



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: GSAAdvantage.gov.

Multiple Award Schedule

Federal Supply Group: Professional Services

Contract Number: GS-00F-243CA

Contract Period: August 12, 2020 to August 11, 2025

MELE Associates, Inc.

11 Taft Court, Suite 101

Rockville, MD 20850

Tel: (240) 453-6990

Fax: (240) 453-6991

Web: www.meleassociates.com

Contract Administration: Barbara Freland

Phone: 240-453-6962

Email: barbara.freland@meleassociates.com

Business Size/Status: Small

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

Pricelist current through PA-0013 dated 02/25/2022.

Prices Shown Herein are Net (discount deducted)

TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION 1

CONTRACT OVERVIEW 4

LABOR CATEGORIES 5

HOURLY RATES 19

GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

541330ENG – Engineering Services
541330EMI - Engineering Services Related to Military, Aerospace Equipment, Military Weapons, National Energy Policy Act of 1992, Marine Engineering or Naval Architecture Services
541380 – Testing Laboratory Services
541420 – Engineering System Design and Integration Services
541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541715 - Engineering Research and Development and Strategic Planning
541620 - Environmental Consulting Services
562910RMI - Environmental Remediation Services
OLM - Order-Level Materials (OLM)

1b. Lowest Priced Model Number and Lowest Price:

Please refer to our rates beginning on page 19

1c. Labor Category Descriptions:

See page 5

2. Maximum Order:

\$ 1,000,000 (SIN 541330EMI, 541330ENG, 541380, 541420, 541715, 541620, 562910RMI)
\$100,000 (SIN 541611)
\$250,000 (SIN OLM)

3. Minimum Order:

\$ 100

4. Geographic Coverage:

Domestic and Overseas

5. Point (s) of Production:

N/A

6. Discount from List Price:

All Prices Herein are Net

7. Quantity Discounts:

None Offered

8. Prompt Payment Terms - Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions:

Net 30 days

9. Foreign Items:

None Offered

10a. Time of Delivery:

Specified by the Task Order

10b. Expedited Delivery:

To Be Negotiated with Ordering Agency

10c. Overnight and 2-Day Delivery:

To Be Negotiated with Ordering Agency



- 10d. Urgent Requirement: To Be Negotiated with Ordering Agency
11. F.O.B. Point(s): Destination
- 12a. Ordering Address: MELE Associates, Inc.
Attn: Barbara Freland
11 Taft Court, Suite 101
Rockville, MD 20850
- 12b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment Address: MELE Associates, Inc.
Attn: Accounts Receivable
11 Taft Court, Suite 101
Rockville, MD 20850
14. Warranty Provision: MELE warrants that its services shall be performed in a good and workmanlike manner. MELE agrees to re-perform any services not in compliance with this warranty brought to its attention within thirty (30) days after those services are performed, unless otherwise listed in a task order
15. Export Packing Charges: Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable):. Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) Not Applicable

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/.

23. Unique Entity Identifier (UEI) number MJBFX1KJ7KY1

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

CONTRACT OVERVIEW

GSA awarded MELE Associates, Inc. a GSA Multiple Award Schedule, Contract Number GS-00F-243CA. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for full range business services for worldwide use. 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.

LABOR CATEGORIES

Experience Definitions:

General Experience: Refers to minimum of years required in Engineering and/or related technical and managerial fields. This experience must have been obtained within the most recent 15 years. Specialized Experience refers to the minimum number of years required related to the particular appropriate skills for a labor category. This experience is not in addition to, but may be part of the minimum experience required in General Experience.

Substitution of Education for Experience: A Bachelor's degree may be substituted for two years of general experience for those labor categories requiring a high school diploma. A Master's degree may be substituted for three years of general and specialized experience for those labor categories requiring a high school diploma. A Master's degree may be substituted for one year of general and specialized experience for those labor categories requiring a Bachelor's degree.

Substitution of Experience for Education: Seven years of additional general and specialized experience may be substituted for the next degree. However, no experience substitution is allowed for a High School Diploma.

The allowable substitutions are as follows:

High School diploma plus additional 7 years - Bachelor's degree;

High School Diploma plus additional 14 years = Master's Degree;

Bachelor's Degree plus 7 additional years = Master's Degree.

