



# ***TAC Technologies***

## **General Services Administration (GSA) Authorized Federal Supply Schedule Price List**



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

**Federal Supply Group – 874**

**Class – R799**

**Contract Number – GS-10F-0382L**

**Option 2: September 10, 2011 to September 9, 2016**

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Thank you for your interest in The Acuna Corporation, d/b/a TAC Technologies (TAC). We are pleased to be partnered with the United States General Services Administration (GSA) in the Management, Organization and Business Improvement Services (MOBIS) Program.

Management consulting is an industry that continues to experience phenomenal growth. Technology, globalization, and an increased use of outsourced expert advice are behind this growth. Technology is facilitating globalization. The consultant's role is becoming increasingly prominent as competition forces agencies to focus on their competitive strengths and re-engineer their work processes to take advantage of the best practices coming from everywhere. The job of the management consultant is to:

- Provide the agency client with information they request;
- Diagnose their current situation, often helping them redefine problems in the process;
- Present a coherent and well-articulated set of strategic recommendations;
- Build commitment and consensus around required change;
- Assist with implementation, ensuring high quality standards are followed;
- Facilitate learning so that the client can assume the task over time; and
- Improve organizational effectiveness.

TAC has been at the forefront in managing change and improving organizational effectiveness. Among our global success are development and implementation of the United States Peace Corps' International Finance Operations, Department of State's Anti-terrorism Assistance Program, and the Department of Defense's International Technology and Security, Industrial Affairs, Information Technology, Interoperability and Special Studies programs.

We have enclosed for your perusal our GSA MOBIS Schedule of Services and you may also access our website at [www.tactechnologies.com](http://www.tactechnologies.com) and click on the GSA logo.

We invite you to take advantage of the GSA MOBIS Program and allow us to use the experience and insight we have gained from previous successes to contribute to the continuing success of your organization.



**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!*<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA *Advantage!*<sup>TM</sup> is: <http://www.GSAAdvantage.gov>

**Schedule for** – Mission Oriented Business Integrated Services  
(MOBIS)

**Federal Supply Group** – 874

**Class** – R799

**Contract Number** – GS-10F-0382L

**Option 1:** September 10, 2011 through September 9, 2012

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

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**SECTION 1  
CUSTOMER INFORMATION  
CONTRACT NO. GS-10F-0382L**

1. **Table of awarded Special Item Numbers (SINs) with appropriate cross-reference to page numbers:** 874-1, 874-2, 874-3 and 874-7.
  - 1a. **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 client, should show the range of the lowest price, and cite the areas to which the prices apply:** See item 6 below.
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (Delivery Area):** FOB Worldwide
5. **Point(s) of Production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted – see attached).
7. **Quantity Discounts:** Negotiable
8. **Prompt Payment Terms:** Net 30 Days
9. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** No
10. **Foreign Items (list items by country of origin):** None
11. **Time of Delivery:** As specified on task order
  - 11a. **Expected Delivery:** As specified on task order
  - 11b. **Overnight and 2-day Delivery:** As specified on task order
  - 11c. **Urgent Requirements:** As specified on task order
12. **F.O.B Point(s):** Destination

13. **Ordering Address(es):** Same as company address
14. **Payment Address(es):** Same as company address
15. **Warranty Provision:** None
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** As specified on task order
18. **Terms and conditions of rentals, maintenance, and repair (if applicable):**  
N/A
19. **Terms and Conditions of Installation (if applicable):** N/A
20. **Terms and condition of repair parts indication date of parts price list and any discounts from list prices (if applicable):** N/A
21. **Terms and Conditions for other services (if applicable):** N/A
22. **List of service and distribution points (if applicable):** N/A
23. **List of participating dealers (if applicable):** N/A
24. **Preventive Maintenance (if applicable):** N/A
25. **Environmental attributes, e.g., recycled content, energy efficiency, an/or reduced pollutants:** N/A
26. **Data Universal Numbering System (DUNS) number:** 55-6126928
27. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
28. **Uncompensated overtime (indicate if used):** Not Utilized

TAC will accept T&M, LH and FFP.

