



*Committed To Building Partnerships For Success*

## **General Services Administration**

Federal Supply Service

### **Authorized Federal Supply Schedule Price List**

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

## **Professional Services Schedule**

FSC GROUP 00CORP –FSC/PSC Code: R701

## **Contract Number GS-00F-233DA**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period: July 25, 2016 – July 24, 2021**

## **Carter Consulting, Inc.**

2310 PARKLAKE DR NE STE 535

ATLANTA, GA 30345-2911

(770) 939-2601 ext. 311

<http://www.carterci.com>

**Point of Contact:** Larry Labanics, [llabanics@carterci.com](mailto:llabanics@carterci.com)

**Business Size:** Other than Small Business

**2310 Parklake Dr NE | Suite 535 | Atlanta, GA 30345**

Phone: 770-939-2601 ext. 311 | Fax: 770-939-9629 | Email: [info@carterci.com](mailto:info@carterci.com)

## Table of Contents

Customer Information.....	3
Labor Category Pricing.....	5
Labor Category Descriptions .....	6
Labor Category Minimum Experience/Education Criteria.....	14

**CUSTOMER INFORMATION**

**1a. Special Item Numbers:**

**874-1 / 874-1RC – Integrated Consulting Services ..... 5**  
**874-7 / 874-7RC – Integrated Business Program Support Services ..... 5**

**1b. Price List and Rates ..... 5**

**1c. Labor Category Descriptions and Qualifications ..... 6**

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

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

**4. Geographic Coverage: Domestic that includes 50 states, Washington D.C., and Territories**

**5. Point(s) of Production: Atlanta, Georgia**

**6. Discount from List Prices: Prices shown herein are net price**

**7. Quantity Discounts: 1% for orders equal to or exceeding \$250,000; 2% for orders equal to or exceeding \$500,000**

**8. Prompt Payment Terms: 0% net 30 days**

**9a. Government Commercial Credit Card Is Accepted At or Below Micro-Purchase Threshold**

**9b. Government Commercial Credit Card Is Accepted Above Micro-Purchase Threshold**

**10. Foreign Items: None**

**11a. Time of Delivery: As defined on specific task order**

**11b. Expedited Delivery: Contact Carter Consulting, Inc.**

**11c. Overnight and Two Day Delivery: Contact Carter Consulting, Inc.**

**11d. Urgent Requirements: Contact Carter Consulting, Inc.**

**12. F.O.B. Point(s): Destination**

**13a. Ordering Address:**

Carter Consulting, Inc.  
2310 Parklake Drive  
Suite 535  
Atlanta, GA 30345  
Phone: 770-939-2601 ext. 311  
Fax: 770-939-9629  
Email: info@carterci.com

**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:** See paragraph 13a

**15. Warranty Provision:** None

**16. Export Packaging Charges:** Not applicable

**17. Terms and Conditions of Government Commercial Credit Card Acceptance:** Accepted in accordance with government commercial credit card program guidelines

**18. Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable

**19. Terms and Conditions of Installation:** 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:** Not applicable

**21. List of Service and Distribution Points:** Not applicable

**22. List of Participating Dealers:** Not applicable

**23. Preventive Maintenance:** Not applicable

**24a. Special Attributes such as Environmental Attributes:** Not applicable

**24b. Section 508 Compliance:** As defined on specific task order (See [www.Section508.gov](http://www.Section508.gov))

**25. Data Universal Number System (DUNS) Number:** 193991572

**26. Central Contractor Registration (CCR):** Carter Consulting, Inc. is registered with the System for Award Management (SAM)

