

**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.gsadvantage.gov>

Mission Oriented Business Integrated Services

FSC Group: 874

Contract No.: GS-10F-0112Y



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

Contract Period: 01/01/2012 – 11/12/2016



**IQ Solutions, Inc.
11300 Rockville Pike, Suite 901
Rockville, MD 20852
Telephone: 301-984-1471
Fax: 301-984-1473
<http://www.iqsolutions.com>**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through A373 dated 05/15/2014.



Contract Holder

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GENERAL CONTRACT INFORMATION

- 1a. Table of Awarded Special Item Numbers (SINs): (Please refer to page #4 for a more detailed description)
- 874-1 / 874-1RC: Integrated Consulting Services
 - 874-4 / 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.
 - 874-7 / 874-7RC: Integrated Business Program Support Services
- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #21
- 1c. Labor Category Descriptions: Please refer to page #7
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage: Domestic
5. Point (s) of Production: Not Applicable
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.
- 9b. Government 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: IQ Solutions, Inc.
ATTN: Lee An
11300 Rockville Pike, Suite 901
Rockville, MD 20852
- 13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

- IQ Solutions, Inc.
 ATTN: Accounts Receivable
 11300 Rockville Pike, Suite 901
 Rockville, MD 20852
14. Payment Address:
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): None
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/ : Contact Contract Administrator
25. Data Universal Number System (DUNS) Number: 876875154
26. IQ Solutions, Inc. *is* registered in the System for Award Management (SAM) Database.

CONTRACT OVERVIEW

GSA awarded IQ Solutions, Inc. a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract No. GS-10F-0112Y. The current contract period is 01/01/2012 – 11/12/2016. (This contract was originally awarded under the Consolidated Schedule with a period of performance of 11/13/2001 – 11/12/2016, and reverse migrated to the MOBIS Schedule effective 01/01/2012.) GSA may exercise a total of up to one 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

Lee An
IQ Solutions, Inc.
11300 Rockville Pike, Suite 901
Rockville, MD 20852
Telephone: 301-984-1471
Fax Number: 301-984-1473
Email: gsainfo@iqsolutions.com

MARKETING AND TECHNICAL POINT OF CONTACT

Lee An
IQ Solutions, Inc.
11300 Rockville Pike, Suite 901
Rockville, MD 20852
Telephone: 301-984-1471
Fax Number: 301-984-1473
Email: gsainfo@iqsolutions.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. 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

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

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. IQ Solutions, Inc. been awarded a contract by GSA to provide services under the following SINs:

- SIN 874-1 / 874-1RC: Integrated Consulting Services
- SIN 874-7 / 874-7RC: Integrated Business Program Support Services
- SIN 874-4 / 874-4RC Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.

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

874 1 - Integrated Consulting Services:

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

874 4 - Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships:

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.). Support materials not included may be offered under SIN 874-5.

Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN.

A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology (ies) to be used.

874-7 - Integrated Business Program Support Services:

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

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 IQ Solutions, 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:

Orders under the Micro-Purchase Threshold (\$3,000)
<ul style="list-style-type: none"> Select the contractor best suited for your needs and place the order.
Orders in-between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare a SOW or PWS in accordance with FAR 8.405-2(b). Prepare and send the RFQ (including SOW and evaluation criteria) to at least three GSA Schedule contractors. Evaluate, then make a "Best Value" determination. <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
Orders over the Simplified Acquisition Threshold (\$150,000)
<ul style="list-style-type: none"> Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least three contractors. Seek price reductions. Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)). <p>Note: The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

Developing 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.

Preparing 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

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures](#).

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 micro-purchase 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

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

Education Substitutions:

A Ph.D. may be substituted for three years of required experience with a Masters Degree or four years with a Bachelors Degree.
A Masters Degree may be substituted for two years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma.

Commercial Job Title:	Executive Strategist
Minimum/General Experience:	18 years of executive-level experience.
Functional Responsibilities:	Conducts monthly meetings with the project team and ensure quality control for all deliverables. Ensures the completion of contractual and programmatic requirements. Provides strategic input and counsel to the client. Empowers program managers, leverages corporate resources, and takes action to ensure successful task performance and project advancement.
Minimum Education:	MA/MS degree or the equivalent education and/or experience.

