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.

Schedule for – Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services  Class: R499
Contract Number: GS-10F-0018W
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov
Contract Period: October 26, 2009 through October 25, 2024
Price list current as of Modification # PS-A812 effective February 4, 2020

Contractor: Global Skills Exchange Corporation  DBA: GSX
1410 King St., 4th Floor
Alexandria, VA 22314-2749

Business Size: Veteran Owned Small Business (VOSB)

Telephone: (703) 684-5067 ext. 118
FAX Number: (540) 301-4917
Web Site: www.skillsdmo.com
E-mail: teitt@skillsdmo.com
Contract Administration: Theresa (Terri) Eitt

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 541611, and OLM

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

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

2. Maximum Order: $1,000,000.00
3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic only

5. Point(s) of production (city, county, and state or foreign country): Same as company address


7. Quantity discounts: None Offered

8. Prompt payment terms: 1%, 20 days, Net 30 days
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

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

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery: Contact Contractor
   Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements Contact Contractor

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

13a. Ordering Address(es): Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as company address

15. Warranty provision: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) number: 14-6490557

26. Notification regarding registration in System for Award Management (SAM) database: Registered

Awarded MAS labor categories and rates (including IFF)

<table>
<thead>
<tr>
<th>SIN</th>
<th>PSS Labor Category</th>
<th>Price offered to GSA (IFF inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Project Administrator</td>
<td>$49.68</td>
</tr>
<tr>
<td>541611</td>
<td>Project Controls Analyst</td>
<td>$76.50</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant</td>
<td>$79.28</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Writer/Editor I</td>
<td>$85.00</td>
</tr>
<tr>
<td>541611</td>
<td>Instructional System Designer (ISD) Consultant</td>
<td>$94.77</td>
</tr>
<tr>
<td>541611</td>
<td>Statistician</td>
<td>$106.25</td>
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<tr>
<td>541611</td>
<td>Technical Writer/Editor II</td>
<td>$106.25</td>
</tr>
<tr>
<td>541611</td>
<td>Program Analyst</td>
<td>$110.50</td>
</tr>
<tr>
<td>541611</td>
<td>Research Analyst II</td>
<td>$114.75</td>
</tr>
<tr>
<td>541611</td>
<td>Functional Analyst II</td>
<td>$119.00</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Instructional System Designer (ISD) Consultant</td>
<td>$120.07</td>
</tr>
<tr>
<td>541611</td>
<td>Associate Project Manager</td>
<td>$127.50</td>
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<tr>
<td>541611</td>
<td>Research Analyst III</td>
<td>$127.50</td>
</tr>
<tr>
<td>541611</td>
<td>Process Improvement Analyst</td>
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<tr>
<td>541611</td>
<td>Senior Consultant</td>
<td>$136.36</td>
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<tr>
<td>541611</td>
<td>Project Manager</td>
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</tr>
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<td>541611</td>
<td>Senior Strategist</td>
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<td>Program Manager</td>
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<td>Principal Consultant</td>
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<td>541611</td>
<td>Psychometrician I</td>
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<td>541611</td>
<td>Psychometrician II</td>
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<td>541611</td>
<td>Subject Matter Expert I</td>
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<tr>
<td>541611</td>
<td>Subject Matter Expert II</td>
<td>$255.00</td>
</tr>
<tr>
<td>541611</td>
<td>Subject Matter Expert III</td>
<td>$284.30</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire MAS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains
the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.
Global Skills Exchange Corporation
MAS Labor Category Descriptions

Title: Project Administrator
Functional Duties/Responsibilities: Provides project control functions reporting on cost and labor data. In addition, manages project documents, master project schedule, and deliverables file. Examples of this category are secretary or administrative assistant.
Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 3 Years’ Experience
Substitution Methodology: None

Title: Project Controls Analyst
Functional Description: Provides project control functions reporting on cost and labor data. Manages project documents, master project schedule, and deliverables files. Performs analysis on program management process, managing critical financial performance data, including contract funding requirements, forecasted basis for projected final cost, and project completion dates.
Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 3 Years’ Experience
Substitution Methodology: None

Title: Consultant
Functional Duties/Responsibilities: Provides lead or senior level support for technical, business and administrative aspects of the program. Examples of this category are contract administrators, financial analysts, research analysts, senior program assistants and senior technicians.
Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 5 Years’ Experience
Substitution Methodology: Master’s Degree = 5 Years’ Experience

