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.

Multiple Award Schedule (MAS)

Contract Number: GS-02F-0187R
A812 signed February 13, 2020

Human Capital, Professional Services, Miscellaneous
PSC: 0000, R704, U006
For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at http://www.fss.gsa.gov.

Contract Period: July 29, 2005 through July 28, 2025

VarnerMiller, LLC
725 Jenkins Park Circle, Unit 5321
Summerville, SC 29486
(843) 216-5700
(843) 872-3772 fax
www.varnermiller.com

Business Size: Small Business, Woman-Owned Small Business (WOSB)
Price list Current as of September 30, 2020

2020 – 2021 Pricelist

Prices Shown Herein are Net (discount deducted).
CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Title</th>
<th>Product Service Code (PSC)</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
<td>0000</td>
<td>6 – 22</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and Management Development Training</td>
<td>R704</td>
<td>6 – 22</td>
</tr>
<tr>
<td>611512</td>
<td>Flight Training</td>
<td>U006</td>
<td>6 – 22</td>
</tr>
</tbody>
</table>

1b. Pricing

Labor category rates apply to all CONUS sites. See Appendix 2 for VarnerMiller Labor Rates. Rates presented in Appendix 2 apply to CONUS efforts only. OCONUS efforts will be negotiated specifically with ordering activities on an individual task order basis.

1c. Hourly Rates

Refer to Appendix 1 for VarnerMiller Labor Category Descriptions and Appendix 2 for VarnerMiller Labor Rates.

2. Maximum Order

$1,000,000 (611430, 611512)

$250,000 (OLM)

3. Minimum Order

$100

4. Geographic Coverage

The scope of this contract covers the geographic areas encompassing the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and overseas U.S. Government installations.

5. Points of Production

Summerville
Dorchester County
South Carolina

6. Discount from List Prices or Statement of Net Price

Prices indicated in Appendix 2 are net prices.

7. Quantity Discounts

No quantity discounts are offered, however VarnerMiller will review each task order for factors that may allow proposal of discounted labor rates.

8. Prompt Payment Terms

Payment terms are net 30 days.
9a. **Government Purchase Cards Below Micro-purchase Threshold**
   VarnerMiller will accept Government Purchase Cards for task orders that are below the micro-purchase threshold.

9b. **Government Purchase Cards Above Micro-purchase Threshold**
   VarnerMiller will accept Government Purchase Cards for task orders that are above the micro-purchase threshold.

10. **Foreign Items**
   N/A

11a. **Time of Delivery**
   Time of delivery will be as negotiated in each task order.

11b. ** Expedited Delivery**
   Items available for expedited delivery are noted in this price list.
   For all SINs – negotiated on a task order basis.

11c. **Overnight and 2-Day Delivery**
   Same as Expedited Delivery as described in 11b.

11d. **Urgent Requirements**
   When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within three workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. **F.O.B. Point(s)**
   The F.O.B. Point is destination for all purchased end items ordered hereunder for the 48 contiguous states and the District of Columbia. Goods purchased and destined to countries outside the 48 states shall be shipped F.O.B. Point of Embarkation. Charges for all insurance and shipping beyond the Point of Embarkation will be the responsibility of the Government. The Government may, at its option, elect to ship by Air Freight and the Government will pay all associated charges. Air Freight charges are on an “open market” basis only.

13a. **Ordering Address**
   For mailed orders, the postal mailing address where paper form orders should be mailed is as follows:
   VarnerMiller, LLC
   ATTN: Lori Miller
   201 Sigma Drive, Suite 300
   Summerville, SC 29486
   Contact for Technical/Ordering Assistance or for placing orders via facsimile or email:
   Lori Miller   Email: lori.miller@varnermiller.com
   Voice: (843) 216-5700 or 843-693-9300 (cell)
   Fax: (843) 872-3772
13b. **Ordering Procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage at fss.gsa.gov/schedules.

14. **Payment Address**

Payment via check/U.S. Mail

VarnerMiller, LLC
ATTN: Lori Miller
201 Sigma Drive, Suite 300
Summerville, SC 29486

Requests for wire transfer payment or other payment information should be addressed to Lori Miller at (843) 693-9300.

15. **Warranty Provision**

a. Unless specified otherwise in this contract, the Contractor’s standard commercial warranty will apply to this contract.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

16. **Export Packing Charges**

Not applicable within the scope of this contract.

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

None.

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

Not applicable.

19. **Terms and Conditions of Installation**

Not applicable.

20. **Terms and Conditions of Repair Parts**

Not applicable.

