



**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 GSA Advantage!® is: [GSAAdvantage.gov](http://GSAAdvantage.gov).



**Multiple Award Schedule**

**Code F: Information Technology**

F03. IT Services Subcategory

**Code H: Professional Services**

H01. Business Administrative Services Subcategory

H09. Technical and Engineering Services (Non-IT) Subcategory

H10. Training Subcategory

**Code G: Miscellaneous**

G06. Complementary SINs Subcategory

**Contract Number:** GS-10F-0065X

*For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).*

**Contract Period:** January 3, 2011 through January 2, 2026

**Pricelist current as of Modification PS-0042 Effective** February 03, 2023

**The Clearing, Inc.**  
1250 Connecticut Ave NW  
Suite 625  
Washington, DC 20036  
Phone: (202) 558-6499  
Fax: (202) 558-5671  
[www.theclearing.com](http://www.theclearing.com)

*POC for Contract Administration: Shkan Woodruff, 202-558-6499, [shkan.woodruff@theclearing.com](mailto:shkan.woodruff@theclearing.com)*

**Business Size:** Small Business

**Customer Information**

**1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):**

SIN	Description
541611 / 541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541690 / 541690RC	Technical Consulting Services
611430 / 611430RC	Professional and Management Development Training
611512 / 611512RC	Flight Training
54151S	Information Technology Professional Services
OLM	Order-Level Materials (OLM)

**1b. Identification of the lowest priced service:** N/A

**1c. Lowest price labor category:** See pages 9 thru 13 for Special Item Numbers (SINs) 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services, 611430 - Professional and Management Development Training & 611512 – Flight Training and see pages 14 thru 17 for Special Item Number (SIN) 541690 - Technical Consulting Services and see pages 18 thru 23 for Special Item Number (SIN) 54151S - Information Technology Professional Services.

**2. Maximum order:**

Special Item No. 541611 - \$1,000,000  
Special Item No. 541690 - \$1,000,000  
Special Item No. 611430 - \$1,000,000  
Special Item No. 611512 - \$1,000,000  
Special Item No. 54151S - \$500,000  
Special Item No. OLM - \$250,000

\*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

**3. Minimum order:** \$100.00

**4. Geographic coverage (delivery area):** Worldwide

**5. Point(s) of production (city, county, and State or foreign country):** Washington, DC

**6. Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted).

**7. Quantity discounts:** None

**8. Prompt payment terms: Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.":** 1.0% 10, Net 30 days

**9. Foreign items:** None

**10a. Time of delivery:** As negotiated with Ordering Agency

**10b. Expedited Delivery:** Please contact the Contractor for availability

**10c. Overnight and 2-day delivery:** Please contact the Contractor for availability

**10d. Urgent Requirements:** Please contact the Contractor for availability

**11. F.O.B. point(s):** Destination

**12a. Ordering address:**

The Clearing, Inc.  
Attn: GSA Orders / Shkan Woodruff  
1250 Connecticut Ave NW, Suite 625  
Washington DC, 20036  
Phone: (202) 558-6499  
Fax: (202) 558-5671

**12b. 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.

**13. Payment address:**

The Clearing, Inc.  
Attn: Accounts Payable  
1250 Connecticut Ave NW, Suite 625  
Washington DC, 20036  
Phone: (202) 558-6499  
Fax: (202) 558-5671

**14. Warranty provision:** Not applicable

**15. Export packing charges, if applicable:** Not applicable

**16. Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable

**17. Terms and conditions of installation (if applicable):** Not applicable

**18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable

**18b. Terms and conditions for any other services (if applicable):** Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable

22b. 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. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): Not applicable

23. Unique Entity Identifier (UEI) number: S6E3F7X6ACA4

24. Notification regarding registration in System for Award Management (SAM) Database: The Clearing, Inc. is registered and active in SAM. CAGE Code: 58LH7

## **About The Clearing**

The Clearing, Inc. is a Washington, D.C.-based strategy and design consulting firm specializing in strategy, organizational change management, program design and implementation, and strategic communications. We help public and private sector organizations anticipate, respond to, and adapt to dynamic changes in their environments. Our mission is grounded in our desire to support change agents—leaders who are driven by the possibilities for impact in and beyond their prescribed job descriptions.

