



**Scientific Minds. Common Sense Solutions.**

## **General Services Administration**

### **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 are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is [GSAAvantage.gov](http://GSAAvantage.gov).

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

**FSC Group 874**

**Contract Number: GS-10F-0042R**

**Applicable NAICS Codes: 541611**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov/>.

**Contract Period: October 19, 2004 - October 18, 2019**

### **Consolidated Safety Services, Inc. (CSS)**

10301 Democracy Lane, Suite 300

Fairfax, Virginia 22030-2545

Tel: (703) 691-4612

Fax: (703) 691-4615

Toll Free: (800) 888-4612

<http://www.css-dynamac.com>

**Business Size:** Large

Price list current through Modification # A373, dated May 20, 2014

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## CUSTOMER INFORMATION

### 1a. AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
874-1	Integrated Consulting Services
874-7	Integrated Business Program Support Services

Please refer to Appendix A for Special Item Numbers (SIN) 874-1, 874-7 labor category descriptions.

Please refer to Appendix B for Special Item Numbers (SIN) 874-1, 874-7 awarded labor rates.

### 1b. LOWEST PRICE MODEL NUMBER

Not applicable.

### 1c. LOWEST UNIT PRICES

Please refer to Appendix A for awarded Special Item Number (SIN) labor category descriptions to include a description of all corresponding commercial job titles, experience, functional responsibility and education for employees and subcontractors who may perform services.

### 2. MAXIMUM ORDER

\$1,000,000.00

### 3. MINIMUM ORDER

\$100.00

### 4. GEOGRAPHIC COVERAGE

Domestic and Overseas

### 5. POINT(S) OF PRODUCTIONS

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

### 6. DISCOUNT FROM LIST PRICES (OR STATEMENT OF NET PRICE)

All prices herein are NET; basic discounts have been deducted.

### 7. QUALITY DISCOUNTS

Not applicable.

### 8. PROMPT PAYMENT TERMS

Net 30 days.

**9a-b. GOVERNMENT PURCHASE CARDS**

CSS will accept the Government Commercial Purchase Card for orders above or below the micro-purchase threshold.

**10. FOREIGN ITEMS**

Not applicable.

**11a. TIME OF DELIVERY**

To be negotiated with ordering agency per individual task orders.

**11b. EXPEDITED DELIVERY**

Items are available for expedited delivery. Contact CSS for rates for expedited delivery.

**11c. OVERNIGHT AND 2-DAY DELIVERY**

Items are available for overnight and 2-day delivery. Contact CSS for rates for overnight and 2-day delivery.

**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 3 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)**

F.O.B. Destination.

**13a. ORDERING ADDRESS(ES)**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

Attention: Dixie Harvey  
Title: Vice President of Contracts  
E-mail: [DHarvey@css-dynamac.com](mailto:DHarvey@css-dynamac.com)  
Facsimile: (703) 691-4615

**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)**

**Payment via wire transfer:**

Consolidated Safety Services, Inc.  
Suntrust Bank  
ABA Routing Number: See Invoice  
Telegraphic Abbreviation: See Invoice  
Account Number to be credited: See Invoice

**Payment via check/US mail:**

Consolidated Safety Services, Inc.  
10301 Democracy Lane, Suite 300  
Fairfax, Virginia 22030-2545

**15. WARRANTY PROVISION**

Standard Commercial Warranty.

**16. EXPORT PACKING CHARGES**

To be determined on a task order basis.

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE  
(ANY THRESHOLD ABOVE THE MICRO-PURCHASE LEVEL)**

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 INDICATING DATE OF PARTS  
PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES**

Not applicable.

**20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES**

Not applicable.

**21. LIST OF SERVICE AND DISTRIBUTION POINTS**

Not applicable.

**22. LIST OF PARTICIPATING DEALERS**

Not applicable.

**23. PREVENTIVE MAINTENANCE**

Not applicable.

**24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS)**

Not applicable.

**24b. SECTION 508 COMPLIANCE INFORMATION**

If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at [www.section508.gov/](http://www.section508.gov/). To be addressed on a task order basis.

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER**

60-4863704

**26. REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE**

Consolidated Safety Services, Inc. is registered in the Central Contractor Registration (CCR) database.

**27. UNCOMPENSATED OVERTIME**

Uncompensated overtime is used. A copy of our policy is available upon request.