**SECTION 2**  
**CORPORATE OVERVIEW**  
**CONTRACT NO. GS-10F-0382L**

**The Acuna Corporation d/b/a TAC Technologies (TAC)** is a multi-disciplined consulting firm providing analytical, technical and administrative services to both the U.S. government and the private sector in the U.S. and abroad. Its mission is to assist clients in assessing program effectiveness, provide analytical studies, and implement operational solutions through the use of continuous process improvement.

As a management consulting firm, TAC provides workable solutions to client problems. It specializes in five service-oriented activities: (1) Management and Organizational Development; (2) Financial Operations Support Services; (3) Information Systems; (4) Research Analysis and Evaluation; and (5) Administrative Support Services.

Typical projects include accounting and budgeting, business-process and systems engineering, contracts administration, economic and statistical analysis, financial and fiscal management, information systems design and implementation, survey services, strategic planning, and process assessments. Illustrative of the latter are organizational and performance assessments, project feasibility studies, survey design and implementation, as well as evaluation of specialized professional training programs. Our management and technical assistance services have been well-received by government agencies and the private sector.

**SECTION 3**  
**CONSULTING SERVICES (SIN 874-1)**  
**CONTRACT NO. GS-10F-0382L**

In assisting federal agencies with consulting services, TAC's approach is to review and thoroughly familiarize itself with clients' current methods and their effectiveness. A needs assessment is conducted in order to determine what areas of assistance will be of most use. From the onset, a participatory methodology will be employed so that stakeholders are identified. More importantly, the perceptions of the users will be held as first consideration in assessing the value of any activity that falls within the mission statement. The need to gain insight into people's values and behavior is essential to any effective improvement. TAC believes that the key to improving and modifying methods and procedures starts with training managers to listen to their staff and to allow them to assert their values and requirements. Using these methods, improvement becomes sustainable since it addresses the desires of the workers.

Our comprehensive consulting services include:

- Strategic, business, and action planning
- Systems alignment
- Performance measures and indicators
- Process and productivity improvement
- Organizational assessments
- Program audits and evaluations

**SECTION 4**  
**FACILITATION SERVICES (SIN 874-2)**  
**CONTRACT NO. GS-10F-0382L**

TAC's approach to facilitation services maximizes human assets and incorporates advanced consultation techniques. A group of experts serves TAC as adjunct staff; all are experienced and proven facilitators. They often function as moderators, eliciting desired results from clients by prompting discussions, channeling debate and drawing out decisions from attendees. The level of support provided by our facilitators enables clients to access undiscovered qualities and resources within their organization. They transform buried or non-productive viewpoints into an open airing of issues and bring about honest agreement among participants. Focused application of problem-solving techniques by our professionals is, at the core, objective, recognizing personalities and their role in a workplace culture, while not permitting them to derail real progress in reaching corporate goals. This allows for discussions on only the actual topics at hand, which in turn lets participants deal with a greater number of truly relevant topics within a limited time frame. Facilitators shape positions which encompass supposedly contradictory outlooks, bring diverse opinions to the table and produce honest, working solutions to seemingly intractable problems. This art of fostering consensus and minimizing miscommunication is taught to attendees; simultaneously, the skill of following logical thought processes is instilled as part of their training. At the end of an event, TAC also provides greatly detailed documentation of all findings, suggestions and recommendations, to serve participants as tools in the future.

Our facilitation services include:

- Using problem-solving techniques
- Resolving disputes, disagreements and divergent views
- Providing a draft for the permanent record
- Defining and redefining an acceptable and workable agenda
- Providing logistical meeting / conference support when performing technical facilitation
- Recording discussion content and focusing on decision-making
- Debriefing and overall meeting planning
- Convening and leading large and small group briefings and discussions
- Preparing draft and final reports for dissemination

**SECTION 5**  
**SURVEY SERVICES (SIN 874-3)**  
**CONTRACT NO. GS-10F-0382L**

TAC's full-time analysts and specialized adjunct staff members respond to diverse specialized client needs. The adjunct staff includes professionals who are nationally-known experts in key fields, each of whom brings a lifetime of expertise to facilitate optimal study design, as well as distill data, which in turn develops actionable recommendations for solving real-world problems.

Our staff has analyzed needs to develop broad study methodologies and has designed, reviewed and implemented methodologies in customer surveys, including data analysis and interpretation using both quantitative and qualitative means. We have participated in all aspects of survey projects, from determining the type of survey needs to basic planning and survey design. For statistical surveys, we have determined sampling size, designed database administration, used quantitative information to establish data reliability and validity, as well as gathered and analyzed survey results.