20a. **Terms and Conditions for Any Other Service**

a. **Overtime.** Should overtime be required and authorized, VarnerMiller will invoice the Government at one and one-half times the contract labor rate for non-exempt employees.

b. **OCONUS Efforts.** Rates included in this contract are for CONUS efforts only. For OCONUS efforts, rates will be increased to include U.S. Department of State required differentials. Other related international expenses required to support employees outside of the Continental United States will also be included. OCONUS efforts will be negotiated with ordering activities on an individual task order basis.

c. **Delivery Orders.** Task orders with option years may be placed on this contract.
d. **Travel and Other Direct Costs (ODCs).** Travel and ODCs, including subcontractor and vendor costs, will be proposed as appropriate in task order proposals. In pricing a task order, G&A will be included on any travel or ODCs, including subcontractor and vendor costs, as appropriate.

21. **List of Service and Distribution Points**  
   Not applicable.

22. **List of Participating Dealers**  
   Not applicable.

23. **Preventive Maintenance**  
   Not applicable.

24a. **Special Attributes**  
   Not applicable.

24b. **Section 508 Compliance**  
   When applicable, supplies and services provided through this contract comply with Section 508. The Electronic and Information Technology (EIT) standard can be found at www.Section508.gov.

25. **Data Universal Number System (DUNS) Number**  
   797039224 – VarnerMiller, LLC

26. **Central Contractor Registration (CCR) Database Registration**  
   VarnerMiller, LLC registration is current in the System for Award Management (SAM) database.

**INFORMATION FOR ORDERING OFFICES**

1. Type of Contractor: Small Business, Small Disadvantaged Business, Woman-Owned
2. Contractor’s Taxpayer Identification Number (TIN): 26-0329415
3. CAGE Code: 4TQF2
4. DUNS Number: 797039224
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

SIN (OLM, 611430, 611512)

Principal/Program Manager

Experience: Specialized experience includes complete instructional, engineering, administrative, or multimedia project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks provided in the statement of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in information systems designs and management.

Functional Responsibility: Serves as the contractor’s contract manager and shall be the contractor’s authorized interface with the Government Contracting Officer, the Contracting Officer’s Representative, government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Responsible for the overall contract performance.

Project Manager/Task Lead

Experience: Specialized experience relating to the task order requirements and direct supervisory experience.

Functional Responsibility: Serves as the principle point of contact and responsible for managing all activities of the task which includes: technical performance; ensuring contractual and corporate compliance of work performed; planning, directing, and monitoring project budget, scheduling and monitoring work operations on a daily basis; and actively assisting or providing direction to project staff as required.

Video Producer/Director

Experience: Substantial knowledge and experience with a wide range of equipment used for shooting, editing, and graphics. Proficient in the use and operation of multi-media, computer design, video editing, animation, and video capture software. Flexible ability to adapt to changing priorities, assignments, and work environments. Must have: team leader skills and strong organization and project management skills with the ability to work under deadline pressures and produce high-quality productions within established budgets and schedules.

Functional Responsibility: Responsibilities include:
- Directing slide/tape, video, animated, and graphic productions.
- Develops detailed computer design and computer animated packages for various multi-media applications.
- Performs audio, video, and graphic work through the use of highly specialized, broadcast quality audio, video and computer equipment. Improvises and devises methods and techniques for planning, developing, and producing multi-media presentations.
- Establishing production goals, objectives, and schedules; researches and writes scripts and coordinates and directs all functions associated with multi-media productions.
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

SIN (OLM, 611430, 611512)

- Researching and developing pre-production work.
- Preparing materials, selecting visual aids, music, sound effects, etc.
- Previewing audio, video, and graphic material; reviewing and evaluating film, multi-media presentations and audio/video tapes to determine effective use for intended audience and makes recommendations.
- Arranging graphics for audio/video productions and writing scripts for audio and videotape productions.
- Serving as a technical expert interfacing with customers.
- Guiding lower level specialists in the care and operation of all audio, video, and graphic equipment and software operation.
- Maintaining quality control and safety standards in the course of all production activities.

Instructional Designer IV

**Experience:** Must have: strong written and oral communications skills; flexibility and the ability to handle multiple projects simultaneously; ability to work a project from start-to-finish, meet customer specifications, and make customer deliverables under deadline pressure.

**Functional Responsibility:** Responsibilities include performing training needs analysis, planning, design/development, delivery, and evaluation for a variety of training services (such as instructor-based, on-the-job, self-study, Interactive Multimedia, Computer-based Training, Web-based Training, etc.). Responsibilities also include:

- Supervises and evaluates student activities.
- Prepares training-related documentation in accordance with program requirements.
- Provides training consultation to customers, including analysis of training needs/requirements and the recommendation / coordination of appropriate training services.

Instructional Designer III

**Experience:** Must have: strong written and oral communications skills; flexibility and the ability to handle multiple projects simultaneously; ability to work a project from start-to-finish, meet customer specifications, and make customer deliverables under deadline pressure.