Our company was built and continues to grow on the foundation of our expertise in, and deep passion for engaging, enrolling, and aligning individuals into coalitions who must come together to cause meaningful, impactful outcomes. We combine our own innovative thinking with our clients' existing organizational knowledge and expertise to develop comprehensive solutions that blend strategy and design with implementation.

Our consultants have diverse work histories serving as defense experts, federal government leaders, financiers, communication strategists, commercial managers, program managers, designers, investors, advisors, board members, and entrepreneurs. Our perspectives are honed and applied to support our clients as we leverage our processes and visual frameworks for problem solving, the PRIMES. These frameworks uncover universal patterns of group behavior, and we tailor our approach to address our clients' specific situational needs.

## **The Clearing Services**

### **Change Management**

The Clearing focuses on the social complexity issues related to implementation and management of an organizational change initiative. We support our clients as they develop and implement strategies that improve organizational efficiency, refocus core missions, reduce systemic risk, and produce bold outcomes. Our principle-based approach is designed to keep critical stakeholders enrolled throughout the change process while never losing sight of our client's outcomes.

### **Culture Transformation**

Organizational leaders who are responsible for transformation initiatives or who are seeking high performance cultures typically address the issues that confront them with a disproportionate focus on technical solutions and often have limited experience in addressing the equally important social complexities that must be managed. The primary reasons most enterprise-wide transformation projects and significant stakeholder engagement initiatives fail is not due to technical shortcomings. Failure results from not explicitly addressing culture issues and unsuccessfully enrolling and aligning the people who have the most at stake and are the most impacted by the change.

### **Project Management**

The Clearing applies Project Management Institute® best practices to all projects. Our consulting teams partner with clients at project onset to set outcomes and objectives and share our approach: explicit, focused, and agile. Together with our clients we develop a plan to achieve the intended outcomes. We ensure the project has the communications, risk management, and governance processes in place to ensure success – date-certain.

### **Strategy**

The Clearing has developed a powerful approach to strategic planning using our CORE PRIME methodology that drives stakeholder alignment. We guide clients through five essential agreements (As Is, Environment, Stake, To Be, and Strategy) that enroll and align the organization, and equip them with the models for structuring staff activities, roles, and responsibilities. This ensures success by enabling our clients to capitalize on critical transformational opportunities.

### **Facilitation**

The Clearing leverages proprietary techniques and expertise on group dynamics to transform client meetings into innovative and productive work sessions. Our experienced facilitators work with leaders and stakeholders to drive groups through ambiguity and conflict to achieve sustainable results. We facilitate meetings including leadership discussions, working team meetings, and strategy off-sites with numbers of participants ranging from two to more than 1,500.

### **Strategic Communications and Branding**

Our communication strategists help our clients tell their stories, differentiate themselves from other organizations, develop powerful coalitions, message their brands or issues in a compelling and straight-forward manner, build brand equity and loyalty, and reach their most important stakeholders. We create effective messaging and marketing for our clients by focusing what is most essential to their customers. We have a talented staff of marketing, communication, and stakeholder strategists as well as an in-house team of experienced graphic designers who produce a variety of presentations and marketing collateral including brochures, logos, storyboards, conference presentations, animated videos, and applications.

### **Leadership Coaching and Training**

The Clearing offers customized leadership training workshops and individual coaching services as a catalyst or complement to individual and organizational transformation. The Clearing's leadership coaching services support leaders in aligning their behaviors and actions with achieving the results that are most important to their long-term success and to the success of their organizations. Our tailored programs can serve different points in a leader's growth – leaders in transition, leaders guiding organizational changes, leaders dealing with succession planning, emerging leaders, and high performers.

### **Workplace Strategy**

The Clearing provides consulting services to support workplace change including programming and core problem clarification, assessment of existing culture and its preparedness for change, and creation of an approach map tailored to that culture that will allow it to move through change with significantly reduced impact on productivity and mission delivery. We provide the strategy, support, tools, and training that leverage change to create a stronger culture, a more aligned workforce, and an organization better able to deliver on desired outcomes.

### Special Item Number (SIN) Descriptions

The Special Item Numbers (SINs) available under this contract provide services across the life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. The Clearing has been awarded a contract by GSA to provide services under the following SINs. A full description of each SIN and examples of the types of work covered thereunder are provided below.

**SIN 541611, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services:** Provide operating advice and assistance on administrative and management issues. Examples include strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.