Commercial Job Title:	Sr. Managing Director
Minimum/General Experience:	20 years of relevant experience.
Functional Responsibilities:	Reports to Executive Strategist, and provides overall guidance and direction to project team. Supervises a wide range of tasks, including program, campaign and materials development, partnership building, market research and evaluation, media relations and event planning.
Minimum Education:	BA/BS degree in an applicable field of study.

Commercial Job Title:	Account Planner
Minimum/General Experience:	Minimum five-years of experience in various facets of account planning.
Functional Responsibilities:	Consultant in specific, functional area to project. Assists with the quantitative research to understand the target audience through attitude and usage studies, tracking studies, testing and sales data.
Minimum Education:	BS/BA Degree in related field, or the equivalent education and/ or experience.

Commercial Job Title:	Administrative Assistant I
Minimum/General Experience:	Entry-level position. Some applicable administrative/clerical experience is helpful.
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of the project team. Prepares correspondence, reports, proposals, memos, and other documentation using a personal computer. Operates spreadsheet software such as Excel to produce finished documents. Proofreads copy.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Administrative Assistant II
Minimum/General Experience:	Minimum two years of applicable administrative experience.
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of the project team. Plans and produces correspondence, reports, proposals, memos, and other documentation using a personal computer. Operates spreadsheet software such as Excel to produce finished documents. Proofreads completed documents. Provides copying and production support as needed.
Minimum Education:	High school diploma, or the equivalent education and/ or experience.

Commercial Job Title:	Administrative Assistant III
Minimum/General Experience:	Minimum four years of progressively responsible administrative experience.
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of the project team. Performs a wide range of clerical and administrative duties including, for example, typing, filing, tracking of time records, word processing, dictation, and composition of own correspondence.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Copy Editor
Minimum/General Experience:	Minimum one year of experience.
Functional Responsibilities:	Consultant in specific functional area to project. Assists in edits to manuscript copies for both technical and non-technical documents to include reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, and public relations materials.
Minimum Education:	BS/BA degree in English, journalism, or a related technical field or the equivalent education and/ or experience.

Commercial Job Title:	Courier
Minimum/General Experience:	A clean driving record and a valid driver's license for the local state are needed. Logistical support specifically dedicated to the requirements of project team.
Functional Responsibilities:	Logistical support specifically dedicated to the requirements of the project team. Performs external mail pickup and delivery at designated times and locations while adhering to established procedures. Some mechanical ability/inclination is desired. The position requires the ability to carry, transport and lift up to 50 lbs.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Creative Director
Minimum/General Experience:	Minimum 10 years of related creative services.
Functional Responsibilities:	Consultant in specific functional area to project. Consultant assists Government as strategic partner in defining and influencing agency strategy. Extends counsel beyond core implementation. Expertise in graphics design, production, advertising, print broadcast services and website design.
Minimum Education:	BS/BA degree or the equivalent education and/ or experience.

Commercial Job Title:	Database Administrator I
Minimum/General Experience:	Minimum two years of related database design and implementation experience. At least one year of programming experience is required.
Functional Responsibilities:	Consultant assists Government in analyzing specific functional area to project. Analyzes database requirements of assigned project(s). Analyzes and determines information needs and elements, database relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities.
Minimum Education:	BS degree or the equivalent education and/ or experience.

Commercial Job Title:	Database Support Specialist
Minimum/General Experience:	Technical training and two years of applicable database experience.
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of the project team. Performs data entry, queries data research and reports generation activities.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Desktop Publishing Specialist
Minimum/General Experience:	Technical training in desktop publishing software, typography, and page layout. The position requires thorough knowledge of graphics software related to corporate/department/site operations.
Functional Responsibilities:	Consultant in specific functional area to project. Supports Government in producing high quality documents that simulate typeset quality. Imports text and graphics to enhance design characteristics of documentation.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Director
Minimum/General Experience:	Minimum 10 years of applicable experience.
Functional Responsibilities:	Manages technical consulting operations that are typically subdivided into programs, projects, or tasks. Works closely with subordinate managers to develop a work plan for each project that fulfills contractual requirements. Formulates milestone schedules or other documented plans. Meets frequently with managers and other staff to review work performed and anticipated activities.
Minimum Education:	BS/BA degree or the equivalent education and/ or experience. Advanced degree is also required.

