General Services Administration
Federal Acquisition 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

Professional Services Schedule (PSS)
Industrial Group: 00CORP, Class R703, R704 & R499

Contract Number: GS-00F-350GA

For more information on ordering from Federal Supply Schedules click here: http://www.gsa.gov/eligibilitytouse

Contract Period: August 29, 2017 – August 28, 2022

Trilogy Federal, LLC
6507 Haystack Road
Alexandria, VA 22310
Telephone: 856-217-8282
Fax: 888-247-4221
www.trilogyfederal.com

Business Size/Status: Small, Veteran-Owned, Service-Disabled Business

Prices shown herein are NET (discount deducted).
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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
Please refer to page #4 and GSA eLibrary (www.gsaelibrary.gsa.gov) for detailed SIN descriptions

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>520-8</td>
<td>520-8RC</td>
<td>Complementary Audit Services</td>
</tr>
<tr>
<td>520-11</td>
<td>520-11RC</td>
<td>Accounting</td>
</tr>
<tr>
<td>520-12</td>
<td>520-12RC</td>
<td>Budgeting</td>
</tr>
<tr>
<td>520-13</td>
<td>520-13RC</td>
<td>Complementary Financial Management Services</td>
</tr>
<tr>
<td>520-21</td>
<td>520-21RC</td>
<td>Program Management Services</td>
</tr>
<tr>
<td>874-1</td>
<td>874-1RC</td>
<td>Integrated Consulting Services</td>
</tr>
<tr>
<td>874-7</td>
<td>874-7RC</td>
<td>Integrated Business Program Support Services</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #13

1c. Labor Category Descriptions: Please refer to page #8

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Same as company address

6. Discount from List Price: Government net prices, discounts already deducted

7. Quantity Discounts:
   - 1% off 1st $1M for orders > $1.1M
   - 2% off 1st $1M for orders > $1.5M
   - 3% off 1st $1M for orders > $1.75M
   - 5% off 1st $1M for orders > $2M

8. Prompt Payment Terms: 0%, Net 30 days

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: Contact Contractor

11c. Overnight and 2-Day Delivery: Contact Contractor

11d. Urgent Requirement: Contact Contractor

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

13a. Ordering Address: Same as Contractor

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Same as company address
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): Contact Contract Administrator
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/: Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number: 830206749
26. Trilogy Federal, LLC is registered in the System for Award Management (SAM).
CONTRACT OVERVIEW

GSA awarded Trilogy Federal, LLC a GSA Federal Supply Schedule contract for Professional Services Schedule (PSS), Contract No. GS-00F-350GA. The current contract period is August 29, 2017 – August 28, 2022. 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

Matthew Magazu
Trilogy Federal, LLC
6507 Haystack Road
Alexandria, VA 22310
Telephone: 856-217-8282
Fax Number: 888-247-4221
Email: matt.magazu@trilogyfederal.com

MARKETING AND TECHNICAL POINT OF CONTACT

Eric McNutt
Trilogy Federal, LLC
6507 Haystack Road
Alexandria, VA 22310
Telephone: 703-623-4862
Fax Number: 888-247-4221
Email: eric.mcnutt@trilogyfederal.com

COMPANY OVERVIEW

Established in 2009, Trilogy Federal is a verified service-disabled, veteran-owned small business (SDVOSB) providing financial management and management consulting services to the Federal government. Trilogy has an extensive and distinctive history helping Federal clients achieve their financial and business management goals. Our leadership team has over 60 years combined experience supporting Federal financial management initiatives. Our professional staff specializes in federal financial management and maintains certifications in several relevant programs such as the Program Management Professional (PMP), Certified Public Accountant (CPA) and the Certified Government Financial Manager (CGFM). Full system development life cycle support or targeted subject matter expert assistance, we have a proven track record of successful implementations for agencies large and small.

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Professional 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.

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. Trilogy Federal, LLC has been awarded a contract by GSA to provide services under the following SINs:

- SIN 520-8 Complementary Audit Services
- SIN 520-11 Accounting
- SIN 520-12 Budgeting
- SIN 520-13 Complementary Financial Management Services
- SIN 520-21 Program Management Services
- SIN 874-1 Integrated Consulting Services
- SIN 874-7 Integrated Business Program Support Services

A full description of each SIN definition is provided below:

**SIN 520-8 – Complementary Audit Services**

Other services performed by auditors including assist in developing questions for use at hearings, develop methods and approaches in evaluating a new or proposed program and forecast potential program outcomes.