**SIN 541690, Technical Consulting Services - Technical Consulting Services:** Services include providing advice and assistance on technical domains and issues (except those covered by the environmental, energy, and IT consulting SINs on this Schedule). Typical associated tasks include, but are not limited to strategic planning, feasibility analysis, requirements determination, policy interpretation and support, process analysis and/or development, research studies, testing (other than laboratory testing), program analysis, and associated support tasks.

**SIN 611430, Professional and Management Development Training Services:** Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: <https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR <http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA.

**SIN 611512, Flight Training:** Includes aviation and flight training

**SIN 54151S, Information Technology Professional Services:** IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

**SIN OLM, Order Level Materials:** OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- Open Market Items.
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.



Special Item Numbers (SINs) 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services; 611430 - Professional and Management Development Training & 611512 - Flight Training  
Labor Category Descriptions & Authorized Pricelist

**Assistant**

**General Experience and Functional Responsibility:** Works under supervision in performing various administrative duties and tasks of a moderately complex nature and assists in selected tasks of a more complex nature.

**Minimum Education and Experience:** High School Diploma and a minimum of one (1) year of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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**Staff Assistant**

**General Experience and Functional Responsibility:** Provides meeting support; prepares graphical and related materials; types and edits letters, reports, and other documents; maintains files and reference materials.

**Minimum Education and Experience:** High School Diploma and a minimum of two (2) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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**Staff Consultant**

**General Experience and Functional Responsibility:** Assists teams with routine data gathering and research activities, organizes data and project documents, and assists project managers with project administrative activities. Provides analytical and writing support to prepare, edit, and develop professional deliverables.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of one (1) year of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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**Senior Staff Consultant**

**General Experience and Functional Responsibility:** Supports teams in gathering and analyzing data to identify, study, and solve business problems across a wide range of industries. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and on research assignments.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of two (2) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Consultant

**General Experience and Functional Responsibility:** Supports teams in gathering and analyzing data to identify, study, and solve business problems across a wide range of industries. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and working on survey and research assignments.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of four (4) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Senior Consultant

**General Experience and Functional Responsibility:** Provides leadership through managing and planning components of projects and serving as a liaison among clients and other support groups to identify business processes, conduct benchmarking and best-practice analyses, create survey materials, and produce quality client deliverables.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of six (6) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Principal Consultant

**General Experience and Functional Responsibility:** Responsible for overall direction of client engagements and providing leadership to project teams. Communicates with client executive management to address critical issues and provides guidance to projects in industry and functional areas.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of eight (8) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Senior Principal Consultant

**General Experience and Functional Responsibility:** Responsible for overall accountability of multiple projects, including product delivery and financial management of client engagements. Possesses strengths in each of the major areas of consulting: client relationship management, project management, staff recruiting and development, intellectual-capital development, business development, and practice area management.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 10 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Executive Director

**General Experience and Functional Responsibility:** Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 15 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Senior Executive Director

**General Experience and Functional Responsibility:** Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 20 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Subject Matter Expert I

**General Experience and Functional Responsibility:** Senior expert with enterprise-wide knowledge and experience in one or more functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise, not in a managerial capacity.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 25 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Subject Matter Expert II

**General Experience and Functional Responsibility:** Senior expert with extensive, enterprise-wide knowledge and experience in one or more functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions, is primarily utilized on projects for specific expertise, not in a managerial capacity, and has published materials in one or more functional and/or domain area.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 30 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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SIN	Labor Category	GSA Price w/IFF
541611	Assistant	\$ 60.00
541611	Staff Assistant	\$ 72.00
541611	Staff Consultant	\$ 95.00
541611	Senior Staff Consultant	\$ 110.00
541611	Consultant	\$ 140.00
541611	Senior Consultant	\$ 165.00
541611	Principal Consultant	\$ 188.00
541611	Sr. Principal Consultant	\$ 220.00
541611	Executive Director	\$ 240.00
541611	Sr. Executive Director	\$ 272.00
541611	Subject Matter Expert I	\$ 290.00
541611	Subject Matter Expert II	\$ 320.00
611430	Assistant	\$ 60.00
611430	Staff Assistant	\$ 72.00
611430	Staff Consultant	\$ 95.00
611430	Senior Staff Consultant	\$ 110.00
611430	Consultant	\$ 140.00
611430	Senior Consultant	\$ 165.00
611430	Principal Consultant	\$ 188.00
611430	Sr. Principal Consultant	\$ 220.00
611430	Executive Director	\$ 240.00
611430	Sr. Executive Director	\$ 272.00
611430	Subject Matter Expert I	\$ 290.00
611430	Subject Matter Expert II	\$ 320.00
611512	Assistant	\$ 60.00
611512	Staff Assistant	\$ 72.00
611512	Staff Consultant	\$ 95.00
611512	Senior Staff Consultant	\$ 110.00
611512	Consultant	\$ 140.00
611512	Senior Consultant	\$ 165.00
611512	Principal Consultant	\$ 188.00
611512	Sr. Principal Consultant	\$ 220.00
611512	Executive Director	\$ 240.00
611512	Sr. Executive Director	\$ 272.00
611512	Subject Matter Expert I	\$ 290.00
611512	Subject Matter Expert II	\$ 320.00