Our survey services experience includes:

- Planning survey design
- Determining proper data collection methodology
- Assembling special teams for on-site observation of selected activities
- Survey administration methods
- Sampling and survey development
- Accomplishing data-gathering in operational field environments
- Survey database administration
- Administering surveys using various types of data collection methods
- Analyses of quantitative and qualitative survey data
- Production of reports including description and summary of reports with associated graphs, chart, tables; descriptions of data collected
- Briefings of findings and results including recommendations and follow-up action

**SECTION 6**

**PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES (SIN 874-7)**  
**CONTRACT NO. GS-10F-0382L**

TAC's project management approach is divided into two stages: planning and implementation. In the first stage, the problem is well defined; then, in cooperation with the client, a plan is developed that will bring an acceptable resolution. In the second stage, appropriate resources are organized and applied in order to accomplish the plan and control implementation, to ensure the planned intent is carried out. At this point, a close-out report is provided to the client which fully describes what took place during implementation and what further steps need to be taken to assure a successful and lasting resolution.

TAC's Program Managers provide program support oversight to its existing projects as well as guarantee integration across skill levels. TAC assists in developing and updating project management tools and techniques, improving and changing them in lockstep with management and organizational improvements in federal agencies. TAC also assists in reviewing Policy Procedures manuals to reach a reflection of the thought processes permeating particular agencies. Additionally, TAC reviews training needs and makes recommendations accordingly. Ultimately, emphasis is always placed on client satisfaction and employee empowerment.

**SECTION 7**  
**LABOR CATEGORY DESCRIPTIONS**  
**CONTRACT NO. GS-10F-0382L**

TAC's labor categories for MOBIS are described below:

**Accountant:**

Minimum/General Experience: Three (3) years experience in management accounting. Experience in supervising staff and resolving issues. Knowledge of administrative procedures as well as economic and accounting principles.

Functional Responsibility: Assists in studying work processes in the accounting functions to identify best practices in industry and government. Assists in diagnosing client situations, helping them redefine accounting problems in the process; assists in the presentation of a coherent and well-articulated set of strategic recommendations, assists in facilitating learning so that the client can assume the task over time, and improve organizational effectiveness.

Minimum Education: Bachelor's Degree in Business or three (3) years of relevant experience.

**Administrative Assistant:**

Minimum/General Experience: One (1) to three (3) years experience in office procedures. Must have an understanding of work problems having administrative aspects and their solutions and the knowledge of expediting work where numerous "short-range" tasks are involved.

Functional Responsibility: Work includes broad range of complex responsibilities involving confidential or technical information such as compiling reports, furnishing information, scheduling meetings and preparing agendas, responding to routine correspondence, researching background material, and responding to visitors and telephone calls.

Minimum Education: Bachelor's Degree in Business Administration or other academic specialization or at least three (3) years of relevant experience.

**Analyst:**

Minimum/General Experience: Three (3) years experience which demonstrates the making of analyses, evaluations, or other substantive determinations with regard to current or projected operating programs in a position concerned with the performance of, or with providing, assisting in, operating, managerial, analytical, planning or advisory work involving program interrelationships among operating programs.

Functional Responsibility: Analyzes and evaluates the actual or potential effectiveness of current or projected programs in achieving their objectives. Presents recommendations and conclusions based on analysis and evaluation to management officials for their use in the development and execution of operating programs.

Minimum Education: Bachelor's Degree in Engineering, Business Administration or other academic specialization.

**Associate Analyst:**

Minimum/General Experience: One (1) year experience in analyzing objectives, policies, work operations and progress, resource estimates and utilization and other aspects of operating programs.

Functional Responsibility: Assists the Project Analysts in their determination and analysis of the effectiveness of current and/or projected programs and projects. Identifies actual or potential problem areas, trends, merit and deficiency situations and similar factors in programs and/or projects. Assists in developing changes in program objectives and operations to resolve existing problems and achieve maximum effectiveness in established programs.

Minimum Education: Bachelor's Degree in Business Administration or other academic specialization.

**Associate Researcher:**

Minimum/General Experience: Educational background and a year of demonstrated experience in doing research work. Must show proficiency in researching topics through the internet or other sources.

