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 Title: Multiple Award Schedule
Federal Supply Group: Professional Services
Contract Number: GS-10F-0376U

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

Contract Period: September 30, 2008 through September 29, 2023

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<th>Contractor:</th>
<th>Business Size:</th>
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<td>Global Tech, Inc. (EGlobalTech)</td>
<td>• Other than Small Business</td>
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Telephone: 571-224-9375
Fax Number: 703-842-7591
Web Site: www.eglobaltech.com
E-mail: theresa.grouge@eglobaltech.com
Contract Administrator: Theresa Grouge

Price list current as of Modification # PA-0035, effective July 5, 2022.
1. Customer Information

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 541611, 541611RC, 611430, 611430RC, OLM & OLMRC.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See page 5

1c. If the contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See page 7

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address


7. Quantity discounts: None Offered

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

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as company address

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es): Same as company address

14. Warranty provision: Contractor’s standard commercial warranty
15. Export Packing Charges (if applicable): 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
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
18b. 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
22a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/: N/A
23. Unique Entity Identifier (UEI) Number: HWMKR49GR573
24. Notification regarding registration in System for Award Management (SAM) database: Registered
2. About Global Tech, Inc.

Global Tech, Inc. (dba EGlobalTech) was founded as an 8(a), Economically Disadvantaged Woman-Owned Small Business (EDWOSB). Through an experienced and dedicated team of consultants, we offer unique business strategies and competitive advantages to clients that include thought leadership, technological expertise, and the proven ability to implement solutions. At the foundation of our business philosophy is the overarching notion that technology and Information Technology (IT) opportunities are tightly linked to business goals and increasingly, to business transformation. Our capabilities include:

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<th>Program/Project Management</th>
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<td>Business Continuity Planning</td>
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**Why EGlobalTech?:**

- A full range of services with a focus on supporting the project lifecycle from inception through closeout and final disposition including IT Infrastructure Support.

- Award-winning Enterprise Architecture (EA) solutions that work within the organization’s IT strategic framework and federal requirements to implement an agency’s vision and create a roadmap for future IT investment decisions.

- Project Management Organization (PMO) and Program Support to ensure that agencies achieve their performance goals and IT strategies.

- Strategic action plans to integrate Capital Planning, EA, and IT Security planning within collaborative governance structures and processes.

- A proven performance metrics development and measurement methodology that is outcome-based and results-oriented.

- Federal thought leadership in EA, cross-agency collaboration, and Service-Oriented Architecture (SOA).

- Proficient knowledge of federal and legislative guidelines, including Office of Management and Budget (OMB) Circulars A-11 and A-130, Clinger Cohen, the President’s Management Agenda, the E-Government Act of 2002, and National Institute of Standards and Technology (NIST) SP 800.
3. GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

Multiple Award Schedule

SIN: 541611, 541611RC, Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

SIN: 611430 611430RC, Professional and Management Development Training

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### 3.1 Professional Services Schedule Labor Categories SINs 541611 & 541611RC

#### 3.1.1 Acquisition Consultant

**Minimum/General Experience:** Seven (7) years of experience. Requires advanced knowledge and experience in supporting full acquisition lifecycle, including acquisition planning, contract administration, performance management, and contract closeout. Has advanced knowledge of the Federal Acquisition Regulation (FAR).

**Functional Responsibility:** Supports the full acquisition lifecycle. Provides acquisition planning, proposal evaluation, contract administration, and contract close-out assistance. Support studies such as OMB Circular A-76, strategic sourcing, and public-private studies. Supports acquisition policy development.

**Minimum Education:** Master's Degree

#### 3.1.2 Acquisition Analyst Jr.

**Minimum/General Experience:** One (1) year of experience. Requires basic competence in the areas of business analysis, requirements definition, documentation development, and contract administration support.

**Functional Responsibility:** Supports acquisition planning through requirements definition, basic market research, and documentation development. Supports contract and acquisition administration tasks.