Commercial Job Title:	Documentation Specialist
Minimum/General Experience:	Minimum six years of progressively responsible document production experience.
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of the project team. Coordinates with document production staff to ensure that assigned projects are completed on time and within quality standards. Assigned staff may include word processing, desktop publishing, graphics, writers, and editorial staff.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Editor
Minimum/General Experience:	Minimum two years of editing experience.
Functional Responsibilities:	Consulting in specific functional area to project. Supports Government in editing and proofreading technical documents or sections of documents prepared by writers. Documents may include reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other information.
Minimum Education:	BS/BA degree in English, journalism, or a related field of study or the equivalent education and/or experience.

Commercial Job Title:	Graphics Designer/Artist I
Minimum/General Experience:	Entry-level position.
Functional Responsibilities:	Consulting in specific functional area to project. Assists in designing and developing graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, or, book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, website, CD-ROM, or other visual communication media.
Minimum Education:	BA degree in graphic design/art, or a related field of study or the equivalent education and/or experience.

Commercial Job Title:	Graphics Designer/Artist II
Minimum/General Experience:	Minimum two years of related experience.
Functional Responsibilities:	Consultant in specific functional area to project. Assists in designing and developing moderately complex graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, or, book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, website, CD-ROM, or other visual communication media.
Minimum Education:	BA degree in graphic design/art, or a related field of study, or the equivalent education and/or experience.

Commercial Job Title:	Health Communications Specialist
Minimum/General Experience:	Minimum two years of relevant experience.
Functional Responsibilities:	Consulting in specific functional area to project. Supports the development of work plans to communicate health information to the general public and to keep the public informed about the client organization's programs, outreach materials and products, and accomplishments.
Minimum Education:	BS/BA degree in an applicable field of study or the equivalent education and/or experience.

Commercial Job Title:	Managing Director
Minimum/General Experience:	Minimum 15 years of applicable experience, 12 of which must be directly related to project assignments.
Functional Responsibilities:	Director responsible for oversight and management of project managers. Works independently of any direction and provides managerial and technical guidance to management staff under their supervision.
Minimum Education:	BS/BA degree, or the equivalent education and/or experience, An advanced degree is also required, or the equivalent education and/or experience.

Commercial Job Title:	Managing Editor
Minimum/General Experience:	Minimum five years of progressively responsible experience in producing publications.
Functional Responsibilities:	Consultant in specific function area of project. Assists Government in managing all steps in the document production process including editorial, word processing, and graphics phases as well as administrative duties.
Minimum Education:	BS/BA degree in a related field or the equivalent education and/or experience.

Commercial Job Title:	Meeting Assistant
Minimum/General Experience:	Minimum one year of administrative or clerical experience.
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of project team. Types, files, and coordinates mailings and other general clerical support. Performs a variety of routine and varied administrative and clerical duties in support of pre-meeting, on-site, and post-meeting tasks.
Minimum Education:	High school diploma or the equivalent education and/or experience.

Commercial Job Title:	Meeting Planner I
Minimum/General Experience:	Minimum two years of conference experience.
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of project team. Assists conference and meeting support manager in a variety of duties related to pre-meeting, on- site, and post-meeting tasks.
Minimum Education:	BS/BA degree in a related discipline or the equivalent education and/ or experience.

Commercial Job Title:	Meeting Planner II
Minimum/General Experience:	Minimum five years of progressively responsible conference experience to include conference planning and management.
Functional Responsibilities:	Consultant in specific functional area to project. Supports a broad range of complex specialized duties to assist conference and meeting support managers in pre-meeting and post-meeting activities and provides on-site support at national conferences.
Minimum Education:	BS/BA degree in a related discipline or the equivalent education and/ or experience.

Commercial Job Title:	Network Engineer
Minimum/General Experience:	Minimum five years of related network engineering experience.
Functional Responsibilities:	Consultant in specific functional area to project. Advises Government about current devices and systems to ensure recommended upgrades, modifications, and additions to the network/system to not duplicate existing capabilities and do not violate engineering standards. Supports a broad range of complex specialized network/ system areas such as planning, engineering, requirements definition, provisioning and implementation of telecommunications networks/ information systems.
Minimum Education:	BS degree in computer science or the equivalent education and/ or experience.

Commercial Job Title:	Network Technician
Minimum/General Experience:	Three years of experience in installing, maintaining, and testing telecommunications equipment.
Functional Responsibilities:	Consultant in specific functional area to project. Responsible for a variety of duties related to supporting network monitoring, operations, installation, maintenance and testing of network hardware/ software for the Government.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Principal Database Administrator
Minimum/General Experience:	Minimum 11 years of progressively responsible database engineering and implementation experience, including programming experience.
Functional Responsibilities:	Consultant in specific functional area to project. Using advanced knowledge of database engineering and administration supports highly complex database engineering projects for the Government.
Minimum Education:	BS degree in computer science or a related field or the equivalent education and/ or experience.

