

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The Internet address for GSA Advantage!® is: <http://www.gsaadvantage.gov>
For more information on ordering from Federal Supply Schedules, click here: <http://www.gsa.gov/schedules-ordering>*

Multiple Award Schedule (MAS)

Services offered:
Professional Services Category – Marketing and Public Relations

Federal Supply Group: MAS

Contract No.: GS-00F-274DA

GSA SINs: 541430, 541511, 541613, 541810, 541820, 541910, 561920, OLM

Contract Period: Sept 6, 2016 – Sept 5, 2021

Cultural Marketing



Harrison Maldonado Associates, Inc. (HMA Associates, Inc.)

1101 17th Street NW, Suite 602

Washington, DC 20036-4716

Telephone: 202-342-0676

Fax: 202-833-0086

www.hmaassociates.com

Business Size/Status: Small, Woman Owned, WOSB

Pricelist current through modification A812 dated Apr 22, 2020



Contract Holder

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ABOUT HMA ASSOCIATES, INC.

Setting the standard since 1994, HMA – a minority- owned small business – creates community connections with results. We help clients engage diverse communities, amplify their message and move people to act through culturally responsive solutions. With a full array of marketing services, our firm provides an integrated approach that generates results and has been recognized through top industry awards.

In today’s 24/7 interaction, HMA’s expertise benefits clients by building trust, community presence, and cultural relevancy.

Services:

Strategic Planning, Marketing Plans, Product Launches, Brand Identity, Market Research, Public Relations, Community Engagement, Advertisement, Storytelling Products, Copywriting, Print, TV, Radio, Cinema Ads, Social Media, Digital/Interactive Platforms, Media Planning & Buying, Media Relations, Websites, Brand Identity & Logos, Graphic Design, Direct Marketing, Event Planning, Translations, and Games.

Awarded GSA SINs:

541430, 541511, 541613, 541810, 541820, 541910, 561920, OLM

CUSTOMER INFORMATION

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

- | | |
|----------------------------|---|
| • 541430 / 541430RC | Graphic Design Services |
| • 541511 / 541511RC | Web Based Marketing Services |
| • 541613 / 541613RC | Marketing Consulting Services |
| • 541810 / 541810RC | Advertising Service |
| • 541820 / 541820RC | Public Relations Services |
| • 541910 / 541910RC | Market Research and Analysis |
| • 561920 / 561920RC | Conference, Meeting, Event, and Trade Show Planning Services |
| • OLM / OLMRC | Order-Level Materials (OLM) |

State & Local Purchasing Programs:

- DISAST** • *Disaster Recovery Purchasing Program (RC) Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.*
- RECOV** • *Federal Grants During Public Health Emergencies Section 319 of Public Health and Services Act.*

1b. Lowest Priced Model Number and Lowest Price: Please see page #[13](#) for our rates by SIN and labor category

1c. Labor Category Descriptions: Page #[8](#)

2. Maximum Order: \$1,000,000
Note: Agencies may place, and Contractor may honor, orders exceeding this limit in accordance with FAR 8-404.
3. Minimum Order: \$100
4. Geographic Coverage: Domestic: includes 50 States, Washington DC and US Territories
5. Point (s) of Production: Same as company address
6. Discount from List Price: Government net prices (discounts already deducted)
7. Quantity Discounts: None offered
8. Prompt Payment Terms: Net 30 days
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.
- 9b. Government Purchase Card *is* accepted above the micro – purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency

CUSTOMER INFORMATION (CONTINUED)

12. F.O.B. Point(s): Destination
- 13a. Ordering Address: HMA Associates, Inc.
Attn: Juan C. Velázquez
1050 Connecticut Ave, NW,
Suite 500
Washington, DC 20036-4716
- 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: HMA Associates, Inc.
Attn: Juan C. Velázquez
1050 Connecticut Ave., NW
Suite 500
Washington, DC 20036-4716
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contractor
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services (if applicable): Not Applicable
21. List of service and distribution points (if applicable): Not Applicable
22. List of participating dealers (if applicable): Not Applicable
23. Preventative maintenance (if applicable): Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable
- 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
www.Section508.gov/ : Not Applicable
25. Data Universal Number System (DUNS) Number: 799133459
26. HMA Associates, Inc. *is* registered in System for Award Management (SAM).