NAICS 541330ENG, 541330EMI, 541380, 541420, 541715, 541620, 562910RMI

Deputy Director I

Minimum/General Experience: 18 years

Functional Responsibility: Assists in managing a multi-task operation with a background in engineering and/or related technical or managerial field, with an understanding of contracts and financial processes. A qualified professional capable of working independently and possessing proven ability to handle all aspects of the supervision of large groups of individuals. Qualified to coordinate all contractor personnel actions required by the contract. The skills necessary to develop and present comprehensive technical presentations. A work history demonstrating activity in the areas listed above.

Minimum Education: Bachelor Degree

Project Director III

Minimum/General Experience: 14 years

Functional Responsibility: Provides oversight and executive level management to overall contract operations involving large projects/tasks and groups of personnel. Maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision. Is responsible for quality standards and work performance on an assigned project. Plans, organizes and oversees work efforts. Assigns resources and manages personnel. Provides risk management and ensures quality management. Has authority for unsupervised technical decision and action.

Minimum Education: Bachelor Degree

Project Director II

Minimum/General Experience: 12 years

Functional Responsibility: Provides oversight and executive level management to overall contract operations involving large projects/tasks and groups of personnel. Maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision. Is responsible for quality standards and work performance on an assigned project. Plans, organizes and oversees work efforts. Assigns resources and manages personnel. Provides risk management and ensures quality management. Has limited authority for unsupervised technical decision and action.

Minimum Education: Bachelor Degree

Project Director

Minimum/General Experience: 10 years

Functional Responsibility: Directs the performance of a specific program or large project that normally includes several areas of expertise. Supervises program/project personnel and is responsible for all aspects of the program/project.

Minimum Education: Bachelors Degree

Project Leader

Minimum/General Experience: 7 years

Functional Responsibility: Directs the performance of a specific task or project that normally includes several areas of expertise. Supervises task/project personnel and reports to the Program Manager.

Minimum Education: Bachelors Degree

Subject Matter Expert IV

Minimum/General Experience: 18 years

Functional Responsibility: Recognized at the industry level in a technical field or specialized engineering or technology area and is proficient in relevant engineering principles and practices. Applies experience, skills, and expert knowledge within an engineering discipline to complex assignments. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Creates or uses engineering/scientific tools to solve technical problems. Interfaces with Government management personnel. Reports in writing and orally to contractor management and Government representatives, including the Government CO and COR. Serves as a major contributor to technical planning process and for providing technical management and guidance. Provides technical leadership, motivation, and consultation to professional co-workers. May represent the Company in outside technical forums.

Minimum Education: Bachelor Degree

Subject Matter Expert II

Minimum/General Experience: 14 years

Functional Responsibility: Recognized at the industry level in a technical field or specialized engineering or technology area and is proficient in relevant engineering principles and practices. Applies experience, skills, and expert knowledge within an engineering discipline to complex assignments. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Creates or uses engineering/scientific tools to solve technical problems. Interfaces with Government management personnel. Reports in writing and orally to contractor management and Government representatives, including the Government CO and COR. Serves as a major contributor to technical planning process and for providing technical management and guidance. Provides technical leadership and consultation to professional co-workers.

Minimum Education: Bachelor Degree

Subject Matter Expert I

Minimum/General Experience: 12 years

Functional Responsibility: Recognized at the industry level in a technical field or specialized engineering or technology area and is proficient in relevant engineering principles and practices. Applies experience, skills, and expert knowledge within an engineering discipline to complex assignments. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Creates or uses engineering/scientific tools to solve technical problems. Interfaces with Government management personnel. Reports in writing and orally to contractor management and Government representatives, including the Government CO and COR. Serves as a major contributor to technical planning process and for providing technical management and guidance. Works under the supervision of a higher level SME or Project Manager.

Minimum Education: Bachelor Degree

Junior Subject Matter Expert

Minimum/General Experience: Ten (10) years of progressive engineering or related technical field, including at least three projects in an engineering or technical area. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Serves as a junior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not limited to systems design, system architecture, feasibility studies, and systems specifications.

Minimum Education: Bachelors Degree

Deputy Chief Engineer/Chief Scientist I

Minimum/General Experience: 18 years

Functional Responsibility: Chief Engineer or Chief Scientist for program/projects. Defines work effort and performs engineering activities for programs and projects that may include planning, analysis, design, integration, testing, verification and validation, documentation and staffing.

Minimum Education: Bachelor Degree

Journeyman Engineer/Journeyman Scientist I

Minimum/General Experience: 8 years

Functional Responsibility: Performs engineering activities for projects which may include planning, analysis, design, integration, testing, verification and validation and documentation. May supervise other technical personnel.