## LABOR CATEGORY PRICING

SIN(s): 874-1, 874-1RC, 874-7, and 874-7RC

Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
Operations Specialist I**	Both	\$42.77	\$43.63	\$44.50	\$45.39	\$46.30
Operations Specialist II	Both	\$54.36	\$55.44	\$56.55	\$57.68	\$58.84
Operations Specialist III	Both	\$72.48	\$73.93	\$75.41	\$76.92	\$78.46
Subject Matter Expert I	Both	\$90.76	\$92.58	\$94.43	\$96.32	\$98.24
Subject Matter Expert II	Both	\$125.69	\$128.21	\$130.77	\$133.39	\$136.05
Subject Matter Expert III	Both	\$145.30	\$148.21	\$151.17	\$154.19	\$157.28
Senior Subject Matter Expert IV	Both	\$227.43	\$231.97	\$236.61	\$241.35	\$246.17
Functional Specialist I	Both	\$48.21	\$49.18	\$50.16	\$51.16	\$52.19
Functional Specialist II	Both	\$56.01	\$57.13	\$58.27	\$59.44	\$60.63
Functional Specialist III	Both	\$75.58	\$77.09	\$78.63	\$80.20	\$81.81
Functional Specialist IV	Both	\$92.49	\$94.34	\$96.23	\$98.16	\$100.12
Functional Specialist V	Both	\$112.03	\$114.27	\$116.56	\$118.89	\$121.27
Program Analyst I	Both	\$49.89	\$50.89	\$51.91	\$52.95	\$54.01
Program Analyst II	Both	\$70.75	\$72.17	\$73.61	\$75.08	\$76.58
Program Analyst III	Both	\$99.80	\$101.79	\$103.83	\$105.91	\$108.03
Program Analyst IV	Both	\$137.27	\$140.01	\$142.82	\$145.67	\$148.58
Task Manager	Both	\$119.71	\$122.10	\$124.54	\$127.03	\$129.58
Project Manager	Both	\$133.71	\$136.39	\$139.11	\$141.90	\$144.74
Program Manager	Both	\$153.39	\$156.46	\$159.59	\$162.78	\$166.03
Research Analyst I	Both	\$37.74	\$38.50	\$39.27	\$40.05	\$40.85
Research Analyst II	Both	\$64.45	\$65.74	\$67.06	\$68.40	\$69.77
Research Analyst III	Both	\$91.74	\$93.57	\$95.44	\$97.35	\$99.30
Research Analyst IV	Both	\$126.35	\$128.87	\$131.45	\$134.08	\$136.76
Research Analyst V	Both	\$170.16	\$173.56	\$177.03	\$180.57	\$184.18
Quality Assurance Coordinator	Both	\$91.31	\$93.14	\$95.00	\$96.90	\$98.84

**\*\* Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Operations Specialist 1	01013 - Accounting Clerk III	2005-2134 (Rev 17)

## LABOR CATEGORY DESCRIPTIONS

### Operations Specialist I\*\*

**Labor Description:** Provides administrative, operational and/or logistical support for an individual, project, program, office, organization or enterprise. Develops and maintains correspondences, files, and schedules. Initiates, supports and tracks activities. Develops and maintains administrative, programmatic and technical procedures. Assists with the preparation of documents, presentations and/or reports. Advanced user of systems and tools necessary to perform assigned functions.

**Minimum Experience/Education:** Four years of experience and High School Diploma (or equivalent combination of education and experience).

### Operations Specialist II

**Labor Description:** Provides advanced administrative, operational and/or logistical support for a Carter Consulting senior executive. May be called upon to lead the development and maintenance of correspondences, files, and schedules. Initiates, supports and tracks activities. Uses judgment and discretion to develop, manage and maintain administrative, programmatic and technical procedures critical to firm operations. May be called upon to lead the preparation of documents, presentations and/or reports. Investigates operational problems/issues. Advanced user of systems and tools necessary to perform assigned functions.

**Minimum Experience/Education:** Six years of experience and Associate's Degree (or equivalent combination of education and experience).

### Operations Specialist III

**Labor Description:** Lead the provision of administrative, operational and/or logistical support for a Carter Consulting senior executive. Serves as primary point of contact or liaison. Initiates, coordinates, and tracks administrative, operational and/or logistical activities. Develops, maintains, and assures adherence to administrative, programmatic and technical procedures. Leads the preparation of documents, presentations and/or reports. Uses judgment and discretion to solve complex operational problems/issues critical to firm operations. Advanced knowledge of the principles, practices, methods, and techniques for effectively maintaining operations. Advanced user of systems and tools necessary to perform assigned functions. May coordinate other operations staff.

**Minimum Experience/Education:** Eight years of experience and Associate's Degree (or equivalent combination of education and experience).

### **Subject Matter Expert I**

**Labor Description:** Possesses specialized knowledge, practical experience and/or theoretical understanding with regard to a particular domain, field, or service area. Applies methods and principles to specific objective, need or problem in order to provide distinguished technical assistance and consultation.

**Minimum Experience/Education:** Six years of specialized experience in a particular domain, field, or service area and Bachelor's Degree (or equivalent combination of education and experience).

### **Subject Matter Expert II**

**Labor Description:** Possesses specialized knowledge, practical experience and/or theoretical understanding with regard to a particular domain, field, or service area. Applies methods and principles to specific objective, need or problem in order to provide distinguished technical assistance and consultation. Performs assessments, contributes to the development of strategy, facilitates implementation of solutions, identifies gaps/inefficiencies, and provides recommendations for improvement. May provide coaching, training, facilitation or strategic consultation in a group setting.