Commercial Job Title:	Principal Research Analyst
Minimum/General Experience:	Minimum 10 years of increasingly complex and responsible experience in health and/or social health developing research designs and analysis strategies, analyzing data, presenting results, and preparing study reports and papers for journal publications.
Functional Responsibilities:	Consultant in specific functional area to project. Supports oversight activities for Government wide research projects including communications and evaluation research. Services at the highest level or technical complexity, may require comprehensive specialized knowledge in one or more areas of research.
Minimum Education:	BS/BA degree in social science, public health, psychology, or another related field or the equivalent education and/ or experience.

Commercial Job Title:	Principal Systems Analyst
Minimum/General Experience:	Minimum 11 years of increasingly complex and responsible experience managing or performing information systems design activities using current, applicable programming languages.
Functional Responsibilities:	Consultant in specific functional area to project. Support the analysis and study of extremely complex system requirements requiring a thorough understanding of all parameters affecting and interfacing with the system for Government agencies.
Minimum Education:	BS degree in computer science, management information systems, or a related field or the equivalent education and/ or experience.

Commercial Job Title:	Principal Trainer/Curriculum Developer
Minimum/General Experience:	Minimum 10 years of progressively responsible training experience in subject areas related to client needs, services, and or skill areas.
Functional Responsibilities:	Consultant in specific functional area to project. Supports the analysis and study of extremely complex training requirements requiring a thorough understanding of all parameters affecting client needs. May apply specialized knowledge in one or more areas. Promotes innovation in training and curriculum development methods and procedures and provide guidance on highly complex areas of training per Government's direction.
Minimum Education:	BS/BA degree in a related field (e.g., education, training, psychology), or the equivalent education and/or experience.

Commercial Job Title:	Print Production Coordinator
Minimum/General Experience:	Minimum six years related experience.
Functional Responsibilities:	Consultant in specific functional area of project. Supports the planning & preparation of print publication schedules to ensure that projects meet Government's requirements.
Minimum Education:	High school diploma or the equivalent education and/or experience.

Commercial Job Title:	Print Production Manager
Minimum/General Experience:	Minimum five years of in-depth experience in all stages of print production.
Functional Responsibilities:	Consultant in specific functional area of project. Meets with Government's account services, creative staff, and production teams to provide support and advice on the development of production schedules for current and planned projects. Supports processes that ensure that schedules meet agency deadlines.
Minimum Education:	BS/BA degree or the equivalent education and/or experience.

Commercial Job Title:	Program Associate
Minimum/General Experience:	Minimum one year of technical and operations experience performing work related to project assignments.
Functional Responsibilities:	Consultant in specific functional area of project. Assists the Government in the smooth operation of programs by providing operations and technical support on assigned projects. Provides liaison among project staff, management, subcontractors, and client representatives on project tasks.
Minimum Education:	BS/BA degree in a related discipline or the equivalent education and/or experience.

Commercial Job Title:	Program Manager I
Minimum/General Experience:	Minimum eight years of applicable experience.
Functional Responsibilities:	Consultant acts as representative for Government projects. Reporting and interacts on an ongoing basis with Government. Manages a technical program area that is typically subdivided into one or more technical projects.
Minimum Education:	BS/BA degree or the equivalent education and/or experience.

Commercial Job Title:	Program Manager II
Minimum/General Experience:	Minimum eight years of applicable experience.
Functional Responsibilities:	Consultant supports technical program areas that are typically more advanced or highly complex projects subdivided into one or more technical projects.
Minimum Education:	BS/BA degree or the equivalent education and/or experience.

Commercial Job Title:	Programmer/Analyst I
Minimum/General Experience:	Minimum two years of experience in programming/analysis.
Functional Responsibilities:	Consultant in specific functional area of project. Supports Government with a wide variety of computer programs, associated documentation, block diagrams, and logic flowcharts. Performs limited systems analysis work.
Minimum Education:	BS degree in information systems, computer science, or business administration or the equivalent education and/or experience.

