

**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 <http://www.gsaadvantage.gov>*

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

**FSC Group: 874**

**Contract No.: GS-10F-0088L**



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

**Contract Period: 12/01/2000 – 11/30/2015**



**CRA, Inc.**  
**4401 Ford Avenue, Sixth Floor**  
**Alexandria, VA 22302**  
**Telephone: (703) 519-4510**  
**Fax: (703) 519-4518**  
**<http://www.cra-usa.net>**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through modification #CM-A373 dated 05/20/2014**





**TABLE OF CONTENTS**

GENERAL CONTRACT INFORMATION ..... 2

CONTRACT OVERVIEW..... 3

CONTRACT ADMINISTRATOR..... 3

MARKETING & TECHNICAL POC ..... 3

CONTRACT USE ..... 3

CONTRACT SCOPE..... 4

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS ..... 4

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES ..... 5

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER..... 6

BLANKET PURCHASE AGREEMENT ..... 7

LABOR CATEGORY DESCRIPTIONS ..... 8

HOURLY RATES FOR SERVICES..... 14



**GENERAL CONTRACT INFORMATION**

- 1a. Table of Awarded Special Item Numbers (SINs): (Please refer to page #4 for a more detailed description)
- 874-1: Integrated Consulting Services
  - 874-7: Integrated Business Program Support Services
- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #14
- 1c. Labor Category Descriptions: Please refer to page #8
2. Maximum Order: \$1,000,000 for awarded SINs
3. Minimum Order: \$100
4. Geographic Coverage: Domestic & Overseas
5. Point (s) of Production: Not Applicable
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: None Offered
8. Prompt Payment Terms: Net 30 days
- 9a. Governmental Purchase Card *is* accepted at or below the micro-purchase threshold.
- 9b. Governmental Purchase Card *is* accepted above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: To Be Negotiated with Ordering Agency
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency
- 11d. Urgent Requirement: To Be Negotiated with Ordering Agency
12. F.O.B. Point(s) Destination
- 13a. Ordering Address: CRA, Inc.  
Attn: Scott Mazza/GSA Orders  
4401 Ford Avenue, Sixth Floor  
Alexandria, VA 22302
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: CRA, Inc.  
Attn: Accounts Receivable  
4401 Ford Avenue, Sixth Floor  
Alexandria, VA 22302
15. Warranty Provision: None
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance: Contact Contractor Administrator for more information
18. Terms and conditions of rental, maintenance, and Repair: Not Applicable
19. Terms and conditions of installation (if applicable): 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 (if applicable): Not Applicable
- 21. List of service and distribution points (if applicable): Not Applicable
- 22. List of participating dealers (if applicable): Not Applicable
- 23. Preventative maintenance (if applicable) 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 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/) Contact Contractor Administrator for more information
- 25. Data Universal Number System (DUNS) Number: 619362457
- 26. CRA, Inc. is registered in the System for Award Management (SAM) database.
- 27. Uncompensated Overtime: CRA, Inc. *practices* uncompensated overtime

**CONTRACT OVERVIEW**

GSA awarded CRA, Inc. a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOB IS), Contract No. GS-I0F-0088L. The current contract period 03/01/2011 – 11/30/2015, Option Period 2. GSA may exercise a total of up to two additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

**CONTRACT ADMINISTRATOR**

Scott P. Mazza  
CRA, Inc.  
4401 Ford Avenue, Sixth Floor  
Alexandria, VA 22302  
Telephone: (703) 519-4510  
Fax Number: (703) 519-4518  
Email: [smazza@cra-usa.net](mailto:smazza@cra-usa.net)

**MARKETING & TECHNICAL POC**

Scott P. Mazza  
CRA, Inc.  
440 I Ford A venue, Sixth Floor  
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Telephone: (703) 519-45 10  
Fax Number: (703) 519-4518  
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**CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services. Executive agencies, other Federal agencies, mixed -ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## CONTRACT SCOPE

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. CRA, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 874-1: Integrated Consulting Services
- 874-7: Integrated Business Program Support Services

A full description of each SIN definition and examples of the types of work covered by the SIN.

### SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

#### SIN 874-1: INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

- strategic, business and action planning
- systems alignment
- cycle time
- high performance work
- leadership systems
- performance measures and indicators
- process and productivity improvement
- organizational assessments
- program audits, evaluation

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

Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

- program management
- program oversight
- project management
- program integration (team leader)

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES**

### **BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that CRA, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

#### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

#### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

#### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

#### **Step 4. Provide RFQ to at least Three Firms**

#### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

**REQUIREMENTS EXCEEDING THE MAXIMUM ORDER**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- 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
- 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.

Vendors may:

- Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.2\6-\9 Order Limitations.)
- Offer the lowest price available under contract; or
- Decline the order (orders must be returned in accordance with FAR 52.2\6-19).

A task 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.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micropurchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

**LABOR CATEGORY DESCRIPTIONS**

**Equivalency**

CRA, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

- Two years of specifically related experience is the equivalent of one year of formal education.
- One year off formal education is the equivalent of two years of specifically related experience.
- Certification related to the field is equivalent to one year of the experience/education requirement.

<b>PRINCIPAL SENIOR ASSOCIATE</b>	
<b>Minimum Education/Experience:</b>	A recognized world-class expert, with a minimum of Ph.D. in related substantive field such as political science, criminal justice, or social services. Ten years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Demonstrates high level leadership and guidance on corporate direction and policy. Provides expert advice and guidance in support of client agency's management and improvement efforts through a host of activities, including but not limited to strategic planning, organizational assessments, program audits, and evaluations. Demonstrated problem solving and conflict resolution skills of the highest order. Responsible for the overall performance of tasks and staff in the provision of technical assistance and training in core subject matter, development and analysis of surveys and data, and development of products for specific activities.

<b>MANAGEMENT SENIOR ASSOCIATE</b>	
<b>Minimum Education/Experience:</b>	MS or MA in related substantive field such as political science, criminal justice, or social services. Ten years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides executive direction of internal operations, long-term planning, and the programs, activities, and tasks performed by staff. Provides expert advice and guidance in support of a client agency's management and improvement efforts through strategic planning, organizational assessments, program audits, and evaluations. Utilizes advanced techniques for problem solving and conflict resolution. Responsible for the overall performance of tasks and staff in the provision of technical assistance and training in core subject matter, development and analysis of surveys and data, and development of products for specific activities.

<b>LEAD SENIOR ASSOCIATE</b>	
<b>Minimum Education/Experience:</b>	MS or MA in related substantive field such as political science, criminal justice, or social services. Seven years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides overall direction for internal operations, long-term planning, and the performance of activities and tasks performed by staff. Provides expert advice and guidance in support of an agency's management and improvement efforts through strategic planning, organizational assessments, program audits, and evaluations. Facilitates the resolution of disputes utilizing a variety of problem-solving techniques. Responsible for the overall performance of tasks and staff in the provision of technical assistance and training in core subject matter, development and analysis of surveys and data, and development of products for specific activities.

<b>LEAD ASSOCIATE IV</b>	
<b>Minimum Education/Experience:</b>	MS or MA in related substantive field such as political science, criminal justice, or social services. Seven years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides leadership and management expertise internally as well as to clients. Supervises staff, as Program Leader, in the performance of training and technical assistance, problem-solving activities, meeting facilitation, survey development and data analysis, product development, and evaluation and assessment. Provides direct service, as Team Leader, to assist clients in formulating long-term plans and performance measures and indicators.

<b>STAFF ASSOCIATE IV</b>	
<b>Minimum Education/Experience:</b>	MS or MA in related substantive field such as political science, criminal justice, or social services. Five years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides leadership and management expertise internally as well as to clients. Supervises staff, as Project Leader, in the performance of training and technical assistance, problem-solving activities, meeting facilitation, survey development and data analysis, product development, and evaluation and assessment. Provides direct service, as Team Leader, to assist clients in formulating long-term plans and performance measures and indicators.

<b>LEAD ASSOCIATE III</b>	
<b>Minimum Education/Experience:</b>	MS or MA in related substantive field such as political science, criminal justice, or social services. Five years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides leadership in the development of surveys, data analysis, data collection methodology, meeting facilitation, problem-solving, team building, product development, training and technical assistance, and convening and leading briefings and discussions. May serve as a Project Leader.

<b>STAFF ASSOCIATE III</b>	
<b>Minimum Education/Experience:</b>	MS or MA in related substantive field such as political science, criminal justice, or social services. Three years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides leadership in the development of surveys, data analysis, data collection methodology, meeting facilitation, problem-solving, team building, product development, training and technical assistance, and convening and leading briefings and discussions. May serve as a Project Leader.

