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: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
1 CUSTOMER INFORMATION, TERMS & CONDITIONS

1.a. Special Item Numbers (SIN):

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1.b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. N/A

1.c. Pricing for Services: see Labor category descriptions for rates. This contract includes labor prices only. Other Direct Costs (ODCs) necessary to complete services will be included in proposals and may be ordered in accordance with the procedures laid out in FAR 8.4.02(f).

2. Maximum Order: $1,000,000

3. Minimum Order: $300

4. Geographic coverage: Domestic and overseas

5. Points of Production: N/A

6. Discount from List Prices: Government Net Prices (Discount already deducted.)

7. Quantity Discounts: N/A

8. Prompt Payment Terms: Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign Items: N/A

10.a. Time of delivery: Per Task

10.b. Expedited Delivery: Per Task

10.c. Overnight and 2-day delivery: N/A

10.d. Urgent Requirements: In regard to the “Urgent Requirements” clause, agencies are advised to contact the contractor for Urgent delivery requirements.

11. FOB Point: Destination
12.a. Ordering Address:
SciMetrika, LLC
7601 Lewinsville Road, Suite 101
McLean, VA 22102
Point of Contact: Meena Krishnan
Telephone: (703) 628-0412
Email: meenak@inoventures.com

12.b. BPA Ordering Procedures: The ordering procedures and information on Blanket Purchase Agreements are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address:
SciMetrika, LLC.
7601 Lewinsville Road, Suite 101
McLean, VA 22102
Attn: Accounts Receivable

14. Warranty Provision: N/A

15. Export Packing Charges: N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18.a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). See Warranty for Repair Parts, If Applicable: N/A

18.b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22.a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). None

22.b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/, N/A

23. Unique Entity Identifier (UEI) Number: DNN1NRYZN4G7
24. **Contractor is registered in the System Award Management (SAM) Database:** Yes

2  **SCIMETRIKA, LLC**

SciMetrika is a public health consulting firm whose mission is to provide innovative scientific, technical, and logistical solutions that advance human health to federal, state, and local agencies, commercial companies, educational institutions, and private research organizations. We specialize in and are committed to assisting our customers with accomplishing their missions, visions, and goals ultimately meeting the public health needs of our nation. We accomplish this through a shared passion for public health; provision of high-quality, practical, customizable, and cost-sensitive solutions that bridge the gap between scientific theory and real-world practice; customer-focused service; and cultural competency.

3  **SERVICES**

SciMetrika provides Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services under GSA MAS SIN 541611
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>SciMetrika Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$119.36</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>$81.67</td>
</tr>
<tr>
<td>Logistics Support Specialist</td>
<td>$60.00</td>
</tr>
<tr>
<td>IT Lead</td>
<td>$103.68</td>
</tr>
<tr>
<td>Enterprise Systems Architect</td>
<td>$124.51</td>
</tr>
<tr>
<td>Business Systems Analyst</td>
<td>$125.81</td>
</tr>
<tr>
<td>Business Analyst/Technical Writer</td>
<td>$118.59</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>$202.00</td>
</tr>
<tr>
<td>Subject Matter Expert/Technical Assistant</td>
<td>$206.08</td>
</tr>
<tr>
<td>Public Health Analyst</td>
<td>$72.00</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>$166.00</td>
</tr>
<tr>
<td>Epidemiologist</td>
<td>$166.00</td>
</tr>
<tr>
<td>Statistician II</td>
<td>$102.40</td>
</tr>
<tr>
<td>Sr. Statistician</td>
<td>$148.50</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>$61.58</td>
</tr>
<tr>
<td>Administrative Assistant **</td>
<td>$56.53</td>
</tr>
<tr>
<td>Clerical **</td>
<td>$35.87</td>
</tr>
<tr>
<td>Expert Scientist</td>
<td>$205.78</td>
</tr>
<tr>
<td>Programmer/Analyst</td>
<td>$85.00</td>
</tr>
<tr>
<td>Computer Programmer III</td>
<td>$140.05</td>
</tr>
</tbody>
</table>
5 LABOR CATEGORY DESCRIPTIONS

Project Coordinator

**Minimum/General Experience:** Four (4) years of experience coordinating and/supporting IT business processes.

**Functional Responsibility:** Defines project deliverables, timeline, and resources required for technology-related projects. Coordinates internal/external resources project timelines, updates, issues, and documentation, to insure on-time and successful projects. Maintains project documentation and reporting not limited to but could include photos, floor plans, written procedures, emails, contracts, and communications. Works closely with Information Technology Director and staff to ensure procedures are followed and timelines are met. Create strategies for risk mitigation and contingency planning.