**Minimum Education:** Bachelor’s Degree

#### 3.1.3 Acquisition Manager

**Minimum/General Experience:** Eight (8) years of experience. Requires advanced knowledge and experience in supporting full acquisition lifecycle, including acquisition planning, contract administration, performance management, and contract closeout. Has advanced knowledge of the FAR. Requires project management experience.

**Functional Responsibility:** Responsible for the performance of acquisition-related tasks and projects. Directs and supervises all acquisition team members, provides guidance, and resolves issues. Manages the technical direction of the project in accordance with the project objectives throughout the acquisition lifecycle. Must be able to identify and mitigate project risks in addition to managing cost, schedule, and performance requirements.

**Minimum Education:** Bachelor’s Degree

#### 3.1.4 Acquisition Analyst Mid

**Minimum/General Experience:** Three (3) years of experience. Requires competence in the areas of acquisition planning, including business analysis, requirements definition, acquisition documentation development, and contract administration support. Has been exposed to a variety of acquisitions tools, techniques, and methodologies.

**Functional Responsibility:** Supports acquisition planning, including defining business needs, objectives, and requirements, acquisition documentation development, and market research. Assists in developing and defining the scope through research combined with understanding of acquisition tools and techniques and industry requirements.
Minimum Education: Bachelor’s Degree.

3.1.5 Acquisition SME

Minimum/General Experience: Ten (10) years of experience. Requires expert-level knowledge and experience in supporting full acquisition lifecycle, including acquisition planning, contract administration, performance management, and contract closeout. Has expert level knowledge of the FAR.

Functional Responsibility: Provides expert assistance in supporting the full acquisition lifecycle, including proposal evaluations, price/cost analysis, and technical proposal analysis. Performs competitive sourcing through OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies. Prepares acquisition-related policies and guidelines.

Minimum Education: Master’s Degree

3.1.6 Acquisition Specialist Jr.

Minimum/General Experience: Two (2) years of experience. Requires basic experience in acquisition planning, acquisition documentation development, market research, and contract administration. Has been exposed to a variety of acquisitions tools, techniques, and methodologies.

Functional Responsibility: Supports acquisition planning assistance, including market research and recommending procurement strategies. Assists with reviewing contractor performance, investigating reports of contract discrepancies, and provides contract closeouts assistance.

Minimum Education: Bachelor’s Degree.

3.1.7 Acquisition Specialist Mid

Minimum/General Experience: Four (4) years of experience. Requires experience in acquisition planning, acquisition documentation development, market research, and contract administration. Possesses demonstrated knowledge of the FAR. Has used a variety of acquisitions tools, techniques, and methodologies.

Functional Responsibility: Provides acquisition planning assistance, including market research and recommending procurement strategies. Reviews contractor performance, investigating reports of contract discrepancies, and provides contract closeouts assistance.

Minimum Education: Bachelor’s Degree

3.1.8 Acquisition Specialist Sr.

Minimum/General Experience: Six (6) years of experience. Requires experience in supporting full acquisition lifecycle, including acquisition planning, contract administration, performance management, and contract closeout. Possesses demonstrated knowledge of the FAR.

Functional Responsibility: Supports the full acquisition lifecycle. Provides contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, investigating reports of contract discrepancies, and closing out contracts. Provides direction to less experienced contracting specialist personnel.

Minimum Education: Bachelor’s Degree

3.1.9 Business Analyst
Minimum/General Experience: Three (3) years of experience analyzing and supporting business and requirement analysis, business process modeling, and business process re-engineering.

Functional Responsibility: Develops plans for requirements analysis of information systems. Defines problems and solves business analysis as well as requirement specifications. Works under supervision and coordinates closely with programmers to ensure proper implementation of program and system specifications.

Minimum Education: Bachelor’s Degree

3.1.10 Enterprise Architect

Minimum/General Experience: Three (3) years of Information Technology (IT) and business analysis experience, providing internal/external consulting services in solving architectural issues. Requires competence in field of expertise, such as technology assessment, process/productivity improvement, Change Management (CM), strategic planning, and feasibility studies in other architecture related areas. Possesses knowledge of architectural principles and frameworks.

