



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
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 is available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <http://www.GSAAdvantage.gov>.

**Professional Services Schedule (PSS)**

**Mission-Oriented Business Integrated Services (MOBIS)**

**Federal Supply Schedule 874**

**Contract Number: GS-02F-0120S**

The Special Item Number (SIN) supported under this contract is:

**SIN 874-4: Training Services**

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

**Period Covered by Contract: April 4, 2016 through April 3, 2021**

KeyBridge Technologies, Inc.  
4415 Highline Boulevard  
Oklahoma City, OK 73108  
405.213.1880 (voice)  
405.213.1881 (facsimile)  
1.888.488.5388 (toll free)  
[www.KeyBridgeTI.com](http://www.KeyBridgeTI.com)  
[GSA69@KeyBridgeTI.com](mailto:GSA69@KeyBridgeTI.com)

(Current through Modification CM-A492,  
Schedule PSS Refresh 24, Effective February 5, 2016,  
and Amendment/Modification No. PO-0024, Option to  
Extend the Term of the Contract, Dated April 4, 2016)

Business Size: Other than Small Business



## CUSTOMER INFORMATION

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**1a. Awarded Special Item Number**

SIN 874-4: Training Services. See pages 6-17 for Labor Category Descriptions and pages 18-19 for Hourly Rates.

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**1b. Lowest Price Model Number and Price for Each SIN**

(Government net price based on a unit of one)

SIN            Model                            Price

Not Applicable

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**1c. Hourly Rates**

See pages 6-17 for Labor Category Descriptions and pages 18-19 for Hourly Rates.

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**2. Maximum Order**

\$1,000,000.00.

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**3. Minimum Order**

\$100.00.

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**4. Geographic Scope of Contract**

48 contiguous states and the District of Columbia.

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**5. Production Points and Statement Concerning Foreign Produced Items**

Not Applicable.

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**6. Discount from List Prices**

Prices shown herein are Net Prices.

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**7. Quantity Discounts**

None.

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**8. Prompt Payment Terms**

Payment will be in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A- 125, Prompt Payment.

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**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold**

Yes.

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**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold**

No.



**10. Foreign Items**

None.

**11a. Time of Delivery**

Delivery will be as specified in individual task and delivery orders under this Federal Supply Schedule.

**11b. Expedited Delivery**

Not Applicable.

**11c. Overnight and 2-Day Delivery**

Not Applicable.

**11d. Urgent Requirements**

Not Applicable to services.

**12. FOB Point**

FOB Destination

**13a. Ordering Address**

KeyBridge Technologies, Inc.  
4415 Highline Boulevard  
Oklahoma City, OK 73108  
Telephone: (405) 213-1880  
FAX: (405) 213-1881  
E-mail: GSA69@KeyBridgeTI.com

**13b. Ordering Procedures**

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) can be found in Federal Acquisition Regulation (FAR) 8.405-3 and at <http://www.gsa.gov/portal/content/200429>.

**14. Payment Address**

Via Mail or Courier Service	Via Wire/ACH
KeyBridge Technologies, Inc. 4415 Highline Boulevard Oklahoma City, OK 73108	First Fidelity Bank P.O. Box 32282 Oklahoma City, OK 73123 Routing Number: 103002691 Account Number: 2000083188

**15. Warranty Provisions**

Not Applicable to services.

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**16. Export Packing Charges**

Not Applicable.

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**17. Terms and Conditions of Government Purchase Card Acceptance**

None.

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**18. Terms and Conditions of Rental, Maintenance, and Repair**

Not Applicable.

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**19. Terms and Conditions of Installation**

Not Applicable.

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**20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from Price Lists**

Not Applicable.

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**20a. Terms and Conditions for Any Other Services**  
**(1) Open Market Items**

All open market items required for the performance of services will be reimbursed by the ordering activity at actual cost plus an administrative charge. The administrative charge will be negotiated on a task-by-task basis.

**(2) Travel**

KeyBridge may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency and will include any applicable KeyBridge administrative charge or can be priced as a fixed price item on orders placed under the multiple award schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee (IFF) does NOT apply to travel and per diem charges.