Title: Technical Writer/Editor I
Functional Description: Revises, and/or edits standard technical documentation including, but not limited to, reports, presentations, workshop materials, proposals, manuals, and professional skill standards. Works under the direction of Technical Writer/Editor II, Senior Consultant, or Project Manager. Has proficiency in Microsoft Office, Adobe Acrobat, as well as other widely utilized editing software.
Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 2-3 Years’ Experience
Substitution Methodology: Can substitute four years’ work experience in similar field for Bachelor’s Degree

Title: Instructional System Designer (ISD) Consultant
Functional Description: Experience in the systematic development of instructional specifications using learning and instructional models (e.g., ADDIE, SAM) and theory to ensure the quality of instruction. Knowledgeable in the process of analysis of learning needs and goals and the development of a delivery system to meet those needs. Development of instructional materials and activities, and evaluation of all instruction and learner activities. Evaluates both the instruction created and the process followed to determine how well the instruction meets the original needs it was intended to address. Experienced with multimedia applications and eLearning tools (e.g., Adobe Captivate).
Minimum Education Level: Bachelor’s Degree in a relevant discipline
Minimum Experience Requirements: 3-5 Years’ Experience
Substitution Methodology: None

Title: Statistician
Functional Description: Performs statistical analysis of data sets, surveys, and results. Interprets findings and compiles into written reports. Proficient with SPSS, Lertap, and other statistical software.
Minimum Education Level: Bachelor’s Degree in Statistics, Mathematics, Industrial/Organizational Psychology, or other related scientific, technical, or organizational discipline
Minimum Experience Requirements: 3-5 Years’ Experience
Substitution Methodology: Master’s Degree = 5 Years’ Experience
Title: Technical Writer/Editor II  
**Functional Description:** Writes, revises, and/or edits complex technical documentation including, but not limited to, reports, presentations, workshop materials, proposals, manuals, and professional skill standards. Understands overall goal of communication/presentation and independently authors material to meet communication needs and goal of client and project team. Has proficiency in Microsoft Office, Adobe Acrobat, as well as other widely utilized editing software.  
**Minimum Education Level:** Bachelor’s Degree  
**Minimum Experience Requirements:** 4-6 Years’ Experience  
**Substitution Methodology:** Can substitute four years’ work experience in similar field for Bachelor’s Degree

Title: Program Analyst  
**Functional Description:** Supports both quantitative and qualitative analytic efforts and is proficient with basic analytic tools. Works under the direction of a Project Manager or Program Manager. The Program Analyst provides strong analytical and program support for projects and staff. Responsible for implementing procedures and providing assistance for project tasks. Specific responsibilities include: performing literature reviews; assisting in the development of survey, testing, and training materials; administering data collection measures; analyzing data; managing databases; and assisting in the development of project reports.  
**Minimum Education Level:** Bachelor’s Degree  
**Minimum Experience Requirements:** 4 Years’ Experience  
**Substitution Methodology:** Can substitute four years’ work experience in similar field for Bachelor’s Degree

Title: Research Analyst II  
**Functional Description:** Supervises other Research Analysts and leads the completion of projects tasks including, but not limited to, the design, development, and implementation of surveys, presentations, manuals, data collection, and report generation. Takes information resulting from research, to both sort and organize that information in order to analyze it and determine relevancy and impact on project goals. Ensures final deliverables are high-quality and conform to contract/client specifications.  
**Minimum Education Level:** Bachelor’s Degree in relevant discipline  
**Minimum Experience Requirements:** 3-5 Years’ Experience  
**Substitution Methodology:** Can substitute four years’ work experience in similar field for Bachelor’s Degree

Title: Functional Analyst II  
**Functional Description:** Provides support to Project Manager by collecting and analyzing performance data to support project objectives. May assist in the design, development, and implementation of project tasks to align with industry trends, policies, and/or standards. Support may include conducting research, collecting data, analyzing qualitative and quantitative data, synthesizing findings for reports, writing reports and generating presentations.  
**Minimum Education Level:** Bachelor’s Degree in relevant discipline; Master’s Degree highly desirable  
**Minimum Experience Requirements:** 7-10 Years’ Experience  
**Substitution Methodology:** Master’s Degree = 5 Years’ Experience