**SIN 520-11 – Accounting**

Transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions, special studies to improve accounting operations.

**SIN 520-12 – Budgeting**

Assess and improve the budget formulation and execution processes, conduct special reviews to resolve budget formulation or budget execution issues, provide technical assistance to improve budget preparation or execution processes.

**SIN 520-13 – Complementary Financial Management Services**

Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

**SIN 520-21 – Program Management Services**

Encompasses the management of financial and business solutions programs and projects and includes but is not limited to program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

**SIN 874-1 – Integrated Consulting Services**

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation.

- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

**SIN 874-7 – Integrated Business Program Support Services**

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:
- All phases of program or project management, from planning to closeout.
- Operational/administrative business support services in order to carry out program objectives.
GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Trilogy Federal, LLC 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, follow these simple steps:

<table>
<thead>
<tr>
<th>Orders under the Micro-Purchase Threshold ($3,500)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select the contractor best suited for your needs and place the order.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orders in-between the Micro-Purchase Threshold ($3,500) and the Simplified Acquisition Threshold ($150,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</td>
</tr>
<tr>
<td>• Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors.</td>
</tr>
<tr>
<td>• Evaluate, then make a &quot;Best Value&quot; determination.</td>
</tr>
<tr>
<td><strong>Note:</strong> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Orders over the Simplified Acquisition Threshold ($150,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Seek price reductions.</td>
</tr>
<tr>
<td>• 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)).</td>
</tr>
<tr>
<td><strong>Note:</strong> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</td>
</tr>
</tbody>
</table>

### Developing a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### Preparing a Request for Quote (RFQ)

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

<table>
<thead>
<tr>
<th>Education Level 1</th>
<th>Education Level 2</th>
<th>Equals</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S. Diploma + 2 years additional experience</td>
<td>Bachelor’s Degree</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>H.S. Diploma + 4 years additional experience</td>
<td>Bachelor’s Degree</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>Bachelor’s Degree + 2 years additional experience</td>
<td>Bachelor’s Degree</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>Master’s Degree + 3 years additional experience</td>
<td>Bachelor’s Degree</td>
<td>Associate’s Degree</td>
</tr>
</tbody>
</table>

Education Substitutions:

<table>
<thead>
<tr>
<th>Education Level 1</th>
<th>Education Level 2</th>
<th>Equals</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Ph.D. may be substituted for three years of required experience with a Master’s Degree</td>
<td>with a Bachelor’s Degree.</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>A Master’s Degree may be substituted for two years of required experience with a Bachelor’s Degree.</td>
<td></td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>A Bachelor’s Degree may be substituted for four years of required experience with a H.S. Diploma.</td>
<td></td>
<td>Bachelor’s Degree</td>
</tr>
</tbody>
</table>

**Job Title: Technical Specialist III**

**Minimum / General Experience:** Twelve (12) years

**Functional Responsibilities:**

Provides technical, functional, and consultant expertise for problem definition, analysis, requirements development and implementation for complex to extremely complex systems or issues. Makes recommendations and advises on organization-wide process or system improvements, optimization or maintenance efforts in integrated financial management systems. Specifically: business process improvement, risk management/electronic analysis, and capable of providing complex statistical modeling and analysis. Advises on organization-wide system improvements, optimization or maintenance efforts in integrated complex to extremely complex financial management systems and provides expert advice, research analysis and offers recommendations based off results.

**Minimum Education:** Bachelor’s Degree

**Job Title: Technical Specialist I**

**Minimum / General Experience:** Eight (8) years

**Functional Responsibilities:**

Develops requirements from a project's inception to its conclusion in the subject matter area for simple to moderately complex processes and systems. Assists other senior staff with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management systems. Provides technical, functional, and consultant expertise on advanced and state-of-the-art methods, theories, and techniques required in the investigation and solution of complex planning, design, and/or implementation problems. Advises on organization-wide system improvements, optimization or maintenance efforts in integrated financial management systems. Provides expert advice, and research analysis.