**28. ALL OTHER DIRECT COSTS**

All other direct costs (ODCs) will be negotiated with the ordering agency. A General & Administrative (G & A) charge or a Subcontract Handling charge will be added to all ODCs, including travel, in accordance with the approved provisional rates in effect at the time of the order, not to exceed 12%.

## TERMS AND CONDITIONS

1. The clause at FAR 52.212-4, Contract Terms and Conditions-Commercial Items (Feb. 2002), applies to orders under this schedule.
  
2. **Requirements Exceeding the Maximum Order Threshold:**  
In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:
  - a. Review additional schedule contractors' catalogs/price lists or use the GSA Advantage!™ on-line shopping service;
  - b. Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
  - c. After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

**For orders exceeding the maximum order threshold, Consolidated Safety Services, Inc. may:**

- a. Offer a new, lower price for this requirement;
- b. Offer the lowest price available under the contract; or
- c. Decline the order (orders must be returned in accordance with FAR 52.216-19).

A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

**3. Orders**

- a. Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by the individuals or activities designated. Such orders may be issued during the contract term from date of award through contract expiration date.
- b. All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order and this contract, the contract shall control. If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally or by facsimile, or by electronic commerce methods only if authorized in the contract.

**4. Travel:**

Travel that may be required to meet an agency's need shall be negotiated individually by the ordering agency on an as-needed basis. Costs for transportation, lodging, meals, and incidental expenses incurred by the contractor's personnel on official company business are allowable, but are subject to the limitations contained in the Federal Travel Regulation. The Industrial Funding Fee does not apply to travel and per diem charges. Travel costs are also assessed with General and Administration cost. No fee is applied to travel costs.

**5. Performance Incentives:**

When using a performance-based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed-price orders or Blanket Purchase Agreements (BPAs), for fixed price tasks. The ordering office must establish a maximum performance incentive price for these services and/or total solutions on individual orders or BPAs. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks. The above procedures do not apply to Time and Material or Labor Hour orders.

**6. Service Contract Act:**

The Service Contract Act is applicable to this schedule; a matrix of SCA labor categories is listed below:

SCA Eligible Contract Labor Category	SCA Code-Title	WD Number Dated 8/5/14
Administrative Assistant I	01111-General Clerk I	05-2013
Administrative Assistant II	01112-General Clerk II	05-2103

**7. Software and Technical Data:**

FAR clause 52.227-14, Rights in Data-General (June 1987) governs software and technical data under this contract.

**8. Limitation of Liability:**

Except as otherwise provided by an express warranty, Consolidated Safety Services, Inc. will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

**AUTHORIZED SPECIAL ITEMS NUMBER (SIN) DESCRIPTIONS****SIN 874-1: INTEGRATED CONSULTING SERVICES**

Under SIN 874-1, CSS will provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business integration efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts.

CSS provides consulting services, particularly as they relate to safety and health programs, regulatory compliance evaluation, and liaison activities between the scientific community and the public. Consultants typically perform reviews of the technical and administrative aspects of a program through review of existing documentation (manuals, procedures, training materials); interviews; job description, function and performance analyses; job safety analysis; and comparison with industry standards and government regulations. Consultants then develop appropriate recommendations, training programs, white papers, public information documents, performance metrics, and/or policies and procedures.

**SIN 874-7: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**

Under SIN 874-7, CSS will provide services in the management, integration, and programs and projects.

CSS serves as the program management entity on a number of contracts, specifically those where CSS staff perform full-time, on-site at the client's duty station. Project and program management activities performed by CSS include development of policies and procedures, development and implementation of performance measures, development and monitoring of budget, staffing and conflict resolution, quality assurance of deliverables, and liaison with the clients.

**Appendix A: Labor Category Descriptions for SINS 874-1/RC and 874-7/RC**

Provided in alphabetical order

CSS provides a variety of levels of expertise, experience, and services such as consultants, subject-matter experts, program managers, and related support services. In all cases, one year of experience may be substituted for one year of education. Professional and technical certification programs may be substituted for years of education, based on credit hour equivalents. A Bachelors degree is considered to require four years of education, a Masters degree requires six years of education, and a Ph.D. requires eight years of education.