**Minimum Education:** Bachelor’s Degree or higher in Engineering, Technology or related field or an additional 4 years of experience.

Logistics Support Specialist

**Minimum/General Experience:** Four (4) years of relevant work experience and a BA/BS degree in a related field.

**Functional Responsibility:** Interfaces with customers in support of assigned projects, identifies potential project impacts, assists in the formulation of alternative problem solutions/strategies, and assist with the identification, assessment and tracking of action items arising from subject meetings. Establishes and coordinates schedule with carrier and tender shipments. Source, negotiate and or confirm rates with carriers. Responsible for evaluating shipments, consolidating loads, and selecting the most cost effective/efficient method of delivery.

**Minimum Education:** BA or BS degree or an additional 4 years of experience.

IT Lead

**Minimum/General Experience:** Four (4) years of experience in IT or a related field.

**Functional Responsibility:** Provides in-depth and high-level DESKSIDE SUPPORT to end-user community on hardware, software, and network related problems, questions, and use. Troubleshoots, resolves, integrates, tests, and maintains operating systems environments such as, but not limited to: Windows 7, MS Office, MS Exchange, UNIX, etc. Troubleshoots palm/handheld operating systems, architecture, data backup and recovery.
Answers, evaluates, and prioritizes incoming telephone, voice mail, e-mail, and in-person requests for assistance from users experiencing problems with hardware, software, networking, and other information system-related technologies.

**Minimum Education:** BA or BS degree or an additional 4 years of experience.

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**Enterprise Systems Architect**

**Minimum/General Experience:** Four (4) years of experience in a technical field.

**Functional Responsibility:** Determines cost-effective development solutions. Communicates with development resources to ensure all business requirements and client needs are met.

**Minimum Education:** BS or BA degree or an additional 4 years of experience.

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**Business Systems Analyst**

**Minimum/General Experience:** Four (4) years of Business Analysis experience in a technical environment.

**Functional Responsibility:** Responsible for data analysis and understanding of information technology (IT) processes, managing a portfolio of payment related (IT) projects, driving change, and managing complex processes with the goal of continually improving the solution. The Business analyst is also responsible for managing other team members and working with the client to achieve successful outcomes.

**Minimum Education:** BA or BS degree or an additional 4 years of experience.

---

**Business Analyst/Technical Writer**

**Minimum/General Experience:** Four (4) years of experience, including at least 4 years of experience in editing and technical writing.

**Functional/Responsibility:** Reviews, analyzes, and edits technical and functional documents. These documents include strategic plans, system specifications, system requirements, user manuals, training manuals, and studies results. Supports the development of executive summaries of documents. Performs research and analysis and prepares documentation for user interviews and supports the requirements gathering sessions by performing scribe functions.

**Minimum Education:** BS or BA degree or an additional 4 years of experience.
Subject Matter Expert

**Minimum/General Experience:** Four (4) years of relevant technical experience. Advanced degree may substitute for years of experience.

**Functional Responsibility:** Defines the problem and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture, networking, telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation.

**Minimum Education:** Master’s degree in Computer Science, Information Systems, Engineering, Business, or an additional 6 years of experience.

---

Subject Matter Expert/Technical Assistant

**Minimum/General Experience:** Four (4) years of experience in a technical field.

**Functional Responsibility:** Responsible for performing professional level activities under minimal guidance in administering, maintaining, troubleshooting, and/or developing computer systems and/or applications. Subject Matter Expert/Technical Assistant will also serve as a lead on projects and to lower-level staff.

**Minimum Education:** Bachelor's degree in computer information systems, computer science, or an additional 4 years of experience.

---

Public Health Analyst

**Minimum/General Experience:** Four (4) years of experience evaluating, analyzing, researching, or developing health care services, policies, and programs.

**Functional Responsibility:** Responsible for researching, reviewing, and assessing public health policies; serving as a liaison with interested groups, individual agencies, and other divisions, stakeholders, and departments. Reviewing existing data, literature, policies, conducting environmental scans, and drafting and editing reports; preparing draft and final reports, harmonizing data, maintaining compliance with required federal reporting; and performing other related duties. This position may liaison with other departments and administrations to gather information for reports to stakeholders, contractors, and the Federal oversight agency,
as well as internal staff for the purpose of clarifying policy and customer service issues, and for reviewing and interpreting state and federal policy, regulations, and procedure.

