

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.

Schedule 00CORP

Professional Services Schedule (PSS)

Special Item No. 874-1 and 874-1RC: Integrated Consulting Services

Special Item No. 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships

Special Item No. 874-7 and 874-7RC: Integrated Business Program Support Services

CONTRACT NO. GS-10F-0130L

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

**PERIOD COVERED BY CONTRACT:
JANUARY 15, 2001 – JANUARY 14, 2021**

**COMPLIANCE AUTOMATION, INC.
DBA: REQUIREMENTS EXPERTS
3033 South Parker Road, Suite 420
Aurora, CO. 80014
303-481-8467 TEL**

Contract Administration: David Hottman

**www.reqexperts.com
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Small Business**

CUSTOMER INFORMATION

1a.	Table of Awarded Special Item Number(s) SINS with appropriate cross-reference to page number(s)	SINs awarded: 874-1 and 874-1RC p. 5; 874-4 and 874-4RC p. 8; 874-7 and 874-7RC p. 19
1b.	Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded	N/A
1c.	Description of corresponding, commercial job titles, experience, functional responsibility and education for employees or subcontractors who will perform services.	Various. For SINs 874-1 and 874-1RC, see p. 5; 874-7 and 874-7RC, see p. 19
2.	Maximum Order Limitation	\$1,000,000
3.	Minimum Order Limitation	\$100
4.	Geographic Coverage (Delivery Area)	Worldwide
5.	Point(s) of Production (city, county, and state or foreign country)	Same as contractor
6.	Discount from list prices or statement of net price	Prices shown are net discounted
7.	Quantity discounts	Various (see attached price list)
8.	Prompt payment terms	Net 30
9a.	Government purchase cards are accepted at or below the micro-purchase threshold.	Yes
9b.	Government purchase cards are accepted above the micro-purchase threshold.	No
10.	Foreign items (list items by country of origin)	None
11a.	Time of Delivery	As negotiated with ordering agency
11b.	Expedited Delivery	Items available for expedited delivery are noted in this price list."
11c.	Overnight and 2-day delivery	As negotiated with ordering agency
11d.	Urgent Requirements	See "Urgent Requirements" section of SIN 874-1 and 874-1RC, p. 5; 874-7 and 874-7RC, p. 18
12.	FOB Point(s)	Destination
13a.	Ordering Address(es)	Same as contractor
13b.	Ordering procedures	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14.	Payment Address	Same as contractor
15.	Warranty provision	Standard Commercial Warranty
16.	Export Packing Charges	N/A
17.	Terms and conditions of Government purchase card acceptance	None
18.	Terms and conditions of rental, maintenance, and repair	N/A
19.	Terms and conditions of installation	N/A
20.	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices	N/A

20a.	Terms and conditions for any other services (if applicable)	None
21.	List of service and distribution points	N/A
22.	List of participating dealers	N/A
23.	Preventive maintenance	N/A
24a	Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants	N/A
24b	Availability of Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services	N/A
25	Data Universal Number System (DUNS) number	808786099
26	Notification regarding registration in Central Contractor Registration (CCR) database	REGISTERED

TABLE OF CONTENTS

SINs 874-1 and 874-1RC INTEGRATED CONSULTING SERVICES	5
<u>SCHEDULE OF ITEMS</u>	5
<u>SINs 874-4 and 874-4RC TRAINING SERVICES:</u>	7
<u>INSTRUCTOR LED TRAINING, WEB BASED</u>	
<u>TRAINING AND EDUCATION COURSES, COURSE</u>	
<u>DEVELOPMENT AND TEST ADMINISTRATION</u>	
<u>LEARNING MANAGEMENT, INTERNSHIPS</u>	
<u>MANAGERS AND REQUIREMENTS</u>	8
<u>BEFORE REQUIREMENTS</u>	9
<u>WRITING GOOD REQUIREMENTS</u>	10
<u>CONDUCTING A REQUIREMENT REVIEW</u>	11
<u>MANAGING REQUIREMENTS</u>	12
<u>WRITING INTERFACE REQUIREMENTS</u>	13
<u>REQUIREMENT DEFINITION</u>	14
<u>REQUIREMENT MANAGEMENT</u>	15
<u>PERFORMANCE-BASED STATEMENTS OF WORK</u>	16
<u>SYSTEM REQUIREMENTS</u>	17
SINs 874-7 and 874-7 RC INTEGRATED BUSINESS PROGRAM	
SUPPORT SERVICES	
<u>SCHEDULE OF ITEMS</u>	19

