaluation & Applied Research Solutions (GEARS), Inc.**

2310 Parklake Dr. NE, Suite 150

Atlanta, GA 30345

Additional Address:

4640 Forbes Boulevard, Suite 120P

Lanham, MD 20706

**Business Size:** Small, Disadvantaged WOSB/EDWOSB

**Telephone:** (404) 328-9850

**Extension:** N/A

**FAX Number:** (404) 941-3914

**Web Site:** [www.getingears.com](http://www.getingears.com)

**E-mail:** [info@getingears.com](mailto:info@getingears.com)

**Contract Administration:** Diane Roberts



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## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	SIN Description
541810ODC	Other Direct Costs for Marketing and Public Relations Services
561920	Conference, Meeting, Event and Trade Show Planning Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	Order-Level Materials (OLM)

**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.**

**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.**

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic Only: 50 States, DC and Territories

**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). See Attachment.

**7. Quantity discounts:** SIN 561920:  
1% for orders \$150,000-\$250,000 (direct labor only), 1.25% for orders exceeding \$250,000 (direct labor only).  
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**8. Prompt payment terms:** Net 30 days

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes

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

**11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures: Supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. 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. contactor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 156919487
- 26. Notification regarding registration in System for Award Management (SAM) database:** Registered



## ABOUT GEARS

### Who We Are

Global Evaluation & Applied Research Solutions (GEARS), Inc. is a management consulting firm founded in 2002. We are a woman-owned small business with **two locations: Atlanta, GA; and Lanham, MD.** We have a staff of 25 full-time and 3 part-time employees, and more than 100 subject matter experts who provide technical expertise in various subjects to multiple federal agencies. GEARS is a graduate of the U.S. Small Business Administration’s 8(a) business development program and currently qualifies as a self-certified small disadvantaged business. GEARS is also listed in the SBA repository of WOSB and EDWOSB-certified businesses. Additionally, GEARS has been awarded three GSA schedule contracts (listed above) and agency-specific contracting vehicles (U.S. Department of Health and Human Services (HHS) Program Support Center (PSC IDIQ), U.S. Department of Education Logistical Support Conference Meetings Blanket Purchase Agreement (BPA). Our website address is [www.getingears.com](http://www.getingears.com).

We are organized into an institute and four divisions, reflecting our primary core competencies: GEARS Research Institute, Division of Evaluation & Applied Research, Division of Technical Assistance & Organizational Management, and the Division of Logistics Management Listed below in Table 1 are services provided by each Division.

Table 1. GEARS Core Competencies		
Division of Evaluation & Applied Research (DEAR)	Division of Technical Assistance & Organizational Management (DTAOM)	Division of Logistics Management (DILM)
<ul style="list-style-type: none"> <li>• Program evaluation</li> <li>• Training and technical assistance</li> <li>• Needs assessments</li> <li>• Applied research</li> <li>• Focus group research</li> <li>• Customer/client assessment</li> <li>• Culturally competent research designs</li> <li>• Cultural competence training</li> </ul>	<ul style="list-style-type: none"> <li>• Staff augmentation and support</li> <li>• Professional development training</li> <li>• Management studies</li> <li>• Development of organizational policies and procedures</li> <li>• Technical assistance</li> <li>• Strategic planning</li> <li>• Program/organizational assessment, diagnosis, and development</li> <li>• Executive coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Conference and event management</li> <li>• Committee management and meetings</li> <li>• Expert panel and work group meetings</li> <li>• Registration websites/databases</li> <li>• FTR-compliant travel arrangements and honoraria</li> <li>• Theme and graphics design</li> <li>• Conference program booklet layouts</li> <li>• Assistive technologies to support meeting activities</li> </ul>

## Our Clients

GEARS has had the good fortune to support a diverse group of government agencies, either through prime contracting relationships or through subcontracting with other firms. We have also supported government agencies and their constituencies through our work with community-based organizations. The GEARS portfolio also includes work with foundations and academic institutions. Table 2 includes a detailed list of our clients.

Table 2. GEARS Clients		
Government Agencies	Foundations/Non-profit Organizations/Academia	Community Based Organizations
<p><b>Federal</b></p> <ul style="list-style-type: none"> <li>• U.S. Department of Agriculture</li> <li>• U.S. Department of Commerce</li> <li>• U.S. Department of Education</li> <li>• U.S. Department of Health and Human Services               <ul style="list-style-type: none"> <li>▪ Assistant Secretary for Health/Office of HIV/AIDS and Infectious Disease Policy</li> <li>▪ Assistant Secretary for Planning and Evaluation</li> <li>▪ Assistant Secretary for Health/Office of the Surgeon General</li> <li>▪ Assistant Secretary for Health/Office on Women's Health</li> <li>▪ Centers for Disease Control and Prevention</li> <li>▪ Centers for Medicare &amp; Medicaid Services</li> <li>▪ Health Resources and Services Administration</li> <li>▪ Food and Drug Administration</li> </ul> </li> <li>• U.S. Department of Justice</li> <li>• U.S. Department of State</li> <li>• U.S. Environmental Protection Agency</li> <li>• U.S. Small Business Administration</li> <li>• National Science Foundation</li> </ul> <p><b>Local</b></p> <ul style="list-style-type: none"> <li>• Boston Public Health Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Advocates for Youth</li> <li>• Alzheimer's Association</li> <li>• CDC Foundation</li> <li>• Ford Foundation</li> <li>• Healthcare Georgia Foundation</li> <li>• National Association of Chronic Disease Directors</li> <li>• National Estuarine Research Reserve Association</li> <li>• National Minority AIDS Council</li> <li>• Brigham and Women's Hospital, Boston</li> </ul>	<ul style="list-style-type: none"> <li>• Multicultural AIDS Coalition (Boston)</li> </ul>

