

GENERAL SERVICES ADMINISTRATION

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: GSAAAdvantage.gov.

Multiple Award Schedule



FSC Group: Professional Services

Contract # GS-00F-303GA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

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BUSINESS SIZE:	8(a), Hubzone, EDWOSB, WOSB, SDB, SB
CONTRACT PERIOD:	Aug 2 nd 2017 – Aug 1 st 2022

Price list current as of Modification #PS-A812 effective February 4, 2020

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN/NAICS	SIN/NAICS Description
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:

- Operational Support: \$46.38/hr

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

LABOR CATEGORY DESCRIPTIONS

Project Management Specialist

Minimum/General Experience

A minimum of four (4) years of total experience comprised of at least 2 years of general experience and 2 years of specific experience specializing in project management, resource allocation, or information technology, including implementation expertise.

Functional Responsibility

Manage projects, tasks, and/or subtasks. Advise and assists project staff on execution of specific project requirements. Responsibilities include completed project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses a detailed knowledge of concepts, practices, and procedures in several activities, technical, and management fields. Provides technical consulting on complex projects and provides detailed guidance and direction to project staff.

Minimum Education

Bachelor’s Degree in the Arts or Science.

Program Manager I

Minimum\General Experience

A minimum of Six (6) years of total experience comprised of at least 2 years of general experience and 4 years of specific experience in program management, providing guidance to a project team and management in directing development of and formulating contingency plans in areas such scheduling, fund allocations and work requirements.

Functional Responsibility

Plans, directs, and coordinates the efforts involving resources necessary to accomplish program objectives. Initiates, supports and participates in overall projects. Determines requirements and translates these requirements into operational plans for designated projects. Monitors and review costs associated with operational budgets, schedules and staffing requirements for project team. Provides an analytical approach to the effectiveness of the project. This approach supports various operating and support areas. This process determines the most cost effective approach.

Minimum Education

Bachelor's Degree

Program Manager II

Minimum Experience

Must have ten (10) years of overall work experience with relevant experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing. May have expert credentials or be recognized as an authority.

Functional Responsibilities

The candidate will have experience managing at least one large program or concurrent management of multiple complex projects, from inception to deployment. Specialized Experience includes complete project development from inception to deployment, in work similar to what is described in the RFP. Demonstrated ability to provide guidance and direction in multiple tasks across several functional areas and including the use of different technologies. Proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts. General experience includes demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations. Must have demonstrated experience in managing all key project areas.

Minimum Education

Bachelor of Arts or Bachelor of Science Degree in Business, Finance, Management Information Systems, or another applicable field. Postgraduate Degree may be substitute for two (2) years' experience.

Sr. Business Analyst

Minimum Experience

A minimum of Six (6) years of total experience comprised of at least 2 years of general experience and 4 years of specific experience in a related area. May have expert credentials or be recognized as an authority.

Functional Responsibilities

Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include subject matter and unique technical knowledge. Leads information technology teams with understanding business requirements and the analysis, evaluation and implementation of systems and other relevant tasks.

Minimum Education

Bachelor of Arts or Bachelor of Science Degree in Business, Finance, Management Information Systems, or applicable field. Postgraduate Degree may be substituted for two (2) years' experience.

Business Analyst

Minimum Experience

A minimum of four (4) years of total experience comprised of at least minimum 2 years of general experience and 2 years of specific industry experience. Provides strong analytical support while serving to help identify the scope and objectives of project engagements, as well as, provide analytical support and research within the firm on a day-to-day basis. This position completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. This position conducts research, and collects and distills data.

Functional Responsibility

Provides analytical support while serving to help identify the scope and objectives of project engagements, as well as, remain focused on performance measures and indicators. Serves as analytical resource on engagement team by helping to formulate and define systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Assumes responsibility for analyzing and documenting data, conducting extensive research, and integrating business solutions. Performs financial and data modeling, evaluates current processes, and prepares appropriate documentation for client. Maintains accountability for process deliverables and business presentations to client.

Minimum Education

Bachelor's Degree.

Technical Writer

Minimum Experience

A minimum of four (4) Years of total experience comprised of at least 2 years of general experience and 2 years of specific experience in editing documents, including technical documents.