Functional Responsibility: Supports Enterprise Architecture (EA) development and alignment to all architectural areas (business, performance, technology, and data). Develops and conducts analyses on EA artifacts.

Minimum Education: Bachelor’s Degree

3.1.11 IT Strategy Management Architect

Minimum/General Experience: Fifteen (15) years of technical experience in systems lifecycle management, out of which at least eight (8) must be specialized in structured system development processes and the development of information systems. Understands and articulates the impact of IT and systems processes as well provide leadership in relevant design techniques including activity and data modeling; information systems development methods; best practices implementation and benchmarking; and training.

Functional Responsibility: Responsible for translating high-level requirements into effective information system solutions, along with devising and executing a development plan to implement such a solution. Conducts assessments, evaluations, selections, site surveys, requirements analysis and definition, technology prototyping, and cost analysis related to IT. Architects design and develops prototypes to confirm project requirements and illustrate technical approaches. Responsible for identifying new and emerging technology to support strategic planning initiatives required to meet business needs.

Minimum Education: Bachelor’s Degree

3.1.12 IT Strategy Management Specialist

Minimum/General Experience: Ten (10) years’ experience, of which at least six (6) years must be specialized. Specialized experience includes supervision of system architects; use of structured analysis; design methods and tools; techniques; object-oriented principles; and experience with the logical and physical functional, operational, and technical architecture of information systems. Specialized experience could also be in investment analysis and requirement definition.

Functional Responsibility: Tasks include analyzing problems, work-flows, applications, and design specifications for functional activities. Analyzes and evaluates moderate to complex data processing systems, both current and proposed, translating customer information system requirements into detailed system or program requirements. Gathers information by developing and implementing data collection
instruments and conducts surveys, document reviews, and interviews. Synthesizes gathered data to develop system requirements and program specifications.

**Minimum Education:** Bachelor’s Degree

3.1.13 **Principal Enterprise Architect**

**Minimum/General Experience:** Recognized leader in the field of business and technology. Fifteen (15) years of technical experience providing internal/external consulting services to management and technical staff in solving complex information and architecture issues. Position requires competence in field of expertise, such as organizational assessment (business and technology); feasibility studies and cost/benefit analyses; workshop facilitation; Hardware (HW) and Software (SW) evaluation; and business process re-engineering. Additional requirements include demonstrated knowledge in strategic planning and action plan development; CM, Quality Assurance (QA); program performance assessment; and system alignment. Candidate possesses knowledge of state-of-the-art IT and systems management and Architectural frameworks.

**Functional Responsibility:** Provides strategic direction and decision-making support in regards to architectural development and maturation in terms of business, data, application, technology, and performance.

**Minimum Education:** Bachelor’s Degree

3.1.14 **Principal Systems Architect**

**Minimum/General Experience:** Recognized leader in the field of IT. Ten years (10) of technical experience providing internal/external consulting services to management and technical staff in solving complex IT and issues to increase performance and productivity. Position requires competence in field of expertise, such as technology assessment; feasibility studies; technical design; solutions planning; requirements analysis; HW and SW market analysis and evaluation; assessing reliability and validity of data and technology; and showing how technology solutions can support the business process re-engineering. Candidate possesses knowledge of state-of-the-art IT and systems management, as well as Architectural frameworks.

**Functional Responsibility:** Provides IT and architecture subject matter expertise relating to business, data, application, technology, and performance issues.

**Minimum Education:** Bachelor’s Degree

3.1.15 **Program Executive**

**Minimum/General Experience:** Recognized leader in the field of business and IT. Ten (10) years of business providing internal/external management services to management and technical staff in solving complex IT and architecture issues. Position requires competence in field of expertise, such as decision making support, project management, change management, team building, consensus building to solve divergent perspectives, and quality assurance. Candidate must be able to provide strategic guidance in terms of such as Earned Value Management (EVM); developing Work Breakdown Structures (WBS); process improvement; strategic planning; technology assessment; feasibility studies and cost/benefit analyses; organizational/program assessments; workshop facilitation; and process re-engineering.