CONTRACT OVERVIEW

GSA awarded HMA Associates, Inc. a GSA Federal Supply Schedule contract for the Multiple Award Schedule (MAS), **Contract No. GS-00F-274DA**. The contract began on Sept 6, 2016 and the current contract period is **Base Period, 9/6/2016 – 9/5/2021**. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Juan C. Velázquez
HMA Associates, Inc.
1050 Connecticut Ave., NW
Suite 500
Washington, DC 20036-4716
Telephone: 202-342-0676
Email: cvelazquez@hmaassociates.com

MARKETING AND TECHNICAL POINT OF CONTACT

Juan C. Velázquez
HMA Associates, Inc.
1050 Connecticut Ave., NW
Suite 500
Washington, DC 20036-4716
Telephone: 202-342-0676
Email: cvelazquez@hmaassociates.com

CONTRACT USE

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

CONTRACT SCOPE

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

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

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

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

- | | |
|----------------------------|---|
| • 541430 / 541430RC | Graphic Design Services |
| • 541511 / 541511RC | Web Based Marketing Services |
| • 541613 / 541613RC | Marketing Consulting Services |
| • 541810 / 541810RC | Advertising Service |
| • 541820 / 541820RC | Public Relations Services |
| • 541910 / 541910RC | Market Research and Analysis |
| • 561920 / 561920RC | Conference, Meeting, Event, and Trade Show Planning Services |
| • OLM / OLMRC | Order-Level Materials (OLM) |

State & Local Purchasing Programs:

- | | |
|-------------------------|--|
| DISAST
RECOV | <ul style="list-style-type: none">• <i>Disaster Recovery Purchasing Program (RC) Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. This includes advance and pre-positioning in preparation for a disaster.</i>• <i>Federal Grants During Public Health Emergencies Section 319 of Public Health and Services Act.</i> |
|-------------------------|--|

Please refer to [GSA e-Library](#) for complete Special Item Number (SIN) descriptions.

**INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON
GSA SCHEDULE HOURLY RATES ([FAR 8.405-2](#))**

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

If it is determined that your agency needs an outside source to provide Professional Services, specifically Marketing and Public Relations, follow these simple steps:

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

Developing a Statement of Work (SOW) or Performance Work Statement (PWS)	Preparing a Request for Quote (RFQ)
<p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> Work to be performed, Location of work, Period of performance; Deliverable schedule, and Special standards and any special requirements, where applicable 	<ul style="list-style-type: none"> Include the SOW and evaluation criteria; Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order; If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection. May be posted on GSA’s electronic RFQ system, e-Buy

For more information related to ordering services:

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

BLANKET PURCHASE AGREEMENT

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

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

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

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

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

Ordering from BPAs:

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

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

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

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

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

Review of BPAs:

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

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

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

High School Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Master's Degree + 3 years additional experience	Equals	PhD

Education Substitutions:

A Ph.D. may be substituted for 3 years of experience with a Master's Degree or 5 years with a Bachelor's Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a High School Diploma.

SIN(s)	Labor/Task Category	Minimum Education	Min Yrs Experience	Description
541430, 541511, 541613, 541810, 541820, 541910, 561920	Program/ Corporate Monitor	Bachelor's Degree	15	Responsible for overall project management, financial oversight, contract compliance and cost controls. Ensures that the HMA team is properly staffed to deliver the desired results to the client.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Project Director	Bachelor's Degree	8	Serves as a project leader working with the client and all staff to create, implement and evaluate strategic communications plan for a campaign or project. Helps support key goals of the program and develops messages to promote the program's goals among target audiences. Ensures that all communications activities comply with the clients' policies and procedures.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Subject Matter Expert	Master's Degree	8	Serves as lead expert for research deliverables in a specific subject. Is knowledgeable about behavioral models and how to use communications to impact behaviors and decision making to further campaign and project objectives. Responsible for linking with various project teams (research, communications, graphic design, etc.) to ensure that projects are routed in sound health/behavioral theory but also have a practical application.