**(3) Government/Contractor Rates**

**Contractor Site Rate**

The contractor site rate is appropriate for orders when the normal place of performance is located at a contractor facility. KeyBridge will provide the necessary office/work space, normal office supplies, and standard office equipment, e.g., computers, printers, copiers, etc., required to perform the ordered services. Required equipment or supplies that are non-standard items will be acquired by KeyBridge after authorization by the ordering activity. Non-standard items are not included in the hourly rates.

### **Government Site Rate**

The Government site rate is appropriate when personnel are or will be performing on a Government site. The Government site rate is contingent upon the Government providing facilities, normal office supplies, and all equipment required to perform the services at the agency site. If necessary equipment or supplies are unavailable, and upon authorization by the ordering activity and set forth in the task order, KeyBridge will obtain such equipment and supplies and the ordering activity will reimburse KeyBridge in accordance with the Open Market Items paragraph above.

### **(4) Work Hours**

All services will be performed during the agency's normal prime shift working hours if services are performed at the Government site. For services performed at a KeyBridge (contractor) facility, the normal working hours of the KeyBridge facility will be observed.

### **(5) Overtime Rates**

The labor rates in the Schedule should not vary by virtue of the contractor having worked overtime. For services subject to the Service Contract Act (as identified by the Ordering Activity), the labor rates in the Schedule will vary as governed by labor laws (usually assessed at time and one-half of the labor rate).

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#### **21. List of Service and Distribution Points**

Not Applicable.

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#### **22. List of Participating Dealers**

Not Applicable.

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#### **23. Preventive Maintenance**

Not Applicable.

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#### **24a. Special Attributes Such as Environmental Attributes (e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollutants)**

Not applicable.

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#### **24b. Section 508 Compliance**

If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).

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#### **25. Data Universal Number System (DUNS) Number**

125944442

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#### **26. System for Award Management**

<https://www.sam.gov/portal/public/SAM/>

## LABOR CATEGORIES – DESCRIPTIONS AND REQUIREMENTS

### Program Manager

**Description:** Acts as the overall lead, manager, and administrator for the contract effort:

- Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues.
- Supervises program/project operations by developing procedures; planning and directing execution of the technical, programming, maintenance, and administrative support effort; and monitoring and reporting progress.
- Manages acquisition and employment of program/project resources.
- Manages and controls financial and administrative aspects of the program/project with respect to contract

**Requirements:** Master's degree in discipline relevant to project or management and 10 years of management and supervisory experience including performance in the area required by the relevant project OR a Bachelor's degree in discipline relevant to project or management and 12 years of management and supervisory experience including performance in area required by the relevant project.

### Program Analyst

**Description:** Acts as assistant to the Program Manager and as administrative manager for the contract effort:

- Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues.
- Implements procedures; plans and directs administrative support effort; and monitoring and provides periodic reports on progress.
- Manages acquisition of program resources.
- Manages financial and administrative reporting aspects of the program.
- Responsible for quality assurance of projects assigned.



- Responsible for informing the Project Manager of issues, concerns or problems that may impact the schedule, quality of services/products or scope.

**Requirements:** Bachelor's degree in discipline relevant to project or management and four years of experience including performance in the area required by the relevant project.

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### **Project Manager**

**Description:** Provides primary point of contact to customer and holds responsibility for all aspects of project performance. Resolves technical and administrative issues. Coordinates with customer project principals and technical personnel to verify and ensure successful completion of tasking. Assigns project staff, allocates time and facility resources; establishes project milestones and ensures that they are met. Prepares/approves project reports for management, client, or others. Oversees the completion of all tasks within contractual requirements and budgetary constraints.

**Requirements:** BS/BA in discipline pertinent to project or management and 6 years related experience. Experience must include supervisory responsibilities.

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### **Project Analyst**

**Description:** Responsible for monitoring and tracking project costs, schedules, and timelines/project milestones. As directed by the Project Manager prepares and/or updates management plans or technical work plans, schedules and budgets. When assigned a task lead role, reports directly to the Project Manager for project related issues. Responsible for quality assurance of projects assigned. Responsible for informing the Project Manager of issues, concerns or problems that may impact the schedule, quality of services/products or scope.

**Requirements:** Bachelor's degree with at least one year of relevant experience. Knowledge of a variety of software packages to include, but not limited to Microsoft Office Suite and Microsoft Project.

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### **E-Learning Architect**

**Description:** Manages the design, development, and implementation of various modules of enterprise learning management. Recognized as technical leader in the field of e-learning. Demonstrates expertise in e-learning concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist.