**Minimum Experience/Education:** Ten years of specialized experience in a particular domain, field, or service area and Bachelor's Degree (or equivalent combination of education and experience).

### **Subject Matter Expert III**

**Labor Description:** Possesses highly specialized knowledge, practical experience and/or theoretical understanding with regard to a particular domain, field, or service area. Applies methods and principles to address complex objective, need or problem in order to provide distinguished technical assistance and consultation. Performs assessments, contributes to the development of strategy, facilitates implementation of solutions, identifies gaps/inefficiencies, and provides recommendations for improvement. May provide coaching, training, facilitation or strategic consultation in a group setting. Advises senior staff and leadership.

**Minimum Experience/Education:** Twelve years of specialized experience in a particular domain, field, or service area and Bachelor's Degree (or equivalent combination of education and experience).

## **Senior Subject Matter Expert IV**

**Labor Description:** Possesses premier knowledge, practical experience and/or theoretical understanding with regard to a particular domain, field, or service area. Applies methods and principles to address complex objective, need or problem in order to provide distinguished technical assistance and consultation. Performs assessments, contributes to the development of strategy, facilitates implementation of solutions, identifies gaps/inefficiencies, and provides recommendations for improvement. May provide coaching, training, facilitation or strategic consultation in a group setting. Advises senior staff and leadership.

**Minimum Experience/Education:** Fifteen years of specialized experience in a particular domain, field, or service area and Bachelor's Degree (or equivalent combination of education and experience).

## **Functional Specialist I**

**Labor Description:** Performs routine tasks of limited complexity that support the functional requirements of a project, program, office, organization or enterprise. Applies standard and established theories, concepts, methods and techniques. Requires proficiency in the systems, tools and/or techniques necessary to perform assigned tasks.

**Minimum Experience/Education:** Two years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## **Functional Specialist II**

**Labor Description:** Performs routine tasks that support the functional requirements of a project, program, office, organization or enterprise. Applies standard and established concepts, methods and techniques. Identifies functional problems/issues. May participate in the development of solutions, procedures, and products. Requires proficiency in the systems, tools and/or techniques necessary to perform assigned tasks.

**Minimum Experience/Education:** Four years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## **Functional Specialist III**

**Labor Description:** Performs complex tasks that support the functional requirements of a project, program, office, organization or enterprise. Applies appropriate concepts, methods and techniques. Investigates functional problems/issues. Participates in the development of solutions, procedures, and products. Provides inputs to senior staff and leadership on findings and outcomes. Requires proficiency in the systems, tools and/or advanced techniques necessary to perform assigned tasks. Typically brings expertise in a specific functional area or domain.

**Minimum Experience/Education:** Six years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## Functional Specialist IV

**Labor Description:** Performs complex tasks that support the functional requirements of a project, program, office, organization or enterprise. Identifies and applies appropriate concepts, methods and techniques to address specific needs or objectives. Investigates complex functional problems/issues. Contributes to the development, analysis, and evaluation of solutions, procedures, and products. Requires proficiency in the systems, tools and/or advanced techniques necessary to perform assigned tasks. Brings expertise in a specific functional area or domain. May advise senior staff and leadership. May coordinate and/or oversee other functional staff.

**Minimum Experience/Education:** Eight years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## Functional Specialist V

**Labor Description:** Applies expertise and practical experience in a specific functional area or domain to perform highly complex tasks that support the functional requirements of a project, program, office, organization or enterprise. Identifies and applies appropriate concepts, methods and techniques to address specific needs or objectives. Resolves complex functional problems/issues. Develops, analyzes, and evaluates solutions, procedures and products. Draws upon demonstrated experience in cross-team facilitation at the senior management level as it applies to the functional requirements and/or domain to provide consultation to senior and executive level clients. May coordinate and/or oversee other functional staff.

**Minimum Experience/Education:** Ten years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## Program Analyst I

**Labor Description:** Collects, tracks, and supports the analysis of data, literature, procedures and/or policies related to a particular project or program. Supports project audits and reviews. Supports the development and maintenance of requirements, reports, and publications.

**Minimum Experience/Education:** Two years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## Program Analyst II

**Labor Description:** Collects, tracks, and supports the analysis and interpretation of data, literature, procedures and/or policies related to a particular project or program. Coordinates project audits and reviews. Applies consistent exercise of discretion and judgment in creating analytical methodologies and tools in support of analysis and substantiated outcomes. Supports the development and maintenance of requirements, artifacts and documentation to include reports and publications.