**Leadership Training Offerings**

The Clearing will customize a program based on your individual and organizational needs. Typical training programs last three to six months and begin with an assessment instrument (ex: DiSC, MBTI, or a 360 assessment such as The Leadership Profile) to help the client identify key areas of focus. The training process includes the following:

- Identify areas of coaching in service of professional development goals
- Review/internalize assessment
- Execute training program
- Closeout and Impact Assessment

Our customized programs are developed based on client needs. Pricing will reflect the number and frequency of training sessions and include preparation time as well as any assessment instrument(s) chosen.

**PRIMES Training Offerings**

PRIMES training provides groups and leaders with an awareness of group behavior patterns that show up whenever groups gather, as well as a shared language to effectively communicate and address what is getting in their way. The PRIMES are The Clearing’s proprietary tools and are documented in the book “The PRIMES: How Any Group Can Solve Any Problem” (John Wiley & Sons, Inc., copyright © 2012), authored by Mr. Chris McGoff, founder of The Clearing.

The Clearing offers a tailored 2 hour to 2-day workshop or modularized curriculum on the PRIMES with opportunities for application between sessions, designed to outfit leaders and teams with awareness, language, and tools to effectively address different patterns of group behavior. Each tailored program is customized to address those patterns, dynamics, and situations that are most relevant to the group. We select from over 70 PRIMES those that will assist the client in achieving their outcomes. During the workshop, participants will engage in activities and apply the PRIMES to their own real-world scenarios.

The Clearing also offers two off-the-shelf PRIMES Sessions:

**TRAINING COURSES**

SIN	Course Title	Course Length	Minimum Participants	Maximum Participants	GSA Price
611430 / 611512	Introduction to The PRIMES	2 hours	6	150	\$ 1,000.00
611430 / 611512	Outfitting Your Organization: Apply The PRIMES to Your Business	4 hours	10	50	\$ 2,500.00

Special Item Number (SIN) 541690 - Technical Consulting Services  
Labor Category Descriptions & Authorized Pricelist

**Assistant**

**General Experience and Functional Responsibility:** Provides general or specialized administrative support on technical (non-IT) programs. Works under supervision in performing various administrative duties and tasks of a moderately complex nature and assists in selected tasks of a more complex nature.

**Minimum Education and Experience:** High School Diploma and a minimum of one (1) year of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

---

**Staff Assistant**

**General Experience and Functional Responsibility:** Provides meeting support on technical (non-IT) programs; prepares graphical and related materials; types and edits letters, reports, and other documents; maintains files and reference materials.

**Minimum Education and Experience:** High School Diploma and a minimum of two (2) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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**Staff Consultant**

**General Experience and Functional Responsibility:** Assists teams with routine data gathering and research activities, organizes data and project documents, and assists project managers with project administrative activities on technical (non-IT) programs. Provides analytical and writing support to prepare, edit, and develop professional deliverables.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of one (1) year of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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**Senior Staff Consultant**

**General Experience and Functional Responsibility:** Supports teams in gathering and analyzing data to identify, study, and solve business problems across technical (non-IT) programs. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and on research assignments

**Minimum Education and Experience:** Bachelor's Degree and a minimum of two (2) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Consultant

**General Experience and Functional Responsibility:** Supports teams in gathering and analyzing data to identify, study, and solve business problems across technical (non-IT) programs. Demonstrates superior organizational, oral, and writing skills. Assists teams in developing models, performing analyses, and working on survey and research assignments.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of four (4) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Senior Consultant