**Requirements:** Ph.D. in instructional technology or related field and 10 years' experience in distance learning or equivalent experience.

### **Instructional Systems Designer I**

**Description:** Coordinates, develops, writes, and programs materials for varied projects based on particular client specifications under supervision of project manager or more experienced ISD.

**Requirements:** Master's degree in instructional design or related field OR Bachelor's degree and 2 years of experience in instructional design.

### **Instructional Systems Designer II**

**Description:** Develops training solutions using the ISD methodology. Conducts needs analysis, develops design plans for paper, IVT, Video, CBT and WBT that includes developing learning objectives, determining functionality & navigation strategies, documenting minimum technical specifications (user & client), determine learning strategies and content flow, determine testing/evaluation requirements & interactivity, and planning the CMI functionality. Develops courseware and designs and implements evaluation plans.

**Requirements:** Master's degree and 2 years of experience in instructional design OR Bachelor's degree and 4 years of experience in instructional design.

### **Instructional Systems Designer III**

**Description:** Develops training solutions using the ISD methodology. Conducts needs analysis, develops design plans for paper, IVT, Video, CBT and WBT that includes developing learning objectives, determining functionality & navigation strategies, documenting minimum technical specifications (user & client), determine learning strategies and content flow, determine testing/evaluation requirements & interactivity, and planning the CMI functionality. Develops courseware and designs and implements evaluation plans.

Responsible for the performance and completion of assigned projects to schedule. Ensures quality and timeliness of product development and delivery. Counsels and mentors junior personnel in the development of products and services. Coordinates team members' efforts and reviews junior employees' work.

**Requirements:** Master's degree and 5 years of experience in instructional design OR Bachelor's degree and 7 years of experience in instructional design.

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### **Technical Writer I**

**Description:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to a supervisor or manager.

**Requirements:** Bachelor's degree in a related area and 1 to 2 years of experience in the field or in a related area.

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### **Technical Writer II**

**Description:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Requirements:** Bachelor's degree in a related area and 2 to 4 years of experience in the field or in a related area.

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### **Technical Writer III**

**Description:** Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Requirements:** Bachelor's degree in a related area and 4 to 6 years of experience in the field or in a related area.

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### **Media Specialist/Graphic Designer I**

**Description:** Produces graphic sketches, designs, and copy layouts for online content and company publications. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and



aesthetic design concepts. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a manager.

**Requirements:** Associate's degree or equivalent with 1 to 2 years of experience in the field or in a related area.

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### **Media Specialist/Graphic Designer II**

**Description:** Produces graphic sketches, designs, and copy layouts for online content and company publications. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

**Requirements:** Associate's degree or equivalent with at least 3 years of experience in the field or in a related area.

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### **Media Specialist/Graphic Designer III**

**Description:** Produces graphic sketches, designs, and copy layouts for online content and company publications. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Typically reports to a manager. A wide degree of creativity and latitude is expected.

**Requirements:** Associate's degree or equivalent and at least 4 years of experience in the field or in a related area.

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### **Network Administrator**

**Description:** Responsible for setting up and configuring network hardware and software, installing and configuring network media and connections, connecting user nodes and peripherals of all kinds to the network, adding users to and removing users from the network, managing user accounts, such as passwords, storage space, and file-access privileges, creating and maintaining a system for backing up data and program files, ensuring the security of the network, managing the organization's e-mail system, managing users' ability to access the Internet via the network, and training



users to utilize the network's resources. In addition, the Network Administrator oversees migration to the LMS and provides access to the user group.

**Requirements:** Associate's degree or equivalent in computer science, network administration, or a related field and at least 2 years of demonstrable real-world experience with computer networks. Certification in one or more networking technologies, such as Windows NT, Windows 2000, NetWare, or one or more Cisco products.

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### **Computer Programmer I**

**Description:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a project lead.

**Requirements:** Associate's degree in a related area and at least 2 years of experience in the field or in a related area.

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### **Computer Programmer II**

**Description:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a project lead or manager. A certain degree of creativity and latitude is required.

**Requirements:** Associate's degree in a related area and 2 to 5 years of experience in the field or in a related area.

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### **Computer Programmer III**

**Description:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. May report directly to the project manager. A wide degree of creativity and latitude is expected.