<b><i>Administrative Assistant I</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> High school equivalent	<b>Experience:</b> 2 years of secretarial or administrative experience
<ul style="list-style-type: none"> <li>◆ Provides non-technical support to project staff</li> <li>◆ Supports the Senior Administrative Assistant and other project staff as needed including copying, collating, organizing materials, ordering supplies, and mailings</li> <li>◆ Proficient in word processing software products. Working knowledge of presentation software products</li> <li>◆ General knowledge of government documents and procedures</li> <li>◆ Collates information into meaningful reports and presentation materials</li> </ul>	
<b><i>Administrative Assistant II</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> High school equivalent	<b>Experience:</b> 4 years of secretarial or administrative experience
<ul style="list-style-type: none"> <li>◆ Provides non-technical support to project staff</li> <li>◆ Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services</li> <li>◆ Proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products</li> </ul>	
<b><i>Administrative Assistant III</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Associates degree	<b>Experience:</b> 4 years of secretarial or administrative experience
<ul style="list-style-type: none"> <li>◆ Provides non-technical support to project staff</li> <li>◆ Provides a broad spectrum of administrative support including copying, collating, organizing materials, ordering supplies, conducting mailings, and providing on-site support such as registration and information desk services</li> <li>◆ Prepares routine correspondence, proof-reads and edits non-technical reports</li> <li>◆ Highly proficient in MS Office and Corel Office Suite word processing, spreadsheets, presentation, and other administrative software products</li> </ul>	

<b><i>Budget Analyst – Senior</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor’s degree or professional certification	<b>Experience:</b> 5 years experience specifically relating to budget analysis and financial management
<ul style="list-style-type: none"> <li>◆ Provides expertise in budget and financial management principles, practices, and requirements</li> <li>◆ Provides technical assistance in the review of operational and financial plans</li> <li>◆ Provide support in evaluating and improving budget formulation and execution processes</li> <li>◆ May provide guidance for the development of budget monitoring systems</li> </ul>	
<b><i>Consultant I</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor’s degree	<b>Experience:</b> 5 years of experience
<ul style="list-style-type: none"> <li>◆ Has experience in consulting on program assessment and design</li> <li>◆ Provides expertise for programmatic and technical review, literature review, technology assessment</li> <li>◆ Develops comprehensive reports and presentations and delivers results to clients</li> <li>◆ Provides technical and management skills for managing technical projects</li> </ul>	
<b><i>Consultant II</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Master’s degree	<b>Experience:</b> 10 years of experience
<ul style="list-style-type: none"> <li>◆ Has extensive expertise and experience in consulting on program assessment and design</li> <li>◆ Provides expertise for programmatic and technical review, literature review, technology assessment</li> <li>◆ Develops comprehensive reports and presentations and delivers results to clients</li> <li>◆ Provides technical and management skills for managing large, complex technical projects</li> </ul>	
<b><i>Consultant III</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Ph.D., MD, or other post-graduate or professional degree	<b>Experience:</b> 15 years; recognized expert in field
<ul style="list-style-type: none"> <li>◆ Policy level consultation</li> <li>◆ Has extensive expertise and experience, and is recognized as an expert in their field (e.g., testifies at hearings, invited key note speaker, peer-reviewed publications)</li> <li>◆ Provides expertise for programmatic and technical review, literature review, technology assessment</li> <li>◆ Critical thinking and analysis in subject-matter in the context of larger programmatic scope (e.g., strategic planning, funding allocations)</li> <li>◆ Develops comprehensive reports and presentations, delivers results to upper-level management, and can be legally sworn to expert testimony</li> <li>◆ Provides technical and management skills for managing large, complex technical projects</li> </ul>	