Commercial Job Title:	Project Manager I
Minimum/General Experience:	Minimum five years of applicable experience.
Functional Responsibilities:	Consultant in specific functional area of project. Assists Government in developing a work plan to fulfill contractual requirements on the assigned project. Formulates a milestone schedule or other documented plan. Meets frequently with the staff to review work performed and anticipated activities.
Minimum Education:	BS/BA degree or the equivalent education and/or experience.

Commercial Job Title:	Project Manager II
Minimum/General Experience:	Minimum eight years of applicable experience.
Functional Responsibilities:	Consultant in specific functional area of project. Supports Government in a developing a work plan to fulfill contractual requirements on the assigned project. Formulates a milestone schedule or other documented plan. Meets frequently with the staff to review work performed and anticipated activities.
Minimum Education:	BS/BA degree or the equivalent education and/or experience.

Commercial Job Title:	Research Analyst I
Minimum/General Experience:	Two years of applicable research experience.
Functional Responsibilities:	Consultant in specific functional area of project. Supports research project with data collection, preparation and analysis.
Minimum Education:	BS/BA degree in a related field or the equivalent education and/or experience.

Commercial Job Title:	Research Analyst II
Minimum/General Experience:	Minimum five years of progressively responsible, applicable research experience.
Functional Responsibilities:	Consultant in specific functional area of project. Assists agencies with data management and data file preparation. Assist in research of complex assignments involving design and implementation of the evaluation.
Minimum Education:	BS/BA degree in a related field or the equivalent education and/or experience.

Commercial Job Title:	Science Writer
Minimum/General Experience:	Minimum five years of experience in writing documents.
Functional Responsibilities:	Consultant in specific functional area of project. Supports the analysis of requirements for the Government to determine the types of documentation needed for assigned writing tasks.
Minimum Education:	BS/BA degree in an applicable scientific field of study or the equivalent education and/or experience.

Commercial Job Title:	Senior Database Administrator
Minimum/General Experience:	Minimum eight years of progressively responsible database design and implementation experience including at least one year of programming.
Functional Responsibilities:	Consultant in specific functional area of project. Advises and supports Government on highly complex assignments in the area of database administration. Analyzes and studies complex system requirements.
Minimum Education:	BS degree or the equivalent education and/or experience.

Commercial Job Title:	Senior Editor
Minimum/General Experience:	Minimum five years of editing and proofreading experience.
Functional Responsibilities:	Consultant in specific functional area of project. Supports the improved quality of documents prepared by writers. Documents may include reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other information.
Minimum Education:	BS/BA degree in English, journalism or a related field of study or the equivalent education and / or experience.

Commercial Job Title:	Senior Graphics Designer/Artist
Minimum/General Experience:	Minimum five years of related experience.
Functional Responsibilities:	Consultant in specific functional area of project. Supports the design and development of complex graphics and illustrations for use in technical materials, manuals, and publications. Artwork may include tables, charts, flowcharts, viewgraphs/slides, brochures, forms, illustrations, photographs, promotional materials, posters, postcards, or, book covers. Material may be presented in magazines, books, newspapers, or via television, computer monitor, website, CD-ROM, or other visual communication media.
Minimum Education:	BA degree in graphic design/art, or a related field of study or the equivalent education and/ or experience.

Commercial Job Title:	Senior Health Communication Specialist
Minimum/General Experience:	Minimum five years of relevant experience.
Functional Responsibilities:	Consultant in specific functional area of project. Supports the development of work plans for Government to communicate health information to the general public and to keep the public informed about the client organization's programs, outreach materials and products and accomplishments.
Minimum Education:	BS/BA degree in an applicable field of study or the equivalent education and/ or experience.

Commercial Job Title:	Senior Meeting Planner
Minimum/General Experience:	Minimum eight years of progressively responsible conference experience to include excellent conference planning and management skills as well as experience in planning large, complex conferences.
Functional Responsibilities:	Consultant in specific functional area of project. Supports the planning and managing of all phases of complex conferences and meetings for Government agencies.
Minimum Education:	BS/BA degree in a related discipline or the equivalent education and/ or experience.

Commercial Job Title:	Senior Programmer/Analyst
Minimum/General Experience:	Minimum eight years of increasingly complex experience in programming and analysis.
Functional Responsibilities:	Consultant in specific functional area of project. Supports major programming applications of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the application.
Minimum Education:	BS degree in information systems, computer science, or business administration or the equivalent education and/ or experience.