**Minimum Education:** Bachelor’s degree in a related field or an additional 4 years of experience.

---

**Principal Investigator**

**Minimum/General Experience:** Four (4) years of experience in a technical field.

**Functional Responsibility:** Responsible for performing research, implementation of established analytical methodologies, and development of project-specific techniques as appropriate to resolve complex analytical problems for clients across all industry sectors and governmental agencies. The PI works with all levels of technical staff with respect to the analysis and interpretation and reporting of analytical and complementary data.

**Minimum Education:** PhD or Master’s or an additional 6 years of experience.

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**Epidemiologist**

**Minimum/General Experience:** Four (4) years’ experience in epidemiological forecasting.

**Functional Responsibility:** Serve as recognized expert in epidemiology for the agency with responsibility for developing policy and objectives, appraising programs, and initiating requirements for epidemiological studies. Oversee contracts, grants, awards, or cooperative agreements with full responsibility for carrying out all required monitoring and management duties. Serve as a technical consultant on contracts for scientific services. Design, plan and initiate epidemiologic studies, surveys, and investigations. Serve as a national or internationally recognized consultant and expert on epidemiological issues on critical problems in the field of epidemiology. Evaluate data collection, quality control and data utilization methods used to study epidemiological problems and issues. Serve as a project coordinator and recommend resources for epidemiologic projects.

**Minimum Education:** Master’s or Doctoral degree in Epidemiology or an additional 6 years of experience.
Program Analyst

**Minimum/General Experience:** Four (4) years of experience with program management and technical or business analysis.

**Functional Responsibility:** Provides analytical support and guidance to managers, supervisors, and operational personnel in the development and conduct of budget, statistical, analytical, qualitative, and other specialized studies. Also facilitates the development of annual goals and objectives in support of long-range plans. Provides advice on planning methodologies and performance/trend indicators to measure attainment of fiscal year goals and objectives. Reviews new or proposed regulations, laws, orders, planning documents, etc., for impact on operations, plans, and programs. Coordinates with subject matter experts, managers, and operating officials. Presents recommendations for adoption, implementation, mitigation, or change.

**Minimum Education:** Bachelor's degree in business, computer information systems, computer science, or an additional 4 years of experience.

---

Computer Programmer III

**Minimum/General Experience:** Five (5) years of experience in computer operation and/or programming, including at least one (1) year as Computer Programmer II or equivalent.

**Functional Responsibility:** Determines best means of solving complex problems, performing original design analysis for methods of solution. Utilizes knowledge of systems to assist in defining problems, run requirements, and time and form charts. Develops general and detailed flow-charts, tables, and diagrams required for programming projects. Writes programs in appropriate (interpretive, compiler, or assembly) language and documents procedures used throughout each program. Develops controls and initiates tests to verify system integrity.

**Minimum Education:** Minimum Education: BS or BA degree in a related field – 5 Years of Experience.

---

Project Manager

**Minimum/General Experience:** Five (5) years of relevant work experience.

**Functional Responsibility:** Manages less complex projects or manages tasks or groups of personnel on larger, more complex projects; determines program objectives and requirements, performance indicators and quality control activities; performs day-to-day management of overall contract support operations; designs and enforces quality control programs; organizes, directs, and coordinates the planning and
production of all contract support activities; has authority and responsibility to identify and commit resources required to support effort; establishes and alters (as necessary) corporate management structure to direct effective contract support activities; develops monthly reports; monitors expenditures, reviews and approves all costs associated with project activities; resolves problems in a timely manner; maintains contact with industry and trade associations to remain current on industry activities and trends; acts as the focal point for communication between the contractor staff and the agency representative(s); chairs staff meetings; provides guidance to staff; ensures that all deliverables are met; prepares and maintains the schedule of all contract activities; coordinates any training requirements; maintains an updated working knowledge of the activities of each project staff member and project task; responsible for evaluation of existing staff, recruiting new staff, and handling all related personnel actions.