## AWARDED PRICING: SIN 541611

Annual escalation rate is 1.8% Rates are inclusive of IFF

Labor Category	Option Period 1 (SIN 541611)				
	Year 6	Year 7	Year 8	Year 9	Year 10
	3/19/2020 to 3/18/2021	3/19/2021 to 3/18/2022	3/19/2022 to 3/18/2023	3/19/2023 to 3/18/2024	3/19/2024 to 3/18/2025
Chief Executive	\$106.04	\$107.95	\$109.90	\$111.87	\$113.89
Consultant I	\$90.67	\$92.30	\$93.96	\$95.65	\$97.38
Consultant II	\$123.63	\$125.85	\$128.12	\$130.42	\$132.77
Consultant III	\$140.12	\$142.64	\$145.21	\$147.82	\$150.48
Data Abstractor/ Entry Clerk	\$45.73	\$46.55	\$47.39	\$48.24	\$49.11
Database Administrator	\$66.27	\$67.46	\$68.68	\$69.91	\$71.17
Database Developer I	\$95.58	\$97.30	\$99.05	\$100.84	\$102.65
Database Developer II	\$112.79	\$114.82	\$116.89	\$118.99	\$121.13
Editor (technical)	\$53.01	\$53.97	\$54.94	\$55.93	\$56.94
Epidemiologist	\$92.78	\$94.45	\$96.15	\$97.88	\$99.64
Epidemiologist I	\$103.06	\$104.92	\$106.81	\$108.73	\$110.69
Epidemiologist II	\$125.76	\$128.02	\$130.33	\$132.67	\$135.06
Epidemiologist III	\$174.36	\$177.50	\$180.70	\$183.95	\$187.26
Evaluator	\$106.03	\$107.94	\$109.89	\$111.86	\$113.88
Executive Coach Level - I	\$120.06	\$122.22	\$124.42	\$126.66	\$128.94
Executive Coach Level - II	\$171.50	\$174.59	\$177.73	\$180.93	\$184.19
Executive/ Administrative Support	\$65.74	\$66.92	\$68.13	\$69.36	\$70.60
Graphics Designer I	\$68.68	\$69.92	\$71.17	\$72.45	\$73.76
Graphics Designer II	\$80.04	\$81.48	\$82.95	\$84.44	\$85.96
Health Communications Specialists I	\$80.04	\$81.48	\$82.95	\$84.44	\$85.96

Labor Category	Option Period 1 (SIN 541611)				
	Year 6	Year 7	Year 8	Year 9	Year 10
	3/19/2020 to 3/18/2021	3/19/2021 to 3/18/2022	3/19/2022 to 3/18/2023	3/19/2023 to 3/18/2024	3/19/2024 to 3/18/2025
Health Communications Specialist II	\$102.90	\$104.75	\$106.64	\$108.56	\$110.51
IT Structural Architect II	\$274.81	\$279.75	\$284.79	\$289.92	\$295.13
Logistics /Event Coordinator I	\$48.10	\$48.97	\$49.85	\$50.75	\$51.66
Logistics/Event Coordinator II	\$82.46	\$83.94	\$85.45	\$86.99	\$88.56
Management Analyst	\$59.64	\$60.71	\$61.81	\$62.92	\$64.05
Medical Epidemiologist I	\$247.36	\$251.81	\$256.34	\$260.96	\$265.65
Medical Epidemiologist II	\$90.68	\$92.32	\$93.98	\$95.67	\$97.39
Medical/Scientific Writer/Editor I	\$89.32	\$90.93	\$92.56	\$94.23	\$95.93
Medical/Scientific Writer/Editor II	\$109.93	\$111.91	\$113.93	\$115.98	\$118.06
Meeting Recorder	\$68.68	\$69.92	\$71.17	\$72.45	\$73.76
Operational/ Administrative Support I	\$42.87	\$43.64	\$44.42	\$45.22	\$46.04
Operational/ Administrative Support II	\$51.45	\$52.38	\$53.32	\$54.28	\$55.26
Operations Research Analyst	\$59.64	\$60.71	\$61.81	\$62.92	\$64.05
Policy Analyst I	\$75.74	\$77.11	\$78.49	\$79.91	\$81.35
Policy Analyst II	\$102.90	\$104.75	\$106.64	\$108.56	\$110.51
Policy Analyst III	\$122.90	\$125.12	\$127.37	\$129.66	\$132.00
Program Coordinator I	\$82.46	\$83.94	\$85.45	\$86.99	\$88.56
Program Coordinator II	\$103.07	\$104.93	\$106.81	\$108.74	\$110.69
Project Director - Level I	\$109.93	\$111.91	\$113.93	\$115.98	\$118.06
Project Director - Level II	\$200.07	\$203.67	\$207.34	\$211.07	\$214.87
Project Director - Level III	\$247.36	\$251.81	\$256.34	\$260.96	\$265.65
Project Manager I	\$88.62	\$90.21	\$91.84	\$93.49	\$95.17
Project Manager II	\$120.06	\$122.22	\$124.42	\$126.66	\$128.94
Project Manager III	\$142.92	\$145.49	\$148.11	\$150.78	\$153.49
Research	\$68.72	\$69.95	\$71.21	\$72.50	\$73.80

Labor Category	Option Period 1 (SIN 541611)				
	Year 6	Year 7	Year 8	Year 9	Year 10
	3/19/2020 to 3/18/2021	3/19/2021 to 3/18/2022	3/19/2022 to 3/18/2023	3/19/2023 to 3/18/2024	3/19/2024 to 3/18/2025
Analyst/Associate I					
Research Analyst/Associate II	\$100.05	\$101.85	\$103.68	\$105.55	\$107.45
Research Assistant I	\$45.36	\$46.18	\$47.01	\$47.86	\$48.72
Research Assistant II	\$54.96	\$55.95	\$56.96	\$57.98	\$59.03
Senior Evaluator I	\$116.85	\$118.95	\$121.09	\$123.27	\$125.49
Senior Evaluator II	\$137.42	\$139.90	\$142.41	\$144.98	\$147.59
Senior Evaluator III	\$171.79	\$174.88	\$178.03	\$181.23	\$184.50
Senior Executive - Level I	\$225.81	\$229.87	\$234.01	\$238.22	\$242.51
Senior Executive - Level II	\$265.83	\$270.61	\$275.48	\$280.44	\$285.49
Senior Executive - Level III	\$334.41	\$340.43	\$346.56	\$352.80	\$359.15
Sr. Management Analyst	\$86.15	\$87.70	\$89.28	\$90.88	\$92.52
Statistical Assistant I	\$57.16	\$58.19	\$59.24	\$60.31	\$61.39
Statistician - Level I	\$89.32	\$90.93	\$92.56	\$94.23	\$95.93
Statistician - Level II	\$116.83	\$118.94	\$121.08	\$123.26	\$125.48
Statistician - Level III	\$175.79	\$178.96	\$182.18	\$185.46	\$188.79
Subject Matter Expert I	\$166.50	\$169.50	\$172.55	\$175.65	\$178.81
Subject Matter Expert II	\$200.29	\$203.90	\$207.57	\$211.30	\$215.11
Subject Matter Expert III	\$234.07	\$238.29	\$242.58	\$246.94	\$251.39
Subject Matter Expert IV	\$267.05	\$271.85	\$276.75	\$281.73	\$286.80
Subject Matter Expert V	\$300.02	\$305.42	\$310.92	\$316.52	\$322.21
Subject Matter Expert VI	\$334.65	\$340.67	\$346.80	\$353.05	\$359.40
Training and Development Specialist	\$92.78	\$94.45	\$96.15	\$97.88	\$99.64
Travel Coordinator**	\$61.45	\$62.56	\$63.68	\$64.83	\$66.00
Website Designer I	\$39.76	\$40.48	\$41.20	\$41.95	\$42.70
Website Designer II	\$39.82	\$40.54	\$41.27	\$42.01	\$42.77