**Requirements:** Bachelor's degree and 3 to 7 years of experience in the field or in a related area.

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### **Computer Programmer IV**

**Description:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. May report directly to the project manager. A wide degree of creativity and latitude is expected.

**Requirements:** Bachelor's degree and 6 to 9 years of experience in the field or in a related area.

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### **SME/Instructor/Facilitator**

**Description:** Instructs trainees to acquire and develop the skills needed to carry out their jobs. Delivers instructional content for organizations in either a classroom or an alternative learning environment. The delivery can be either synchronous or asynchronous web-based learning environment. The instructor employs multiple training delivery methodologies to meet project-specific requirements, such as lecture, case study, gaming, practical demonstration, coaching, mentoring, videos, role play, or simulation. Training could cover practical or technical skills, people-based skills, personal development, management skills or any specific custom skills required by the client. Instructors may also be involved in assessing the performance of trainees.

**Requirements:** Bachelor's degree or training certificate and at least 3 years of experience in the training field. Skills include: good platform skills, motivation, knowledgeable of subject area, and understanding of how people learn.

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### **Senior SME/Instructor-Facilitator**

**Description:** Manages or serves as the lead instructor for a team of training instructors. Analyzes training requirements and course materials to ensure all objectives are met. Delivers instructional content for organizations in either a classroom or an alternative learning environment. The delivery can be either synchronous or asynchronous web-based learning environment. This individual employs multiple training delivery methodologies to meet project-specific requirements, such as lecture, case study, gaming, practical demonstration, coaching, mentoring, videos, role play, or simulation. Training could cover practical or technical skills, people-based skills, personal development, management skills or any specific custom skills required by the client. Instructors may also be involved in assessing the performance of trainees.

**Requirements:** Master's or Bachelor's degree and at least 6 years of experience in the training field. Skills include: good platform skills,



motivation, and knowledge of subject area, and understanding of how people learn.

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### **Quality Assurance Manager**

**Description:** Defines and implements IT quality assurance practices and procedures. Manages a group of quality assurance analysts who test, evaluate, and validate IT initiatives and identify issues in software or services. Analyzes discrepancies in service or performance and makes recommendations for product or service updates. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

**Requirements:** Bachelor's degree with at least 7 years of experience in the field.

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### **Video Production Specialist**

**Description:** Maintains and operates video equipment, edits select footage, and stays up-to-date with all new technological advances. Familiar with standard concepts, practices, and procedures within the video production field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Requirements:** Bachelor's degree in area of specialty and 2 to 4 years of experience in the field or in a related area.

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### **Knowledge Engineer I**

**Description:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

**Requirements:** Bachelor's degree in engineering and 1 to 2 years of experience in the field or in a related area.

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### **Knowledge Engineer II**

**Description:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to



development and design to improve quality of products and/or procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

**Requirements:** Bachelor's degree in engineering or related discipline and 3 to 6 years of experience in the field or in a related area.

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### **Knowledge Engineer III**

**Description:** Provides expert consultation in one or more areas for the design, development and implementation of technical products and systems. Recognized as technical leader and resource. Recommends alterations and enhancements to improve quality of products and/or procedures. Responsible for all internal activities and product development. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

**Requirements:** Bachelor's degree in engineering or related discipline and 7 to 10 years of experience in the field or in a related area.

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### **Applications Systems Analyst I**

**Description:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a project lead or manager.

**Requirements:** Bachelor's degree in a related area and 1 to 2 years of experience in the field or in a related area.

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### **Applications Systems Analyst II**

**Description:** Responsible for design, development, implementation, and analysis of technical products and systems. Performs engineering design evaluations. May develop a range of products. Recommends alterations to development and design to improve quality of products and/or procedures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a



variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

**Requirements:** Bachelor's degree in engineering or related discipline and 3 to 6 years of experience in the field or in a related area.

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### **Applications Systems Analyst III**

**Description:** Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to a project manager. A wide degree of creativity and latitude is expected.

**Requirements:** Bachelor's degree in a related area and at least 5 years of experience in the field or in a related area.

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### **Editor I**

**Description:** Writes, prepares, and/or reviews articles to be used in company publications. Coordinates the preparation of company publications, including articles, confirming artwork, verifying facts, giving final approval, etc. Implements and maintains editorial policies and standards. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Typically reports to a supervisor.