**General Experience and Functional Responsibility:** Provides leadership through managing and planning components of technical (non-IT) projects and serving as a liaison among clients and other support groups to identify business processes, conduct benchmarking and best-practice analyses, create survey materials, and produce quality client deliverables.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of six (6) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

---

### Principal Consultant

**General Experience and Functional Responsibility:** Responsible for overall direction of client engagements and providing leadership to technical (non-IT) project teams. Communicates with client executive management to address critical issues and provides guidance to projects in industry and functional areas.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of eight (8) years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

---

### Senior Principal Consultant

**General Experience and Functional Responsibility:** Responsible for overall accountability of multiple technical (non-IT) projects, including product delivery and financial management of client engagements. Possesses strengths in each of the major areas of consulting: client relationship management, project management, staff recruiting and development, intellectual-capital development, business development, and practice area management.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 10 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Executive Director

**General Experience and Functional Responsibility:** Executive responsible for providing strategic direction, vision, leadership, and program management to the team on technical (non-IT) programs. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 15 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Senior Executive Director

**General Experience and Functional Responsibility:** Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team on technical (non-IT) programs. Contributes to organizational direction through regular involvement with senior-level client leadership and teams. Maintains productive and effective client relationships with the most senior levels of the client organization.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 20 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Subject Matter Expert I

**General Experience and Functional Responsibility:** Senior expert with enterprise-wide knowledge and experience in one or more functional and/or domain areas for technical (non-IT) programs. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions and is primarily utilized on projects for specific expertise, not in a managerial capacity.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 25 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Subject Matter Expert II

**General Experience and Functional Responsibility:** Senior expert with extensive, enterprise-wide knowledge and experience in one or more functional and/or domain areas for technical (non-IT) programs. Provides insight and advice concerning strategic direction and applicability to up-to-date industry standard solutions. Facilitates client and group meetings/training sessions, is primarily utilized on projects for specific expertise, not in a managerial capacity, and has published materials in one or more functional and/or domain area.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 30 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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SIN	Labor Category	GSA Price w/IFF
541690	Assistant	\$ 60.00
541690	Staff Assistant	\$ 72.00
541690	Staff Consultant	\$ 95.00
541690	Senior Staff Consultant	\$ 110.00
541690	Consultant	\$ 140.00
541690	Senior Consultant	\$ 165.00
541690	Principal Consultant	\$ 188.00
541690	Sr. Principal Consultant	\$ 220.00
541690	Executive Director	\$ 240.00
541690	Sr. Executive Director	\$ 272.00
541690	Subject Matter Expert I	\$ 290.00
541690	Subject Matter Expert II	\$ 320.00

## Terms and Conditions for all IT Contractors

1) **Organizational Conflicts of Interest**

a) Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

- b) To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508

2) **Services Performed**

- a) All services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.
- b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

- 3) **Travel.** Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

4) **Warranty**

- a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.
- b) The Contractor's commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.
- c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

Regulation Number	Regulation Title/Comments
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)
52.222-48	EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)
52.223-19	COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)
52.223-2	AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)
52.229-1	STATE AND LOCAL TAXES (APR 1984)
52.222-62	PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)
52.223-13	ACQUISITION OF EPEAT - REGISTERED IMAGING EQUIPMENT (JUN 2014)
52.223-14	ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)
52.223-16	ACQUISITION OF EPEAT® - REGISTERED PERSONAL COMPUTER PRODUCTS (OCT 2015)

552.238-115	SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS (MAY 2019)
552.238-107	TRAFFIC RELEASE (SUPPLIES) (MAY 2019)
552.238-73	IDENTIFICATION OF ELECTRONIC OFFICE EQUIPMENT PROVIDING ACCESSIBILITY FOR THE HANDICAPPED (MAY 2019)
552.238-86	DELIVERY SCHEDULE (MAY 2019)
552.238-89	DELIVERIES TO THE U.S. POSTAL SERVICE (MAY 2019)
552.238-90	CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2019)
552.238-91	MARKING AND DOCUMENTATION REQUIREMENTS FOR SHIPPING (MAY 2019)
552.238-92	VENDOR MANAGED INVENTORY (VMI) PROGRAM (MAY 2019)
552.238-93	ORDER ACKNOWLEDGMENT (MAY 2019)
552.238-94	ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)

**Special Item Number (SIN) 54151S - Information Technology Professional Services  
Labor Category Descriptions & Authorized Pricelist**