**Functional Responsibility:** Responsibilities include performing training needs analysis, planning, design/development, delivery, and evaluation for a variety of training services (such as instructor-based, on-the-job, self-study, Interactive Multimedia, Computer-based Training, Web-based Training, etc.). Responsibilities also include:

- Supervises and evaluates student activities.
- Prepares training-related documentation in accordance with program requirements.
- Provides training consultation to customers, including analysis of training needs/requirements and the recommendation / coordination of appropriate training services.
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

SIN (OLM, 611430, 611512)

Instructional Designer II

Experience: Must have: strong written and oral communications skills; flexibility and the ability to handle multiple projects simultaneously; ability to work a project from start-to-finish, meet customer specifications, and make customer deliverables under deadline pressure.

Functional Responsibility: Responsibilities include performing training needs analysis, planning, design/development, delivery, and evaluation for a variety of training services (such as instructor-based, on-the-job, self-study, Interactive Multimedia, Computer-based Training, Web-based Training, etc.).

Instructional Designer I

Experience: Must have: strong written and oral communications skills; ability to work a project from start-to-finish, meet customer specifications, and make customer deliverables under deadline pressure.

Functional Responsibility: Responsibilities include performing training needs analysis, planning, design/development, delivery, and evaluation for a variety of training services (such as instructor-based, on-the-job, self-study, Interactive Multimedia, Computer-based Training, Web-based Training, etc.). Responsibilities also include preparation of training documentation and media elements.

Documentation Specialist

Experience: Must have experience in composing and producing technical documentation.

Functional Responsibility: Composing and finalizing technical documentation including specifications, user manuals, etc. in the style, content and format required by the relevant standards using input received from technical personnel.

Sr. Technical Writer

Experience: Must have strong command of the English language, both written and oral; demonstrated advanced technical writing, editing, and grammar skills; ability to grasp and communicate technical concepts effectively; proficiency with document authoring tools, ability to work closely with subject matter experts to gather all required information, excellent cross-functional skills; need for minimal supervision; and ability to multi-task, prioritize, and meet deliverable deadlines.

Functional Responsibility: Responsible for development of technical documentation critical to the project. Documentation developed is targeted at a successful system/application functionality rollout and ongoing use by detailing the steps/process for implementing the application into the existing system or processing environment. Will work with representatives of the applicable disciplines in a single-sourcing documentation development effort. From an organizational impact perspective, documentation developed is used by training production support personnel, technical personnel, and the end-user community. Will participate in formal reviews, acting as a project work session historian as required to ensure all critical points are captured. Prepares technical documentation such as user’s and operations guides, and training materials associated to the project.
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Technical Writer

Experience: Specialized experience includes demonstrated experience in editing documents, including technical documents. Must demonstrate the ability to work independently, or under only general direction.

Functional Responsibility: Assists in collection and organizing information required for preparation of user manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, systems specifications, user manuals, special reports, or any other custom deliverables and documents. Assists in performing financial and administrative functions.

Quality Assurance Specialist

Experience: Specialized experience includes configuration management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

Functional Responsibility: Assists in the evaluation of software, training products, and associated documentation. Participates in formal and informal reviews to determine quality.

Programmer V

Experience: Related Experience

Functional Responsibility: Participates in all phases of software development. Programs elements of the instructional materials that will be used in digital format. Responsible for preparing custom code and creating e-learning plug-in components. Provides network support including providing technical solutions and training. Performs integration testing and support of various computer operating and/or network systems. Performs process analysis in order to recommend improvement. May serve as technical task or team lead. Performs technical research on emerging technologies to determine impacts on application execution.

Programmer IV

Experience: Related experience

Functional responsibility: Programs elements of the instructional materials that will be used in digital format. Responsible for preparing custom code and creating e-learning plug-in components. Provides on-site support when installing e-learning products. Provides network support including providing technical solutions and training. Performs integration testing and support of various computer operating and/or network systems. May train other programmer/analysts. Performs technical research on emerging technologies to determine impacts on application execution.
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

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Programmer III

Experience: Specialized experience includes systems analysis and programming. Must demonstrate the ability to work independently or under general direction.

Functional Responsibility: Creates and/or maintains operating systems, communications software, database packages, compilers, assemblers, or utility programs. Modifies existing software, as well as creating special-purpose software to ensure efficiency and integrity between systems and applications.

Programmer II

Experience: Experience in the computer programming field.

Functional Responsibility: Performs assigned portions of design, programming, and documentation, computer and software systems. Participates in all phases of software development with emphasis on programming, testing, documentation, and acceptance phases. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results.

Programmer I

Experience: Entry-level position

Functional Responsibility: Performs assigned portions of design, programming, and documentation computer or software systems. Participates in assigned phases of software development with emphasis on programming, testing, documentation, and acceptance phases. Supports the preparation of technical reports and related documentation.