Functional Responsibilities

Assists in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user manuals, special reports and any other customer deliverables and documents. Assists in performing financial and administrative functions. Must demonstrate the ability to work independently or under only general direction.

Minimum Education

Bachelor of Arts or Bachelor of Science Degree in Communications, English, or applicable field. Postgraduate Degree may be substituted for two (2) years' overall experience.

CPIC Subject Matter Expert

Minimum Experience

A minimum of ten (10) Years of total experience comprised of at least 4 years of general experience and 6 years of specific experience in a specialized business or technical discipline or area. Must be able to communicate on highly technical and specialized information to a variety of audiences orally and in writing. May have expert credentials or be recognized as an authority.

Functional Responsibilities

Defines the problems, analyzes, and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis and evaluations. Provides recommendations for proper implementation of programs and systems specifications in the following specialties: business process re-engineering, workflow and process automation, process improvement, quality control and management, information systems architecture, automation, communications protocols, risk management/electronic analysis, software, life cycle management, development methodologies, modeling and simulation projects.

Minimum Education

Bachelor of Arts or Bachelor of Science Degree in Business, Finance, Management Information Systems, or another applicable field. Postgraduate Degree may be substitute for two (2) years' experience.

Procurement Analyst

Minimum/General Experience

A minimum of four (4) Years total experience comprised of at least 2 years of general experience and 2 years of specific coordinating purchases for an organization.

Functional Responsibility

Negotiate costs, specifications, and timelines with vendors and suppliers, ensuring beneficial contracts. Coordinate payment, delivery, scheduling, and organization of purchases, and place orders to ensure ongoing supply. Define, measure, and track categories for spending to provide targeted analyses of budget. Collect and analyze organization-wide data to support decision-making groups. Update system and inventory data, leading data quality and assurance. With task latitude, positions at this level perform technical work activities in support of customer programs and have a moderate impact on the business goals and objectives. They require basic knowledge of their particular functional discipline typically received through a four-year Degree, or equivalent experience, and little to no related experience.

Minimum Education

Bachelors or Equivalent Experience: In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience.

Contract Specialist IV

Minimum/General Experience

A minimum of Five (5) Years' experience related to management of contracts for an organization.

Functional Responsibility

Review and negotiate contractual details, including specifications, price, date of delivery and contractual provisions. Prepares proposal for major contracts. With technical latitude, positions at this level perform technical work project segments in support of customer programs and have a direct impact on the business goals and objectives. They require specialized knowledge of their particular functional discipline and working knowledge of customer relationship management typically received through a four-year Degree, or equivalent experience, and over 5 years of related experience.

Minimum Education

Bachelors or Equivalent Experience: In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience.

Consultant Policy Analyst**Minimum/General Experience**

4 Years' experience related to policy consulting.

Functional Responsibility

Identifies short, medium, and long-term policy options and priorities; may perform a variety of policy and/or legal research and analyses of tobacco control strategies and relevant laws, and the impact of these strategies and laws on public health, public health policies and stakeholders; may assist in the development, implementation, high maintenance of information in a variety of formats (e.g. analyses, summary report, ad hoc, reports) about the tobacco industry that will be used to inform policy decisions.

Minimum Education

Bachelors

Policy Assistant**Minimum/General Experience**

Two (2) Years' experience related to policy analysis.

Functional Responsibility

Coordinates the review of documents /slides/other materials in OP; assists with the entering of requests from CTP officers for OP response in the correspondence-tracking system as requests are received; Maintains a comprehensive list of project and action items to ensure timely responses.

Minimum Education

Bachelors

Expert Computational/Mathematical Modeler**Minimum/General Experience**

Minimum of six (6) years' experience, developing and modifying mathematical models. Postgraduate Degree may be substituted for two (2) years' experience.

Functional Responsibility

Assists in the development and utilization of computer/mathematical models addressing Public Health. Provides expertise to the conceptualization, development, validation, and use of computer/mathematical-based models of public health, including but not limited to, outcomes, behavior, and the impact of a lot of these variables on these models; use this information to inform tobacco control regulatory policies, prepares reports and present results of public health modeling, including framework underlying the model, validation methodology, and use of the model for real-world forecasting to inform tobacco control regulatory agencies.