Labor Category	Option Period 1 (SIN 541611)				
	Year 6	Year 7	Year 8	Year 9	Year 10
	3/19/2020 to 3/18/2021	3/19/2021 to 3/18/2022	3/19/2022 to 3/18/2023	3/19/2023 to 3/18/2024	3/19/2024 to 3/18/2025
Word Processor/Typist**	\$33.14	\$33.73	\$34.34	\$34.96	\$35.59
Writer (technical)	\$59.64	\$60.71	\$61.81	\$62.92	\$64.05
Writer Editor I	\$85.74	\$87.29	\$88.86	\$90.46	\$92.09
Writer Editor II	\$109.93	\$111.91	\$113.93	\$115.98	\$118.06
Writer Editor III	\$137.42	\$139.90	\$142.41	\$144.98	\$147.59

\*\* SCA labor categories

**AWARDED PRICING: SIN 561920**  
**ESCALATION RATE IS 2.5% RATES ARE INCLUSIVE OF IFF**

Labor Category	Option Period 1 (SIN 561920)				
	Year 6	Year 7	Year 8	Year 9	Year 10
	3/19/2020 to 3/18/2021	3/19/2021 to 3/18/2022	3/19/2022 to 3/18/2023	3/19/2023 to 3/18/2024	3/19/2024 to 3/18/2025
Administrative Assistant	\$37.11	\$38.03	\$38.98	\$39.96	\$40.96
Computer Programmer	\$66.13	\$67.78	\$69.47	\$71.21	\$72.99
Corporate Monitor	\$175.30	\$179.68	\$184.18	\$188.78	\$193.50
Facilitator	\$151.03	\$154.80	\$158.67	\$162.64	\$166.70
Graphics Designer	\$57.95	\$59.40	\$60.88	\$62.40	\$63.96
IT Services Manager	\$101.71	\$104.25	\$106.86	\$109.53	\$112.27
Logistics Manager	\$60.57	\$62.09	\$63.64	\$65.23	\$66.86
Logistics/Events Coordinator I	\$49.62	\$50.86	\$52.13	\$53.43	\$54.77
Logistics/Events Coordinator II	\$87.22	\$89.40	\$91.64	\$93.93	\$96.28
Note Taker	\$60.56	\$62.08	\$63.63	\$65.22	\$66.85
Operational/ Administrative Support	\$52.23	\$53.54	\$54.88	\$56.25	\$57.65
Project Administrator	\$68.38	\$70.09	\$71.84	\$73.64	\$75.48
Project Director I	\$84.80	\$86.92	\$89.09	\$91.32	\$93.60
Project Director II	\$155.55	\$159.43	\$163.42	\$167.51	\$171.69
Project Manager	\$84.48	\$86.59	\$88.76	\$90.98	\$93.25
Report Writer	\$94.10	\$96.45	\$98.86	\$101.34	\$103.87
Research Assistant	\$53.67	\$55.01	\$56.39	\$57.80	\$59.24
Review Coordinator	\$52.01	\$53.31	\$54.64	\$56.01	\$57.41
Travel Coordinator	\$68.12	\$69.83	\$71.57	\$73.36	\$75.20

## AWARDED PRICING: SIN 541810DC

SIN(s)	SUPPORT PRODUCT /LABOR (ODCs)	UNIT OF ISSUE	Actual Cost	GSA Price (including IFF)
541810DC	95 Gallon Container for Paper Shredding	Ea	\$130.00	\$130.98
541810DC	Audio Visual	Per 50 participants	\$10,478.32	\$10,557.50
541810DC	BADGE LSR NO HLDR 3X4	50 BX	\$29.99	\$30.22
541810DC	Badge Name Hanging	100 BX	\$51.99	\$52.38
541810DC	BANDAGES,FLX TOUGH STRPS	Ea	\$3.69	\$3.72
541810DC	BNDR,RNDR,8 5X11,1.5WHT	Ea	\$2.59	\$2.61
541810DC	BOX,6X6X4,CORRUGATED,KFT	Ea	\$15.99	\$16.11
541810DC	Celebrity Cruise Rental and Port Fee	Ea	\$2,350.00	\$2,367.76
541810DC	Color Copying	Ea	\$0.92	\$0.93
541810DC	Compiled critiques	Ea	\$165.00	\$166.25
541810DC	Consultant	Day	\$2,500.00	\$2,518.89
541810DC	Copier Rental	EA	\$1,500.00	\$1,511.34
541810DC	Edit meeting video highlights/per editor	2 hours	\$300.00	\$302.27
541810DC	Event Facility costs (one room)	Day	\$7,745.99	\$7,804.52
541810DC	Facilitator	Day	\$2,500.00	\$2,518.89
541810DC	Filming Videography (per videographer)	2 hours	\$350.00	\$352.64
541810DC	Fixed Fee	Ea	5.00%	5.04%
541810DC	G/A on ODCs	Ea	18.30%	18.44%
541810DC	Graphic Designer	Hr.	\$67.92	\$68.43
541810DC	Grocery Tote - 13" x 12	Ea	\$1.35	\$1.36
541810DC	Honoraria	Per recipient	\$1,000.00	\$1,007.56
541810DC	INDEX,CARDS,4X6,RULED,AST (25 pack)	Ea	\$8.22	\$8.28
541810DC	Junior Website Designer	Hr.	\$45.00	\$45.34
541810DC	Label LSR Ten Card 3 1/2 X 11	Box	\$17.49	\$17.62
541810DC	MARKER,MAGRKSALOT,REG,BE	Ea	\$8.99	\$9.06
541810DC	MARKER,MARKSALOT,REG,BK	Ea	\$7.99	\$8.05
541810DC	MARKER,SHARPIE,FINE PT,BE	DZ	\$7.99	\$8.05
541810DC	MARKER,SHARPIE,FINE PT,BK	DZ	\$7.99	\$8.05
541810DC	MARKER,SHARPIE,FINE,8/ST	ST	\$7.59	\$7.65
541810DC	NOTE,SLFST3X3,12PD/PK,AST	Ea	\$7.99	\$8.05
541810DC	NOTE,ST-IT4X6,12PD,LND,YW	Ea	\$14.99	\$15.10
541810DC	PAD, EASEL,25X30,W E	Ea	\$44.95	\$45.29
541810DC	PAD,LGL RULD,PERF,5X8,WE (12)	Ea	\$5.99	\$6.04
541810DC	Paper Shredding Container Removal (1 container)	Ea	\$60.00	\$60.45
541810DC	PAPER,COPY,3HP,8,5X11,WE	Carton	\$48.99	\$49.36
541810DC	PAPER,HPMULTIPURPOSE,LTR (1 ream)	Ea	\$3.99	\$4.02