**Functional Responsibility:** Provides subject matter expertise and guidance regarding all facets of project engagements, including IT and architecture in terms of business, data, application, and technology.

**Minimum Education:** Bachelor’s Degree

3.1.16 **Project Manager**
Minimum/General Experience: Eight (8) years of experience in relevant fields and five (5) years’ experience managing Task Orders (TOs) or groups of TOs affecting the same IT system or project. Person requires competence in managing projects from inception to deployment, by using EVM techniques and WBS. Candidate possesses experience in QA; CM; performance measure and indicator development; process and productivity improvement; debriefing and overall meeting planning; and logistical meeting/conference support when performing technical facilitation, leading large and small group briefings and discussions. Candidate must possess knowledge of best practices in the management and control of personnel, funds, and resources for multi-task information system projects.

Functional Responsibility: Directs completion of tasks within estimated time frames and budget constraints. Provides guidance to project staff to ensure the quality of deliverables. Schedules and assigns duties to subordinates and subcontractors and ensures assignments are completed as directed. Enforces work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Candidate interfaces with internal and Government management personnel. Reports to internal and Government management.

Minimum Education: Bachelor’s Degree

3.1.17 Sr. Business Analyst

Minimum/General Experience: Eight (8) years of technical experience analyzing and designing business processes. Person requires competence in performance measurement; problem-solving; organizational/program assessment and analysis; workshop facilitation; benchmarking; and preparing draft and final reports for dissemination. Candidate must possess experience in requirements and business analysis; business process modeling and re-engineering; documentation development; supporting feasibility and cost-benefit analysis development; and project task coordination.

Functional Responsibility: Leads business analysis, benchmarking, performance measurement, and conceptual design development efforts; supports strategic planning and technical assessments to ensure systems alignment with business needs; coordinates with the PM to ensure problem resolution and user satisfaction; prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives; and may provide daily supervision and direction to project staff.

Minimum Education: Bachelor's Degree

3.1.18 Sr. Data Architect

Minimum/General Experience: Eight (8) years of experience analyzing and designing data and information architectures. Person should be able to provide technical and administrative direction for personnel performing business and data modeling tasks. Should have experience in data concepts such as data modeling; date reference model mapping; assessing reliability and validity of data; and data strategy development and data analysis. Requires competence in data and business analysis, problem-solving, and relevant documentation development.

Functional Responsibility: Leads data vision and strategy development, data analysis, and modeling efforts; ensures data architecture alignment to business needs and systems; coordinates with the PM to ensure problem solution and user satisfaction; makes recommendations, if needed, for approval of data solutions and strategies.; prepares milestone status reports and deliveries/presentations to colleagues, subordinates, and end user representatives; and may provide daily supervision and direction to support staff.

Minimum Education: Bachelor’s Degree
3.1.19 Sr. Enterprise Architect

**Minimum/General Experience:** Six (6) years of EA experience, providing internal/external consulting services to management and technical staff in solving complex architectural issues. Position requires competence in field of expertise, including strategic planning; organizational/program assessment; technology assessment; business process re-engineering; performance/productivity improvement; problem-solving; CM; feasibility studies; and other architecture related areas. Possesses knowledge of state-of-the-art IT management and architectural frameworks.

**Functional Responsibility:** Provides subject matter expertise and direction to support EA efforts in terms of business, data, application, technology, and performance.

**Minimum Education:** Bachelor’s Degree

3.1.20 Sr. Information Engineer

**Minimum/General Experience:** Recognized expert in the field of IT. Six (6) years of IT experience, providing internal/external consulting services to management and technical staff in solving complex information issues. Position requires competence in field of expertise, including strategic planning; technology assessment; business process re-engineering; performance/productivity improvement; problem-solving; CM; feasibility studies; and other architecture related areas. Possesses knowledge of state-of-the-art IT management, technical design, solutions planning, and architectural frameworks.