Minimum Education

Bachelors

Lead Analyst Support

Minimum/General Experience:

A minimum of fourteen (14) years of experience comprised of at least 4 years' experience working on an Army Staff at Brigade or Higher Headquarters level and minimum of ten (10) years in military. Expert knowledge of MS Office Suite and excellent oral and written communication skills required.

Functional Responsibility:

Work in conjunction with TRADOC and Department of the Army policies, processes, and procedures as they apply to agency missions and organizations and the military command structure, missions and programs. Experience preferred: at least Support tasks shall include analysis, research, planning, coordination, event execution, maintaining historical records, and support of evaluation of institutionalization of Army Profession events. Assist in integrating new initiatives into the ALDF Governance process and tracking their implementation progress; track Measures of effectiveness for ACP MO 4-8/TRADOC Strategic Plan: Institutionalize the Army Profession; coordinating communication synchronization support messages and marketing efforts.

Minimum Education:

BA or BS required. Some specified certifications required. Additional Requirements:

- *AT Level I Training
- *Access and General Protection/Security Policy and Procedures
- *iWATCH Training
- *Registration with Army Training Certification Tracking System (ACTCS)
- *OPSEC Level 1 Training.

Operational Support

Minimum/General Experience:

A minimum of four (7) Years total experience comprised of at least 2 years of experience working on an Army Staff in an administrative support/help desk role, and a minimum of five (5) years in military, proficient knowledge of all MS Office Suite products, and excellent oral and written communication skills.

Functional Responsibility:

Maintain office calendar and administrative schedules; compile information for staff meeting presentation materials and meeting reports, and revise presentation materials as necessary. Track all meetings and assist in the collection and preparation of all reports; coordinating and scheduling Army Profession seminars; integrating new initiatives into the ALDF Governance process and tracking their implementation progress; track Measures of effectiveness for ACP MO 4-8/TRADOC Perform routine office administration work to include file maintenance IAW Army regulations. Greet and assist visitors and telephone/email inquiries.

Minimum Education:

BA preferred. HS Diploma and prior experience may be considered. Additional Requirements:

- *AT Level I Training
- *Access and General Protection/Security Policy and Procedures
- *iWATCH Training
- *Registration with Army Training Certification Tracking System (ACTCS)
- *OPSEC Level 1 Training.

"In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."

Operational Analyst Support**Minimum/General Experience**

Two (2) years of experience working on an Army Staff and minimum of five (5) years in military, knowledge of all MS Office Suite products, and excellent oral and written communication skills.

Functional Responsibility

Conduct strategic planning, concept development and problem solving to advance the Army Profession, its Ethic, and Character Development. Contractor will assist in developing presentation slides and headquarter briefings to include Department of the Army IAW TRADOC standard. Synchronize and accurately revise all calendars. Assist in tracking all meetings and assist in the collection and preparation of all reports; coordinating and scheduling Army Profession seminars; integrating new initiatives into the ALDF Governance process and tracking their implementation progress; track Measures of effectiveness for ACP MO 4-8/TRADOC Strategic Plan. Develop project milestone charts as necessary to ensure all facets of organized events are addressed with accuracy. Coordinate with personnel to negotiate, integrate, identify, and synchronize inter-related work activities. Contractor shall transcribe and report on events for historical purposes with at least 95% accuracy as directed and record all documents IAW applicable Army regulations. Manage collection of mission related feedback, provide analysis of said feedback, develop reports, and provide support to mission related events as directed.

Minimum Education

Bachelor degree of Arts

FOIA/RECORDS MANAGEMENT ANALYST**Minimum/General Experience**

Three (3) years of experience required FOIA/PA review and processing

Functional Responsibility

Analyst shall provide knowledgeable and skilled in FOIA, Privacy, and records management processing (analyzing requests and exemptions, writing correspondence, managing workload). Analyst will utilize FOIA, Privacy, and records management governing documents, to complete tasks. Analyst shall process requests and reviews for all public release programs to include but not limited to FOIA/PA and records management. Use electronic tracking system, write correspondence to appropriate organizations/directorates/special staff offices, review and redact for all public release programs, prepare correspondence, ensure records digitization, annotate and maintain information within FOIA database and case files accurately. Mark and/or ensure records are properly marked, process requests, process appeals and prepare response. Coordinate with record owners, SMEs, and stakeholders regarding appropriate exemptions