<b><i>Minutes Taker</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor's degree. Subject-matter specific knowledge	<b>Experience:</b> 2 years of relevant experience
<ul style="list-style-type: none"> <li>◆ Works directly with client to determine expected outcome of meeting recording including action items, verbatim text, and summaries</li> <li>◆ Records meeting activities by hand and/or using recording devices</li> </ul>	
<b><i>Minutes Taker - Senior</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor's degree. Subject-matter specific knowledge	<b>Experience:</b> 5 years of relevant experience
<ul style="list-style-type: none"> <li>◆ Works directly with client to determine expected outcome of meeting recording including action items, verbatim text, and summaries</li> <li>◆ Records meeting activities by hand and/or using recording devices</li> <li>◆ Has specific knowledge of meeting subject matter to facilitate recording of highly technical discussions</li> </ul>	
<b><i>Program Assistant</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor's degree.	<b>Experience:</b> 2 years of experience in project activity monitoring
<ul style="list-style-type: none"> <li>◆ Assists Program Managers in project management activities. May manage small, short-term projects or tasks.</li> <li>◆ Compiles activity reports and expenditures</li> <li>◆ Prepares requests for expenditures and submits to Program Managers</li> <li>◆ Reviews costs and timesheets and submits to Program Managers</li> <li>◆ Serves as Program Manager in his/her absence</li> <li>◆ Reviews all deliverables and submits to Program Managers for approval</li> <li>◆ Drafts monthly technical and financial reports</li> <li>◆ Assists with staff assignments and problem resolution</li> </ul>	
<b><i>Program Manager</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor's degree or specialized field certification	<b>Experience:</b> 5 years of experience in program management including 2 years supervisory experience

- ◆ Manages less complex projects or manages tasks or groups of personnel on larger, more complex projects
- ◆ Determines program objectives and requirements, performance indicators and quality control activities
- ◆ Performs day-to-day management of overall contract support operations
- ◆ Designs and enforces quality control programs
- ◆ Organizes, directs, and coordinates the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support effort
- ◆ Establishes and alters (as necessary) corporate management structure to direct effective contract support activities
- ◆ Designs and enforces quality control programs
- ◆ Develops monthly reports
- ◆ Monitors expenditures, reviews and approves all costs associated with project activities
- ◆ Resolves problems in a timely manner
- ◆ Maintains contact with industry and trade associations to remain current on industry activities and trends
- ◆ Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee
- ◆ Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities
- ◆ Coordinates any training requirements
- ◆ Maintains an updated working knowledge of the activities of each project staff member and project task
- ◆ Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions

<i>Program Manager – Senior</i>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Master’s degree or specialized field certification	<b>Experience:</b> 10 years of supervisory and project management experience including 5 years management of complex, multi-task projects

- ◆ Manages complex projects, usually involving multiple tasks, project locations and groups of personnel
- ◆ Determines program objectives and requirements, performance indicators and quality control activities
- ◆ Performs day-to-day management of overall contract support operations
- ◆ Organizes, directs, and coordinates the planning and production of all contract support activities
- ◆ Has authority and responsibility to identify and commit resources required to support effort
- ◆ Establishes and alters (as necessary) project management structure to direct effective contract support activities
- ◆ Monitors and approves subcontractor activities and expenditures
- ◆ Designs and enforces quality control programs
- ◆ Develops Work Plans, Management Plans, and Cost Estimates
- ◆ Develops monthly technical and financial reports
- ◆ Monitors expenditures, reviews and approves all costs associated with project activities
- ◆ Resolves problems in a timely manner
- ◆ Maintains contact with industry and trade associations to remain current on industry activities and trends;
- ◆ Acts as the focal point for communication between the contractor staff and the agency COTR or his/her designee
- ◆ Chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities
- ◆ Coordinates any training requirements
- ◆ Maintains an updated working knowledge of the activities of each project staff member and project task
- ◆ Responsible for evaluation of existing staff, recruiting new staff and handling all related personnel actions

***Subject Matter Expert I***

**MOBIS SINS: 874-1, 874-7**

**Education:** Bachelor's degree

4 years of experience

- ◆ Expertise and experience in analyzing subject-specific literature, data, and innovations
- ◆ Provides technical review, technical writing, and generates summaries, reports and presentations on technology assessments
- ◆ Works under the supervision of Subject Matter Experts II, III, IV or Program Manager

***Subject Matter Expert II***

**MOBIS SINS: 874-1, 874-7**

**Education:** Master's degree

**Experience:** 4 years experience

- ◆ Expertise and experience in analyzing subject-specific literature, data, and innovations
- ◆ Provides technical review, technical writing, and generates summaries, reports and presentations
- ◆ Conducts data analysis and prepares data summaries and interpretations
- ◆ Edits technical documents
- ◆ Responsible for quality control of technical reports generated by Subject-Matter Expert I