SIN(s)	SUPPORT PRODUCT /LABOR (ODCs)	UNIT OF ISSUE	Actual Cost	GSA Price (including IFF)
541810DC	PEN,BALLPT,ECONOMY,MED,BE	Dz	\$0.99	\$1.00
541810DC	PEN,BALLPT,ECONOMY,MED,BK	Dz	\$0.99	\$1.00
541810DC	PEN,BALLPT,ECONOMY,MED,RD	Dz	\$0.99	\$1.00
541810DC	Photography	Day	\$350.00	\$352.64
541810DC	Poster/Banner (1)	Ea	\$396.00	\$398.99
541810DC	Promotional Items	Ea	\$31.49	\$31.73
541810DC	Recorders to travel to, attend and take notes	Day	\$300.00	\$302.27
541810DC	Registration Table Poster (1)	Ea	\$84.00	\$84.63
541810DC	Remote Cart Service	Hr.	\$125.00	\$125.94
541810DC	SCISSORS,8IN,ST POINTD BK	Ea	\$3.41	\$3.44
541810DC	STAPLER,ECON,FULL (1)	Ea	\$3.99	\$4.02
541810DC	STAPLER,HVYDTY,GY/BK (1)	Ea	\$29.99	\$30.22
541810DC	STAPLES,CHSEL PT,SMIBX	Ea	\$0.79	\$0.80
541810DC	Streaming fee for remote cart service	Hr.	\$10.00	\$10.08
541810DC	Subject Matter Expert	Day	\$2,500.00	\$2,518.89
541810DC	Swinging USB Drive - Black - 2GB (1)	Ea	\$9.49	\$9.56
541810DC	TAPE, W/DISP,48MMX50M,CR (1)	Ea	\$4.29	\$4.32
541810DC	TAPE,3/4" X 300% 4/PK,CR (1)	Ea	\$6.99	\$7.04
541810DC	Teleconference Services	per minute	\$0.07	\$0.07
541810DC	TISSUE,FACIAL,BOUTIOUE (1 box)	Ea	\$1.99	\$2.01
541810DC	Verbatim transcription of meeting	Per ten sheets of transcription	\$21.20	\$21.36
541810DC	Website Designer	Ea	\$75.00	\$75.57
541810DC	Website Development and Support	Hr.	\$75.00	\$75.57

**Miscellaneous**

<b>SIN(s)</b>	<b>SUPPORT PRODUCT /LABOR (ODCs)</b>	<b>UNIT OF ISSUE</b>	<b>Actual Cost</b>	<b>GSA Price (including IFF)</b>
541810ODC	Card Tent, 11x3.5, 50/BX	BX	\$19.69	\$19.84
541810ODC	Catering Services	per person	\$75.00	\$75.57
541810ODC	Celebrity Cruise Rental and Port Fee	Ea	\$2,350.00	\$2,367.76
541810ODC	Clip, Binder, Med, 12 Ea	DZ	\$0.69	\$0.70
541810ODC	Clip, Gem, Jumbo, 100 Ct	PK	\$5.90	\$5.94
541810ODC	Copier Rental	EA	\$1,500.00	\$1,511.25
541810ODC	Custom Badge	each	\$0.54	\$0.54
541810ODC	Decorations and Furnishing	Per 50 participants	\$2,595.00	\$2,614.61
541810ODC	Display board 10 X 10	EA	\$2,549.00	\$2,568.26
541810ODC	Facsimile Machine	EA	\$100.00	\$100.76
541810ODC	Fldr, file, 1 ply, 1/3, LTR, Ast	BX	\$17.99	\$18.13
541810ODC	Flooring	10 X 10	\$400.00	\$403.02
541810ODC	Grocery Tote - 13" x 12	Ea	\$1.35	\$1.36
541810ODC	Ground Transport to Atomic Testing Museum	Task	\$2,999.36	\$3,022.03
541810ODC	Hotel Storage	BX	\$75.00	\$75.57
541810ODC	Marker, MAGRKSALOT, LRG, R	DZ	\$11.99	\$12.08
541810ODC	Meeting Site Network/Phone Rental	EA	\$150.00	\$151.13
541810ODC	Paper Laser, 250 Sh, 65 #, BRW	PK	\$11.99	\$12.08
541810ODC	Paper, Ecology Filler, WE	PK	\$2.44	\$2.46
541810ODC	Pen, Rball, VS Nelt 8/St, Ast	PK	\$22.99	\$23.16
541810ODC	Portfolio w/one color imprint	EA	\$31.49	\$31.73
541810ODC	Rubberbands, 1 lb, Size 54	BX	\$7.75	\$7.81
541810ODC	Shipping & Postage	EA	\$94.37	\$95.08
541810ODC	Sign Language Interpretation	per day	\$630.00	\$634.76
541810ODC	Special Project Cost	Task	\$1,314.74	\$1,324.68
541810ODC	Staples, 4/DTY, 5", 1M/Bx	BX	\$4.99	\$5.03
541810ODC	Tape, Sealing, Reuse Disp, C	PK	\$22.99	\$23.16
541810ODC	Translation Services	per hour	\$132.60	\$133.60
541810ODC	Travel Agency	per traveler	\$65.00	\$65.49
541810ODC	Whiteboard/Tackboard	EA	\$459.99	\$463.47