**Requirements:** Bachelor's degree in area of specialty and 1 to 2 years of experience in the field or in a related area.

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### **Editor II**

**Description:** Writes, prepares, and/or reviews articles to be used in company publications. Coordinates the preparation of company publications, including articles, confirming artwork, verifying facts, giving final approval, etc. Implements and maintains editorial policies and standards. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor.

**Requirements:** Bachelor's degree in area of specialty and 2 to 5 years of experience in the field or in a related area.

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### **Editor III**

**Description:** Writes, prepares, and/or reviews articles to be used in company publications. Coordinates the preparation of company publications, including articles, confirming artwork, verifying facts, giving final approval, etc. Develops, implements, and maintains editorial policies and standards. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

**Requirements:** Bachelor's degree in area of specialty and 4 to 7 years of experience in the field or in a related area.

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### **Clerk/Word Processor I**

**Description:** Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Requirements:** High school diploma or equivalent with 1 to 2 years of experience in the field or in a related area.

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### **Clerk/Word Processor II**

**Description:** Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

**Requirements:** High school diploma or equivalent with 2 to 5 years of experience in the field or in a related area.

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### **Clerk/Word Processor III**

**Description:** Responsible for performing daily office tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

**Requirements:** High school diploma or equivalent with at least 5 years of experience in the field or in a related area.

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### **Junior Software Quality Assurance**

**Description:** Develops, publishes, and implements test plans. Writes and maintains test automation. Develops quality assurance standards. Defines and tracks quality assurance metrics such as defect densities and open defect counts. Relies on experience and judgment to plan and accomplish goals. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

**Requirements:** Bachelor's degree and 2 to 4 years of experience coding software. Must have a working knowledge of quality assurance methodologies.

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### **Senior Software Quality Assurance**

**Description:** Develops, publishes, and implements test plans. Writes and maintains test automation. Develops quality assurance standards. Defines and tracks quality assurance metrics such as defect densities and open defect counts. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

**Requirements:** Bachelor's degree and at least 5 years of experience coding software. Must have a working knowledge of quality assurance methodologies.