Sr. Systems Engineer

Experience: Related experience

Functional Responsibility: Performs a variety of engineering work in the development of an operable system capable of meeting requirements within imposed project constraints. Designs and/or analyzes subsystem interfaces to ensure that subsystems are integrated and work together to form a viable complete system. Performs functional analysis of a system to ensure it meets performance criteria and mission constraints and to feed the analysis results back to the subsystem development teams. Prepares design sketches and general equipment design of simple parts, subsystem interfaces, system layouts, etc. Prepares analysis of technical data and information resulting from tests, studies, analysis, etc. Assists other technical personnel in the preparation of technical reports, graphs and charts. Performs drafting, liaison, administration and other related engineering duties, as required.

Systems Engineer

Experience: Related experience

Functional Responsibility: Performs a variety of engineering work in the development of an operable system capable of meeting requirements within imposed project constraints.
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SIN (OLM, 611430, 611512)

Data Manager

Experience: Related experience

**Functional Responsibility:** Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs implements and supports systems within the user base. Performs system level database maintenance. Controls, monitors, and ensures the integrity of the database is maintained. Performs a variety of activities associated with the applications software, database management, system testing and development activities of an operational system. Researches documents, tracks trends, and resolves issues requiring frequent interaction with outside vendors and contracts. Makes recommendations to test/evaluate system's performance against specifications. Analyzes operational requirements and ensures compliance, and responds to real-time changes, when required. Extensive knowledge of databases and ability to provide scripts to be used in accessing, creating, and modifying database objects. Extensive knowledge of the underlying operating system.

Data Management Specialist

Experience: Specialized experience includes demonstrated experience using current DBMS technologies, application design utilizing database management systems, and experience with DBMS internals. General experience includes increasing responsibilities.

**Functional Responsibility:** Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated requirements.

Data Administrator

Experience: Related experience

**Functional Responsibility:** Designs, develops and implements database applications to accommodate a variety of user needs. Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities. Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Tests designed applications utilizing database management software or general programming software. Installs implements and supports database systems within the user base. Controls, monitors, and ensures the integrity of the database is maintained. Performs a variety of activities associated with the applications software, database management, system testing and development activities of an operational system. Analyzes operational requirements and ensures compliance, and responds to real-time changes, when required.

Computer Security Specialist

Experience: Specialized experience includes defining computer security requirements for high level applications, evaluations, and evaluation of approved security product capabilities.
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SIN (OLM, 611430, 611512)


Configuration Management Specialist

Experience: Engineering and/or system analysis and programming experience, including configuration management experience.

Functional Responsibility: Responsible for configuration management activities including product identification, change control, status accounting, operation of the program support library and development and monitoring of equipment/system acceptance plans. Evaluates and selects configuration management tools and standards. Coordinates with users and systems development personnel on releases of both system-level software and applications software. Supervises lower level personnel. Must have demonstrated capability for oral and written communications.

Videographer/Editor

Experience: Demonstrated experience with a wide range of equipment and software used for filming, video capture, editing, and computer graphics.

Functional Responsibility: Responsible for the planning and production of video programs. Researches and develops pre-production work. Previews video materials; reviews and evaluates film and tapes to determine effective use for intended audience and makes recommendations for purchase. Prepares or arranges for graphics for television production, and writes scripts. Serves as the technical expert, interfacing with customers. Guides lower levels in the care and operation of all audio/video equipment. Maintains quality control and safety standards in the course of all production activities.

Multimedia Specialist IV

Experience: Related experience.

Functional Responsibility: Designs and develops complex multimedia courseware for customer training initiatives using video, sound, graphics and animation. Creates video and sound files for animation. Designs programming techniques to optimize running speed and disk space requirements. Provides technical leadership to lower-level programmers. Acts as a technical task lead or technical expert as required. Works closely with customers and subject matter experts to determine and meet end-user requirements.

Multimedia Specialist III

Experience: Related experience.

Functional Responsibility: Designs and develops complex multimedia courseware for customer training initiatives using video, sound, graphics and animation. Creates video and sound files. Designs programming techniques to optimize running speed and disk space requirements. Provides technical leadership to lower-level programmers. May act as a technical task lead or technical expert as required. Works closely with customers and subject matter experts to determine and meet end-user requirements.
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

SIN (OLM, 611430, 611512)

Multimedia Specialist II

Experience: Related experience.

Functional Responsibility: Designs and develops complex multimedia courseware for customer training initiatives using video, sound, graphics and animation. Creates video and sound files. Works closely with customers and subject matter experts to determine and meet end-user requirements.

Multimedia Specialist I

Experience: Entry level position.

Functional Responsibility: Develops complex multimedia courseware for customer training initiatives using video, sound, graphics and animation.

Graphic Designer II

Experience: Directly related experience in graphics design using high-end graphics illustration and design programs, page layout programs, and digital photography.