<b><i>Subject Matter Expert III</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Master's degree	<b>Experience:</b> 10 years of subject matter experience
<ul style="list-style-type: none"> <li>◆ Has expertise and experience in analyzing subject-specific literature, data, and innovations.</li> <li>◆ Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits</li> <li>◆ Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Serves as primary edit and copy proof reader</li> <li>◆ Works independently, directly with client management staff</li> <li>◆ Responsible for quality control of technical reports generated by Subject-Matter Experts I &amp; II</li> <li>◆ Provides technical and management skills for managing technical projects</li> </ul>	
<b><i>Subject Matter Expert IV</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Ph.D., MD, or other post-graduate or professional degree	<b>Experience:</b> 10 years of subject matter experience
<ul style="list-style-type: none"> <li>◆ Has extensive expertise and experience in analyzing subject-specific literature, data, and innovations</li> <li>◆ Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits</li> <li>◆ Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel</li> <li>◆ Conducts data analysis and prepares data summaries and interpretations</li> <li>◆ Has extensive publication record in peer-review publications</li> <li>◆ Works independently, directly with client management staff</li> <li>◆ Responsible for quality control of technical reports</li> <li>◆ Provides technical and management skills for managing large, complex technical projects</li> </ul>	
<b><i>Subject Matter Expert V</i></b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Ph.D., MD, other post-graduate or professional degree	<b>Experience:</b> 15 years of subject matter experience including research within the field

- ◆ Has extensive expertise and experience in analyzing subject-specific literature, data, and innovations
- ◆ Provides technical review, technical writing, and generates summaries, reports and presentations, such as technology assessments and program audits
- ◆ Writes or edits technical materials, such as experimental design protocols, survey questions, equipment manuals, web pages, appendices, and operating and maintenance instructions
- ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- ◆ Conducts data analysis and prepares data summaries and interpretations
- ◆ Has extensive publication record in peer-review publications
- ◆ Works independently, directly with client management staff
- ◆ Responsible for quality control of technical reports
- ◆ Provides technical and management skills for managing large, complex technical projects

***Technical Writer/Editor I***

**MOBIS SINS: 874-1, 874-7**

**Education:** Bachelor's degree

**Experience:** 3 years of related experience

- ◆ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions
- ◆ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work
- ◆ Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology
- ◆ Performs literature reviews and reviews published materials
- ◆ Recommends photographs, drawings, sketches, diagrams, and charts to illustrate material
- ◆ Gathers, analyzes, and composes technical information
- ◆ Conducts research and ensures the use of proper technical terminology
- ◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel
- ◆ Submits all documents for review and approval to more senior Technical Writer/Editor or Program Manager

***Technical Writer/Editor II***

**MOBIS SINS: 874-1, 874-7**

**Education:** Master's degree

**Experience:** 4 years of related experience

- ◆ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions
- ◆ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work
- ◆ Organizes material and completes writing assignment according to publication standards regarding order, clarity, conciseness, style, and terminology
- ◆ Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding
- ◆ Selects photographs, drawings, sketches, diagrams, and charts to illustrate material

<ul style="list-style-type: none"> <li>◆ Gathers, analyzes, and composes technical information</li> <li>◆ Conducts research and ensures the use of proper technical terminology</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel</li> <li>◆ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics</li> </ul>	
<b>Technical Writer/Editor III</b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Master's degree	<b>Experience:</b> 6 years of related experience
<ul style="list-style-type: none"> <li>◆ Writes or edits technical materials, such as equipment manuals, web pages, appendices, and operating and maintenance instructions</li> <li>◆ Participates in preparation of illustrations, photographs, diagrams, and charts; and assists in layout of work</li> <li>◆ Organizes material and completes writing assignment according to publication standards regarding order, clarity, conciseness, style, and terminology</li> <li>◆ Performs literature reviews and reviews published materials; recommends revisions or changes in scope, format, content, and methods of reproduction and binding</li> <li>◆ Selects photographs, drawings, sketches, diagrams, and charts to illustrate material</li> <li>◆ Gathers, analyzes, and composes technical information</li> <li>◆ Conducts research and ensures the use of proper technical terminology</li> <li>◆ Translates technical information into clear, readable documents to be used by technical and non-technical personnel</li> <li>◆ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics</li> <li>◆ Reviews documents prepared by Technical Writer/Editor 1-II</li> </ul>	
<b>Technical Writer/Editor IV</b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Ph.D., MD or other professional degree	<b>Experience:</b> 10 years of professional writing and editing; extensive publication record
<ul style="list-style-type: none"> <li>◆ Integrates knowledge of technology with programmatic issues to develop white papers, program assessments, testimony, and other policy documents</li> <li>◆ Directs staff performing literature searches, graphic design, formatting and other document development support, oversees preparation of illustrations, photographs, diagrams, and charts</li> <li>◆ Responsible for data analysis and interpretation and concept of graphical display of data and/or statistics</li> <li>◆ Responsible for overall organization and presentation of documents according to publication standards regarding order, clarity, conciseness, style, and terminology</li> <li>◆ Studies drawings, specifications, mock ups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail</li> <li>◆ Performs literature reviews and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding</li> <li>◆ Observes production, developmental, and experimental activities to determine operating procedure and detail</li> </ul>	