<b>KeyBridge Technologies, Inc. GSA Schedule 874 Offered Price List</b>					
<b>Government Site Rates</b>	<b>Discount from Commercial Client Site Rate: 17.06%</b>				
	<b>Rates Effective Beginning:</b>				
<b>Skill / Labor Category</b>	<b>4/4/2016</b>	<b>4/4/2017</b>	<b>4/4/2018</b>	<b>4/4/2019</b>	<b>4/4/2020</b>
Program Manager	\$ 155.20	\$ 159.08	\$ 163.06	\$ 167.14	\$ 171.32
Program Analyst	\$ 100.12	\$ 102.62	\$ 105.19	\$ 107.82	\$ 110.52
Project Manager	\$ 112.95	\$ 115.77	\$ 118.66	\$ 121.63	\$ 124.67
Project Analyst	\$ 67.08	\$ 68.76	\$ 70.48	\$ 72.24	\$ 74.05
E-Learning Architect	\$ 143.85	\$ 147.45	\$ 151.14	\$ 154.92	\$ 158.79
Instructional Systems Designer I	\$ 55.90	\$ 57.30	\$ 58.73	\$ 60.20	\$ 61.71
Instructional Systems Designer II	\$ 75.62	\$ 77.51	\$ 79.45	\$ 81.44	\$ 83.48
Instructional Systems Designer III	\$ 94.18	\$ 96.53	\$ 98.94	\$ 101.41	\$ 103.95
Technical Writer I	\$ 59.18	\$ 60.66	\$ 62.18	\$ 63.73	\$ 65.32
Technical Writer II	\$ 71.88	\$ 73.68	\$ 75.52	\$ 77.41	\$ 79.35
Technical Writer III	\$ 83.17	\$ 85.25	\$ 87.38	\$ 89.56	\$ 91.80
Media Specialist / Graphic Designer I	\$ 61.67	\$ 63.21	\$ 64.79	\$ 66.41	\$ 68.07
Media Specialist / Graphic Designer II	\$ 73.52	\$ 75.36	\$ 77.24	\$ 79.17	\$ 81.15
Media Specialist / Graphic Designer III	\$ 92.38	\$ 94.69	\$ 97.06	\$ 99.49	\$ 101.98
Network Administrator	\$ 83.44	\$ 85.53	\$ 87.67	\$ 89.86	\$ 92.11
Computer Programmer I	\$ 64.88	\$ 66.50	\$ 68.16	\$ 69.86	\$ 71.61
Computer Programmer II	\$ 74.69	\$ 76.56	\$ 78.47	\$ 80.43	\$ 82.44
Computer Programmer III	\$ 93.22	\$ 95.55	\$ 97.94	\$ 100.39	\$ 102.90
Computer Programmer IV	\$ 105.89	\$ 108.54	\$ 111.25	\$ 114.03	\$ 116.88
SME/Instructor - Facilitator	\$ 102.71	\$ 105.28	\$ 107.91	\$ 110.61	\$ 113.38
Senior SME/Instructor - Facilitator	\$ 160.47	\$ 164.48	\$ 168.59	\$ 172.80	\$ 177.12
Quality Assurance Manager	\$ 116.61	\$ 119.53	\$ 122.52	\$ 125.58	\$ 128.72
Video Production Specialist	\$ 82.67	\$ 84.74	\$ 86.86	\$ 89.03	\$ 91.26
Knowledge Engineer I	\$ 66.81	\$ 68.48	\$ 70.19	\$ 71.94	\$ 73.74
Knowledge Engineer II	\$ 90.27	\$ 92.53	\$ 94.84	\$ 97.21	\$ 99.64
Knowledge Engineer III	\$ 124.94	\$ 128.06	\$ 131.26	\$ 134.54	\$ 137.90
Applications Systems Analyst I	\$ 63.28	\$ 64.86	\$ 66.48	\$ 68.14	\$ 69.84
Applications Systems Analyst II	\$ 82.67	\$ 84.74	\$ 86.86	\$ 89.03	\$ 91.26
Applications Systems Analyst III	\$ 99.12	\$ 101.60	\$ 104.14	\$ 106.74	\$ 109.41
Editor I	\$ 65.79	\$ 67.43	\$ 69.12	\$ 70.85	\$ 72.62
Editor II	\$ 77.81	\$ 79.76	\$ 81.75	\$ 83.79	\$ 85.88
Editor III	\$ 92.07	\$ 94.37	\$ 96.73	\$ 99.15	\$ 101.63
Clerk/Word Processor I	\$ 31.86	\$ 32.66	\$ 33.48	\$ 34.32	\$ 35.18
Clerk/Word Processor II	\$ 35.90	\$ 36.80	\$ 37.72	\$ 38.66	\$ 39.63
Clerk/Word Processor III	\$ 40.97	\$ 41.99	\$ 43.04	\$ 44.12	\$ 45.22
Software Quality Assurance Junior	\$ 61.04	\$ 62.57	\$ 64.13	\$ 65.73	\$ 67.37
Software Quality Assurance Senior	\$ 108.33	\$ 111.04	\$ 113.82	\$ 116.67	\$ 119.59