## SERVICE CONTRACT ACT (SCA) MATRIX LABOR CATEGORIES

SCA Eligible Contract Labor Category	SIN	SCA Equivalent Code - Title	WD Number
Abstractor/Entry Clerk	541611	01152-Data Entry Operator II	2015-5832
Travel Coordinator	541611	01531 – Travel Clerk I	2015-5832
Word Processor/Typist	541611	01611-Word Processor I	2015-5832

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).

## LABOR CATEGORY DESCRIPTIONS

Below are labor categories, by SIN, and an education and experience substitution matrix applicable to both SINS.

### Education and Experience Substitution Matrix

Academic Degree	Equivalent Degree and/or Experience
<b>Associates</b>	2 years relevant experience
	Associates with 3 years relevant experience
<b>Bachelors</b>	5 years relevant experience
	Bachelors with 2 years relevant experience
<b>Masters</b>	Associates with 4 years relevant experience
	Masters with 3 years relevant experience
<b>Doctorate</b>	Bachelors with 6 years relevant experience
	Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis
<b>N/A</b>	

**LABOR CATEGORIES AWARDED - SIN 561920**

Labor Category	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE
Administrative Assistant	High school diploma or GED is required.	Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. Required to use judgment and initiative in problem solving. One year experience performing a variety of clerical support functions.
Computer Programmer	BS in Computer Science, Information Systems, Engineering, Business or related discipline. Industry certification and 1 year additional experience can be substituted for BS.	5-7 years total work experience creating both desktop and online applications.
Corporate Monitor	Advanced level degree	Minimum 15 years of executive management experience.
Facilitator	Bachelor's Degree	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients independently. Extensive consulting experience. Up to 5 Years of experience required.
Graphics Designer	Bachelor's or Master's Degree	Uses knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generates and manipulates graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Minimum of five years' experience, including supervisory experience.
IT Services Manager	Bachelor's Degree in Computer Science, Information Systems or other related scientific or technical discipline. A related industry certification (such as Microsoft Certified IT Professional: Database Administrator) can be substituted for a four year degree.	Minimum 2 years' experience in providing IT support (e.g., website development, database support, trouble shooting, computer based demonstrations) to meetings and conferences. Experience includes areas such as network interfaces, database trouble shooting, data manipulation techniques, computer programming, forms development, and documentation and training.
Logistics Manager	Bachelor's Degree in a social sciences discipline such as education, psychology, or history or Bachelor's in public administration, management, or hotel operations. Four years of directly related conference	Manages conferences, meetings, seminars, trade shows, or other similar events for government and commercial customers. Must have experience managing events in a variety of geographical settings and involving a wide variety of topics. Must have knowledge of the Federal Travel Regulations. Must have experience leading teams to successfully meet customer objectives re meetings and

Labor Category	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE
	management experience or a Certified Meeting Planner (CMP) certification can be substituted for Bachelors.	conferences. Must have demonstrated written and oral communications skills. Minimum of 1 year of experience.
Logistics/Events Coordinator I	Bachelor's Degree	Ability to design, implement, and manage complete event project associated with evaluation and other mission-oriented business projects. Able to develop implementation work plans and budgets, meet with clients and event facilities managers and resolve issues that arise during the course of a project. Plan and facilitate project meetings to keep project team comprised of accomplishments and outcomes. Minimum of 2 years of experience.
Logistics/Events Coordinator II	Bachelor's Degree	Ability to design, implement, and manage complete event project associated with evaluation and other mission-oriented business projects. Able to develop implementation work plans and budgets, meet with clients and event facilities managers and resolve issues that arise during the course of a project. Plan and facilitate project meetings to keep project team comprised of accomplishments and outcomes. 2-5 years of experience.
Note Taker	Bachelor's Degree in English or Journalism or equivalent experience required	Three to seven years of writing and editing experience.
Operational/Administrative Support	Bachelor's Degree in related field (e.g., Business, Accounting) or equivalent experience required.	Provide overall administrative and business support. Manages subcontractor information (NDAs, contract development, invoices, etc.), maintaining client relationships, developing client invoices, developing and submitting payroll and assisting PD with managing the project budget. Strong organizational and communications skills. Minimum 2 years of relevant experience.
Project Administrator	Bachelor's Degree in related field (e.g., Business, Accounting) or equivalent experience required.	Provide overall administrative and business support. Manages subcontractor information (NDAs, contract development, invoices, etc.), maintaining client relationships, developing client invoices, developing and submitting payroll and assisting PD with managing the project budget. Strong organizational and communications skills. Minimum 7 years of relevant experience.
Project Director I	Bachelor's Degree in a social sciences discipline such as education, psychology, public administration, or extensive experience in research, applied research or policy and project direction.	Five to 7 years total work experience and experience managing multiple tasks or projects. Must also have experience supervising other personnel. Must have experience in overall project leadership and cooperation with the client. Federal project leadership experience required.
Project Director II	Master's Degree in a social sciences discipline such as education, psychology, public	Seven (7) years total work experience and experience managing multiple tasks or projects. Must have experience supervising other personnel. Must have