**Functional Responsibility:** Provides subject matter expertise and direction to support EA efforts in terms of business, data, application, technology, and performance.

**Minimum Education:** Bachelor’s Degree

3.1.21 Sr. Information Tech.

**Minimum/General Experience:** Eight (8) years’ experience, of which at least four (4) years must be specialized. Specialized experience includes supervision of architects; use of structured analysis; design methods and tools; techniques; object-oriented principles; and experience with the logical and business functional, operational, and technical architecture of information systems.

**Functional Responsibility:** Establishes system information requirements using analysis of the Information Engineer(s) in the development of enterprise-wide or large-scale architectural efforts and investments. Evaluates problems of workflow, organization, and planning and develops appropriate corrective action.

**Minimum Education:** Bachelor’s Degree

3.1.22 Sr. Systems Analyst

**Minimum/General Experience:** Three (3) years of technical experience analyzing and designing business processes. Person may provide technical and administrative direction for personnel performing business and IT analysis tasks including the review of work products for correctness; adherence to the design concept and to user standards; and for progress in accordance with schedules. Requires competence in requirements and business analysis; business modeling/process re-engineering; organization/program assessment; performance measurement and improvement; problem-solving; and workshop facilitation.

**Functional Responsibility:** Supports business process re-engineering and requirements gathering efforts, including benchmarking, and performance measurement; supports strategic planning efforts; supports the PM to ensure problem resolution and user satisfaction; prepares draft and final reports for dissemination;
and prepares milestone status reports and deliveries/presentations on business concepts to colleagues, subordinates, and end user representatives.

**Minimum Education:** Bachelor’s Degree

### Sr. Systems Architect

**Minimum/General Experience:** Recognized expert in the field of investment analysis and Capital Planning and Investment Control (CPIC). Six (6) years of experience in business analysis and investment reviews, providing internal/external consulting services to management and investment staff in solving complex issues. Position requires competence in field of expertise, such as feasibility studies; operational analysis and cost/benefit analyses; systems alignment; performance/productivity improvement; and other investment related areas.

**Functional Responsibility:** Provides subject matter expertise and direction to support Investment Analysis, Portfolio Management (PfM), and CPIC efforts.

**Minimum Education:** Bachelor’s Degree

### Systems Analyst

**Minimum/General Experience:** One (1) year of experience analyzing and supporting business and requirement analysis, business process modeling, and business process re-engineering.

**Functional Responsibility:** Develops plans for Requirements Analysis (RA) of information systems. Defines problems and solves business analysis as well as requirement specifications. Works under supervision and coordinates closely with programmers to ensure proper implementation of program and system specifications.

**Minimum Education:** Bachelor’s Degree

### Technical Analyst

**Minimum/General Experience:** Two (2) years of experience in CPIC, including investment assessment, budget planning, and Office of Management and Budget (OMB) requirements compliance support. Candidate requires competence in areas such as feasibility studies; Exhibit 300 development and analysis; operational analysis and cost/benefit analyses; and other investment related areas.

**Functional Responsibility:** Supports all CPIC and PfM efforts. Defines problems and solves business analysis as well as requirement specifications. Works under supervision and coordinates closely with PM to ensure proper deliverables content.

**Minimum Education:** Bachelor’s Degree

### Technical Editor

**Minimum/General Experience:** One (1) year of technical editing and writing experience, providing internal/external consulting services to management and technical staff in editing and writing complex documents.

**Functional Responsibility:** Develops, formats, and prepares deliverables for final submission. Works under supervision and coordinates closely with the Project Manager (PM) to ensure proper deliverables.

**Minimum Education:** Bachelor's Degree
3.2 Professional Services Schedule Labor Categories SINs 611430 & 611430RC

3.2.1 Training Consultant

**Minimum/General Experience:** Eight (8) years of experience. Requires expertise and skills in training instruction and facilitation, learning simulations, and various adult learning tools and techniques.