**Minimum Education:** Bachelor’s Degree

**Job Title: Project Manager III**

**Minimum / General Experience:** Eight (8) years

**Functional Responsibilities:**

Senior project manager responsible for managing the technical and business aspects of large and/or multi-disciplined projects at diverse locations. Organizes, directs, and coordinates planning and production of all contract support activities. Responsible for managing performance requirements, cost, schedule and quality of multiple projects. Coordinates the technical and business aspects of projects with client personnel to ensure priorities are established and objectives are met. Formulates and reviews strategic plans and deliverable items, determines contract costs, and
ensures conformance with standards. Assigns, schedules, and reviews work of subordinates. Explains policies, purpose, and goals of the organization to subordinates. May be responsible for managing other project managers to achieve project goals.

**Minimum Education:** Bachelor’s Degree

**Job Title:** Project Manager II

**Minimum / General Experience:** Six (6) years

**Functional Responsibilities:**
Responsible for managing the technical and business aspects of single discipline projects. In addition to having the technical experience and qualifications in the respective field, possesses skills in budget control, schedule control and resource allocation. Responsible for the completion of assigned projects within budgetary and scheduling guidelines. Leads project team assigned for the duration of a project or may function as ongoing lead within a group associated with one or more engagement areas. Coordinates all technical and business aspects of the project including client interface, presentations – both technical and executive presentations. Coordinates all external client and subcontractors as well as internal functional requirements for the project.

**Minimum Education:** Bachelor’s Degree

**Job Title:** Project Manager I

**Minimum / General Experience:** Three (3) years

**Functional Responsibilities:**
Responsible for managing the technical and business aspects projects of a single discipline projects. Responsible for assisting in the completion of assigned projects within budgetary and scheduling guidelines. May function as ongoing lead within a group associated with one or more engagement areas. Assists in the coordination of all technical and business aspects of the project including client interface, presentations – both technical and executive presentations.

**Minimum Education:** Bachelor’s Degree

**Job Title:** Analyst V

**Minimum / General Experience:** Eight (8) years

**Functional Responsibilities:**
Serves as a leader of a group of senior analysts working in concert to systematically integrate business, cost estimating and financial management processes to improve program operations and performance. Responsible for performing management assignments under the direction of more senior staff. May oversee small project teams or paraprofessional and/or clerical personnel performing short-term tasks or assignments within tasks. Formulates strategic financial plans, prepares cost estimates and executable budgets. Assesses products and or procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Performs a variety of tasks that require both practical and specialized experience, including high-level analysis of financial and management processes, information or regulations. Serves as a fully experienced analyst on all assignments relating to client concerns. Performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations. Identifies procedural problems in program operations, using quantitative or qualitative methods. Proposes solutions to problems. May provide training and technical supervision to less experienced staff.

**Minimum Education:** Bachelor’s Degree
Job Title: Analyst IV

Minimum / General Experience: Five (5) years

Functional Responsibilities:
Serves as a leader of a group of analysts working in concert to systematically integrate business, cost estimating and financial management processes. Formulates strategic financial plans, prepares cost estimates and executable budgets. Assesses products and or procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Performs a variety of tasks that require both practical and specialized experience, including analysis of financial processes, information or regulations. Serves as a fully experienced analyst on all assignments relating to client concerns. Performs analysis and advisory assignments related to the effectiveness of programs and/or the efficiency of the management of operations.

Minimum Education: Bachelor’s Degree

Job Title: Analyst III

Minimum / General Experience: Three (3) years

Functional Responsibilities:
Serves as a member of a group of senior analysts working in concert to systematically integrate business, cost estimating and financial management processes to improve program operations and performance. Assists in the formulation of strategic financial plans, prepares cost estimates and executable budgets. Assesses products and or procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Executes approach developed by project team leaders. Assists in developing draft methodology and procedural documents, assessments, summaries, evaluations and results reporting. Conducts research, gathers and analyzes relevant information, produces concise, accurate and timely reports based on analysis. Implements management tools as necessary to achieve objectives. Works independently with very broad direction from senior personnel.