**Minimum Experience/Education:** Five years of experience and Bachelor's Degree (or equivalent combination of education and experience).

### **Program Analyst III**

**Labor Description:** Performs the analysis and interpretation of data, literature, procedures and/or policies related to a particular project or program. Identifies and employs appropriate methods and tools to collect, analyze and interpret data. Performs project audits and reviews. Analyzes business needs and workflows. Applies analytical methodologies and tools in support of the analysis and substantiated outcomes. Develops and maintains requirements, artifacts and documentation to include reports and publications. May suggest enhancements or solutions. Typically brings expertise in domain(s) or service area(s) applicable to the particular project or program.

**Minimum Experience/Education:** Eight years of experience and Bachelor's Degree (or equivalent combination of education and experience).

### **Program Analyst IV**

**Labor Description:** Performs advanced analysis and interpretation of data, literature, procedures and/or policies related to a particular project or program. Identifies and employs appropriate methods and tools to collect, analyze and interpret data. Performs and/or oversees project audits and reviews. Analyzes business needs and workflows, and suggests efficiencies, enhancements and/or solutions. Applies analytical methodologies and tools in support of the analysis and substantiated outcomes. Develops and maintains appropriate artifacts and documentation. Works directly with client on deliverables and requirements. Brings expertise in domain(s) or service area(s) applicable to the particular project or program. May coordinate and/or oversee other analytical staff.

**Minimum Experience/Education:** Twelve years of experience and Bachelor's Degree (or equivalent combination of education and experience).

### **Task Manager**

**Labor Description:** Supports, leads and/or oversees all phases of the project(s) lifecycle to include initiation, planning, execution, monitoring, and closure. Serves as a point of contact for project staff and client lead. Ensures project scope and objectives are met per contractual requirements. Develops, maintains, and revises project artifacts to include project plans, budgets, and schedules. Leads project meetings and status reporting both written and verbal. Oversees and manages all project resources (onsite and offsite) to include direct, subcontractors, and consultants. Ensures conformance to quality standards and contractual requirements for all project deliverables. Supports problem resolution to include analysis, mitigation, and solution.

**Minimum Experience/Education:** Four years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## **Project Manager**

**Labor Description:** Supports, leads and/or oversees all phases of the project(s) lifecycle to include initiation, planning, execution, monitoring, and closure. Serves as a point of contact for project staff and client lead. Ensures project scope and objectives are met per contractual requirements. Develops, maintains, and revises project artifacts to include project plans, budgets, and schedules. Leads project meetings and status reporting both written and verbal. Oversees and manages all project resources (onsite and offsite) to include direct, subcontractors, and consultants. Ensures conformance to quality standards and contractual requirements for all project deliverables. Supports problem resolution to include analysis, mitigation, and solution. Provides oversight and leadership to such activities as organizational development, project management, strategic planning, analysis, and evaluation. Provides domain or service area specific knowledge applicable to the particular project.

**Minimum Experience/Education:** Eight years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## **Program Manager**

**Labor Description:** Provides executive level management for operations at a program and/or contract level. Oversees all phases of the project lifecycle at a program and/or contract level, to include initiation, planning, execution, monitoring, and closure. Provides oversight and leadership to such activities as organizational development, project management, strategic planning, analysis, and evaluation. Maintains productive and effective relationships with client organization through regular communication, stewardship, and outreach. Ensures performance objectives are met in accordance with contractual requirements. Ensures deliverables and services conform to quality standards. Holds status meetings and reviews status reporting. Leads problem resolution at program and/or contract level to include analysis, mitigation, and solution. Typically brings expertise in domain(s) or service area(s) applicable to the particular program and/or contract.

**Minimum Experience/Education:** Ten years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## **Research Analyst I**

**Labor Description:** Performs research related tasks of limited technical complexity, applying standard and established theories, concepts, methods and techniques. May assist with the development of study design, sampling strategies, and analytical plans. Utilizes appropriate systems, tools and technology to collect and analyze data.

**Minimum Experience/Education:** Two years of experience and Associate's Degree (or equivalent combination of education and experience).

## **Research Analyst II**

**Labor Description:** Performs research related tasks of some technical complexity, applying standard and established theories, concepts, methods and techniques. Assists with the development of study design, sampling strategies, and analytical plans. Contributes to the

development of artifacts and documentation to include guidelines, protocols, reports, manuscripts, and publications. Possesses an applied understanding of industry methods and techniques common to the field. Command of systems, tools and technology to collect and analyze data.