Minimum Education: Bachelor Degree

Apprentice Engineer/Apprentice Scientist I

Minimum/General Experience: 4 years

Functional Responsibility: Performs engineering activities for projects which may include planning, analysis, design, integration, testing, verification and validation and documentation. Works under close supervision. Work usually involves limited responsibility. Instructions are typically detailed.

Minimum Education: Bachelor Degree

Entry Level Engineer/Entry Level Scientist I

Minimum/General Experience: None

Functional Responsibility: Performs engineering activities for projects which may include planning, analysis, design, integration, testing, verification, validation and documentation. Works under immediate supervision, using established procedures. Work is typically routine and instructions are detailed.

Minimum Education: Bachelor Degree

Senior Network Engineer

Minimum/General Experience: 14 years

Functional Responsibility: Helps users achieve optimal use of their systems and networks by performing needs analysis, procurement support, installation, training and problem resolution for local and wide area networks. Responsible for configuration, operation, and administration of network hardware, operating systems and communications links.

Minimum Education: Bachelor Degree

Senior Systems Architect

Minimum/General Experience: 10 years

Functional Responsibility: Serves as a senior systems architect in areas relevant to the project. Generally performs concept development, feasibility studies, requirements analysis, systems/architecture design, system development and integration, independent testing and training. Interfaces with senior project/program personnel.

Minimum Education: Bachelors Degree

Systems Architect

Minimum/General Experience: 8 years

Functional Responsibility: Serves as a systems architect in areas relevant to the project. Generally performs concept development, feasibility studies, requirements analysis, systems/architecture design, system development and integration, independent testing and training. Interfaces with senior project/program personnel.

Minimum Education: Bachelors Degree

Systems Engineer

Minimum/General Experience: 10 years

Functional Responsibility: Designs and implements computer systems, software and networks. Ensures that computer systems function efficiently and securely to support an organization's information technology needs.

Minimum Education: Bachelor Degree

Information Security Engineer

Minimum/General Experience: 8 years

Functional Responsibility: Focuses on the security aspects in the design of systems that need to be able to deal robustly with possible sources of disruption, ranging from natural disasters to malicious acts. Supports the delivery of engineering solutions that satisfy pre-defined functional and user requirements, but with the added dimension of preventing misuse and malicious behavior.

Minimum Education: Bachelor Degree

Information Specialist

Minimum/General Experience: 8 years

Functional Responsibility: Serves as subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex systems and documentation reflecting detailed knowledge of technical areas. Interfaces with senior project/program personnel.

Minimum Education: Bachelor Degree

Database Administrator

Minimum/General Experience: 5 years

Functional Responsibility: Experience as a database professional capable of working independently in debugging source programs and in recognizing system and/or database problems. Demonstrated experience in developing program design and specifications from program-associated requirements and in providing associated documentation. Recently demonstrated experience with DBMS, acting in a DBA capacity or as a senior member of a DBA staff. Written and oral communications skills necessary to communicate effectively with customers, management and other contract support personnel. Ability to provide technical documentation and correspondence to management, customers and technical personnel. Ability to provide comprehensive technical presentations.

Minimum Education: Bachelors Degree

Systems Analyst

Minimum/General Experience: 5 years

Functional Responsibility: Serves as a systems analyst in areas relevant to the project. Generally performs concept analysis, feasibility studies, requirements analysis, systems/architecture analysis, system development and integration, independent testing and training.

Minimum Education: Bachelors Degree

Program Analyst II

Minimum/General Experience: 10 years

Functional Responsibility: Serves as a program analyst in areas relevant to the overall program. Generally performs conceptual, analytical, financial and operational functions in support of a specified program or project. Interfaces and supports project/program personnel and managers. Typically trains and supervises junior and mid-level personnel.

Minimum Education: Bachelor Degree

Program Analyst I

Minimum/General Experience: 8 years

Functional Responsibility: Serves as a program analyst in areas relevant to the overall program. Generally performs conceptual, analytical, financial and operational functions in support of a specified program or project. Interfaces and supports project/program personnel and managers. Typically works under minimum supervision, conferring with supervisor on unusual matters

Minimum Education: Bachelor Degree

Senior Technician

Minimum/General Experience: 7 years

Functional Responsibility: Is responsible for direct technical work on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Assists in on-site management of installations. Works independently and installs, operates, maintains, configures, troubleshoots, and repairs systems and end-user devices, components and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

Minimum Education: High School Diploma

Technical Writer

Minimum/General Experience: Three (3) years experience developing, editing and producing technical and graphic documentation for engineer projects.