SIN(s)	Labor/Task Category	Minimum Education	Min Yrs Experience	Description
541430, 541511, 541613, 541810, 541820, 541910, 561920	Senior Communications Manager	Bachelor's Degree	7	Responsible for developing internal and external communication programs and services. Provides knowledge of strategic communication concepts, principles, methodology and techniques. Works both independently and collaboratively with management, peers, and other organizational units. Manages junior communications staff members. Ability to provide effective advice and counsel on strategic communication and community relation issues. Capability to lead projects and meet goals in a timely fashion. Experience in both internal and external customer contact and relationship management. Provides communications, messaging, and strategy expertise in support of projects.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Communications Manager	Bachelor's Degree	4	Responsible for developing internal and external communication programs and services. Provides knowledge of strategic communication concepts, principles, methodology and techniques. Manages junior communications staff members. Provides effective advice and counsel on strategic communication and community relation issues. Capability to lead projects. Experience in both internal and external customer contact and relationship management. Provides communications, messaging, and strategy in support of projects.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Communications Specialist	Bachelor's Degree	2	Provides quality assurance of communication program documents. Edits, proofreads, fact-checks, and coordinates production of a variety of corporate and marketing communications materials. Ensures that communications are accurate, clear, and complete; correct in terms of spelling, grammar, punctuation, and editorial style; and maintains a consistent tone and voice. Provides communications and messaging support on projects.

SIN(s)	Labor/Task Category	Minimum Education	Min Yrs Experience	Description
541430, 541511, 541613, 541810, 541820, 541910, 561920	Marketing Assistant	Bachelor's Degree	2	Marketing Assistant assists the marketing and communications team with market research for messaging strategies, social media strategies, newsletters, and monthly conference calls, events and assists with regular updates and maintains integrity of partner database. MA coordinates with all the departments involved to ensure the completion of the associated communications/marketing programs. Provides marketing/web-marketing, communications, advertising/PR support, research, and coordination on projects.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Marketing Specialist	Bachelor's Degree	0	Supports the communications team including the Director and other Specialists. Responsible for coordinating campaigns and partnerships; managing deadlines and master files for projects. Manages database input for partnership. Provides technical support for all projects. Provides marketing/web-marketing, communications, and advertising support on projects.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Creative Director	Bachelor's Degree	8	Plans and directs the creative product activities for projects, campaigns and partnerships in support of projects. Responsible for communicating consistent messages across print and electronic media. Ensures that key, strategic messages are creatively effective to target audiences in all creative materials. Produces, or acts as liaison with other internal teams to produce, public relations materials, advertising and marketing collateral.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Graphic Production Manager	Bachelor's Degree	3	Schedules and coordinates flow of work within or between departments to expedite production. Reviews master production schedule and work orders, and revises schedule according to work order specifications and established priorities. Provides graphic production coordination in support of projects.

SIN(s)	Labor/Task Category	Minimum Education	Min Yrs Experience	Description
541430, 541511, 541613, 541810, 541820, 541910, 561920	Graphic Designer	Bachelor's Degree	0	Produces graphic design artwork for all materials. Creates layouts and designs of logos, packaging, advertising, marketing collateral, and other published materials in print and online. Selects and arranges photos, type, illustrations, and color. Collaborates with copywriters and creative directors on concepts. .
541430, 541511, 541613, 541810, 541820, 541910, 561920	Editor/ Evaluation Assistant	Bachelor's Degree	5	Responsible for researching, drafting and editing documents from conference reports, debriefs from meetings, final reports for contracts, newsletters, op-ed, fact sheets to talking points. Provides editing/evaluation support on projects.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Public Relations/Media Director	Bachelor's Degree	7	Public Relations/Media Director (PRMD) oversees, manages and plans social marketing media and public relations campaigns for clients. PRMD works collaboratively with project directors to draft communication media plans, media relations, events, speaking engagements, social media, and press releases, media kits, media alerts, and pitch letters among other documents. Generates media reports for client insights and establishes and maintains media partner relations, implements media pitches (traditional and new media) and provides support to promote client events, and the company and marketing efforts.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Media Partnership Director	Bachelor's Degree	7	Media Partnership Director (MPD) oversees, manages and plans partnership media, social media and partner activities for clients. MPD works collaboratively with project directors to draft communication media plans, media partnership relations, events, speaking engagements, social media, and press releases, media kits, media alerts, and pitch letters among other documents. Generates media reports for client insights and establishes and maintains media partner relations, implements media pitches (traditional and new media) and provides support to promote client events, and the company and marketing efforts.