<ul style="list-style-type: none"> <li>◆ Edits, standardizes, or makes changes to material prepared by other writers or establishment personnel. Performs final edits of technical documents</li> <li>◆ Quality control of documents produced by Technical Writer/Editor I to III</li> </ul>	
<b>Visual Designer</b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor's degree and training specific to computer graphic design	<b>Experience:</b> 2 years in graphic arts including computer assisted design
<ul style="list-style-type: none"> <li>◆ Works with clients on concept, design and draft review of all graphics needs</li> <li>◆ Designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos</li> <li>◆ Designs web page layout, coordinating site construction with programmers, coders and managers</li> <li>◆ Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media; such as computer games, movies, and videos; for use in training aids and other products or creations</li> <li>◆ Formats typescript and graphic elements using computer software to produce publication-ready material</li> <li>◆ Works with technical staff to facilitate incorporation of graphics into technical documents</li> <li>◆ Working knowledge of commonly used computer graphics software such as Dreamweaver, HTML, and Adobe Illustrator</li> </ul>	
<b>Visual Designer – Senior</b>	<b>MOBIS SINS: 874-1, 874-7</b>
<b>Education:</b> Bachelor's degree and training specific to computer graphic design	<b>Experience:</b> 5 years in graphic arts including computer assisted design
<ul style="list-style-type: none"> <li>◆ Works with clients on concept, design and draft review of all graphics needs</li> <li>◆ Designs or creates graphics to meet a client's specific needs, such as presentations, packaging, displays, or logos. Designs web page layout, coordinating site construction with programmers, coders, and managers</li> <li>◆ Creates special effects, animation, or other visual images using film, video, computers, or other electronic tools and media; such as computer games, movies, and videos; for use in training aids and other products or creations</li> <li>◆ Formats typescript and graphic elements using computer software to produce publication-ready material</li> <li>◆ Coordinates all contracts and work with third-party printing companies on mass-production or high-end graphics pieces</li> <li>◆ Works with technical staff to facilitate incorporation of graphics into technical documents</li> <li>◆ Evaluates all graphic-related software and makes recommendations for the procurement of these</li> <li>◆ Proficient in a variety of commonly used computer graphics software such as Dreamweaver, HTML, and Adobe Illustrator</li> </ul>	