SINs 874-1 and 874-1RC: INTEGRATED CONSULTING SERVICES

SCHEDULE OF ITEMS

Although this table shows hourly labor rates, most of our customers prefer to define a performance-based contract and we provide a fixed price bid to support their needs.

Labor Category Offered	Government Hourly Rate Offered	Government Daily Rate Offered	Contract in excess of 700 hours	Contract in excess of 1500 hours
Expert	N/A	\$4100.00	N/A	N/A
Executive Consultant	\$280.00	N/A	\$252.00	\$224.00
Senior Consultant	\$245.00	N/A	\$220.50	\$196.00
Consultant	\$210.00	N/A	\$189.00	\$168.00
Jr. Consultant	\$150.00	N/A	\$135.00	\$120.00
Implementer	\$150.00	N/A	\$135.00	\$120.00
Executive Facilitator	\$280.00	N/A	\$252.00	\$224.00
Senior Facilitator	\$245.00	N/A	\$220.50	\$196.00
Facilitator	\$210.00	N/A	\$189.00	\$168.00

Service Contract Act (SCA) Labor Categories

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services 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 codes, the SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Urgent Requirements: The rates noted in the column entitled “Government Hourly Rate Offered” of the above table apply to all types of requirements, standard and urgent. The delivery date(s) for requirements deemed urgent are subject to negotiation between Requirements Experts and the ordering agency.

Descriptions of Labor Categories for SINs 874-1 and 874-1RC Integrated Consulting Services

Expert.

Functional Responsibility – Provides expert services to define needs, propose solutions, analyze problems, advise, and make recommendations on business and technical

solutions based on experience solving similar problems using knowledge of theory, principles, or technology of requirements processes, tools, techniques, and processes for large, critical, or highly visible projects requiring expert level experience or other technical discipline.

Minimum General Experience – Internationally known expert in the field, published in the field; twenty or more years of experience, at least ten years of which are consulting experience; five or more clients.

Minimum Education – Master's degree

Executive Consultant

Functional Responsibility - Provides executive consulting services to define needs, propose solutions, analyze problems, advise, and make recommendations on business and technical solutions based on experience solving similar problems using knowledge of theory, principles, or technology of requirements processes, tools, techniques or other technical discipline.

Minimum General Experience - Extensive subject matter knowledge; ten or more years of experience, at least five years of which are consulting experience; five or more different consulting clients

Minimum Education - Bachelor's degree or four years equivalent experience

Sr. Consultant

Functional Responsibility - Provides senior consulting services to define needs, propose solutions, analyze problems, advise, and make recommendations on business and technical solutions based on experience solving similar problems using knowledge of theory, principles, or technology of requirements processes, tools, techniques or other technical discipline.

Minimum General Experience - Subject matter knowledge; seven or more years experience, at least three of which are consulting experience; two or more clients.

Minimum Education - Bachelor's degree or four years equivalent experience

Consultant

Functional Responsibility- Provides consulting services to define needs, propose solutions, analyze problems, advise, and make recommendations on business and technical solutions based on experience solving similar problems using knowledge of theory, principles, or technology of requirements processes, tools, techniques or other technical discipline.

Minimum General Experience - Subject matter knowledge; five or more years experience, at least one year consulting experience; at least one previous client.

Minimum Education - Bachelor's degree or four years equivalent experience

Jr. Consultant

Functional Responsibility - Provides consulting support to assist other labor categories or consultant including providing consultant support tasks and the development of consulting products.

Minimum General Experience - Subject matter knowledge or related degree and other training. No previous consulting experience

Minimum Education - Bachelor's degree or four years equivalent experience

Implementer

Functional Responsibility - Provides implementation support to assist other labor categories or providing implementation support tasks and the development of implementation products.