SIN(s)	Labor/Task Category	Minimum Education	Min Yrs Experience	Description
541430, 541511, 541613, 541810, 541820, 541910, 561920	Partnership Manager	Bachelor's Degree	5	Partnership Manager (PM) is responsible for identifying, vetting, recruiting, and sustaining partnerships with grassroots organizations to promote client messages among target populations. PM develops, plans, and implements community outreach, partnership development, events, and supports internal teaming relations that maximize outreach output, maintains sustainable partnerships integral to contracts, and prepares monthly narrative reporting for submission to clients.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Account Manager	Bachelor's Degree	7	Provides management of project activities, personnel and administrative functions related to specific tasks and insures that technical solutions and schedules are implemented in a timely manner. Directs and manages staff assignments and monitors product quality and insures project milestones meet deliverable schedules, and reports on project status to the project manager.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Production Coordinator	Bachelor's Degree	1	Schedules and coordinates flow of work within or between departments to expedite production. Reviews master production schedule and work orders, and revises schedule according to work order specifications and established priorities.
541430, 541511, 541613, 541810, 541820, 541910, 561920	Meeting Conference Assistant	Bachelor's Degree	0	Responsible for assisting with logistical and on- site support for meetings and events, including names badges, venue signage, tent cards, thank you notes, and securing attendees feedback forms. Provides conference/event (meeting, press, focus groups, etc.) assistance in support of projects.

HOURLY RATES FOR SERVICES BY SIN AND LABOR CATEGORY

SIN(s)	GSA Labor Category Title	Rate
541430, 541511, 541613, 541810, 541820, 541910, 561920	Program/Corporate Monitor	\$272.96
541430, 541511, 541613, 541810, 541820, 541910, 561920	Project Director	\$199.96
541430, 541511, 541613, 541810, 541820, 541910, 561920	Subject Matter Expert	\$239.50
541430, 541511, 541613, 541810, 541820, 541910, 561920	Senior Communications Manager	\$177.73
541430, 541511, 541613, 541810, 541820, 541910, 561920	Communications Manager	\$152.06
541430, 541511, 541613, 541810, 541820, 541910, 561920	Communications Specialist	\$96.77
541430, 541511, 541613, 541810, 541820, 541910, 561920	Marketing Assistant	\$81.64
541430, 541511, 541613, 541810, 541820, 541910, 561920	Marketing Specialist	\$79.00
541430, 541511, 541613, 541810, 541820, 541910, 561920	Creative Director	\$193.95
541430, 541511, 541613, 541810, 541820, 541910, 561920	Graphic Production Manager	\$162.74
541430, 541511, 541613, 541810, 541820, 541910, 561920	Graphic Designer	\$85.00
541430, 541511, 541613, 541810, 541820, 541910, 561920	Editor/Evaluation Assistant	\$99.00
541430, 541511, 541613, 541810, 541820, 541910, 561920	Public Relations/Media Director	\$158.99
541430, 541511, 541613, 541810, 541820, 541910, 561920	Media Partnership Director	\$134.11
541430, 541511, 541613, 541810, 541820, 541910, 561920	Partnership Manager	\$99.00
541430, 541511, 541613, 541810, 541820, 541910, 561920	Account Manager	\$130.34
541430, 541511, 541613, 541810, 541820, 541910, 561920	Production Coordinator	\$64.66
541430, 541511, 541613, 541810, 541820, 541910, 561920	Meeting Conference Assistant	\$59.00

Service Contract Labor Standards: HMA Associates uses no SCLS/SCA-eligible labor in the execution of these programs. The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.