<b>KeyBridge Technologies, Inc. GSA Schedule 874 Offered Price List</b>					
<b>Contractor Site Rates</b>	<b>Discount from Commercial Contractor Site Rate: 17.06%</b>				
	<b>Rates Effective Beginning:</b>				
<b>Skill / Labor Category</b>	<b>4/4/2016</b>	<b>4/4/2017</b>	<b>4/4/2018</b>	<b>4/4/2019</b>	<b>4/4/2020</b>
<b>Program Manager</b>	\$ 218.99	\$ 224.46	\$ 230.07	\$ 235.82	\$ 241.72
<b>Program Analyst</b>	\$ 141.27	\$ 144.80	\$ 148.42	\$ 152.13	\$ 155.93
<b>Project Manager</b>	\$ 159.38	\$ 163.36	\$ 167.44	\$ 171.63	\$ 175.92
<b>Project Analyst</b>	\$ 94.61	\$ 96.98	\$ 99.40	\$ 101.89	\$ 104.44
<b>E-Learning Architect</b>	\$ 202.95	\$ 208.02	\$ 213.22	\$ 218.55	\$ 224.01
<b>Instructional Systems Designer I</b>	\$ 78.87	\$ 80.84	\$ 82.86	\$ 84.93	\$ 87.05
<b>Instructional Systems Designer II</b>	\$ 106.69	\$ 109.36	\$ 112.09	\$ 114.89	\$ 117.76
<b>Instructional Systems Designer III</b>	\$ 132.87	\$ 136.19	\$ 139.59	\$ 143.08	\$ 146.66
<b>Technical Writer I</b>	\$ 83.47	\$ 85.56	\$ 87.70	\$ 89.89	\$ 92.14
<b>Technical Writer II</b>	\$ 101.41	\$ 103.95	\$ 106.55	\$ 109.21	\$ 111.94
<b>Technical Writer III</b>	\$ 117.41	\$ 120.35	\$ 123.36	\$ 126.44	\$ 129.60
<b>Media Specialist / Graphic Designer I</b>	\$ 87.01	\$ 89.19	\$ 91.42	\$ 93.71	\$ 96.05
<b>Media Specialist / Graphic Designer II</b>	\$ 103.76	\$ 106.35	\$ 109.01	\$ 111.74	\$ 114.53
<b>Media Specialist / Graphic Designer III</b>	\$ 130.34	\$ 133.60	\$ 136.94	\$ 140.36	\$ 143.87
<b>Network Administrator</b>	\$ 117.63	\$ 120.57	\$ 123.58	\$ 126.67	\$ 129.84
<b>Computer Programmer I</b>	\$ 91.52	\$ 93.81	\$ 96.16	\$ 98.56	\$ 101.02
<b>Computer Programmer II</b>	\$ 105.39	\$ 108.02	\$ 110.72	\$ 113.49	\$ 116.33
<b>Computer Programmer III</b>	\$ 131.53	\$ 134.82	\$ 138.19	\$ 141.64	\$ 145.18
<b>Computer Programmer IV</b>	\$ 149.41	\$ 153.15	\$ 156.98	\$ 160.90	\$ 164.92
<b>SME/Instructor - Facilitator</b>	\$ 144.80	\$ 148.42	\$ 152.13	\$ 155.93	\$ 159.83
<b>Senior SME/Instructor - Facilitator</b>	\$ 226.25	\$ 231.91	\$ 237.71	\$ 243.65	\$ 249.74
<b>Quality Assurance Manager</b>	\$ 164.54	\$ 168.65	\$ 172.87	\$ 177.19	\$ 181.62
<b>Video Production Specialist</b>	\$ 116.63	\$ 119.55	\$ 122.54	\$ 125.60	\$ 128.74
<b>Knowledge Engineer I</b>	\$ 94.22	\$ 96.58	\$ 98.99	\$ 101.46	\$ 104.00
<b>Knowledge Engineer II</b>	\$ 127.34	\$ 130.52	\$ 133.78	\$ 137.12	\$ 140.55
<b>Knowledge Engineer III</b>	\$ 176.27	\$ 180.68	\$ 185.20	\$ 189.83	\$ 194.58
<b>Applications Systems Analyst I</b>	\$ 89.28	\$ 91.51	\$ 93.80	\$ 96.15	\$ 98.55
<b>Applications Systems Analyst II</b>	\$ 116.67	\$ 119.59	\$ 122.58	\$ 125.64	\$ 128.78
<b>Applications Systems Analyst III</b>	\$ 139.86	\$ 143.36	\$ 146.94	\$ 150.61	\$ 154.38
<b>Editor I</b>	\$ 92.80	\$ 95.12	\$ 97.50	\$ 99.94	\$ 102.44
<b>Editor II</b>	\$ 109.77	\$ 112.51	\$ 115.32	\$ 118.20	\$ 121.16
<b>Editor III</b>	\$ 129.93	\$ 133.18	\$ 136.51	\$ 139.92	\$ 143.42
<b>Clerk/Word Processor I</b>	\$ 44.98	\$ 46.10	\$ 47.25	\$ 48.43	\$ 49.64
<b>Clerk/Word Processor II</b>	\$ 50.67	\$ 51.94	\$ 53.24	\$ 54.57	\$ 55.93
<b>Clerk/Word Processor III</b>	\$ 57.83	\$ 59.28	\$ 60.76	\$ 62.28	\$ 63.84
<b>Software Quality Assurance Junior</b>	\$ 86.13	\$ 88.28	\$ 90.49	\$ 92.75	\$ 95.07
<b>Software Quality Assurance Senior</b>	\$ 152.86	\$ 156.68	\$ 160.60	\$ 164.62	\$ 168.74