Title: Senior Instructional System Designer (ISD) Consultant  
**Functional Description:** Experience in the systematic development of instructional specifications using learning and instructional models (e.g. ADDIE, SAM) and theory to ensure the quality of instruction. Expert in the process of analysis of learning needs and goals and the development of a delivery system to meet those needs. Development of instructional materials and activities; and evaluation of all instruction and learner activities. Evaluates both the instruction created and the process followed to determine how well the instruction meets the original needs it was intended to address. Possesses specialized training that helps view and solves educational problems in inventive ways that may not be evident to those with training from other fields. Experienced with multimedia applications and eLearning tools (e.g., Adobe Captivate).  
**Minimum Education Level:** Bachelor’s Degree in a related discipline, Master’s Degree preferred.  
**Minimum Experience Requirements:** 6 Years’ Experience  
**Substitution Methodology:** Master’s Degree = 5 Years’ Experience
Title: Associate Project Manager
Functional Description: Works directly with Project Manager and client to determine project needs. Writes project plan in conjunction with Project Manager to execute the scope of work of each project, task, or delivery order. Ensures that all personnel assigned to a project meet government qualification standards and receive necessary training. Performs the day-to-day management of assigned tasks and works with Project Manager to identify needs for additional resources, schedule impacts and budgetary issues. Assists with project planning, deliverable production and dissemination, and implements tasks to meet project quality requirements. Tracks project progress.
Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 5 Years’ Experience
Substitution Methodology: None

Title: Research Analyst III
Functional Description: Supervises other Research Analysts and leads the completion of projects tasks including, but not limited to, the design, development, and implementation of surveys, presentations, manuals, data collection, and report generation. Develops research questions and projects. Synthesizes complex factual information resulting from research, to both sort and organize that information in order to analyze it and determine relevancy and impact on project goals. Ensures final deliverables are high-quality and conform to contract/client specifications.
Minimum Education Level: Bachelor’s Degree in relevant discipline
Minimum Experience Requirements: 5 Years’ Experience
Substitution Methodology: Can substitute four years’ work experience in similar field for Bachelor’s Degree

Title: Process Improvement Analyst
Functional Description: Utilizes knowledge in designated field or discipline to provide guidance on business process improvements to clients. Identifies top industry trends and best practices to develop solutions to improve operational efficiency. May perform focus groups with subject matter experts to identify issues and develop the best solution. Develops process maps of job accountabilities. Assists in the integration of processes into credentialing systems for downstream human resource activities.
Minimum Education Level: Bachelor’s Degree
Minimum Experience Requirements: 6-8 Years’ Experience
Substitution Methodology: Can substitute four years’ work experience in similar field for Bachelor’s Degree

Title: Senior Consultant
Functional Duties/Responsibilities: Provides analysis, assessment, technical or business area expertise. May provide supervisory direction. Examples of this category are senior analysts, engineers and scientists; department and program managers. Assists in developing, analyzing, and promoting, the customer’s needs and issues, including the responsiveness of required deliverables. Writing, oral, editing, and computational skills are required.
Minimum Education Level: Bachelor’s Degree in relevant discipline
Minimum Experience Requirements: 10 Years’ Experience
Substitution Methodology: Master’s Degree = 5 Years’ Experience; Ph.D. Degree = 10 Years’ Experience

Title: Project Manager
Functional Description: Responsible for the planning and execution of all activities related to contract/project delivery. Interfaces with client to understand project goals. Writes project plan to execute the scope of work of each project, task or delivery order and ensures that all personnel assigned to a project meet government qualification standards and receive necessary training. Understands Quality Management Plan and communicates to the delivery team in order for quality metrics to be attained. Performs the day-to-day management of assigned tasks and identifies needs for additional resources, schedule impacts, changes to original scope and budgetary issues. Responsible for project planning, deliverable production and dissemination, and implements tasks to meet project quality requirements.
Minimum Education Level: Bachelor’s Degree; PMP certification desirable
Minimum Experience Requirements: 6-10 Years’ Experience
Substitution Methodology: None
Title: Senior Strategist
**Functional Description:** Expert in a targeted industry or technical field that can provide a significant contribution and/or specialized expertise. Develops and implements standards to accomplish program goals and provide program guidance and recommendations to leadership and key stakeholders. Conducts in-depth qualitative analysis according to set categories and defined business processes. Applies experience, skills, and knowledge within a specific discipline to develop solutions to complex assignments. Utilizes and develops tools, techniques, processes, and/or strategies to develop solutions.

**Minimum Education Level:** Bachelor’s Degree in relevant discipline; Master’s Degree highly desirable

**Minimum Experience Requirements:** 13 Years’ Experience

**Substitution Methodology:** Master’s Degree = 5 Years’ Experience; Ph.D. Degree = 10 Years’ Experience

Title: Program Manager
**Functional Description:** Provides senior level management in support of multiple projects within a particular program. Plans, directs, controls and coordinates execution of projects in line with client requirements and contract scope. Provides management solution at critical project junctures especially when unscheduled and unplanned situations arise during life of project. When differing approaches are considered, makes recommendations to the client for the resolution of a successful path forward.