Functional Responsibility: Assists more senior researchers in analyzing verbal or statistical data. Prepares statistical tabulations, using computer programs and/or calculator. Assists in preparing interview questions and doing first drafts of reports.

Minimum Education: Associate's Degree in academic specialization related to or supportive of professional work.

**Associate Technician:**

Minimum/General Experience: One (1) year experience assisting Analysts and Technicians with mathematical, statistical, financial and economic techniques including analysis of work flows and processes. Must have good oral and written presentations background.

Functional Responsibility: The work involves data analysis using statistical, financial, economic and other management methods and techniques to analyze management problems and to provide initial recommendations to more senior staff members. Prepares information resources documentation for use by analysts. Drafts, writes and helps edit materials used to present technical information.

Minimum Education: Bachelor's Degree in English or other academic specialization directly related to or supportive of professional work.

**Database Administrator:**

Minimum/General Experience: Three (3) years of demonstrated experience in the design and use of databases. Must have worked directly with administration of databases, such as ORACLE.

Functional Responsibility: Work with database management system software. Reorganize and restructure data to better suit the needs of users. Responsible for maintaining the efficiency of the database, system security and aids in design implementation.

Minimum Education: Bachelor's Degree in ADP, Computer Science, Information Systems or other academic specialization directly related to or supportive of professional work.

**Executive Assistant:**

Minimum/General Experience: Five (5) years demonstrated experience showing proficiency in management principles, practices and methods; an understanding of the needs and problems of administering an office, analyzing work problems having administrative aspects, planning, organizing and coordinating work in situations involving numerous diverse demands and adjusting to changes in policies and procedures. Must know how to communicate office practices and procedures to all office staff.

Functional Responsibility: Aids executives in staff capacity by coordinating office services, such as personnel, budget preparation and control, records control and special management studies. Studies management methods in order to improve work-flow, simplify reporting procedures or implement cost reductions. Analyzes unit operating practices, such as record-keeping systems, forms control, personnel and budgetary requirements and performance standards to improve established procedures.

Minimum Education: Bachelor's Degree in Business Administration or other academic specialization directly related to or fully supportive of professional work.

**Junior Accountant:**

Minimum/General Experience: One (1) year experience in management accounting. Knowledge of math and its applications as well as knowledge of administrative procedures.

Functional Responsibility: Assists in studying work processes in the accounting functions to identify best practices in industry and government. Assists in diagnosing client situations, helping them redefine accounting problems; assists in the presentation of a coherent and well-articulated set of strategic recommendations.

Minimum Education: Associate's Degree in Business or one (1) year of equivalent experience.

**Principal:**

Minimum/General Experience: The Principal will have at least fifteen years experience in leading and providing technical direction of projects, as well as overall responsibility for projects. He will have expertise in change management, strategic planning, quality management, financial and administrative systems, or related fields. He will have demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing and managing contracts. He will have capability in managing multi-task projects of high complexity.

Functional Responsibility: He will be the primary interface with client management personnel regarding strategic issues, as well as direct the completion of projects within estimated time frames and budget constraints. He will coordinate all parties to tasks, review work products for completeness and adherence to customer requirements. He will deliver presentations and lead strategic level client meetings.

Minimum Education: A graduate degree in management or related subject with a total of fifteen (15) years professional experience, or ten (10) years of relevant management experience. .

**Project Manager:**

Minimum/General Experience: Supervision and management of related project/administrative system projects involving 5 or more people. A total of ten (10) years experience with five (5) years as specialized experience in a related undertaking.

Functional Responsibility: Serve as the Contract Manager and be the authorized point of contact with the Government. Responsible for formulating and enforcing work standards and configuration management policies and procedures, performing quality control review and approval of deliverables, assigning schedules, reviewing work discrepancies and communicating policies, purposes and goals of the organization to subordinates.

Minimum Education: Bachelor's Degree in Business Administration or related field.

**Project Specialist:**

Minimum/General Experience: Four (4) years of progressive experience in participating in projects. Possess an accredited undergraduate degree in a relevant professional discipline and 2 to 4 years of experience in project work. Possess specific expertise in one or more key functional areas of the project.