Functional Responsibility: Reviews and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with Government standards of style and format, good usage of English, and overall structure and organization of material.

Minimum Education: Bachelor's Degree

Journeyman Technician

Minimum/General Experience: 5 years

Functional Responsibility: Performs direct technical work on projects. Works under general supervision and installs, operates, maintains, configures, troubleshoots, and repairs system and end-user devices, components, and connectivity. Coordinates with the contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

Minimum Education: High School Diploma

Data Clerk

Minimum/General Experience: 1 year

Functional Responsibility: Performs routine data entry and documentation support.

Minimum Education: High School Diploma

Clerical



Minimum/General Experience: None

Functional Responsibility: Performs a variety of office related duties, to include filing, copying, delivery, and mailing.

Minimum Education: High School Diploma

NAICS 541611

Senior Subject Matter Expert I

Minimum/General Experience: Fifteen (15) years of progressive Management or related management field, including at least six projects in the business management field. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Serves as a senior subject matter management expert in areas relevant to the project. Produces / reviews substantive and / or complex technical documentation reflecting detailed knowledge of technical areas. Documentation subjects shall include but not limited to business systems design, system architecture, feasibility studies, and systems specifications. Interfaces with Government management personnel. Reports in writing and orally to contractor management and Government representatives, including the Government CO and COR.

Minimum Education: Masters Degree.

Program Director

Minimum/General Experience: Fifteen (15) years of progressive experience in management, organization, or business improvement services, with at least ten (10) years of managing and directing a multi-discipline staff and subcontractors.

Functional Responsibility: Fifteen (15) years experience, ten (10) years of managing and directing a multi-discipline staff and subcontractors in accomplishing the design, development, and /or operations of business or organizational systems. Experienced in directing large efforts as well as numerous concurrent smaller efforts. Knowledgeable of federal contract and procurement regulations. Ability to establish costs and determine resource requirements. Directs and monitors technical efforts for contract compliance. Responsible for the administrative, contractual, and financial aspects of contract efforts. Provides overall management and direction to the technical, financial, and administrative aspects of the contract effort.

Minimum Education: Masters Degree. Years of equivalent experience may be substituted for the advanced education requirement, provided the experience requirement has been fully met.

Officer

Minimum/General Experience: Twelve (12) years of progressive experience in management, organization, or business improvement services, with at least five (5) years of managing and directing a multi-discipline staff and subcontractors.

Functional Responsibility: Twelve (12) years experience, five years of managing and directing a multi-discipline staff and subcontractors in accomplishing the design, development, and /or operations of business or organizational systems. Experienced in directing large efforts as well as numerous concurrent smaller efforts. Provides overall management and direction to the technical, financial, and administrative aspects of the contract effort.

Minimum Education: Masters Degree. Years of equivalent experience may be substituted for the advanced education requirement, provided the experience requirement has been fully met.

Senior Consultant III

Minimum/General Experience: Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in performing specialized analysis. Provides expert level insight into analyses of current customer business processes and recommendations for process improvements or organizational optimization. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex technical issues. Supervises team members in formulating requirements, advises alternative approaches and conducts feasibility studies to achieve objectives.

Minimum Education: Masters degree in related subject or a Bachelors degree and at least ten (10) additional years of experience.

Senior Consultant II

Minimum/General Experience: Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in performing specialized analysis on a wide variety of projects. Provides a high level of insight into analyses of current customer business processes and recommendations for process improvements or organizational optimization. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues. Capable of directing a project team.

Minimum Education: Masters degree in related subject.

Senior Consultant I

Minimum/General Experience: Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in performing specialized analysis. Provides insight into analyses of current customer business processes and recommendations for process improvements or organizational optimization. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues. Capable of directing a project team.

Minimum Education: Masters degree in related subject.

Consultant II

Minimum / General Experience: Eight (8) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Eight (8) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues. Evaluates options in the context of project objectives and contributes to the implementation of strategic direction.

Minimum Education: Masters degree in subject area specialization.

Consultant I

Minimum/General Experience: Six (6) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Six (6) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues. Supports the development of solutions to address organization's challenges.