Functional Responsibility: Conceives, plans, and designs layout and other elements of assigned projects. Uses knowledge of graphic design fundamentals and technology to develop graphics and miscellaneous media files for multiple projects. Uses various computer graphics software programs. May participate in the design and creation of videos using computer and video equipment cameras. Reviews and edits drafting, technical drawings, technical orders, manuals, and other publications for accuracy, clarity, quality and conformance to customer requirements.

Graphic Designer I

Experience: Entry level position.

Functional Responsibility: Designs layout and other elements of assigned projects. Uses knowledge of graphic design fundamentals and technology to develop graphics and miscellaneous media files for multiple projects. Uses various computer graphics software programs. May participate in the design and creation of videos using computer and video equipment cameras. Reviews and edits drafting, technical drawings, technical orders, manuals, and other publications for accuracy, clarity, quality and conformance to customer requirements.

Testing & Validation Specialist

Experience: Directly related experience.

Functional Responsibility: Analyzes tasks and job data to develop testing criteria and uses these criteria to develop performance-based testing instruments which measure students’ learning and ability to perform the task. Develops and writes validation reports. Familiar with the use and application of off-the-shelf tools. Applies concentrated and diversified knowledge of an advanced nature in broad assignment areas.
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Training & Performance Specialist II

Experience: Must have strong written and oral communication skills and flexibility to handle multiple projects simultaneously. Must have related experience.

Functional Responsibility: Performs training needs analysis, planning, design/development, delivery, and evaluation for a variety of training services. Prepares training-related documentation in accordance with program requirements. Provides training consultation to customers, including analysis of training needs/requirements and the recommendation/coordination of appropriate training services.

Training & Performance Specialist I

Experience: Must have strong written and oral communication skills and flexibility to handle multiple projects simultaneously. Entry level position.

Functional Responsibility: Performs training needs analysis, planning, design/development, delivery, and evaluation for a variety of training services. Prepares training-related documentation in accordance with program requirements. Provides training consultation to customers, including analysis of training needs/requirements and the recommendation/coordination of appropriate training services.

Training Specialist III

Experience: Directly related experience.

Functional Responsibility: Defines learning objectives and training requirements. Develops computer based training objectives and methodologies. Coordinates with subject matter experts to design a training strategy. Designs courseware including structuring training classes. Provides documentation for software training. Tests training programs and edits for effectiveness. May serve as a team or task lead. Maintains current knowledge or relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design, development, and implementation of computer based training programs, as well as relevant hardware/software and computer equipment required.

Training Specialist II

Experience: Directly related experience.

Functional Responsibility: Defines learning and training requirements. Develops interactive courseware. Creates lesson text. Provides documentation for related training. May serve as a team or task lead. Maintains current knowledge of relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design and development of computer-based training programs, as well as knowledge of relevant hardware/software and computer equipment as required.

Training Specialist I

Experience: Entry level position.
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SIN (OLM, 611430, 611512)

Functional Responsibility: Defines learning objectives and training requirements. Develops interactive courseware. Provides documentation for related training products. Creates final version of training programs. May serve as a team or task lead. Maintains current knowledge of relevant hardware and software applications as assigned. Must have knowledge of the principles, methods, and techniques used in the design and development of computer-based training programs, as well as knowledge of relevant hardware/software and computer equipment as required.

Sr. Training Specialist/Instructor

Experience: Experience in training development and delivery.

Functional Responsibility: Conducts the research necessary to develop and revise training courses and prepares appropriate training products. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

Production Assistant

Experience: Related experience with video and/or audio recording, media development. Ability to communicate clearly and concisely, both orally and in writing.

Functional Responsibilities: Assist media personnel in related duties of production involving planning, writing, editing, gripping, etc.

Audio Specialist

Experience: Related experience.

Functional Responsibility: Plans and produces audio material for communication and learning. Develops production ideas based on assignment or generates own ideas based on objectives of project. Conducts research or uses knowledge and training to determine format, approach, content, level, and medium which will be most effective, meet objectives, and remain within budget. Works with project producer/director to complete audio portion of project.

Web Manual Developer

Experience: Relevant experience in web design and development.

Functional Responsibilities: Creates web front-end user interface to new or existing databases using a combination of programming languages. Troubleshoots and resolves system-related problems, modifies configuration, communicates changes. Maintains site security, monitors and logs usage statistics. Collaborates with team members in concept development, interface design, and web site architecture.
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

SIN (OLM, 611430, 611512)

Human Performance Analyst III

Experience: Master level degree in Human Performance Technology or in an equivalently similar field. Five years experience in government and/or industry human performance analysis initiatives.

Functional Responsibilities: Manage the human performance improvement processes and initiatives. Provides support in connection with the design, development, implementation, and maintenance of computer-based systems and training related activities. Provide performance consulting support and transfer the foundational skills of performance consulting to client team members, supplemented by expert coaching and reinforcement. Define and develop performance standards for organizations, processes, and jobs. Identify and reduce barriers to job performance. Support and coach role and team performance. Manage and measure performance change. Provide service to continually improve organizational environment.