Labor Category	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE
	administration, or extensive experience in research, applied research or policy and project direction.	experience in overall project leadership and cooperation with the client. Federal project leadership experience required.
Project Manager	Bachelor's Degree.	10 years total work experience and 4 years' experience managing tasks or projects (at least one year managing multiple tasks/projects). Must have a minimum of 3 years' experience supervising other personnel. Must have experience in project leadership and cooperation with the client.
Report Writer	Bachelor's Degree in English or Journalism or equivalent experience required.	Under limited supervision the individual will interface with our customers and technical staff will write, proof, and edit reports, briefing presentations, brochures, web content, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners. Able to meet quick turn around deadlines and work on multiple projects simultaneously. 10 years of writing and editing experience.
Research Assistant	Associate's Degree or equivalent experience is required, Bachelor's Degree is preferred.	Five (5) years of experience performing a variety of clerical, administrative and research support functions. Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative and research support functions. Conduct minimal background research on event and project related topics with supervision. Required to use judgment and initiative in problem solving.
Review Coordinator	Associate's Degree or equivalent experience is required, Bachelor's Degree is preferred.	Minimum of five years' experience coordinating objective review panels, including administrative procedures required to distribute review materials, oversee review panel conduct and process panel members' assessments and recommendations. Also coordinates with logistics staff and project leadership to ensure access to materials, a conducive environment for review panel activities and timely processing of review packages and payments to reviewers, if needed.
Travel Coordinator	Associates Degree. Bachelor's Degree is preferred.	Able to develop project management systems to manage all aspects of travel related to evaluation and other mission-oriented business projects. Able to work with network of travel coordinators and agencies. Must have knowledge of the Federal Travel Regulations. Able to manage other travel staff. Up to 2 years' experience arranging travel.

**LABOR CATEGORIES AWARDED - SIN 541611**

<b>Skill Category</b>	<b>Brief description of duties/responsibilities</b>	<b>Minimum training, certifications, education</b>	<b>Minimum experience</b>
Chief Executive	Assigns and hires staff as required to manage projects. Responsible for all managerial and financial aspects of the task. Negotiates costs, deliverable schedules, and serves as primary point of contact for projects. Also provides consultation and coaching strategies to top-level executives and project managers and assists with meeting facilitation and training efforts for professionals.	Master's	10 years
Consultant I	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients. Possess consulting experience.	Bachelor's	5 Years
Consultant II	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients. Extensive consulting experience.	Bachelor's	10 Years
Consultant III	Provide specific expertise in various subject matters. Able to develop project management plans and meet with clients. Extensive consulting experience.	Bachelor's	15 Years
Data Abstractor/Entry Clerk	Experience coding data from survey instruments and inputting data into multiple data collection and analysis software including SPSS, and MS Access and Excel.	High School	2 Years
Database Administrators	Accurately assess data management needs of the client as related to evaluation and organizational development requirements. Create databases and use other data management tools to assist in evaluation designs, training and technical assistance programs, meeting facilitation engagements, and organizational development consultations. All tools are developed in conjunction with either evaluation, organizational diagnosis (strategic planning, organizational assessments, etc.), meeting facilitation, technical assistance, or training consultations. Create database enhancements (such as reports, relational functionality, etc.) to support effective use of evaluation and organizational development recommendations.	Bachelor's	3 years
Database Developer I	Knowledge of multiple database application software including relational Oracle 9/10, SQL Server database technology (in a development or DBA capacity), Access and Visual basics. Ability to work directly with clients, make recommendations and comprehend multiple and simultaneous client requirements. Work with internet based database products.	Bachelor's	3 years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Database Developer II	Knowledge of multiple database application software including relational Oracle 9/10, SQL Server database technology (in a development or DBA capacity), Access and Visual basics. Ability to work directly with clients, make recommendations and comprehend multiple and simultaneous client requirements. Work with internet based database products. Provide supervision to team of developers, create and implement project work plan. Develop project budgets. Develop, integrate and manage data ingestion services that process a wide range of data sources; design and maintain DBMS; track and manage user requirements; administer and control activities related to database planning, architecture, design, and development as well as the establishment of policies and procedures pertaining to data management, availability, integrity, security, utilization and maintenance	Bachelor's	7 Years
Editor (technical)	Ability to improve written documents through review and accurate advice on grammar and word choice. Ability to maintain author's voice in editing a variety of materials, including training, organizational development and evaluation materials. Proofread materials to ensure accuracy.	Bachelor's	3 years
Epidemiologist	Provide epidemiologic research and investigation assistance to clients. Ability to analyze statistical information, draft reports, assess existing epidemiologic investigations, design research methods and procedures and develop reports.	Master's	2 years
Epidemiologist I	Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	Master's	3 Years
Epidemiologist II	Some experience designing and managing epidemiologic studies and/or staff. Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Must be a self-starter, with a demonstrated ability to develop collaborative working relationships and the flexibility to manage multiple, time-critical tasks. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS	Master's	7 Years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
	Word/Excel/Access/Power Point.		
Epidemiologist III	Substantial experience designing and managing epidemiologic studies and staff. Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Must be a self-starter, with a demonstrated ability to develop collaborative working relationships and the flexibility to manage multiple, time-critical tasks. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	PhD	10 Years
Evaluator	Design and conduct evaluation methods that effectively report effectiveness and efficiency of programs. Ability to design data collection methodology, develop and implement research methods, analyze statistical results, and critical thinking related to evaluation projects and report writing. Prepare and present findings to clients and other relevant audiences.	Bachelor's	1 year
Executive Coach Level - I	Provide executive level coaching services to agency personnel. Run and interpret personality profile tools, advise managers and executives about program planning, communications issues, and other organizational matters.	Bachelor's	5 Years
Executive Coach Level - II	Provide executive level coaching services to senior-level clients. Run and interpret personality profile tools, advise managers and executives about program planning, communications issues, and other organizational matters.	Master's	7 Years
Executive/Administrative Support	Provide overall administrative support for executive level staff. Able to generate communication products with limited supervision and guidance. Able to manage executive level calendars and support project plans. Strong organizational and communications skills.	High School diploma	2 years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Graphics Designer I	Use knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generate and manipulate graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Provide creative development and graphic design for media kits, brochures, one-sheets, web banners and other materials. Extensive knowledge of InDesign, Illustrator, Photoshop, PowerPoint, HTML and other graphic desktop publishing software is required. Knowledge and experience in production art, printing, electronic pre-press, promotion and advertising is needed. Some familiarity with MS Word and Excel is essential. Must be familiar with standard concepts, practices, and procedures within a particular field. Rely on limited experience and judgment to plan and accomplish goals.	Bachelor's	2 years
Graphics Designer II	Uses knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites and CD-ROMs. Generate and manipulate graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Provide creative development and graphic design for media kits, brochures, one-sheets, web banners and other materials. Extensive knowledge of InDesign, Illustrator, Photoshop, PowerPoint, HTML and other graphic desktop publishing software is required. Knowledge and experience in production art, printing, electronic pre-press, promotion and advertising is needed. Some familiarity with MS Word and Excel is essential. Must be familiar with standard concepts, practices, and procedures within a particular field. Rely on limited experience and judgment to plan and accomplish goals.	Bachelor's	5 Years
Health Communications Specialist I	Experience developing health communications projects. Possess some technical and subject matter expertise, strong writing and analytical skills.	Master's	5 Years
Health Communications Specialist II	Experience developing health communications projects. Possess technical and subject matter expertise, strong writing and analytical skills. Experience working with clients and strong project management skills.	Master's	7 Years
IT Structural Architect II	Able to create server partition, and prepare for ultimate use. Provide general guidance on IT problems and challenges. Develop written recommendations, guidelines and requirements on organizations' IT infrastructure.	Bachelor's	10 Years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
Logistics/Event Coordinator I	Support all aspects of event coordination, including identifying facilities, operating registration/information desks, maintaining accurate registration information, developing event websites with online registration and event information, working with clients' IT teams, securing and providing required meeting amenities, and developing project meeting information. Conduct meetings to keep project team comprised of accomplishments and outcomes.	Bachelor's	2 years
Logistics/Event Coordinator II	Ability to design, implement, and manage complete event planning projects associated with evaluation and other mission-oriented project activities. Able to develop and monitor implementation work plans and budgets, meet with clients and event facility managers and resolve issues that arise during the course of a project. Plan and facilitate project meetings to keep project team comprised of accomplishments and outcomes.	Bachelor's	5 Years
Management Analyst	Provides services primarily related to organizational development, evaluation and training activities. Services include conducting interviews and analyzing and reporting results, developing interview instruments, critical thinking related to organizational development and evaluation projects, and report writing.	Master's	5 years
Medical Epidemiologist I	Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	MD	3 Years
Medical Epidemiologist II	Some experience designing and managing epidemiologic studies and/or staff. Primary functions include the application of epidemiologic methods to the assessment of health and morbidity/mortality in defined populations. Experience and training in the design, development and/or analysis of large health-related databases. Must be adept in the use of statistical analysis software such as SAS or SPSS. Must be a self-starter, with a demonstrated ability to develop collaborative working relationships and the flexibility to manage multiple, time-critical tasks. Skilled in data analysis, writing and utilizing statistical analysis software code. Possess strong spoken and written communications skills. Skilled in MS Word/Excel/Access/Power Point.	MD	7 Years