**IT Senior Principal Consultant**

**General Experience and Functional Responsibility:** Typical experience includes engagement experience in program scope and approach, focus on program delivery and technical integration, ability to drive IT strategy and planning changes at the executive levels, oversight of key information technology enablers, and/or management of project resources. Is responsible for managing the program team and daily operations of project development or serves in a role as a highly experienced technical expert and helps to ensure client comfort and feasibility with designed solutions. Other experience includes communication with client and project managers and management of multiple projects across various industry lines. Manages program activities and is a key point of contact with client executives. Assumes responsibility for program delivery and oversight of key technical enablers on projects and identification of needs for new tools. Is responsible for managing technical solutions, delegating appropriate resources, managing program financials, and helping to ensure quality assurance principles are met across projects and deliverables.

**Minimum Education and Experience:** Bachelor’s Degree and a minimum of 10 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.’s discretion.*

**IT Principal Consultant**

**General Experience and Functional Responsibility:** Typical experience includes management and direction on client engagements or extensive knowledge of and experience with system development and implementation, development of engagement work plans, deployment of program criterion, and related activities. An IT Principal Consultant devises or modifies procedures to solve complex problems, provides guidance and experience on technical solution implementation, engages resources and/or serves as a team leader, performs analyses of client issues, interprets implications of design, and helps to ensure that program design meets business needs. Other experience includes implementing business process reengineering, developing financial models, orchestrating change management principles, and implementing appropriate performance measurements. Serves in the role of project team leader over assigned support areas, often filling the position of project team lead and instructing, directing, and monitoring the work of other IT staff or serves in the role of an experienced technical expert. Conducts analysis of work plan completeness, prepares status reports, and supports quality control practices. Performs analyses of client issues, assesses appropriate alternatives, and recommends solutions. Communicates client expectations to project team and escalates appropriate issues to senior level project staff. Maintains technical knowledge within industry and service lines.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 8 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### IT Senior Consultant

**General Experience and Functional Responsibility:** Typical experience includes project management support of program components and familiarity with client issues, assistance with design issues, leading client teams, analysis of project data, and development of appropriate deliverables. Proficient in the use of company tools and technologies to better support the overall objectives and goals of the program. Demonstrates these skills by creating status reports, verifying work plan completeness, and communicating with team members. Provides senior-level analytical and program support and is focused on providing high performance work. An IT Senior Consultant contributes to project work plan development and often leads less complex engagement tasks to completion within scope and budget. Serves as a senior-level analytical correspondent within project teams. Assumes responsibility for contributing to work plan development, reaching program and project-level milestones, and may lead specific project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting and technical tools to satisfy program requirements and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to the program's manager.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 6 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### IT Consultant

**General Experience and Functional Responsibility:** Typical experience includes proficiency in analysis and defining business needs, applying methodologies, support of program/project manager, exposure to client issues, and development of project deliverables. Provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Provides analytical and program support. Completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on engagement teams. Assumes responsibility for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Is responsible for quality assurance practices and fostering completion and accuracy of system documentation.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 4 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### IT Senior Staff Consultant

**General Experience and Functional Responsibility:** Typical experience includes performing technical and non-technical analyses on project issues and helps to ensure technical implementations follow quality assurance metrics and is versed in system review. Other experience includes information systems high level design, high level financial modeling, and business process improvement documentation. Serves as an information technology resource on engagement teams. Analyzes data and systems architecture, creates designs, and implements information systems solutions. Assists project team in meeting program objectives timely and effectively. Assumes responsibility for process documentation and technical soundness.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 2 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### IT Staff Consultant

**General Experience and Functional Responsibility:** Typical experience includes performing technical and non-technical analyses on project issues and helps to ensure technical implementations follow quality assurance metrics and is versed in system review and testing. Other experience includes high level information systems design, high level financial modeling, and business process improvement documentation. Serves as an information technology resource on engagement teams. Analyzes data and systems architecture, creates designs, and implements information systems solutions. Assists project team in meeting program objectives timely and effectively. Assumes responsibility for process documentation and technical soundness.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 1 year of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### Senior Project Controller