Human Performance Analyst II

Experience: Bachelor level degree in Human Performance Technology or in an equivalently similar field. Three years experience in government and/or industry human performance analysis initiatives.

Functional Responsibilities: Manage the human performance improvement processes and initiatives. Provides support in connection with the design, development, implementation, and maintenance of computer-based systems and training related activities. Define and develop performance standards for organizations, processes, and jobs. Manage and measure performance change. Provide service to continually improve organizational environment.

Human Performance Analyst I

Experience: Bachelor level degree in Human Performance Technology or in an equivalently similar field OR five years experience in government and/or industry human performance analysis initiatives.

Functional Responsibilities: Provides support in connection with the design, development, implementation, and maintenance of computer-based systems and training related activities. Define and develop performance standards for organizations, processes, and jobs.

Interactive Training Developer

Experience: Experience developing curricula and instructional materials using the Instructional System Development (ISD) process. Individuals at this level have good oral and written communication skills; an ability to work on ISD development teams; and familiarity with industry standard computer software office applications, desktop publishing applications, authoring languages, and graphics application software programs. A Bachelor's degree in Instructional Systems Technology, Education, Communications, Human Factors, Industrial Arts or other non-scientific/non-engineering discipline with two or more years of experience in the training, modeling and simulation, and performance improvement domain areas is required. Relevant professional experience can be considered commensurate with a formal degree.

Functional Responsibilities: Revise and assist with the validation of training products using the ISD process. They develop instructional products from instructional designs prepared by other
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

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ISD team members. They work on teams to develop a full range of instructional products from paper-based to computer-based. They interpret storyboards for basic (level one and level two) computer-based training products.

Senior Interactive Training Developer

Experience: Extensive experience developing curricula and instructional materials using the Instructional System Development (ISD) process. Individuals at this level excellent good oral and written communication skills; an ability to work on ISD development teams; and knowledge of industry standard computer software office applications, desktop publishing applications, authoring languages, and graphics application software programs. A Bachelor’s degree in Instructional Systems Technology, Education, Communications, Human Factors, Industrial Arts or other non-scientific/nonengineering discipline with ten or more years of experience in the training, modeling and simulation, and performance improvement domain areas is required. An advanced degree in such a field is encouraged.

Functional Responsibilities: Develop, revise and validate training products using the ISD process. They develop instructional products from instructional designs prepared by other ISD team members. They work on teams to develop a full range of instructional products from paper-based to computer-based. They interpret storyboards for simulation-based (level three) training products including 3D graphics and animations.

Senior Instructional Specialist

Experience: Extensive experience designing instructional courseware using the Instructional System Development (ISD) process. Individuals at this level have excellent oral and written communication skills; an ability to lead and work on ISD development teams; and knowledge of industry standard computer software office applications, desktop publishing applications, authoring languages, and graphics application software programs. A Bachelor’s degree in Instructional Systems Technology, Education, Communications, Human Factors, Industrial Arts or other non-scientific/non-engineering discipline with ten or more years of experience in the training, modeling and simulation, and performance improvement domain areas is required. An advanced degree in such a field is encouraged.

Functional Responsibilities: Analyze, design, develop, revise and validate training products using the ISD process. They often manage team members in the ISD process and direct ISD focus groups during the design process. They are fully competent in various ISD models and they have knowledge of emerging instructional theories and technologies.

Research Assistant

Experience: Must have in-depth knowledge of scientific, technical, educational, and other principles, practices and procedures which are common to their field of specialty. They should remain aware of changes in technology and the application thereof; be able to assist in the development of new or advanced training systems; have the ability to supervise and train subordinate staff, communicate effectively verbally and writing with clients, peers, and management and supervisors. A high school education or equivalent with 10 or more years of combined continuing education and related experience in the training, modeling and simulation, and performance improvement domain areas is required.
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

SIN (OLM, 611430, 611512)

**Functional Responsibilities:** Create procedures and designs for particular applications or systems within their area of specialization. They work on limited segments, components, or parts of development projects and interact with senior staff and clients in discussion of current and future activities. Research Assistants provide input to technical reports, proposals, and procedures. They control the fabrication and design work of subordinate staff within their field of specialization.

**Research Technologist**

**Experience:** Has knowledge of advanced systems, applications of new technology in the field of their specialization, project management, performance and reports, and application of computer systems for use in program work. Individuals at this level are able to supervise subordinate staff, conduct technical sessions, effectively communicate with clients concerning project activity, write and present materials effectively, act independently to solve problems, and promote projects to clients. An Associate’s or Bachelor’s degree in Electronics, Industrial Arts or other non-scientific/non-engineering discipline with five or more years of experience in the training, modeling and simulation, and performance improvement domain areas is required. Relevant professional experience can be considered commensurate with a formal degree.