Commercial Job Title:	Senior Systems Analyst
Minimum/General Experience:	Minimum eight years of increasingly complex and responsible experience managing or performing information systems design activities using current, applicable programming languages.
Functional Responsibilities:	Consultant in specific functional area of project. Supports analysis and evaluation of major system project requirements of considerable complexity requiring a thorough understanding of all parameters affecting and interfacing with the system.
Minimum Education:	BS degree in computer science, management information systems, or a related field, or the equivalent education and/ or experience.

Commercial Job Title:	Senior Technical Writer
Minimum/General Experience:	Minimum eight years of technical writing experience.
Functional Responsibilities:	Consultant in specific functional area of project. Supports and advises Government in collecting, organizing, and developing information required to produce a wide range of complex technical publications including, for example, technical reports, summary reports, newsletters, abstracts, research publications, monographs, multimedia materials, trip reports, media advisories, scripts, training materials, proposals, public relations materials, and other technical documents.
Minimum Education:	BS/BA degree in an applicable technical field or the equivalent education and/ or experience.

Commercial Job Title:	Senior Writer
Minimum/General Experience:	Minimum five years of experience in writing documents.
Functional Responsibilities:	Consultant in specific functional area of project. Supports analysis of Government requirements to determine the types of documentation needed for assigned writing tasks. Prepares outline of contents.
Minimum Education:	BS/BA degree in an applicable field of study or the equivalent education and/ or experience.

Commercial Job Title:	Systems Analyst III
Minimum/General Experience:	Minimum five years of increasingly responsible, related systems analysis experience to include extensive computer programming.
Functional Responsibilities:	Consultant in specific functional area of project. Supports the analysis and evaluation of Government requirements. Supports and advises in the coordination to define the problem, data availability, report requirements, and system design issues.
Minimum Education:	BS degree in computer science, management information systems, or a related field or the equivalent education and/ or experience.

Commercial Job Title:	Task Manager
Minimum/General Experience:	Minimum four years of applicable experience.
Functional Responsibilities:	Consultant in specific functional area of project. Support the development of work plans to fulfill Government requirements. Supports formulation of milestone schedules or other documented plans.
Minimum Education:	BS/BA degree or the equivalent education and/ or experience.

Commercial Job Title:	Technical Assistance Specialist
Minimum/General Experience:	Minimum two years of applicable training experience in subject areas related to project assignments.
Functional Responsibilities:	Consultant in specific functional area of project. Support with client surveys to determine training demands for the Government. Assists in developing training modules and instructional materials. Maintains records of training activities, employee programs and program effectiveness.
Minimum Education:	BS/BA degree in a related field (e.g., education, training, psychology) or the equivalent education and/ or experience.

Commercial Job Title:	Word Processing Operator II
Minimum/General Experience:	Minimum two years of word processing experience, including expertise in word processing software utilized by the company (e.g., Word, Excel, PowerPoint).
Functional Responsibilities:	Administrative support specifically dedicated to the requirements of the project team. Support functions will require the use of word processing, spreadsheet and slide preparation software.
Minimum Education:	High school diploma or the equivalent education and/ or experience.

Commercial Job Title:	Writer
Minimum/General Experience:	Minimum two years of experience in writing documents related to project assignments.
Functional Responsibilities:	Consultant in specific functional area of project. Supports analysis requirements to determine the types of documentation needed for assigned writing tasks for the Government.
Minimum Education:	BS/BA degree in an applicable field of study or the equivalent education and/or experience.

HOURLY RATES FOR SERVICES
SIN(s) 874-1 / 874-1RC, 874-4 / 874-4RC and 874-7 / 874-7RC

Contractor Site Rates:

Labor Category	11/13/2013 - 11/12/2014	11/13/2014 - 11/12/2015	11/13/2015 - 11/12/2016
Executive Strategist	\$ 450.08	\$ 461.33	\$ 472.87
Sr. Managing Director	\$ 254.28	\$ 260.63	\$ 267.15
Account Planner	\$ 176.97	\$ 181.40	\$ 185.93
Administrative Assistant I *	\$ 54.28	\$ 55.63	\$ 57.02
Administrative Assistant II *	\$ 66.24	\$ 67.90	\$ 69.60
Administrative Assistant III *	\$ 76.84	\$ 78.76	\$ 80.73
Copy Editor	\$ 78.01	\$ 79.96	\$ 81.96
Courier *	\$ 49.65	\$ 50.89	\$ 52.16
Creative Director	\$ 232.85	\$ 238.67	\$ 244.64
Database Administrator I	\$ 108.47	\$ 111.18	\$ 113.96
Database Support Specialist	\$ 99.73	\$ 102.22	\$ 104.78
Desktop Publishing Specialist	\$ 80.39	\$ 82.40	\$ 84.46
Director	\$ 141.31	\$ 144.85	\$ 148.47
Documentation Specialist	\$ 105.57	\$ 108.21	\$ 110.92
Editor	\$ 102.44	\$ 105.00	\$ 107.62
Graphics Designer / Artist I	\$ 70.23	\$ 71.99	\$ 73.79
Graphics Designer / Artist II	\$ 101.52	\$ 104.05	\$ 106.65
Health Communications Specialist	\$ 87.52	\$ 89.71	\$ 91.95
Managing Director	\$ 183.43	\$ 188.01	\$ 192.71
Managing Editor	\$ 106.54	\$ 109.20	\$ 111.93
Meeting Assistant	\$ 56.17	\$ 57.57	\$ 59.01
Meeting Planner I	\$ 67.78	\$ 69.47	\$ 71.21
Meeting Planner II	\$ 81.95	\$ 84.00	\$ 86.10
Network Engineer	\$ 145.30	\$ 148.93	\$ 152.66
Network Technician	\$ 104.60	\$ 107.22	\$ 109.90
Principal Database Administrator	\$ 174.31	\$ 178.67	\$ 183.14
Principal Research Analyst	\$ 145.30	\$ 148.93	\$ 152.66
Principal Systems Analyst	\$ 184.02	\$ 188.63	\$ 193.34
Principal Trainer/Curriculum Developer	\$ 170.33	\$ 174.58	\$ 178.95
Print Production Coordinator	\$ 104.73	\$ 107.34	\$ 110.03
Print Production Manager	\$ 163.19	\$ 167.27	\$ 171.45
Program Associate	\$ 87.16	\$ 89.34	\$ 91.57
Program Manager I	\$ 130.19	\$ 133.45	\$ 136.78
Program Manager II	\$ 136.20	\$ 139.60	\$ 143.09
Programmer/Analyst I	\$ 104.30	\$ 106.91	\$ 109.58
Project Manager I	\$ 100.66	\$ 103.18	\$ 105.75
Project Manager II	\$ 131.68	\$ 134.97	\$ 138.34
Research Analyst I	\$ 83.29	\$ 85.37	\$ 87.51
Research Analyst II	\$ 130.54	\$ 133.80	\$ 137.15
Science Writer	\$ 120.88	\$ 123.91	\$ 127.00
Senior Database Administrator	\$ 164.68	\$ 168.80	\$ 173.02
Senior Editor	\$ 126.32	\$ 129.48	\$ 132.72
Senior Graphics Designer/Artist	\$ 117.22	\$ 120.15	\$ 123.15
Senior Health Communication Specialist	\$ 172.68	\$ 177.00	\$ 181.42
Senior Meeting Planner	\$ 88.62	\$ 90.83	\$ 93.10
Senior Programmer/Analyst	\$ 118.55	\$ 121.51	\$ 124.55
Senior Systems Analyst	\$ 174.35	\$ 178.71	\$ 183.18
Senior Technical Writer *	\$ 126.32	\$ 129.48	\$ 132.72
Senior Writer	\$ 128.06	\$ 131.26	\$ 134.54
Systems Analyst III	\$ 184.02	\$ 188.63	\$ 193.34
Task Manager	\$ 69.31	\$ 71.04	\$ 72.82
Technical Assistance Specialist	\$ 73.85	\$ 75.70	\$ 77.59
Word Processing Operator II *	\$ 73.62	\$ 75.46	\$ 77.34
Writer	\$ 82.60	\$ 84.67	\$ 86.79

Government Site Rates:

Labor Category	11/13/2013 - 11/12/2014	11/13/2014 - 11/12/2015	11/13/2015 - 11/12/2016
Executive Strategist	\$ 323.72	\$ 331.81	\$ 340.11
Sr. Managing Director	\$ 182.89	\$ 187.46	\$ 192.15
Account Planner	\$ 125.59	\$ 128.73	\$ 131.95
Administrative Assistant I *	\$ 38.52	\$ 39.48	\$ 40.47
Administrative Assistant II *	\$ 47.01	\$ 48.18	\$ 49.39
Administrative Assistant III *	\$ 54.53	\$ 55.90	\$ 57.29
Copy Editor	\$ 55.37	\$ 56.75	\$ 58.17
Courier *	\$ 35.24	\$ 36.12	\$ 37.02
Creative Director	\$ 165.24	\$ 169.37	\$ 173.60
Database Administrator I	\$ 76.97	\$ 78.90	\$ 80.87
Database Support Specialist	\$ 70.77	\$ 72.54	\$ 74.36
Desktop Publishing Specialist	\$ 57.05	\$ 58.47	\$ 59.94
Director	\$ 100.30	\$ 102.80	\$ 105.37
Documentation Specialist	\$ 74.92	\$ 76.80	\$ 78.72
Editor	\$ 72.70	\$ 74.52	\$ 76.38
Graphics Designer Artist I	\$ 49.84	\$ 51.08	\$ 52.36
Graphics Designer/Artist II	\$ 72.04	\$ 73.84	\$ 75.68
Health Communications Specialist	\$ 62.11	\$ 63.66	\$ 65.25
Managing Director	\$ 130.18	\$ 133.43	\$ 136.77
Managing Editor	\$ 75.61	\$ 77.50	\$ 79.43
Meeting Assistant	\$ 39.86	\$ 40.86	\$ 41.88
Meeting Planner I	\$ 48.10	\$ 49.30	\$ 50.53
Meeting Planner II	\$ 58.15	\$ 59.61	\$ 61.10
Network Engineer	\$ 103.11	\$ 105.69	\$ 108.33
Network Technician	\$ 74.23	\$ 76.09	\$ 77.99
Principal Database Administrator	\$ 123.70	\$ 126.80	\$ 129.97
Principal Research Analyst	\$ 103.11	\$ 105.69	\$ 108.33
Principal Systems Analyst	\$ 130.59	\$ 133.86	\$ 137.21
Principal Trainer/Curriculum Developer	\$ 120.88	\$ 123.90	\$ 127.00
Print Production Coordinator	\$ 74.32	\$ 76.18	\$ 78.08
Print Production Manager	\$ 115.81	\$ 118.71	\$ 121.67
Program Associate	\$ 61.85	\$ 63.40	\$ 64.98
Program Manager I	\$ 92.39	\$ 94.70	\$ 97.07
Program Manager II	\$ 96.65	\$ 99.07	\$ 101.54
Programmer/Analyst I	\$ 74.01	\$ 75.86	\$ 77.76
Project Manager I	\$ 71.43	\$ 73.22	\$ 75.05
Project Manager II	\$ 93.44	\$ 95.78	\$ 98.17
Research Analyst I	\$ 59.11	\$ 60.58	\$ 62.10
Research Analyst II	\$ 93.89	\$ 96.24	\$ 98.65
Science Writer	\$ 85.79	\$ 87.93	\$ 90.13
Senior Database Administrator	\$ 116.87	\$ 119.79	\$ 122.78
Senior Editor	\$ 89.65	\$ 91.89	\$ 94.18
Senior Graphics Designer/Artist	\$ 83.18	\$ 85.26	\$ 87.39
Senior Health Communication Specialist	\$ 122.54	\$ 125.61	\$ 128.75
Senior Meeting Planner	\$ 62.89	\$ 64.46	\$ 66.07
Senior Programmer/Analyst	\$ 84.13	\$ 86.23	\$ 88.39
Senior Systems Analyst	\$ 123.73	\$ 126.82	\$ 130.00
Senior Technical Writer *	\$ 89.65	\$ 91.89	\$ 94.18
Senior Writer	\$ 90.88	\$ 93.15	\$ 95.48
Systems Analyst III	\$ 130.59	\$ 133.86	\$ 137.21
Task Manager	\$ 49.18	\$ 50.41	\$ 51.67
Technical Assistance Specialist	\$ 52.41	\$ 53.72	\$ 55.06
Word Processing Operator II *	\$ 52.24	\$ 53.55	\$ 54.89
Writer	\$ 58.62	\$ 60.09	\$ 61.59

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Assistant I	01020 – Administrative Assistant	05-2103
Administrative Assistant II	01020 – Administrative Assistant	05-2103
Administrative Assistant III	01020 – Administrative Assistant	05-2103
Courier	31043 – Driver Courier	05-2103
Senior Technical Writer	30463 – Technical Writer III	05-2103
Word Processing Operator II	01612 – Word Processor II	05-2103
<p>The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number Identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</p>		