Minimum General Experience - Tool expert and versed in subject matter.

Minimum Education - Bachelor's degree or four years equivalent experience

Executive Facilitator

Functional Responsibility – Executive level facilitation services that provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team success, communication, interpersonal problem solving, meetings, and decision-making. Provides support for teams involved in requirements management projects or other technical project.

Minimum General Experience - Extensive subject matter knowledge; ten or more years experience, at least five years of which are facilitating experience; five or more different facilitating clients

Minimum Education - Bachelor's degree or four years equivalent experience

Sr. Facilitator

Functional Responsibility – Senior facilitation level services that provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team success, communication, interpersonal problem solving, meetings, and decision-making. Provides support for teams involved in requirements management projects or other technical project.

Minimum General Experience - Subject matter knowledge; seven or more years experience, at least three of which are facilitating experience; two or more clients.

Minimum Education - Bachelor's degree or four years equivalent experience

Facilitator

Functional Responsibility – Facilitation services that provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team success, communication, interpersonal problem solving, meetings, and decision-making. Provides support for teams involved in requirements management projects or other technical project.

Minimum General Experience - Subject matter knowledge; five or more years experience, at least one year facilitating experience; at least one previous client.

Minimum Education - Bachelor's degree or four years equivalent experience

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (1 of 11)

SCHEDULE OF ITEMS

A schedule is provided for each training course, by title, in order to provide a description of the training. However, prices are the same for all one-day classes and prices are the same for all two-day classes.

Prices in forms are for domestic training. Add \$1,000 for a non-domestic class. Travel is not included in any prices. Each course includes a workbook and a textbook for each student. Tailoring of classes is charged separately. (See Integrated Consultation Services SINs 874-1 and 874-1RC.) If you desire a class that includes tailoring and facilitation, purchasing these at a firm-fixed price to meet your total needs is generally more economical than purchasing hours and training classes separately.

Government Discounts. An additional 10% can be saved if five or more classes are purchased at the same time and this can be a mix of classes.

The bottom line is, using the multiple-class discount, a one-day class is \$6,882 plus travel and a two-day class is \$8,484 plus travel. This comes to \$229.40 and \$141.40 respectively, per student, per day. This price will be reduced if the agency chooses to provide reproduction services for the workbooks and purchase copies of the book from the publisher or another source, although this may not overall be a cost savings to the government. The workbooks and books are needed for the class and cannot be omitted.

Customer-Furnished Facilities/Equipment. For government pricing, the customer provides: facilities and equipment suitable for training the number of people registered, an LCD projector and remote control device for attaching to the instructor's laptop computer; a wall or screen that provides the proper background for projecting computer-based slides and the proper lighting for showing these slides; a stool for the instructor, name tents for each student and markers, a minimum of two flip charts and markers.

PUBLIC SEMINARS. We also offer our courses as public seminars throughout the year. All current classes are shown on our web site and are conducted at various locations in the continental United States. We expect to offer more public courses in the future. Courses are priced on a per-person basis. For a one-day class the fee is \$603.00. For a two-day course the fee is \$1,010.00. We will offer the following discounts to government personnel and to corporations.

10% for three or more participants at the same seminar.

10% for registering and paying 30 days prior to the seminar.

We have not provided a schedule of items table for this data because it does not seem to fit the form used for the courses.

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (2 of 11)

Managers and Requirements

Title of Course:	Managers and Requirements	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$7,646.00	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>How do you, a manager, get your people to write and manage requirements more effectively? This one-day seminar will show you the classic problems causing poor requirements – the cultural and educational problems confronting requirements writers. It will enable you to rapidly assess requirements throughout the project life cycle – to identify problems early. It will show you some very effective changes to make to improve your processes.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$6,882 per class. For a class size of 15 or less students, the total price of the course is discounted to \$6,542. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships_(3 of 11)

Before Requirements

Title of Course:	Before Requirements	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$7,646	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>How do you know where to begin with requirements? This one-day seminar focuses on what you need to accomplish before you start to write good requirements. It focuses on the pre-requirements phase – developing the project scope, documenting the project level needs, goals, objectives, constraints, and operational concepts. It includes identifying stakeholders and defining external interfaces that define your project bounds. The importance of early project risk identification is also covered.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$6,882 total. For a class size of 15 or less students, the total price of the course is discounted to \$6,542. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (4 of 11)