**Functional Responsibilities:** Contribute to proposals, manage projects or project phases, and supervise other staff members on project teams. They often assist senior technical staff in developing new processes and systems tailored to clients’ needs and requirements.

**Senior Engineering Technologist**

**Experience:** Has knowledge of current technology in the field of their specialization and experience managing programs. Individuals at this level are able to supervise subordinate staff, conduct technical sessions, effectively communicate with clients concerning project activity, write and present materials effectively, act independently to solve problems, and promote projects to clients. An Associate’s or Bachelor’s degree in Electronics, Industrial Arts or other non-scientific/non-engineering discipline with 10 or more years of experience in the training, modeling and simulation, and performance improvement domain areas is required. Relevant professional experience can be considered commensurate with a formal degree.

**Functional Responsibilities:** Contributes to proposals, manage projects or project phases, and supervise other staff members on project teams. They often assist senior technical staff in developing new processes and systems tailored to clients’ needs and requirements.

**Senior Technical Specialist**

**Experience:** experience developing and leading complex technical projects while maintaining working relationships with clients, management, project team members and administrative support staff. Individuals at this level have experience developing advanced concepts for internal research, leading proposal efforts, and managing projects. A Bachelor’s degree in Instructional Systems Technology, Education, Communications, Human Factors, Industrial Arts or other non-scientific/non-engineering discipline with seven or more years of experience in the training, modeling and simulation, and performance improvement domain areas is required. An advanced degree in such a field is encouraged.
APPENDIX 1 – VARNERMILLER LABOR CATEGORY DESCRIPTIONS

SIN (OLM, 611430, 611512)

Functional Responsibilities: Develops and leads projects, maintains working relationships with clients, assumes responsibility for project efforts, and develops creative and innovative solutions to problems.

Technical Specialist

Experience: Has knowledge of advanced systems and technologies in their field of specialization, experience working with or leading project teams, and is able to use standard computer systems and software applications in support of their project work. Individuals at this level are able to supervise subordinate staff, conduct technical sessions, effectively communicate with clients concerning project activity, write and present materials effectively, act independently to solve problems, and promote projects to clients. A Bachelor’s degree in Instructional Systems Technology, Education, Human Factors, or other nontechnical discipline with two or more years of experience in the training, modeling and simulation, or performance improvement domain areas is required. Relevant professional experience can be commensurate with a formal degree.

Functional Responsibilities: Develops and leads projects, maintains working relationships with clients, assumes responsibility for project efforts, and develops creative and innovative solutions to problems.

Technical Advisor

Experience: Has established a reputation for technical excellence in their field of expertise. Individuals at this level work independently and require little or no supervision. A Bachelor’s degree in engineering, science, education, or related discipline with 12 or more years of experience in the training, modeling and simulation, and performance improvement domain areas is required. An advanced degree is encouraged.

Functional Responsibilities: Provides guidance to middle and top management in their areas of expertise and on research trends. They serve as mentors to junior staff. Their work is often consultative in nature.
**APPENDIX 2 – VARNERMILLER LABOR RATES**

**MULTIPLE AWARD SCHEDULE (MAS)**

**SIN (OLM, 611430, 611512)**

**GSA PRICELIST FOR SERVICES**

*Effective July 29, 2020*  *Valid through July 28, 2021*

**GENERAL**

This is the GSA Price List for services rendered by VarnerMiller, LLC during the period indicated above.

**NOTE:** Rates reflect reduction in IFF

<table>
<thead>
<tr>
<th><strong>Government Labor Rates by Category</strong></th>
<th><strong>Government Rate per Hour</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal/Program Manager</td>
<td>119.33</td>
</tr>
<tr>
<td>Project Manager/Task Lead</td>
<td>105.40</td>
</tr>
<tr>
<td>Video Producer/Director</td>
<td>96.05</td>
</tr>
<tr>
<td>Instructional Designer IV</td>
<td>105.40</td>
</tr>
<tr>
<td>Instructional Designer III</td>
<td>$89.38</td>
</tr>
<tr>
<td>Instructional Designer II</td>
<td>$77.80</td>
</tr>
<tr>
<td>Instructional Designer I</td>
<td>$62.89</td>
</tr>
<tr>
<td>Documentation Specialist</td>
<td>$75.05</td>
</tr>
<tr>
<td>Sr. Technical Writer</td>
<td>$75.05</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$45.51</td>
</tr>
<tr>
<td>Quality Assurance Specialist</td>
<td>$62.94</td>
</tr>
<tr>
<td>Programmer V</td>
<td>$107.04</td>
</tr>
<tr>
<td>Programmer IV</td>
<td>$93.71</td>
</tr>
<tr>
<td>Programmer III</td>
<td>$74.08</td>
</tr>
<tr>
<td>Programmer II</td>
<td>$59.01</td>
</tr>
<tr>
<td>Programmer I</td>
<td>$51.01</td>
</tr>
<tr>
<td>Sr. Systems Engineer</td>
<td>$87.04</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>$72.18</td>
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<tr>
<td>Data Manager</td>
<td>$100.84</td>
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<tr>
<td>Data Management Specialist</td>
<td>$62.35</td>
</tr>
<tr>
<td>Data Administrator</td>
<td>$87.04</td>
</tr>
<tr>
<td>Computer Security Specialist</td>
<td>$70.89</td>
</tr>
<tr>
<td>Configuration Management Specialist</td>
<td>$62.82</td>
</tr>
<tr>
<td>Videogapher/Editor</td>
<td>$73.94</td>
</tr>
<tr>
<td>Multimedia Specialist IV</td>
<td>$93.82</td>
</tr>
<tr>
<td>Multimedia Specialist III</td>
<td>$82.40</td>
</tr>
<tr>
<td>Multimedia Specialist II</td>
<td>$70.89</td>
</tr>
<tr>
<td>Multimedia Specialist I</td>
<td>$59.31</td>
</tr>
</tbody>
</table>