Functional Responsibility: Perform data collection and materials development roles on client projects. Together with the senior staff members working on the project, he will interface with the client on an as-needed basis, support the completion of project specific tasks within estimated timeframes and budget constraints, and support presentations and client meetings.

Minimum Education: An undergraduate degree in management or related subject, or four (4) years professional experience, two (2) years of which should be project management experience.

**Receptionist:**

Minimum/General Experience: One (1) year experience in office procedures. Must have a pleasant personality.

Functional Responsibility: Work includes broad range of responsibilities involving confidential or technical information such as scheduling meetings and preparing agendas, responding to routine correspondence, researching background material, proofreading, and responding to visitors and telephone calls.

Minimum Education: High School Graduate

**Researcher:**

Minimum/General Experience: Three years experience which demonstrates proficiency in the preparation of reports and studies for use in a variety of areas; including independent search of sources, preparation of statistical tabulations, interpretation of results and presenting data in written form.

Functional Responsibility: Analyzes verbal or statistical data to prepare reports and studies for use by professional workers in a variety of areas. Searches sources, such as reference works, literature, internet, documents, newspapers and statistical records to obtain data on assigned subject. Analyses and evaluates applicability of collected data. Writes reports or presents data in formats such as abstracts, bibliographies, graphs or maps. May interview individuals to obtain data or draft correspondence to answer inquiries.

Minimum Education: Bachelor's Degree in academic specialization directly related to or supportive of professional work

**Senior Accountant:**

Minimum/General Experience: Seven (7) years experience in management accounting. Demonstrated experience in supervising staff and resolving problems.

Functional Responsibility: Studies work processes in the accounting functions to identify best practices in industry and government. Diagnoses client situations, helping them redefine accounting problems in the process; presents a coherent and well-articulated set of strategic recommendations, build commitment and consensus around required changes; facilitates learning so that the client can assume the task over time, and improve organizational effectiveness.

Minimum Education: Bachelor's Degree in Business or seven (7) years of equivalent experience..

**Senior Analyst:**

Minimum/General Experience: Seven (7) years of demonstrated experience in the ability to a) apply fundamental and diversified professional technical concepts, theories and practices to achieve management and technical objectives with versatility, judgment and perception, b) adapt and apply methods and techniques of related scientific disciplines and c) organize, analyze, interpret and evaluate data in the solution of technical problems.

Functional Responsibility: Develops management systems for project analysis, cost analysis, financial planning and job evaluation. Plans utilization of facilities, equipment, materials and personnel to improve efficiency of operations. Establishes work measurement programs and analyzes work samples to develop standards for labor utilization. Recommends methods for reorganizing work flow and purchase of more efficient equipment.

Minimum Education: Bachelor's Degree in Engineering, Business Administration or related field.

**Senior Facilitator:**

Minimum/General Experience: Seven (7) years demonstrated experience of knowledge and proficiency in the development and application of intervention strategies and techniques in an ongoing organization, in a planned and systematic way, to attain such goals as developing greater competence, bringing about organizational improvement, improvement in the quality of work life and improved organizational effectiveness.

Functional Responsibility: Develops and systematically applies intervention strategies and techniques for the purpose of creating an environment in which organizational and individual outputs can be maximized. Acts as a change agent in the organizational development process within organizations to help those organizations increase effectiveness and profitability, by striving to anticipate, prevent and identify problems; reduce conflict; and impact the overall culture and process of the workplace.

Minimum Education: Bachelor's Degree in Psychology or other academic specialization directly related to or fully supportive of professional work.

**Senior Project Manager:**

Minimum/General Experience: The Senior Project Manager will have over ten years of progressive experience in leading Federal, MOBIS, and private sector projects. He will have an advanced degree in management, finance, engineering, public administration, etc. (or years of equivalent experience). He will have demonstrated ability to provide guidance and direction for specific projects or sub-tasks. He will have had increasing responsibility in the design, implementation and management of projects.

Functional Responsibility: The Senior Project Manager will interface with the client on project specific issues, direct the completion of projects within estimated timeframes and budget constraints, coordinate project specific parties, and review work products for completeness and adherence to customer requirements. He will deliver presentations and lead client meetings. He will provide keen insight, innovation and guidance to ensure success of all projects. He will be capable of developing and implementing simple and highly technical solutions to business problems. He will be knowledgeable of the Federal Acquisition Regulations (FAR).