Minimum Education: Bachelors degree

Junior Consultant

Minimum / General Experience: Four (4) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Four (4) years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Performs independent analysis of complex business issues. Works under the supervision of a higher lever Consultant or Program Director.

Minimum Education: Bachelors degree

Principal Manager

Minimum / General Experience: Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in the application of advanced analysis and evaluation techniques to complex manual and automated business management processes. Undertakes in-depth examinations by determining requirements, formulating approach, conducting analysis, presenting findings, assessing alternatives, and developing recommendations for

improvements. Able to integrate multi-disciplinary inputs Performs or directs highly complex analytical projects requiring multi-disciplinary approach. Capable of managing a large project team or multiple smaller efforts.

Minimum Education: Masters degree in Business, Management or related subject.

Principal Analyst / Facilitator

Minimum/General Experience: Ten (10) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Ten (10) years experience in the application of advanced analysis and evaluation techniques to complex manual and automated business management processes. Undertakes in-depth examinations by determining requirements, formulating approach, conducting analysis, presenting findings, assessing alternatives, and developing recommendations for improvements. Able to integrate multi-disciplinary inputs Performs or directs highly complex analytical projects requiring multi-disciplinary approach. Capable of managing a large project team or multiple smaller efforts.

Minimum Education: Masters degree in Business, Management or related subject.

Quality Specialist

Minimum / General Experience: Six (6) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Six (6) years experience in the analysis of business systems, procedures, processes. Experienced in large systems providing enterprise wide service. Ability to assess requirements and design sophisticated technical applications / solutions. Well-developed diagnostic skills for analyzing problems and developing effective corrective actions. Responsible for applying advanced technical skills to the analysis of business processes and problems.

Minimum Education: Masters degree in subject area specialization or a Bachelors degree and at least two (2) additional years of experience.

Facilitator II

Minimum/General Experience: Five (5) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Five (5) years experience in analyzing, evaluating, projecting requirements. Ability to plan, coordinate, schedule, and manage resources. Knowledge of planning and scheduling techniques and the presentation of complex information in clear and concise manner. Estimate, schedule, and coordinate resource requirements. Works with limited supervision.

Minimum Education: Bachelors degree.

Facilitator I

Minimum / General Experience: Three (3) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Three (3) years experience in analyzing, evaluating, projecting requirements. Ability to plan, coordinate, schedule, and manage resources. Knowledge of planning and scheduling techniques and the presentation of complex information in clear and concise manner. Estimate, schedule, and coordinate resource requirements. Works under the supervision of a Program Director/Program Manager.

Minimum Education: Bachelors degree.

Senior Analyst

Minimum/General Experience: Eight (8) years of progressive experience in management, organization, or business improvement services.

Functional Responsibility: Eight (8) years experience in the application of advanced analytical techniques in a business management environment. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Undertakes significant analysis within technical area of expertise. Capable of leading a project team.

Minimum Education: Masters degree in subject area specialization or a Bachelors degree and at least three (3) additional years of experience.

Analyst

Minimum / General Education: Three (3) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Three (3) years of analytical experience in a business or technical environment. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements / defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses. Conduct analysis of process / problem, report findings and present recommendations.

Minimum Education: Bachelors degree in subject area specialization.

Junior Analyst

Minimum/General Experience: Two (2) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Two (2) years experience in developing and presenting business management information. Ability to define problems, assemble reference materials, notes, and other inputs relative to subject, formulate understandings, develop presentation of results and findings. Must

have knowledge of analytical techniques and methodologies, particularly as they relate to business processes. Development and production of technical documents.

Minimum Education: Bachelors degree

Coordinator

Minimum/General Experience: Two (2) years of experience in an environment with management, organization, or business improvement services.

Functional Responsibility: Two (2) years work experience in an office / business environment. Ability to establish and maintain hard copy files of correspondence, technical papers, other written materials. Ability to establish, maintain, and track schedules, arrange meetings, produce routine correspondence. Assist in document preparation and production, including, but not limited to, typing, formatting, proofing, editing, and assembly. Working knowledge of office equipment: fax, photocopy, typewriter, PCs.