Minimum Education: Bachelor’s Degree

Job Title: Analyst II

Minimum / General Experience: Two (2) years

Functional Responsibilities:
Serves as a member of a group of analysts working in concert to systematically integrate business, cost estimating and financial management processes to improve program operations and performance. Assists in preparation of financial plans, cost estimates and executable budgets. Assesses products and or procedures for compliance with government standards, accounting principles, internal controls, and system application standards. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Provides special functional or technical expertise in general organization, and business improvement services. Manages data and performs validation and testing of models to improve methods of performance while effectively allocating resources. Assists with training of junior team members and contributes to production of reports, presentations and other deliverables.

Minimum Education: Bachelor’s Degree
Job Title: Analyst I

Minimum / General Experience: One (1) year

Functional Responsibilities:
Serves as a junior member of group of analysts who systematically integrate business, cost estimating and financial management processes to improve program operations and performance. Supports the formulation of strategic financial plans, prepares cost estimates and executable budgets. Ensures that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Minimum Education: Bachelor’s Degree

Job Title: Consultant III

Minimum / General Experience: Two (2) years

Functional Responsibilities:
Serves as a leader ensuring that a group of consultants are working in concert to systematically integrate business, cost estimating and financial management processes to improve program performance. Assists other senior staff with analysis, evaluation and preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management and enterprise operational improvement. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Minimum Education: Bachelor’s Degree

Job Title: Consultant I

Minimum / General Experience: Zero (0) years

Functional Responsibilities:
Assists senior staff with analysis, evaluation and preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in integrated financial management and enterprise operational improvement. Manages completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Minimum Education: Bachelor’s Degree

Job Title: Junior Consultant III

Minimum / General Experience: Two (2) years

Functional Responsibilities:
Serves as a member of a group of consultants are working in concert to systematically integrate business, cost estimating and financial management processes to improve program performance by gathering, analyzing, and composing technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Could monitor and track obligation and expenditure of funds, detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to decision makers. Under supervision, is able to assess products and procedures for compliance with government standards, accounting principles and system application standards. Ensures that tasks are completed in the time frame specified by the client.

Minimum Education: Associate’s Degree
Job Title: Junior Consultant II

Minimum / General Experience: One (1) year

Functional Responsibilities:
Serves as a junior member of group of consultants and gathers and composes technical information. Assists senior members of the team in monitoring and tracking obligations and expenditure of funds. Under supervision, must be able to assess products and procedures for compliance with government standards, accounting principles and system application standards. Ensures that tasks are completed in the time frame specified by the client and assists in the preparation of milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Minimum Education: Associate’s Degree

Job Title: Junior Consultant I

Minimum / General Experience: Zero (0) years

Functional Responsibilities:
Serves as a junior member of group of consultants who are working together to systematically integrate business, cost estimating and financial management processes. Possesses a general understanding of business operations. Under supervision, assesses products and procedures for compliance with government standards for systems and financial management principles.

Minimum Education: Associate’s Degree
## GSA HOURLY RATES FOR SERVICE, W/IFF

### Labor Category Pricing Years 1 - 5

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</thead>
<tbody>
<tr>
<td>520-8, 520-11, 520-12, 520-13, 520-21, 874-1, 874-7</td>
<td>Technical Specialist III</td>
<td>Customer</td>
<td>$184.90</td>
<td>$188.78</td>
<td>$192.74</td>
<td>$196.79</td>
<td>$200.92</td>
</tr>
<tr>
<td>520-8, 520-11, 520-12, 520-13, 520-21, 874-1, 874-7</td>
<td>Technical Specialist I</td>
<td>Customer</td>
<td>$133.98</td>
<td>$136.79</td>
<td>$139.67</td>
<td>$142.60</td>
<td>$145.59</td>
</tr>
<tr>
<td>520-8, 520-11, 520-12, 520-13, 520-21, 874-1, 874-7</td>
<td>Project Manager III</td>
<td>Customer</td>
<td>$190.24</td>
<td>$194.24</td>
<td>$198.32</td>
<td>$202.48</td>
<td>$206.73</td>
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**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to 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 SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.