Minimum Education: A graduate degree in management or related field, or a total of ten (10) years professional experience, five (5) of which should be in management.

**Senior Project Specialist:**

Minimum/General Experience: The Senior Project Specialist will have about seven years of progressive experience in participating in projects, and an accredited graduate degree in a relevant professional discipline. He will have demonstrated ability to provide guidance and direction for specific subtasks of a project. He will have specific expertise in one or more key functional areas and will be knowledgeable of the others.

Functional Responsibility: The Senior Project Specialist will have increasing responsibility in implementing the project. He will interface with the client on a day-to-day basis, support the completion of project specific tasks within estimated timeframes and budget constraints and support presentations and client meetings. He will provide keen insight, innovation and guidance to ensure success of all projects. He will be capable of developing and implementing simple and highly technical solutions to business problems. He will be experienced in government contracting and contract administration and is knowledgeable of the Federal Acquisition Regulations (FAR).

Minimum Education: A graduate degree in management with seven (7) years of professional experience, five (5) of which should be project management experience.

**Senior Researcher:**

Minimum/General Experience: Seven (7) years experience which demonstrates proficiency in the preparation of highly technical reports and studies for use in a variety of areas; including independent search of sources, preparation of statistical tabulations, interpretation of results and presenting data in written form.

Functional Responsibility: Detailed analysis of written or statistical data to prepare highly technical reports and studies for use by professional workers in a variety of areas. In constant touch with higher management to refine data search. Searches sources, such as reference works, literature, internet, documents, newspapers and statistical records to obtain data on assigned subject. Finalizes all analyses and evaluations of researchers and examines applicability of collected data. Interview individuals to obtain data not found on traditional sources and draws conclusions from these interviews

Minimum Education: Bachelor's Degree in academic specialization directly related to or supportive of full professional work

**Senior Survey Administrator:**

Minimum/General Experience: Seven (7) years demonstrated experience in design and management of survey research projects in both public and private sectors. Must have proven abilities in sample survey design and management, qualitative and quantitative data analysis and computer programming using programs such as Statistical Analysis System (SAS) and other statistical programs.

Functional Responsibility: Development and execution of survey plans including creation of survey instruments. Development of new methodologies for forecasting. Develop data management, sample selection, data tabulation and analysis using over-the-counter software. Coordinate team in survey execution and analysis of data. Interpret data results using statistics and mathematical formulation.

Minimum Education: Bachelor's Degree in Marketing or related academic specialization directly related to or supportive of professional work.

**Statistician:**

Minimum/General Experience: Three (3) years experience demonstrating proficiency in a) sampling; b) collecting, computing and analyzing statistical data; c) applying statistical methods to data collection or processing, or in the establishment and operation of data collection systems; and d) applying known statistical techniques to data, such as measurement of central tendency, dispersion, skewness, sampling error, simple or multiple correlation, analysis of variance and tests of significance.

Functional Responsibility: Plans data collection, analyzes and interprets numerical data from experiments, studies, surveys and other sources and applies statistical methodology

to provide information for scientific research and statistical analysis. Analyzes and interpret statistics to point up significant differences in relationships among sources of information and prepares conclusions and forecasts based on data summaries.

Minimum Education: Bachelor's Degree in Operations Research or Statistics or other academic specialization directly related to or supportive of professional work.

**Subject Matter Expert:**

Minimum/General Experience: Possess an in-depth familiarity with specific items or issues on hand, thorough and expert knowledge of data pertaining to the subject, analysis of statistical and methodological techniques, a high level of expertise and ability to present complicated analyses and recommendations in written form, and proven managerial experience in directing complicated analyses, maintaining high standards of quality control, and in producing results on a timely manner and within budget.

Functional Responsibility: Will serve as the primary and focal point in dealing with all issues related to the subject. Together with the Program Manager, will interface with client personnel and be responsible for formulating and enforcing work standards and configuration management policies and procedures and direct all research towards all deliverables pertaining to the subject.

Minimum Education: A graduate degree in the subject of specialization; or a total of ten (10) years professional experience, five (5) of which should be specialized experience.