<b>LEAD ASSOCIATE II</b>	
<b>Minimum Education Experience:</b>	BA or BS in related substantive field such as political science, criminal justice, or social services. Three years of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides direct service in training and technical assistance as well as meeting facilitation, survey development, data analysis, product development, and report development. Works closely with team staff and consultants in problem-solving and brainstorming activities. Prepares briefing materials and other reports required through the services performed. May serve as a Team Leader.

<b>STAFF ASSOCIATE II</b>	
<b>Minimum Education/Experience:</b>	BA or BS in related substantive field such as political science, criminal justice, or social services. One year of experience in an area related to the work to be performed.
<b>Functional Responsibilities:</b>	Provides direct service in training and technical assistance as well as meeting facilitation, survey development, data analysis, product development, and report development. Works closely with team staff and consultants in problem-solving and brainstorming activities. Prepares briefing materials and other reports required through the services performed.

<b>LEAD ASSOCIATE I</b>	
<b>Minimum Education/Experience:</b>	SA or SS degree in political science, criminal justice, social sciences, or other related discipline. No minimum work related experience required; internship in a related area is preferred.
<b>Functional Responsibilities:</b>	Assists in the defining of meeting agendas, developing surveys and analyzing data, and developing briefing materials, presentations, and written work products. Works closely with other staff in providing training and technical assistance as well as meeting facilitation. Provides professional support, including reporting function, at meetings and workshops. May function as an office manager.

<b>STAFF ASSOCIATE I</b>	
<b>Minimum Education/Experience:</b>	SA or SS degree in political science, criminal justice, social sciences, or other related discipline. No minimum work related experience required; internship in a related area is preferred.
<b>Functional Responsibilities:</b>	Supports other professional staff in the preparation of meeting agendas, surveys, briefing materials, presentations, and written work products. Working under the supervision of other staff, may provide training and technical assistance. Provides professional support, including reporting function, at meetings and workshops.

<b>LEAD ADMINISTRATIVE</b>	
<b>Minimum Education/Experience:</b>	SA or SS degree or a combination of Junior College and advanced skills in word processing and data entry. Certified Professional Secretary designation from the International Association of Administrative Professionals is acceptable in lieu of a BA or BS.
<b>Functional Responsibilities:</b>	Provides administrative support to senior staff in the performance of training, technical assistance, strategic planning, meeting facilitation, development of products, data entry of survey data, and other related tasks. May function as an office manager.

<b>STAFF ADMINISTRATIVE</b>	
<b>Minimum Education/Experience:</b>	High school diploma or equivalent basic skills in word processing and data entry.
<b>Functional Responsibilities:</b>	Provides administrative support to staff in the performance of training, technical assistance, strategic planning, meeting facilitation, development of products, data entry of survey data, and other related tasks.

<b>PROGRAM MANAGER</b>	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 10 years related experience.
<b>Functional Responsibilities:</b>	Coordinates activities of project personnel to ensure project deliverables are met, plans, organizes staffs, directs and manages performance of work for task orders for a project. Reviews and approves all deliverables and monitors the quality of team members. Responsible for management, budgetary and administrative aspects of the project.



PROJECT MANAGER	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 5 years related experience.
<b>Functional Responsibilities:</b>	Responsible for the coordination and completion of the project. Oversees all aspects of the project. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of the project. Prepares reports for upper management regarding status of the project.

PROJECT ASSOCIATE	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 2 years related experience.
<b>Functional Responsibilities:</b>	Performs management and administrative backstopping for long-and short-term projects of moderate size and complexity, including overall coordination and monitoring of project activities. Assists in project startup, recruitment, and closedown. Resolves project finance and contract issues. Provides training to field staff on home office procedures and systems on long-term projects. Provides management and logistical support in field on short-term assignments.

CONSULTANT V	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 12 years related experience.
<b>Functional Responsibilities:</b>	Provides consulting services in a technical area of competence. Plans, implements, and executes the project while working with other technical experts and other staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, and logistical support, prepares technical reports, and presents findings.

CONSULTANT IV	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 10 years related experience.
<b>Functional Responsibilities:</b>	Provides consulting services in a technical area of competence. Plans, implements, and executes the project while working with other technical experts and other staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, and logistical support, prepares technical reports, and presents findings.