Writing Good Requirements

Title of Course:	Writing Good Requirements	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$7,646	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>What is a good requirement? How do you write a good requirement? This one-day seminar focuses on how to write good requirements – the characteristics of good requirements and how to turn bad into good. It covers how to turn an implementation or operational statement into a requirement. It covers other data you need, such as rationale, in order to make understanding requirements easier over the project life cycle. It discusses types of requirements – functional, performance, reliability, etc.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$6,882 total. For a class size of 15 or less students, the total price of the course is discounted to \$6,542. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (5 of 11)

Conducting a Requirement Review

Title of Course:	Conducting a Requirement Review	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$7,646	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>Do your requirement reviews take too long? Is it hard to get reviewers? Do you get a large number of comments? This one-day seminar provides you with the opportunity to participate in a "simulated" requirement review where you can see the effects of our 4-step process for conducting a baseline review. It also provides detailed checklists for each step in the baseline review process to take home and use for your own baseline reviews.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$6,882 total. For a class size of 15 or less students, the total price of the course is discounted to \$6,542. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (6 of 11)

Managing Requirements

Title of Course:	Managing Requirements	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$7,646	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>Do you have a process to manage your project requirements throughout their life cycle? This one-day seminar provides you with the benefits of a formal change control process and gives you a process to use as a guide. Other aspects of requirements management during acquisition, development, testing and implementation are covered; including: prioritizing requirements; collecting metrics to know if your process is improving or degrading, monitoring and controlling risk, verifying requirements, and maintaining and upgrading your product.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$6,882 total. For a class size of 15 or less students, the total price of the course is discounted to \$6,542. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (7 of 11)

Writing Interface Requirements

Title of Course:	Writing Interface Requirements	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$7,646	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>Are interface requirements giving you more trouble than others? This one-day seminar addresses interface requirements exclusively. It discusses who should write interface requirements, and when, and where they should be documented. Examples of bad and good interface requirements and exercises writing interface requirements add to your learning. Students may bring along existing requirements that they are struggling with and obtain help with a rewrite. (Prerequisite: Writing Good Requirements).</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$6,882 total. For a class size of 15 or less students, the total price of the course is discounted to \$6,542. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (8 of 11)

Requirement Definition

Title of Course:	Requirement Definition	Length of Course (# of Hrs/Days):	2 days
Total Price of Course:	\$9,831	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>Would you like to see how to scope a project, write good requirements, and conduct a review with a single class? This two-day seminar provides an alternative to taking three one-day seminars. Its emphasis is on the front-end of the requirement definition, management, and control process.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$8,484 per class. For a class size of 15 or less students, the total price of the course is discounted to \$9,246. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (9 of 11)

Requirement Management

Title of Course:	Requirement Management	Length of Course (# of Hrs/Days):	2 days
Total Price of Course:	\$9,831	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>Would you like to take existing requirements and derive additional requirements, conduct reviews, and manage the requirements over your project life cycle? This two-day seminar provides an alternative to taking three one-day seminars. Its emphasis is on the middle to end of the requirement definition, management, and control process. It presumes that you receive the scope and initial set of requirements from someone else.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$8,484 per class. For a class size of 15 or less students, the total price of the course is discounted to \$9,246. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (10 of 11)

Performance-Based Statements of Work

Title of Course:	Performance-Based Statements of Work	Length of Course (# of Hrs/Days):	2 days
Total Price of Course:	\$9,831	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>Would you like to have real performance-based contracts? This is not at all easy, and simply stating that a contract will be performance-based is not the solution. This two-day seminar shows you how to write effective Performance-Based Statements of Work (PBSOW). It defines what is meant by performance based contracting, provides exercises and examples, and gives the advantages of this contract methodology. An overview on how to write good requirements is also included.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Five or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$8,484 per class. For a class size of 15 or less students, the total price of the course is discounted to \$9,246. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-4 and 874-4RC: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships (11 of 11)