**Technician:**

Minimum/General Experience: Three (3) years experience assisting Analysts, Researchers and Planners with progressive experience in mathematical, statistical, financial and economic techniques including analysis of work flows and processes. Must also have experience in oral and written presentations.

Functional Responsibility: The work involves professional and technical work requiring the design, development and adaptation of statistical, financial, economic and other management methods and techniques to analyze management problems and to provide advice and insight about the probable effects of alternative solutions. Prepares information resources documentation for use of analysts. Drafts, writes and edits materials used to present technical information.

Minimum Education: Bachelor's Degree in English, or other academic specialization directly related to or supportive of professional work.

**Word Processor:**

Minimum/General Experience: Three (3) years experience demonstrating proficiency in operating computers for the purpose of compiling, typing, revising, combining, editing,

printing, storing, formatting and retrieving complex documents in a variety of formats. Must have ability to create documents using advanced features of Microsoft Word and Excel.

Functional Responsibility: Operates computer to compile, type, revise, combine, edit, format, print and store documents. Types documents from rough draft, voice dictation or previous versions and formats it to acceptable form. Proofreads and edits document for grammar, spelling, punctuation and format and stores or prints document.

Minimum Education: Associates Degree in a related course, preferable with a background in office procedures.

**SECTION 8  
LABOR CATEGORIES BY SIN  
CONTRACT NO. GS-10F-0382L**

SIN 874-1: Consulting Services

Project Manager  
Senior Analyst  
Analyst  
Associate Analyst  
Senior Researcher  
Researcher  
Associate Researcher  
Executive Assistant  
Administrative Assistant  
Word Processor  
Senior Accountant  
Accountant  
Junior Accountant  
Receptionist  
Principal  
Subject Matter Expert  
Senior Project Manager  
Senior Project Specialist  
Project Specialist

SIN 874-2: Facilitation Services

Project Manager  
Senior Researcher  
Researcher  
Associate Researcher  
Senior Facilitator  
Technician  
Administrative Assistant  
Word Processor  
Principal  
Subject Matter Expert  
Senior Project Manager  
Senior Project Specialist  
Project Specialist

SIN 874-3: Survey Services

Project Manager  
Sr. Survey Administrator  
Technician  
Senior Analyst  
Analyst  
Associate Analyst  
Statistician  
Database Administrator  
Associate Technician  
Administrative Assistant  
Word Processor  
Principal  
Subject Matter Expert  
Senior Project Manager  
Senior Project Specialist  
Project Specialist

SIN 874-7: Program Integration and Project Management Services

Project Manager  
Senior Analyst  
Analyst  
Associate Analyst  
Administrative Assistant  
Word Processor  
Receptionist  
Principal  
Subject Matter Expert  
Senior Project Manager  
Senior Project Specialist  
Project Specialist

**SECTION 9  
LABOR RATES  
CONTRACT NO. GS-10F-0382L**

**GSA – Option 2  
5-Year Labor Category Rates**

Effective dates: September 10, 2011 through September 9, 2016

**Note:** Rates are inclusive of the 0.75 percent IFF

<b>Year 11 (September 9, 2011 through September 9, 2012)</b>	
	<b>Hourly Rate</b>
Project Manager	108.35
Senior Analyst	106.78
Analyst	97.38
Associate Analyst	79.59
Senior Researcher	101.06
Researcher	90.81
Associate Researcher	50.72
Executive Assistant	52.05
Admin Assistant	44.40
Word Processor	38.33
Senior Accountant	97.68
Accountant	56.76
Junior Accountant	48.07
Receptionist	27.74
Principal	196.75
Subject Matter Expert	227.13
Senior Project Manager	167.71
Senior Project Specialist	125.44
Project Specialist	92.43
Senior Facilitator	128.19
Technician	67.78
Associate Technician	45.47
Sr. Survey Administrator	105.53
Statistician	97.42
Database Administrator	101.06

For more information about our rates or the GSA MOBIS Schedule Services, please contact one of the following at TAC:

<b>Schedule Services:</b> Fausto (Sonny) Acuna Phone: 703-591-9100 Direct: 703-564-6601 E-mail: f.c.acuna@tactechnologies.com	<b>Solicitations / RFQs:</b> Julian M. deBullet Phone: 703-591-9100 Direct: 703-564-6604 E-mail: j.m.debullet@tactechnologies.com
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***TAC Technologies***

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