<b>Skill Category</b>	<b>Brief description of duties/responsibilities</b>	<b>Minimum training, certifications, education</b>	<b>Minimum experience</b>
Medical/Scientific Writer/Editor I	Write, proof, and edit reports, briefing presentations, brochures, and proposals for medical or scientific related projects. The individual will possess knowledge of medical and/or scientific subject matters and experience editing for such journals or publications. Must work in a team environment among other writers, editors, graphic designers and communication planners.	Bachelor's	5 Years
Medical/Scientific Writer/Editor II	Under limited supervision the individual will interface with our customers and technical staff will write, proof, and edit reports, briefing presentations, brochures, and proposals for medical or scientific related projects. The individual will possess knowledge of medical and/or scientific subject matters and experience editing for such journals or publications. Must work in a team environment among other writers, editors, graphic designers and communication planners.	Bachelor's	10 Years
Meeting Recorder	Write, proof and edit outcomes of meetings and other events. Ability to quickly process discussions and identify salient points. Efficiency required in MS Word. Ability to transcribe information from recorded media.	High School diploma	2 years
Operational/Administrative Support I	Provide overall administrative support. Strong organizational and communications skills.	High School diploma	1 Year
Operational/Administrative Support II	Provide overall administrative support. Able to generate communication products with general supervision and guidance. Able to manage executive level calendars and support project plans. Strong organizational and communications skills.	High School diploma	1 Year
Operations Research Analyst	Provides services to support the design and implementation of program evaluations. Services include data collection, research methods, statistical analyses, critical thinking related to evaluation projects and report writing.	Bachelor's	2 years
Policy Analyst I	Ability to develop project management plan policy development, analysis, assessment, and advisement tasks. Subject matter knowledge, technical knowledge in policy research techniques. General supervision from project leaders.	Bachelor's	1 year
Policy Analyst II	Experience in developing project management plan for policy development, analysis, assessment, and advisement tasks. Subject matter knowledge, technical knowledge in policy research techniques. Provides some degree of supervision and guidance to project team.	Master's	3 Years
Policy Analyst III	Experience in developing project management plan for complex issues, policy development, analysis, assessment, and advisement tasks. Subject matter knowledge, technical knowledge in policy research techniques. Provides supervision and guidance to project team.	Master's	6 Years

<b>Skill Category</b>	<b>Brief description of duties/responsibilities</b>	<b>Minimum training, certifications, education</b>	<b>Minimum experience</b>
Program Coordinator I	Able to manage multiple tasks related to implementing programs. Possess technical and subject matter expertise. Strong project management skills, ability and experience. Strong analytical, data analysis, and report writing skills and experience.	Bachelor's	2 Years
Program Coordinator II	Able to manage multiple tasks related to implementing programs. Possess technical and subject matter expertise. Strong project management skills, ability and experience. Strong analytical, data analysis, and report writing skills and experience.	Bachelor's	3 Years
Project Director - Level I	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Bachelor's	2 Years
Project Director - Level II	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, subject matter knowledge and experience supervise project team, strong analytical, writing, and other communications skills. Partnership development skills, ability and experience.	Bachelor's	5 Years
Project Director - Level III	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, subject matter knowledge and experience, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	10 Years
Project Manager I	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills.	Master's	2 Years
Project Manager II	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills.	Master's	5 Years
Project Manager III	Manage complex projects involving multiple and simultaneous tasks, able to negotiate budgets with agencies, supervise project team, strong analytical, writing, and other communications skills.	Master's	7 Years
Research Analyst/Associate I	Technical knowledge in research techniques, moderate supervision and guidance.	Bachelor's	1 Year
Research Analyst/Associate II	Ability to develop project management plan for task, general subject matter knowledge, technical knowledge in research techniques, general supervision and guidance.	Master's	3 Years
Research Assistant I	Ability to conduct project tasks with minimal supervision, general knowledge of research techniques, conduct interviews with minimal supervision, write summaries, and devise data input strategies	Bachelor's	1 Year