## APPENDIX B: LABOR RATES FOR SINs

### LABOR RATES FOR SIN 874-1 AND SIN 874-7

Labor Category	Year 11 10/19/2014 - 10/18/2015		Year 12 10/19/2015 - 10/18/2016		Year 13 10/19/2016 - 10/18/2017		Year 14 10/19/2017 - 10/18/2018		Year 15 10/19/2018 - 10/18/2019	
	Gvt-Site	Ktr-Site								
Administrative Assistant I **	\$43.48	\$52.43	\$44.35	\$53.48	\$45.24	\$54.55	\$46.14	\$55.64	\$47.06	\$56.75
Administrative Assistant II **	\$58.75	\$70.86	\$59.93	\$72.27	\$61.13	\$73.72	\$62.35	\$75.19	\$63.60	\$76.70
Administrative Assistant III	\$74.02	\$83.17	\$75.50	\$84.83	\$77.01	\$86.53	\$78.55	\$88.26	\$80.12	\$90.02
Budget Analyst - Senior	\$163.31	\$196.99	\$166.58	\$200.93	\$169.91	\$204.95	\$173.31	\$209.05	\$176.78	\$213.23
Consultant I	\$129.25	\$155.89	\$131.83	\$159.01	\$134.47	\$162.19	\$137.16	\$165.43	\$139.90	\$168.74
Consultant II	\$183.30	\$221.09	\$186.97	\$225.51	\$190.71	\$230.02	\$194.52	\$234.62	\$198.41	\$239.31
Consultant III	\$264.38	\$318.88	\$269.67	\$325.25	\$275.07	\$331.76	\$280.57	\$338.39	\$286.18	\$345.16
Minute Taker	\$62.27	\$75.11	\$63.51	\$76.61	\$64.78	\$78.14	\$66.08	\$79.71	\$67.40	\$81.30
Minute Taker - Senior	\$94.01	\$113.38	\$95.89	\$115.65	\$97.81	\$117.96	\$99.76	\$120.32	\$101.76	\$122.72
Program Assistant	\$92.23	\$111.25	\$94.07	\$113.47	\$95.95	\$115.74	\$97.87	\$118.06	\$99.83	\$120.42
Program Manager	\$119.85	\$144.56	\$122.24	\$147.45	\$124.69	\$150.40	\$127.18	\$153.41	\$129.73	\$156.48
Program Manager - Senior	\$153.34	\$184.95	\$156.41	\$188.65	\$159.54	\$192.42	\$162.73	\$196.27	\$165.98	\$200.20
Subject Matter Expert I	\$74.02	\$89.28	\$75.50	\$91.07	\$77.01	\$92.89	\$78.55	\$94.75	\$80.12	\$96.64
Subject Matter Expert II	\$99.87	\$120.42	\$101.87	\$122.83	\$103.91	\$125.28	\$105.98	\$127.79	\$108.10	\$130.34
Subject Matter Expert III	\$136.31	\$164.39	\$139.04	\$167.68	\$141.82	\$171.03	\$144.65	\$174.45	\$147.55	\$177.94
Subject Matter Expert IV	\$183.30	\$221.09	\$186.97	\$225.51	\$190.71	\$230.02	\$194.52	\$234.62	\$198.41	\$239.31
Subject Matter Expert V	\$264.38	\$318.88	\$269.67	\$325.25	\$275.07	\$331.76	\$280.57	\$338.39	\$286.18	\$345.16
Technical Writer/Editor I	\$71.68	\$86.45	\$73.11	\$88.18	\$74.58	\$89.94	\$76.07	\$91.74	\$77.59	\$93.57
Technical Writer/Editor II	\$99.87	\$120.47	\$101.87	\$122.87	\$103.91	\$125.33	\$105.98	\$127.84	\$108.10	\$130.40
Technical Writer/Editor III	\$141.59	\$165.66	\$144.42	\$168.97	\$147.31	\$172.35	\$150.25	\$175.80	\$153.26	\$179.31
Technical Writer/Editor IV	\$183.30	\$221.09	\$186.97	\$225.51	\$190.71	\$230.02	\$194.52	\$234.62	\$198.41	\$239.31
Visual Designer	\$56.40	\$68.02	\$57.53	\$69.38	\$58.68	\$70.77	\$59.86	\$72.19	\$61.05	\$73.63
Visual Designer - Senior	\$112.80	\$136.06	\$115.05	\$138.78	\$117.35	\$141.55	\$119.70	\$144.38	\$122.10	\$147.27

\* Indicates SCA eligible categories.

## **GSA SCHEDULE CONTRACTS**

GSA has facilitated the acquisition of commercial services by establishing GSA Schedule Contracts. Under the Federal Supply Schedule program, GSA enters into government-wide contracts with commercial firms to provide products and services at pre-approved prices and for a given period of time. This streamlined procurement approach significantly reduces the time required to obtain services because GSA has reviewed firm capabilities, negotiated rates, and pre-qualified firms to provide services.

The advantages of the Schedules program include:

- Reduction in time required to obtain services (usually a few weeks).
- Commerce Business Daily synopsis is not required.
- Competition requirements have been met (FAR 6.1023(d)(3)).
- Rates have been determined to be fair and reasonable.
- Can be used by all federal agencies and the District of Columbia.
- Agencies can order directly from the contracted firm – no transfer of funds to GSA.
- No maximum order limitations.
- BPAs can be used to customize your solution.

## **CSS AVAILABLE GSA SCHEDULE CONTRACTS**

Information on the available CSS GSA Schedule Contracts can be found at: <http://www.css-dynamac.com>. CSS GSA Schedules Contracts include:

### **Environmental Services Schedule**

Contract No. GS-10F-0126L

### **Information Technology (IT) Schedule**

Contract No. GS-35F-0623K

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

Contract No. GS-10F-0042R