Minimum Education

Bachelor's Degree of Arts or Science

Graphic Artist Level II

Minimum\General Experience

Six (6) years of experience using software that is current to the graphic/printing industry; including Adobe Creative suite 5.5 or Adobe Creative Cloud, with an emphasis on Adobe InDesign, Adobe Illustrator, and Adobe's Extensible Metadata Platform (XMP) technology, as well as Microsoft Office 2013 products.

Functional Responsibility

Graphic Artist II shall provide support services to perform a wide range of illustrating assignments in the preparation of view-graphs, wall charts, posters, fliers, brochures and similar materials. The Graphic Artist Designs layouts and produces graphic designs as requested by serviced activities. Prepares illustrations for manuals, pamphlets, handbooks and similar types of publications. Prepares materials for publication. Interviews project proponents who review and identify acceptability of work results. Independently develop illustrations from provided copy within narrow time limits. Maintains records related to work performed.

Minimum Education

Bachelor's Degree

Administrative Assistant Level II

Minimum Experience

Must have three (3) relevant years of experience in related area. Office oriented, clerical, coordinating, and research, in an administrative role

Functional Responsibilities

Provides administrative, clerical, and research support for program offices. In addition to secretarial services (maintaining files, taking phone calls, scheduling meetings, making travel arrangements, reserving conference rooms, photocopying, completing reports, and other general office duties as assigned), the candidate provides administrative support to management and executive staff with office management responsibilities to include budgeting, personnel records and payroll. Assists in preparation of briefing charts and other presentation materials, and is experienced in office administration and in using automated word processing, graphics systems, and spreadsheet applications under the review of higher-level administrative assistants.

Minimum Education

High School Diploma plus three (3) relevant years' experience.

Administrative Assistant Level III

Minimum Experience

Must have six (6) years of experience in related area. Office oriented, clerical, coordinating, and research, in an administrative role

Functional Responsibilities

Provides administrative, clerical, and research support for program offices. In addition to secretarial services (maintaining files, taking phone calls, scheduling meetings, making travel arrangements, reserving conference rooms, photocopying, completing reports, and other general office duties as assigned), the candidate provides administrative support to management and executive staff with office management responsibilities to include budgeting, personnel records and payroll. Assists in preparation of briefing charts and other presentation materials, and is experienced in office administration and in using automated word processing, graphics systems, and spreadsheet applications under the review of higher-level administrative assistants. In addition to Administrative Assistant Level II duties and requirements, the Administrative Assistant Level III requires subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence.

Minimum Education

High School Diploma plus three (6) relevant years' experience.

Technical Writer III

Minimum Experience

A minimum of four (4) years of experience in this area with at least six (6) years of experience in editing documents, including technical documents.

Functional Responsibility

Revise or write standardized material for reports, operating procedures, process flows, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures; receive technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment; integrate and delineate technology through access to blueprints, sketches, drawings, parts lists, specifications, mockups, product samples, operating procedures, production sequence and detail; organize material and complete writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology, and maintain records and files of work and revisions; select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication and arrange for typing, duplication and distribution of material; and assist in writing speeches, articles, and public or employee relations releases, and material regarding work methods and procedures. Observe production, developmental or experimental activities to expand or verify the provided operating procedures and details; and write speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Minimum Education

Bachelor degree of Arts or Science

Senior Administrative Assistant

Minimum/General Experience

A minimum of eight (8) years of experience in this area with at least five (5) years performing administrative and clerical duties.

Functional Responsibility

The candidate will perform diversified clerical, administrative, and general office duties of a highly responsible and confidential nature to senior management. This position requires knowledge of applicable policies, procedures, operations and organization. This position also requires high level of technical skills using automation tools including word processing and presentation graphics. General experience required includes ability to work independently. Strong oral and written skills are essential. Responsibilities: Communicates and/or coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records. Follows up on pending matters. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences, transcribes dictation, often of a technical and/or confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action. May provide supervision, training and guidance to lower level administrative assistants. May operate terminal and printer for data storage and retrieval.