<b>Skill Category</b>	<b>Brief description of duties/responsibilities</b>	<b>Minimum training, certifications, education</b>	<b>Minimum experience</b>
Research Assistant II	Ability to conduct project tasks with minimal supervision, general knowledge of research techniques, conduct interviews with minimal supervision, write summaries, and devise data input strategies	Bachelor's	3 Years
Senior Evaluator I	Experience in designing, implementing and reporting program evaluation. Knowledge of qualitative and quantitative methods of data collection for evaluation projects. Able to implement evaluation techniques, and analyze statistical results. Strong analytical, data analysis, and report writing skills and experience.	Master's	3 Years
Senior Evaluator II	Experience in designing, implementing and reporting program evaluation. Knowledge of national, regional, cross-site, qualitative and quantitative methods of data collection for evaluation projects. Able to manage evaluation tasks. Strong analytical, data analysis, and report writing skills and experience.	Master's	7 Years
Senior Evaluator III	Experience in designing, implementing and reporting program evaluation. Extensive knowledge of national, regional, cross-site, qualitative and quantitative methods of data collection for evaluation projects. Able to provide comprehensive experience to clients regarding appropriate evaluation methods and participants. Strong analytical, data analysis, and report writing skills and experience.	PhD	10 Years
Senior Executive - Level I	Provide consultation on program development, organizational mission/vision, and operational budget. Consult with agency senior-level professionals, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	7 Years
Senior Executive - Level II	Provide consultation on program development, organizational mission/vision, and operational budget. Consult with agency senior-level professionals, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	12 Years
Senior Executive - Level III	Provide consultation on program development, organizational mission/vision, and operational budget. Consult with agency senior-level professionals, supervise project team, strong analytical, writing, and other communications skills. Strong partnership development skills, ability and experience.	Master's	15 Years
Sr. Management Analyst	Provides services primarily related to organizational development, evaluation and training activities. Services include conducting interviews and analyzing and reporting results, developing interview instruments, analyzing interview and other relevant information, critical thinking related to organizational development and evaluation projects, and report writing.	Bachelor's	5 years

<b>Skill Category</b>	<b>Brief description of duties/responsibilities</b>	<b>Minimum training, certifications, education</b>	<b>Minimum experience</b>
Statistical Assistant I	Knowledge of statistical software packages. Able to input data in to statistical software packages. Able to develop and analyze frequency statistics and basic statistical inferences. Expert data entry skills.	Associate's	1 year
Statistician - Level I	Experience conducting statistical projects involving multiple methods, able to contribute to the development of work plans, technical expertise in multiple statistical methods, and able to present statistical results to clients. Extensive knowledge of statistical software packages.	Master's	2 Years
Statistician - Level II	Design, manage and conduct statistical projects involving multiple tasks, able to contribute to the development of work plans, technical expertise in multiple statistical methods, and able to present complex statistical results to wide variety of audiences. Extensive knowledge of statistical software packages.	Master's	5 Years
Statistician - Level III	Design, manage and conduct complex statistical projects involving multiple and simultaneous tasks, able to develop work plans and budgets, technical expertise in multiple statistical methods, and able to present complex statistical results to wide variety of audiences. Extensive knowledge of statistical software packages.	PhD	10 Years
Subject Matter Expert I	Provide technical expertise on required subjects.	Bachelor's	3 Years
Subject Matter Expert II	Provide technical expertise on required subjects.	Bachelor's	5 Years
Subject Matter Expert III	Provide technical and scientific expertise on required subjects.	Bachelor's	7 Years
Subject Matter Expert IV	Provide technical and scientific expertise on required subjects.	Bachelor's	10 Years
Subject Matter Expert V	Provide technical guidance on political matters.	Bachelor's	10 Years
Subject Matter Expert VI	Provide technical guidance on political matters.	Bachelor's	15 Years
Training and Development Specialist	Develop and conduct customized training programs. Knowledge of curriculum development, development of training handout materials, and presentation software packages such as PowerPoint. Ability to accurately present training messages to varied audiences (i.e., professionals, support professionals, etc.). Provide meeting facilitation services, including handout development, and report development.	Bachelor's	3 years
Travel Coordinator	Able to develop project management systems to manage all aspects of travel related to evaluation and other mission-oriented projects. Able to work with network of travel coordinators. Strong knowledge of GSA travel regulations. Able to manage other travel staff.	Bachelor's	1 Year
Website Designer I	Knowledge of and experience with multiple design software packages. Experience developing websites using latest technology. Requires general supervision.	Bachelor's	1 Year
Website Designer II	Knowledge of and experience with multiple design software. Experience developing websites using latest	Bachelor's	2 Years

Skill Category	Brief description of duties/responsibilities	Minimum training, certifications, education	Minimum experience
	technology. Experience working with clients in multiple environments.		
Word Processor/Typist	Type a variety of documents from handwritten notes, emails, and dictated material. Create original documents from documents contained in varied software packages. Develop mail merge lists, merged documents, and original documents using cut-paste techniques. Proofread materials to ensure accuracy.	High School diploma	1 years
Writer (technical)	Ability to create reports and other written materials from a variety of sources. Ability to effectively gather all information pertinent to the creation of technical and non-technical documents. Proofread materials to ensure accuracy.	Bachelor's	3 years
Writer Editor I	Write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners.	Bachelor's	2 Years
Writer Editor II	Under limited supervision the individual will interface with our customers and technical staff and will write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners. Able to meet quick turnaround deadlines and work on multiple projects simultaneously.	Bachelor's	5 Years
Writer Editor III	Interface with our customers and technical staff to supervise editorial staff and write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. The individual will work in a team environment among other writers, editors, graphic designers and communication planners. Must be able to meet quick turnaround deadlines and work on multiple projects simultaneously.	Bachelor's	7 Years