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## GENERAL

This is the GSA Price List for services rendered by VarnerMiller, LLC during the period indicated above.

### Government Labor Rates by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Government Rate per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Designer II</td>
<td>$66.33</td>
</tr>
<tr>
<td>Graphic Designer I</td>
<td>$51.36</td>
</tr>
<tr>
<td>Testing &amp; Validation Specialist</td>
<td>$92.54</td>
</tr>
<tr>
<td>Training &amp; Performance Specialist II</td>
<td>$106.23</td>
</tr>
<tr>
<td>Training &amp; Performance Specialist I</td>
<td>$100.65</td>
</tr>
<tr>
<td>Training Specialist III</td>
<td>$82.40</td>
</tr>
<tr>
<td>Training Specialist II</td>
<td>$70.89</td>
</tr>
<tr>
<td>Training Specialist I</td>
<td>$59.43</td>
</tr>
<tr>
<td>Sr. Training Specialist/Instructor</td>
<td>$74.40</td>
</tr>
<tr>
<td>Production Assistant</td>
<td>$43.52</td>
</tr>
<tr>
<td>Audio Specialist</td>
<td>$74.40</td>
</tr>
<tr>
<td>Web Manual Developer</td>
<td>$96.98</td>
</tr>
<tr>
<td>Human Performance Analyst III</td>
<td>$300.00</td>
</tr>
<tr>
<td>Human Performance Analyst II</td>
<td>$225.00</td>
</tr>
<tr>
<td>Human Performance Analyst I</td>
<td>$125.00</td>
</tr>
<tr>
<td>Interactive Training Developer</td>
<td>$96.05</td>
</tr>
<tr>
<td>Senior Interactive Training Developer</td>
<td>$110.67</td>
</tr>
<tr>
<td>Senior Instructional Specialist</td>
<td>$98.52</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>$65.30</td>
</tr>
<tr>
<td>Research Technologist</td>
<td>$80.25</td>
</tr>
<tr>
<td>Senior Engineering Technologist</td>
<td>$120.75</td>
</tr>
<tr>
<td>Senior Technical Specialist</td>
<td>$102.85</td>
</tr>
<tr>
<td>Technical Specialist</td>
<td>$90.18</td>
</tr>
<tr>
<td>Technical Advisor</td>
<td>$67.65</td>
</tr>
</tbody>
</table>

NOTE: Rates reflect reduction in IFF
APPENDIX 2 – VARNERMILLER LABOR RATES
MULTIPLE AWARD SCHEDULE (MAS)

SIN (OLM, 611430, 611512)

GSA PRICE LIST FOR SERVICES

**Effective July 29, 2020  Valid through July 28, 2021**

**GENERAL**
This is the GSA Price List for services rendered by VarnerMiller, LLC during the period indicated above.

**NOTE:** Rates reflect reduction in IFF

611430TD Talent Development

<table>
<thead>
<tr>
<th>Title</th>
<th>Minimum # Participants/session</th>
<th>Maximum # Participants/session</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCO Workshop – Discovering Individual Styles of Communication in Organizations (includes materials)</td>
<td>1</td>
<td>30</td>
<td>$2550.00/day</td>
</tr>
<tr>
<td>Technical Writing Workshop (includes materials)</td>
<td>1</td>
<td>30</td>
<td>$765.00/student</td>
</tr>
<tr>
<td>Train-the-Trainer Workshop (includes materials)</td>
<td>1</td>
<td>30</td>
<td>$2140.00/day</td>
</tr>
</tbody>
</table>

**TRAVEL, PER DIEM, and ODCs**
- Travel, per diem and ODCs will be negotiated at the task order level.
- Prices exclude reimbursable expenses for travel, including per diem.
- If delivery of the customized course is requested by the client, additional ODCs related to course materials (licensing fees, shipping) may apply.