**Minimum Education Level:** Bachelor’s Degree in a relevant discipline; MBA or similar graduate degree is preferred; PMP certification desirable

**Minimum Experience Requirements:** 10 Years’ Experience

**Substitution Methodology:** Master’s Degree = 5 Years’ Experience

Title: Principal Consultant
**Functional Duties/Responsibilities:** Acts as an executive consultant and principal lead in support of agency heads and senior officers and managers regarding analytical, programmatic, or assessment processes in support of technical and operational goals of high priority programs. Areas of expertise may include, but are not limited to, management and process improvement, strategic analysis, organizational development, and policy development. Facilitate senior executive level workshops, decision-making sessions, and process development and improvement efforts. Often performs analysis requiring advanced training and degrees. Types of personnel that are included in this category are senior program managers that lead operations, very senior level technical and operations experts, and senior subject matter experts.

**Minimum Education Level:** Master’s Degree in relevant discipline

**Minimum Experience Requirements:** 15 Years’ Experience

**Substitution Methodology:** None

Title: Psychometrician I
**Functional Description:** Designs and develops tests that assess an individual's intelligence, personality, skills, or other psychological attributes in a particular field or task. Facilitates job task analysis study, oversees and coordinates the item-writing in accordance with criterion-referenced test development process, and conducting standard setting studies. Defines knowledge, skills, and abilities that assessments intend to measure. Ensures accuracy, validity and reliability of assessment instruments. Ensures compliance with professional and accreditation standards. Generates technical reports and supporting documentation for accreditation packages. Applies statistical methods to record and analyze test results.

**Minimum Education Level:** Master’s Degree in Industrial/Organizational Psychology, Education Psychology, or measurement program

**Minimum Experience Requirements:** 3-7 Years’ Experience

**Substitution Methodology:** None

Title: Psychometrician II
**Functional Description:** Designs and develops tests that assess an individual’s intelligence, personality, skills, or other psychological attributes in a particular field or task. Designs credentialing program framework. Works with stakeholders to understand needs. Facilitates job task analysis study, oversees and coordinates item-writing in accordance with criterion-referenced test development process, and conducts standard setting studies. Defines knowledge, skills, and abilities that assessments intend to measure. Ensures accuracy, validity and reliability of assessment instruments. Applies statistical methods to record and analyze test results. Interprets results and develops courses of action to apply the results appropriate to the context and needs of the stakeholder. Generates technical reports and supporting documentation for accreditation packages. Ensures compliance with professional and accreditation standards. Supervises Psychometrician I.

**Minimum Education Level:** Ph.D. in Industrial/Organizational Psychology, Education Psychology, or measurement program

**Minimum Experience Requirements:** 8-10 Years’ Experience

**Substitution Methodology:** None
Title: Subject Matter Expert I
Functional Description: Recognized in a targeted industry or technical field as a significant contributor and/or specialized expert. Applies experience, skills, and expert knowledge within a specific discipline to complex assignments. Generates unique concepts as evidenced by synthesis of new concepts or processes. Utilizes and develops tools, techniques, processes and/or strategies. Provides leadership for professional activities in a specialized subject area. Serves as a major contributor to technical planning and design processes and for providing senior level management and program guidance.
Minimum Education Level: Master’s Degree
Minimum Experience Requirements: 15 Years’ Experience in functional areas relevant to project or task under consideration
Substitution Methodology: None

Title: Subject Matter Expert II
Functional Description: Recognized in a targeted industry or technical field as a significant contributor and/or specialized expert. Applies experience, skills, and expert knowledge within a specific discipline to complex assignments. Generates unique concepts as evidenced by synthesis of new concepts or processes. Utilizes and develops tools, techniques, processes and/or strategies. Provides leadership for professional activities in a specialized subject area. Serves as a major contributor to technical planning and design processes and for providing senior level management and program guidance.
Minimum Education Level: Master’s Degree
Minimum Experience Requirements: 20 Years’ Experience in functional areas relevant to project or task under consideration
Substitution Methodology: None

Title: Subject Matter Expert III
Functional Description: Recognized in a targeted industry or technical field as a significant contributor and/or specialized expert. Applies experience, skills, and expert knowledge within a specific discipline to complex assignments. Generates unique concepts as evidenced by synthesis of new concepts or processes. Utilizes and develops tools, techniques, processes and/or strategies. Provides leadership for professional activities in a specialized subject area. Serves as a major contributor to technical planning and design processes and for providing senior level management and program guidance.
Minimum Education Level: Master’s Degree
Minimum Experience Requirements: 25 Years’ Experience in functional areas relevant to project or task under consideration
Substitution Methodology: None