Minimum Education

Bachelor's Degree or Equivalent Experience: "In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."

Intermediate Administrative Assistant

Minimum/General Experience

Three (3) Years' experience performing administrative and clerical duties.

Functional Responsibility

Communicates and/or coordinates instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records. Follows up on pending matters. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences, transcribes dictation, often of a technical and/or confidential nature. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action.

Minimum Education

Bachelor's Degree or Equivalent Experience: "In lieu of a Bachelor's Degree, participants may substitute: (1) an Associate's Degree and two additional years of related experience, (2) a High School Diploma and four additional years of related experience."

Sr. Program Analyst**Minimum/General Experience**

10 years' experience developing and implementing policies, procedures and programs.

Functional Responsibility

Serves as a senior advisor in the development and implementation of programs for the region, working across the agency and with key interagency, state, and local government and Law Enforcement partners, community, stakeholder, and interest groups. Advises and participates with the Directors and Deputy Directors in developing field support programs to support community efforts, to include program management and planning to support recruiting, training, reporting structures, partnerships, logistics and administrative requirements, and interagency coordination in the field. Manages resources provided by the agency's budget and interagency agreements to include contracts for staff support, innovation and production of materials. Keeps abreast of new policies, procedures, regulations, directives, and recommends changes to the agency.

Minimum Education

Bachelor's Degree of Arts or Science

Program Analyst**Minimum/General Experience**

Seven (7) years' experience implementing programs and procedures.

Functional Responsibility

Assist Senior Program Analyst in the development and implementation of programs for the region, working across the agency and with key interagency, state, and local government and Law Enforcement partners, community, stakeholder, and interest groups. Participates with the Directors and Deputy Directors in developing field programs to support community efforts, to include program management and planning to support recruiting, training, reporting structures, partnerships, logistics and administrative requirements, and interagency coordination in the field. Manages resources provided by the agency's budget and interagency agreements to include contracts for staff support, innovation and production of materials. Keeps abreast of new policies, procedures, regulations, directives, and recommends changes to the agency.

Minimum Education

Bachelor's Degree of Arts or Science

Program Analyst, Jr.**Minimum/General Experience**

Five (5) years' experience implementing programs and procedures.

Functional Responsibility

Assist Program Analyst in the development and implementation of programs for the region, working across the agency and with key interagency, state, and local government and Law Enforcement partners, community, stakeholder, and interest groups. Provides support to the Directors and Deputy Directors in developing field programs to support community efforts, to include program management and planning to support recruiting, training, reporting structures, partnerships, logistics and administrative requirements, and interagency coordination in the field. Keeps abreast of new policies, procedures, regulations, directives.

Minimum Education

Bachelor's Degree of Arts or Science

CVE Strategic Analyst**Minimum/General Experience**

Six (6) Years' experience Program development and management: Develop, manage, and execute strategic engagement and outreach initiatives that tailor and implement national level priorities and programs to the state and local level and provide ongoing analysis and assessments of state and local needs and priorities to federal partners.

Functional Responsibility

CVE Strategic Analyst will lead the development and implementation of a community outreach program for his/her region or major metropolitan area, working with key federal agencies, state and local government and law enforcement partners, community, stakeholder, and interest groups to counter violent extremism and support community resilience efforts. The Analyst will serve as a Coordinator for CVE efforts among law enforcement entities, other Federal Agencies in the local area, state & local social services/Health Departments, non-profit organizations and community groups to advance community engagement efforts to counter violent extremism. The work will demand extensive contact with numerous organizations, community groups, schools and educational groups, non-profit and faith-based organizations, government agencies and members of the public. These positions require excellent communication skills and sensitivity to the needs of the various groups.

Minimum Education

Bachelor's Degree of Arts or Science

Policy Analyst

Minimum/General Experience

A minimum of five (5) years of directly related Policy Analysis experience

Functional Responsibility

Performs a variety of policy research and analyses of control strategies and relevant laws, and the impact of these strategies and laws on public health, public health polices, and stakeholders. Review policy, legal and/or economic research and analyses, and report findings in draft option papers, white papers, and/or memoranda that inform and support agency efforts to identify and develop specific policy approaches and options. Review policy, legal, and/or economic research analyses, and report findings in draft policy option papers, white papers, and/or memoranda that inform and support agency efforts to identify and develop specific policy approaches and options. Review draft internal and external agency documents for potential implications. Review and provide comments on, and propose edits to agency documents that address policy questions and options.