**Functional Responsibility:** Facilitates training programs and courses in person or via other online delivery methods. Advises on course design and techniques to increase effectiveness of learning experience and overall adoption of knowledge to meet organizational objectives.

**Minimum Education:** Master's Degree

3.2.2 Training Developer Jr.

**Minimum/General Experience:** One (1) year of experience. Required competence includes configuration of COTS solutions and web-development of training SW packages and/or other computer applications.

**Functional Responsibility:** Supports the configuration of COTS SW packages to meet client business/technical requirements. Supports the development of web-based and other training systems. Works with technical staff to understand and resolve SW issues and/or customer complaints with insightful and informed suggestions for modifications and enhancements. Develops user manuals and demonstrates SW as necessary

**Minimum Education:** Bachelor’s Degree

3.2.3 Training Developer Sr.

**Minimum/General Experience:** Five (5) years of experience. Requires advanced competence in configuration of COTS solutions and web-development of training SW packages and/or other computer applications.

**Functional Responsibility:** Performs/leads the configuration of COTS SW packages to meet client business/technical requirements. Performs/leads the development of web-based and other training systems. Responsible for resolving SW issues and/or customer complaints with insightful and informed suggestions for modifications and enhancements. Performs as task lead and monitors the performance of assigned SW developers in addition to instructing and assigning specific work to meet all project deliverables and timelines.

**Minimum Education:** Bachelor’s Degree

3.2.4 Training Manager

**Minimum/General Experience:** Eight (8) years of experience. Required competence in project management of training initiatives. This includes project planning, performance management, risk management, cost management, schedule management, deliverable management, and personnel management.

**Functional Responsibility:** Responsible for the management and performance of training-related tasks and projects. Directs and supervises all support staff for the performance of project activities and development of project deliverables. Manages the technical direction of the project in accordance with the project objectives through design, implementation, and testing. Must be able to identify and mitigate project risks in additional to managing cost, schedule, and performance requirements.

**Minimum Education:** Bachelor’s Degree
3.2.5 Training SME

Minimum/General Experience: Ten (10) years of experience. Requires expertise in training standards and practices and course design/development. Experience includes training delivery and facilitation, design of training systems, and resolving complex training issues. Experience includes managing implementation of multiple training systems, including in areas such as learning management systems, learning simulations, and various online tools and techniques.

Functional Responsibility: Designs and develops training curriculums, training courses, training materials. Develops and designs new courses and subject matter in response to an organization's business needs. Delivers instructor-led training. Coordinates with stakeholders to define requirements for system architecture concerning training systems. Creates workforce development plans and policies.

Minimum Education: Master's Degree

3.2.6 Training Specialist Jr.

Minimum/General Experience: Two (2) years of experience. Required competence in research, training planning, and training administration.

Functional Responsibility: Supports research of training topics, gathers training requirements, and supports planning of training courses and development of training materials. Responsible for scheduling training sessions, logistics, and follow-up.

Minimum Education: Bachelor’s Degree

3.2.7 Training Specialist Mid

Minimum/General Experience: Four (4) years of experience. Required experience in research, training planning, and training administration.

Functional Responsibility: Leads research of training topics and planning of training courses. Supports development of training curriculum and training materials. Leads training session follow-up.

Minimum Education: Bachelor’s Degree

3.2.8 Training Specialist Sr.

Minimum/General Experience: Six (6) years of experience. Required experience in research and training planning, test administration, learning management, and curriculum design.

Functional Responsibility: Leads research of training topics. Supports development of training curriculum and training materials. Develops and implements learning management process/framework. Plans instructor-led training sessions. Administers tests and provides results. Leads the gathering and assessment of training requirements and uses those requirements for course design.

Minimum Education: Bachelor's Degree
3.4 Education Substitutions

For all labor categories:

Two years’ experience may substitute for an Associate’s degree

Four years’ experience may substitute for a Bachelor’s degree

Six years’ experience may substitute for a Master’s degree

4. Service Contract Labor Standards Statement

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