CONSULTANT III	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 8 years related experience.
<b>Functional Responsibilities:</b>	Provides consulting services in a technical area of competence. Plans, implements, and executes the project while working with other technical experts and other staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, and logistical support, prepares technical reports, and presents findings.

CONSULTANT II	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 6 years related experience.
<b>Functional Responsibilities:</b>	Provides consulting services in a technical area of competence. Plans, implements, and executes the project while working with other technical experts and other staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, and logistical support, prepares technical reports, and presents findings.



**CONSULTANT I**

**Minimum Education/Experience:** Bachelor's Degree and 4 years related experience.

**Functional Responsibilities:** Provides consulting services in a technical area of competence. Plans, implements, and executes the project while working with other technical expertise and other staff. Assists in data collection, management, and analysis of technical projects, provides internet research, writing, and logistical support, prepares technical reports, and presents findings.

**SUBJECT MATTER EXPERT II**

**Minimum Education Experience:** Bachelor's Degree and 9 years related experience.

**Functional Responsibilities:** Provides expert independent services and leadership in specialized technical areas. Develops and executes complex technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development project.

**SUBJECT MATTER EXPERT I**

**Minimum Education/Experience:** Bachelor's Degree and 7 years related experience.

**Functional Responsibilities:** Provides expert independent services and leadership in specialized technical areas. Develops and executes complex technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development project.

**FACILITATOR V**

**Minimum Education/Experience:** Bachelor's Degree and 10 years related experience.

**Functional Responsibilities:** Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client

**FACILITATOR IV**

**Minimum Education/Experience:** Bachelor's Degree and 8 years related experience.

**Functional Responsibilities:** Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client

**FACILITATOR III**

**Minimum Education/Experience:** Bachelor's Degree and 6 years related experience.

**Functional Responsibilities:** Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client

<b>FACILITATOR II</b>	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 4 years related experience.
<b>Functional Responsibilities:</b>	Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client

<b>FACILITATOR I</b>	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 2 years related experience.
<b>Functional Responsibilities:</b>	Adept at conducting large and small group meetings, and facilitated interventions. Responsible for managing the planned agenda, establishing norms, intervening for appropriate dialogue, facilitating desired outcome, and summarizing the outcome with feedback to the client

<b>WRITER/EDITOR IV</b>	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 7 years related experience.
<b>Functional Responsibilities:</b>	Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs and technical publications. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits special reports or any other customer deliverables and documents. May supervise others in performing technical writing and editing activities.

<b>WRITER/EDITOR II</b>	
<b>Minimum Education/Experience:</b>	Bachelor's Degree and 3 years related experience.
<b>Functional Responsibilities:</b>	Researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs and technical publications. Revises text and recommends changes in scope, format, and content to ensure conformance with established standards. May edit, standardize, or make changes to material prepared by other writers. Performs final quality assurance on all materials. Edits special reports or any other customer deliverables and documents. May supervise others in performing technical writing and editing activities.

**Service Contract Act**

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

**HOURLY RATES FOR SERVICES**

**SIN(s) 874-1 and 874-7**

<b>Labor Category</b>	<b>GSA Hourly Rate w/IFF</b>
Principal Senior Associate	\$215.34
Management Senior Associate	\$183.74
Lead Senior Associate	\$162.21
Lead Associate IV	\$131.07
Staff Associate	\$107.26
Lead Associate III	\$93.56
Staff Associate III	\$79.79
Lead Associate II	\$71.31
Staff Associate II	\$64.51
Lead Associate I	\$59.16
Staff Associate I	\$51.67
Lead Administrative	\$56.87
Staff Administrative	\$36.19
Program Manager	\$226.90
Project Manager	\$159.20
Project Associate	\$89.75
Consultant V	\$156.46
Consultant IV	\$123.96
Consultant III	\$98.94
Consultant II	\$78.54
Consultant I	\$56.08
Subject Matter Expert II	\$192.56
Subject Matter Expert I	\$170.56
Facilitator V	\$162.08
Facilitator IV	\$145.71
Facilitator III	\$119.60
Facilitator II	\$96.42
Facilitator I	\$80.30
Writer/Editor IV	\$93.77
Writer/Editor II	\$66.43