System Requirements (aka Requirement Definition & Management)

Title of Course:	System Requirements	Length of Course (# of Hrs/Days):	3 days
Total Price of Course:	\$20,257	Minimum Number of Participants:	N/A
		Maximum Number of Participants:	30
<u>Description of Class</u>			
<p>Are you just beginning to develop your requirement management process? Are you in a major overhaul of your existing requirement management process? For those who want to cover the basics of requirements all in one step this 3-day, two-instructor seminar provides the combined Before Requirements, Writing Good Requirements and Managing Requirements all in a single seminar. This seminar provides you a track through the whole process and helps you to see what elements you want to incorporate in your new or existing process.</p>			
<u>Quantity or Other Applicable Discounts</u>			
<p>Three or more classes ordered at the same time (all can be the same or a mix of classes), or multiple classes scheduled for the same week, are discounted to \$18,231 per class. For a class size of 15 or less students, the total price of the course is discounted to \$16,743. Additional discounts are available for those organizations that prefer to provide the materials, workbooks and books, normally supplied with the training class. This discount is \$500 for a class of 30.</p>			

[Back to Top](#)

SINs 874-7 and 874-7RC: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

SCHEDULE OF ITEMS

Labor Category Offered	Government Hourly Rate Offered	Government Daily Rate Offered	Contract in excess of 700 hours	Contract in excess of 1500 hours
Program Manager/Project Mgr	\$329.53	\$2,636.24	\$296.58	\$263.63
Leads: project, implement, deployment, system engineer	\$274.62	\$2,196.97	\$247.16	\$219.70
System Engineer	\$219.69	\$1,757.52	\$197.72	\$175.75
Engineer	\$164.77	\$1,318.17	\$148.29	\$131.81
Implementer/Planner	\$164.77	\$1,318.17	\$148.29	\$131.81

Service Contract Act (SCA) Labor Categories

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services 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 codes, the SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Urgent Requirements: The rates noted in the column entitled “Government Hourly Rate Offered” of the above table apply to all types of requirements, standard and urgent. The delivery date(s) for requirements deemed urgent are subject to negotiation between Requirements Experts and the ordering agency.

Descriptions of Labor Categories for SINs 874-7 and 874-7RC Integrated Business Program Support Services

Program Manager/Project Manager

Functional Responsibility – Provides program and project management support functions including: developing project plans, managing project stakeholders, managing communication, managing project team, managing project risk, managing project schedule, managing the project budget, and managing project conflicts for large, critical, or highly visible projects requiring senior level experience.

Minimum General Experience - Extensive management knowledge; ten or more years experience, at least five years of which are program or project management experience; three or more different programs or projects

Minimum Education - Bachelor's degree or four years equivalent experience

Lead

Functional Responsibility - Functions provided are project lead, implementation lead, deployment lead, or system engineering lead functions. Provides project management support to a project/program manager or support to technical management in a leadership role. Functions include: feasibility analysis, oversight of technical decision making, management of technical documentation, coordinate with teams and disciplines, management of change, management of design and development processes.

Minimum General Experience - Subject matter knowledge; seven or more years experience, at least three of which are project management or lead experience; two or more projects

Minimum Education - Bachelor's degree or four years equivalent experience

System Engineer

Functional Responsibility – Provide project management support to a project manager or systems engineering manager. Includes project management support responsibilities and technical management support responsibilities: feasibility analysis, trade studies, coordination of requirements, risk management, management of change, and technical performance management.

Minimum General Experience - Subject matter knowledge; five or more years experience as a system engineer

Minimum Education - Bachelor's degree or four years equivalent experience

Engineer

Functional Responsibility - Provides technical management support to assist other labor categories or technical managers including providing technical management support tasks and the development of technical management products.

Minimum General Experience - Subject matter knowledge or related degree and other training

Minimum Education - Bachelor's degree or four years equivalent experience

Implementer/Planner

Functional Responsibility – Provides management support to assist other labor categories or managers including providing management support tasks and the development of management products.

Minimum General Experience - Tool expert and versed in subject matter

Minimum Education - Bachelor's degree or four years equivalent experience

[Back to Top](#)