Minimum Education: High School diploma

Service Contract Labor Standards:

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Mele Associates, Inc. certifies the GSA awarded rate meets or exceeds the minimum wage rate as identified in Wage Determination 2015-4215, Revision 7, dated 12/26/2018, currently incorporated into the Professional Services Schedule (PSS) Solicitation for the SCLS non-exempt labor categories identified in the matrix below.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Coordinator	01111 - General Clerk I	2015-4215
Technical Writer	30463 - Technical Writer II	2015-4215
Journeyman Technician	23182 - Electronics Technician Maintenance II	2015-4215
Data Clerk	01152 - Data Entry Operator II	2015-4215
Clerical	01111 - General Clerk I	2015-4215

HOURLY RATES

	Year 6	Year 7	Year 8	Year 9	Year 10
<u>NAICS 541330ENG, 541380, 541420, 541715, 541620, 562910RMI</u>	8/12/2020	8/12/2021	8/12/2022	8/12/2023	8/12/2024
Gov't Site	-	-	-	-	-
	8/11/2021	8/11/2022	8/11/2023	8/11/2024	8/11/2025
Deputy Director I	\$286.57	\$295.17	\$304.02	\$313.14	\$322.54
Project Director III	\$227.77	\$234.60	\$241.64	\$248.89	\$256.36
Project Director II	\$213.53	\$219.94	\$226.54	\$233.33	\$240.33
Project Director	\$154.09	\$158.71	\$163.47	\$168.37	\$173.42
Project Leader	\$149.83	\$154.33	\$158.96	\$163.73	\$168.64
Subject Matter Expert IV	\$337.26	\$347.38	\$357.80	\$368.53	\$379.59
Subject Matter Expert II	\$232.42	\$239.40	\$246.58	\$253.98	\$261.59
Subject Mater Expert I	\$195.67	\$201.54	\$207.58	\$213.81	\$220.23
Junior Subject Matter Expert	\$135.12	\$139.18	\$143.35	\$147.65	\$152.08
Deputy Chief Engineer/Scientist I	\$325.92	\$335.70	\$345.77	\$356.15	\$366.83
Journeyman Engineer/Scientist I	\$154.95	\$159.60	\$164.39	\$169.32	\$174.40
Apprentice Engineer/Scientist I	\$135.29	\$139.35	\$143.53	\$147.84	\$152.28
Entry Level Engineer/Scientist I	\$84.12	\$86.64	\$89.24	\$91.92	\$94.68
Sr. Network Engineer	\$276.74	\$285.04	\$293.59	\$302.40	\$311.47
Senior Systems Architect	\$135.15	\$139.21	\$143.38	\$147.69	\$152.12
Systems Architect	\$121.96	\$125.62	\$129.39	\$133.27	\$137.27
Systems Engineer	\$215.23	\$221.69	\$228.34	\$235.19	\$242.25
Information Security Engineer	\$184.48	\$190.02	\$195.72	\$201.59	\$207.64
Information Specialist	\$166.04	\$171.02	\$176.15	\$181.44	\$186.88
Database Administrator	\$135.15	\$139.21	\$143.38	\$147.69	\$152.12
Systems Analyst	\$98.86	\$101.83	\$104.88	\$108.03	\$111.27
Program Analyst II	\$141.44	\$145.68	\$150.05	\$154.56	\$159.19
Program Analyst I	\$122.25	\$125.91	\$129.69	\$133.58	\$137.59
Senior Technician	\$90.25	\$92.95	\$95.74	\$98.62	\$101.57
Technical Writer (SCA)	\$81.87	\$84.33	\$86.86	\$89.47	\$92.15
Journeyman Technician (SCA)	\$67.68	\$69.71	\$71.80	\$73.95	\$76.17
Data Clerk (SCA)	\$49.44	\$50.92	\$52.45	\$54.03	\$55.65
Clerical (SCA)	\$42.11	\$43.37	\$44.67	\$46.01	\$47.39