**General Experience and Functional Responsibility:** Project Controllers specialize in project operations serving as a focal point for key aspects of program's business and financial management and control. Project controllers provide engagement management knowledge for the entire project management team(s) by assisting with initiating and controlling organizational and logistical aspects of projects. They understand and apply sound business and financial processes to ensure efficient program execution. Responsible for supporting one or more project teams through the coordination and management of key program and financial management activities. Takes the lead role in the implementation of appropriate project management controls such as forecasting, budgeting, financial analysis, reconciliation, and forecasting processes. Develops and implements the necessary standards and metrics for project, quality, and risk management activities and offers financial advice tailored for their particular project. Provides oversight and management of other program control resources and are responsible for deliverable quality reviews.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 6 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### IT Senior Executive Director

**General Experience and Functional Responsibility:** Provides senior-level expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of program development with emphasis on the planning, analysis, integration, documentation, training, and presentation phases. Provides technical advice, guidance, and direction for the improvement, modification, and re-engineering of business processes, and policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 20 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### IT Executive Director

**General Experience and Functional Responsibility:** Provides senior-level expertise for work described in the program/task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, training, and/or implementation advice on complex problems which require a high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of program development with emphasis on the planning, analysis, integration, documentation, training, and presentation phases. Provides technical advice, guidance, and direction for the improvement, modification, and re-engineering of business processes, and policies and procedures for any functional area under consideration or review. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 15 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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### IT Subject Matter Expert II

**General Experience and Functional Responsibility:** Utilizes high-level subject matter area expertise gained through direct industry experience to provide technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Guides the determination of IT, engineering, and business process inadequacies and deficiencies that affect the functional area's ability to support/meet organizational goals. Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity, coordinates resolution of highly complex problems and tasks. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts. Recognized for strong expertise in industry issues and trends. Reports to a Program Manager and can supervise other employees working on the same project.

**Minimum Education and Experience:** Bachelor's Degree and a minimum of 30 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.'s discretion.*

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**IT Subject Matter Expert I**

**General Experience and Functional Responsibility:** Utilizes subject matter area expertise gained through direct industry experience to provide technical, managerial, and administrative direction for problem definition, analysis, requirements development and implementation for minimally complex to complex systems in the subject matter area. Participates in strategy sessions, strategic assessments, and design reviews to validate enterprise approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity, coordinates resolution of complex problems and tasks. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts. Applies principles, methods, and knowledge of specific functional areas of expertise to specific task order/program. Recognized for strong expertise in broad industry issues and trends. Works under immediate supervision.

**Minimum Education and Experience:** Bachelor’s Degree and a minimum of 25 years of experience within the scope of the contract.

*\* These are minimum requirements, staff that exceed these education and experience requirements may be aligned to the labor categories at The Clearing, Inc.’s discretion.*

SIN	Labor Category	GSA Price w/IFF
54151S	IT Staff Consultant	\$95.00
54151S	IT Senior Staff Consultant	\$110.01
54151S	IT Consultant	\$140.00
54151S	IT Senior Consultant	\$165.00
54151S	IT Principal Consultant	\$188.00
54151S	IT Senior Principal Consultant	\$220.00
54151S	Senior Project Controller	\$201.50
54151S	IT Executive Director	\$240.00
54151S	IT Senior Executive Director	\$272.00
54151S	IT Subject Matter Expert I	\$290.01
54151S	IT Subject Matter Expert II	\$320.00

**Service Contract Labor Standards (SCLS)**

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

**EDUCATION SUBSTITUTIONS, ALL LABOR CATEGORY LEVELS:**

**Substitution Guidelines:** Consistent with The Clearing, Inc.'s hiring practices, experience can be substituted for education and education for experience.

The table below provides The Clearing, Inc.'s education/experience substitution guidelines. Experience, education, and description of duties for the service categories in the schedule are provided as a guideline to the typical background for staff to be provided under individual task orders. Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

Degree	Education / Experience Equivalence	Other Equivalence
Bachelor's	Associate's degree +2 years relevant experience, or 4 years of relevant experience	Professional certification
Master's	Bachelor's +2 years relevant experience, or Associate's +4 years relevant experience	Professional license

*\* Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1-for-1 for a year of experience.*

Staff must meet the minimum qualifications of the labor categories as defined or qualify via the experience equivalence outlined above. The Clearing may, at our discretion, map staff that exceed the minimum associated with each labor category. Labor category qualifications set the minimum requirement necessary to qualify to perform services. The labor category qualifications do not set an education or experience ceiling.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.

The Clearing, Inc. will review each task order opportunity to determine the best candidate available.