**Education and Experience:** Master’s and 5 years of experience.

---

**Statistician II**

**Minimum/General Experience:** Five (5) years of experience as a Statistician,

**Functional Responsibility:** Works directly with client to identify models, goals, and expected management outcomes; designs and tests statistical models and statistical analysis plan; performs data validation, tests for bias, evaluates data and makes judgments for addressing missing data and outliers; conducts data analyses and prepares data summaries, identifying assumptions made, all possible interpretations, and limitations of the results. Performs analyses using various statistical models under the direction of senior statisticians; cleans data, runs basic, simple analyses such as frequencies and two-by-two tables; conducts univariate analyses for preliminary reports.

**Education and Experience:** Bachelor’s and 5 years of experience.

---

**Sr. Statistician**

**Minimum/General Experience:** Ten (10) years of experience in the field as a Statistician

**Functional Responsibility:** Works directly with client to identify models, goals, and expected management outcomes; designs and tests statistical models and statistical analysis plans; performs data validation; tests for bias; evaluates data and makes judgments for addressing missing or outlying data; conducts data analysis and prepares
data summaries, identifying assumptions made, all possible interpretations, and limitations of the results; supervises statisticians.

**Education and Experience:** Master’s and 10 years of experience.

---

**Administrative Assistant**

**Minimum/General Experience:** Four (4) years of experience as an Administrative Assistant

**Functional Responsibility:** Provides non-technical support to project staff; provides a broad spectrum of administrative support including copying, collating, organizing; prepares routine correspondence, proof-reading, and edits non-technical reports; highly proficient in MS Office word processing, spreadsheets, presentation, and other administrative software.

**Education and Experience:** High school equivalent and 4 years of experience.

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**Clerical**

**Minimum/General Experience:** Two (2) years of experience in the clerical field.

**Functional Responsibility:** Provides support for program and project management, such as secretarial/administrative services. Schedule meetings, maintain filing, and prepare travel arrangements and vouchers. Reserve conference rooms, answer calls, assist with presentations, photocopying, completing reports, and other general office duties.

**Education and Experience:** High school or equivalent and 2 years of experience.

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**Expert Scientist (includes MDs):**

**Minimum/General Experience:** Fifteen (15) years of experience in the public health field.

**Functional Responsibility:** Provides subject matter expertise and may offer advice on how to develop theoretical or empirical models pertaining to projects or programs; this includes aiding in public health research, methodology, and practice.

**Education and Experience:** Master’s and 15 years of experience.
Research Assistant

Minimum/General Experience: No experience required

Functional Responsibility: Develops plans for project or study guidelines that outline research procedures to be followed; plans schedule according to variety of methods to be used, availability and quantity of resources, and number of project personnel; conducts research, utilizing institutional libraries, archives, electronic resources, and other sources of information to collect, record, analyze, and evaluate facts or patterns; discusses findings with other personnel to evaluate validity of findings; aids in preparation of reports for publication in technical journals, for presentation to agency sponsor, or for use in further applied or theoretical research activities.

Proficiency in Internet usage and MS Office highly desirable.

Education and Experience: Bachelor’s degree and no years of experience.
Degree/Experience Equivalency

Equivalencies for Labor Categories as reflected in the Table below:

- Bachelor’s Degree – four years of experience
- Master’s Degree – four years of experience
- PhD – four years of experience

### Degree/Experience Equivalency

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Qualifications</th>
<th>Years of Experience Required if Candidate Has Bachelor’s</th>
<th>Years of Experience Required if Candidate Has Master’s</th>
<th>Years of Experience Required if Candidate Has Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistician II</td>
<td>Bachelor’s and 5 years of experience</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Senior Statistician</td>
<td>Master’s and 10 years of experience</td>
<td>14</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>Bachelor’s and 0 years of experience</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Master’s and 5 years of experience</td>
<td>9</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>High school equivalent and 4 years of experience</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Clerical</td>
<td>High school equivalent and 2 years of experience</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Expert Scientist</td>
<td>Master’s and 15 years of experience</td>
<td>19</td>
<td>15</td>
<td>11</td>
</tr>
</tbody>
</table>

*Doctorate-level includes but is not limited to PharmD, MD, JD, DVM and related terminal degrees.

*** Other equivalencies for Labor Categories not in the table are described in the description themselves.
6 SERVICE CONTRACT LABOR STANDARDS (SCLS) APPLICABILITY

SciMetrika acknowledges the requirements of the Service Contract Labor Standards (SCLS) and has verified that prices for the non-exempt labor categories meet the SCLS minimums in the contract. The below SCLS matrix identifies the labor categories that fall under the SCLS requirements:

**SCLS Matrix**

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Clerical</td>
<td>01311 – Secretary I</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based upon the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).