	Year 6	Year 7	Year 8	Year 9	Year 10
<u>NAICS 541330ENG, 541380, 541420, 541715, 541620, 562910RMI</u>	8/12/2020	8/12/2021	8/12/2022	8/12/2023	8/12/2024
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Contractor Site	8/11/2021	8/11/2022	8/11/2023	8/11/2024	8/11/2025
Deputy Director I	\$370.99	\$382.12	\$393.59	\$405.39	\$417.56
Project Director III	\$294.87	\$303.71	\$312.82	\$322.21	\$331.87
Project Director II	\$276.43	\$284.73	\$293.27	\$302.07	\$311.13
Project Director	\$199.46	\$205.44	\$211.60	\$217.95	\$224.49
Project Leader	\$193.96	\$199.78	\$205.78	\$211.95	\$218.31
Subject Matter Expert IV	\$436.60	\$449.70	\$463.19	\$477.09	\$491.40
Subject Matter Expert II	\$300.87	\$309.89	\$319.19	\$328.76	\$338.63
Subject Mater Expert I	\$253.32	\$260.92	\$268.75	\$276.81	\$285.12
Junior Subject Matter Expert	\$174.92	\$180.17	\$185.57	\$191.14	\$196.88
Deputy Chief Engineer/Scientist I	\$421.93	\$434.59	\$447.63	\$461.06	\$474.89
Journeyman Engineer/Scientist I	\$200.58	\$206.60	\$212.80	\$219.18	\$225.76
Apprentice Engineer/Scientist I	\$175.15	\$180.41	\$185.82	\$191.40	\$197.14
Entry Level Engineer/Scientist I	\$108.90	\$112.16	\$115.53	\$118.99	\$122.56
Sr. Network Engineer	\$358.83	\$369.60	\$380.68	\$392.10	\$403.87
Senior Systems Architect	\$174.97	\$180.22	\$185.63	\$191.20	\$196.93
Systems Architect	\$157.92	\$162.66	\$167.54	\$172.56	\$177.74
Systems Engineer	\$278.64	\$287.00	\$295.61	\$304.48	\$313.61
Information Security Engineer	\$238.83	\$246.00	\$253.38	\$260.98	\$268.81
Information Specialist	\$214.94	\$221.39	\$228.03	\$234.87	\$241.92
Database Administrator	\$174.97	\$180.22	\$185.63	\$191.20	\$196.93
Systems Analyst	\$127.97	\$131.81	\$135.76	\$139.84	\$144.03
Program Analyst II	\$183.10	\$188.60	\$194.25	\$200.08	\$206.08
Program Analyst I	\$158.26	\$163.00	\$167.89	\$172.93	\$178.12
Senior Technician	\$116.85	\$120.35	\$123.96	\$127.68	\$131.51
Technical Writer (SCA)	\$106.01	\$109.19	\$112.46	\$115.83	\$119.31
Journeyman Technician (SCA)	\$87.62	\$90.25	\$92.95	\$95.74	\$98.61
Data Clerk (SCA)	\$64.00	\$65.92	\$67.90	\$69.93	\$72.03
Clerical (SCA)	\$54.52	\$56.15	\$57.84	\$59.57	\$61.36

	Year 6	Year 7	Year 8	Year 9	Year 10
NAICS 541611	8/12/2020	8/12/2021	8/12/2022	8/12/2023	8/12/2024
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Gov't and Contractor Site	8/11/2021	8/11/2022	8/11/2023	8/11/2024	8/11/2025
Senior Subject Matter Expert I	\$376.44	\$387.74	\$399.37	\$411.35	\$423.69
Program Director	\$311.58	\$320.92	\$330.55	\$340.47	\$350.68
Officer	\$267.32	\$275.34	\$283.61	\$292.11	\$300.88
Senior Consultant III	\$246.33	\$253.72	\$261.33	\$269.17	\$277.24
Senior Consultant II	\$221.88	\$228.54	\$235.40	\$242.46	\$249.73
Senior Consultant I	\$197.46	\$203.38	\$209.49	\$215.77	\$222.24
Consultant II	\$148.71	\$153.17	\$157.76	\$162.49	\$167.37
Consultant I	\$135.55	\$139.61	\$143.80	\$148.12	\$152.56
Junior Consultant	\$91.82	\$94.57	\$97.41	\$100.33	\$103.34
Principal Manager	\$187.81	\$193.44	\$199.25	\$205.22	\$211.38
Principal Analyst/Facilitator	\$183.36	\$188.86	\$194.52	\$200.36	\$206.37
Quality Specialist	\$124.57	\$128.31	\$132.16	\$136.13	\$140.21
Facilitator II	\$92.15	\$94.92	\$97.76	\$100.70	\$103.72
Facilitator I	\$75.75	\$78.02	\$80.36	\$82.77	\$85.26
Senior Analyst	\$158.90	\$163.67	\$168.58	\$173.64	\$178.85
Analyst	\$82.47	\$84.94	\$87.49	\$90.12	\$92.82
Junior Analyst	\$64.78	\$66.72	\$68.72	\$70.78	\$72.91
Coordinator (SCA)	\$47.82	\$49.25	\$50.73	\$52.25	\$53.82