Minimum Education

Bachelor’s Degree in the Arts or Science

LABOR CATEGORY CROSSWALK

<i>Labor Category</i>	<i>Equivalency</i>
Sr. Program Analyst	Equivalent to Project Manager III
Program Analyst	Equivalent to Project Manager II
Program Analyst, Jr.	Equivalent to Project Manager I
CVE Strategic Analyst	Equivalent to Business Analyst, Sr.

2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic only
5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
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
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes
10. Foreign items (list items by country of origin): Not applicable
- 11a. Time of Delivery: To be determined at the task order level
- 11b. Expedited Delivery. To be determined at the task order level
- 11c. Overnight and 2-day delivery. To be determined at the task order level
- 11d. Urgent Requirements. To be determined at the task order level
12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as company address
- 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(es): Same as company address
15. Warranty provision. Contractor's standard commercial warranty.
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Will accept above \$25k
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. Section 508 compliance information: N/A
25. Data Universal Numbering System (DUNS) number: 809163319
26. Notification regarding registration in SYSTEM FOR AWARD MANAGEMENT (SAM) database:
Registered and Active in SAM

AWARDED PRICELIST

SIN/NAICS	POSITION	SITE	YEAR 4	YEAR 5
			Aug 2020 – Aug 2021	Aug 2021 – Aug 2022
54151S	Project Management Specialist	Contractor	\$106.77	\$108.91
54151S	Project Management Specialist	Customer	\$104.17	\$106.26
54151S	Program Manager I	Both	\$132.34	\$134.98
54151S	Sr. Business Analyst	Both	\$111.02	\$113.24
54151S	Business Analyst	Both	\$93.25	\$95.11
54151S	Technical Writer	Both	\$64.62	\$65.92
54151S	CPIC Subject Matter Expert	Both	\$150.92	\$153.94
54151S	Procurement Analyst	Both	\$97.95	\$99.91
54151S	Contract Specialist IV	Both	\$108.48	\$110.65
54151S	Consultant Policy Analyst	Both	\$128.22	\$130.79
54151S	Policy Analyst	Both	\$98.09	\$100.05
54151S	Policy Assistant	Both	\$88.09	\$89.86
54151S	Expert Computational/Mathematical Modeler	Both	\$111.42	\$113.65
54151S	Lead Analyst Support	Both	\$95.11	\$97.01
54151S	Operational Support	Both	\$47.30	\$48.25
54151S	Operational Analyst Support	Both	\$69.71	\$71.11
54151S	FOIA/Records Management Analyst	Both	\$91.38	\$93.20
54151S	Graphic Artist Level II	Both	\$70.32	\$71.73
54151S	Administrative Assistant Level II**	Both	\$54.61	\$55.70
54151S	Administrative Assistant Level III**	Both	\$60.20	\$61.40
54151S	Technical Writer III**	Both	\$80.00	\$81.60
54151S	Program Manager II	Both	\$141.75	\$144.58
54151S	Senior Administrative Assistant**	Both	\$84.26	\$85.94
54151S	Intermediate Administrative Assistant**	Both	\$68.51	\$69.88
54151S	Sr. Program Analyst	Both	\$133.76	\$136.44
54151S	Program Analyst	Both	\$125.86	\$128.38
54151S	Program Analyst, Jr.	Both	\$86.36	\$88.09
54151S	CVE Strategic Analyst	Both	\$131.65	\$134.29

Service Contract Labor Standards Matrix:

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
Administrative Assistant Level II	01020-Administrative Assistant	15-4281
Administrative Assistant Level III	01020-Administrative Assistant	15-4281
Senior Administrative Assistant	01020-Administrative Assistant	15-4281
Intermediate Administrative Assistant	01020-Administrative Assistant	15-4281
Technical Writer III	30461- Technical Writer III	15-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).