**Minimum Experience/Education:** Five years of experience and Bachelor's Degree (or equivalent combination of education and experience).

### **Research Analyst III**

**Labor Description:** Performs complex research, applying appropriate theories, concepts, methods and techniques. Applies investigating principles, concepts, and methods to inform the development of study designs, sampling strategies, and analytical plans. Contributes to the development of artifacts and documentation to include guidelines, protocols, reports, manuscripts and publications. Possesses an applied understanding of industry methods and techniques common to the field. Requires command of systems, tools and technology to collect and analyze data. Typically brings expertise specific to the area(s) of research.

**Minimum Experience/Education:** Eight years of experience and Bachelor's Degree (or equivalent combination of education and experience).

### **Research Analyst IV**

**Labor Description:** Performs highly complex research, applying appropriate theories, concepts, methods and techniques. Develops study designs, sampling strategies, and analytical plans. Develops artifacts and documentation to include guidelines, protocols, reports, manuscripts and publications. Draws upon communication principles to develop and disseminate highly technical information to diverse audiences. May provide scientific and/or strategic consultation to client to support planning, management and evaluation. Requires advanced command of complex systems, tools and technology to collect and analyze data. Typically brings expertise specific to the area(s) of research. May coordinate and/or oversee other research staff.

**Minimum Experience/Education:** Twelve years of experience and Bachelor's Degree (or equivalent combination of education and experience).

### **Research Analyst V**

**Labor Description:** Leads the scientific, technical and administrative aspects of complex research. Develops study designs, sampling strategies, and analytical plans. Develops artifacts and documentation to include guidelines, protocols, reports, manuscripts and publications. Draws upon communication principles to develop and disseminate highly technical information to diverse audiences. Provides scientific and/or strategic consultation to senior and executive level clients to support planning, management and evaluation. Requires advanced knowledge of relevant theories, concepts, methods and techniques as well as advanced command of complex systems, tools and technology. Brings expertise specific to the area(s) of research. May coordinate and/or oversee other research staff.

**Minimum Experience/Education:** Fourteen years of experience and Bachelor's Degree (or equivalent combination of education and experience).

## **Quality Assurance Coordinator**

**Labor Description:** Performs the assessment, monitoring and testing of products, services, systems and/or outcomes against defined standards, methodologies, and requirements. Utilizes appropriate methods and tools to identify, track, and report compliance, deficiencies, and measures. Establishes quality controls, metrics, and procedures. Uses consistent exercise of discretion and judgment to develop and implement quality programs and supporting artifacts to include quality control plan, quality assurance surveillance plan, and quality test plans. Performs quality audits, root cause analysis, and continuous process improvement.

**Minimum Experience/Education:** Six years of experience and Associate's Degree (or equivalent combination of education and experience).

**LABOR CATEGORY MINIMUM EXPERIENCE/EDUCATION CRITERIA**

<b>Experience for Education Substitution</b>	<b>Degree</b>
High school diploma plus two (2) years relevant experience	Associate’s Degree (AA/AS)
High school diploma plus four (4) years relevant experience <b>or</b> AA/AS plus two (2) years of relevant experience	Bachelor’s Degree (BA/BS)
High school diploma plus six (6) years relevant experience <b>or</b> AA/AS plus four (4) years of relevant experience <b>or</b> BA/BS plus two (2) years of relevant experience	Masters (MA/MS)
High school diploma plus ten (10) years relevant experience <b>or</b> AA/AS plus eight (8) years of relevant experience <b>or</b> BA/BS plus six (6) years of relevant experience <b>or</b> MA/MS plus four (4) years of relevant experience	Doctorate (PhD)
<b>Degree</b>	<b>Experience Equivalence</b>
Associate’s Degree (AA/AS)	High school diploma plus two (2) years relevant experience
Bachelor’s Degree (BA/BS)	High school diploma plus four (4) years relevant experience <b>or</b> AA/AS plus two (2) years of relevant experience
Masters (MA/MS)	High school diploma plus six (6) years relevant experience <b>or</b> AA/AS plus four (4) years of relevant experience <b>or</b> BA/BS plus two (2) years of relevant experience
Doctorate (PhD)	High school diploma plus eight (8) years relevant experience <b>or</b> AA/AS plus six (6) years of relevant experience <b>or</b> BA/BS plus four (4) years of relevant experience <b>or</b> MA/MS plus two (2) years of relevant experience
<i>* Successful completion of coursework towards a higher education degree which has not yet resulted in a degree may be counted as 1 year of experience for each year completed.</i>	