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Contract Administration

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Business Size: Verified Service Disabled Veteran Owned Small Business (SDVOSB); SBA Certified HUBZone

Industrial Group: 00CORP

Contract Number: GS-10F-0404R

Contract Period: 07/28/2015--07/27/2020

GCC Technologies, LLC (GCC) is a verified Service Disabled Veteran Owned Small Business and an SBA certified HUBZone business concern with a proven record of outstanding performance. GCC is headquartered in Oakland, MD with field support locations in Alexandria, VA; Washington, DC, and Patuxent River, MD. GCC offers a wide range of program management and acquisition support services. GCC offers stability, superior management, and quality services.



KEYWORDS

Program Management, policy, performance based, performance based services, PBSA, PBA, Service Disabled Veteran Owned Small Business, SDVOSB, HUBZone, metrics, documentation, program oversight, templates, OMB300, IRB, earned value, EVM, project, project control, acquisition, AMS, policy, contract administration, performance based services acquisition, pre award, post award, contract life cycle support, e-procurement, contract oversight, closeout, acquisition support services, integrated project plan, IPP, Verification Process Manual, VPM, standard operating procedures, SOP



SIN 874-1 & 874-1RC Integrated Consulting Services
&
874-7 & 874-7RC Integrated Business Program Support Services

GCC provides a wide range of Program Management and Consulting Support Services such as operating and managing Program Management Offices (PMOs) to ensure the successful implementation and alignment of IT modernization projects for FY07 and beyond. GCC consolidates, coordinates and reports milestones, issues and risks of key project topics to stakeholders. GCC provides support for OMB300's IRB's, development technical documentation required for support of program offices.

SIN 874-6 & 874-6RC Acquisition Management Support

GCC's core business competency is Acquisition Management Services (AMS). Within our AMS business unit we provide a full spectrum of contract life cycle support ranging from the day-to-day administration of contracts and agreements, to the provision of program and technical assistance related to contracts and acquisition policy, performance measurements and metrics validation, financial reconciliation, compliance audits and the preparation of modifications, and contract administration support services, including, documentation, contract oversight and monitoring, contract closeout, and e-procurement support. Our e-contract administration practice is directed to optimize the utility and interoperability of technology to conduct market research, inform and instruct program participants, applying application extensions, processing contract information, data management, cross-business initiative deployments, applying process efficiencies and governance standards.

The primary focus of our business practice over the past ten (10) years has been performance-based acquisition and procurement support. In this capacity we have developed numerous Performance-Based Service Acquisition (PBSA) documents for multiple government agency customers and have developed and delivered a family of PBSA training courses and workshops to assist government activities in transitioning to PBSA contracts that are standardized, consistent and compliant with laws and regulations. GCC has developed templates and models for a broad range of services and has coordinated with Program/Project Offices to assist them in transitioning technical requirements (historically LOE) to performance requirements.

Labor Categories	Contractor Site	Government Site									
	7/28/2015-7/27/2016		7/28/2016-7/27/2017		7/28/2017-7/27/2018		7/28/2018-7/27/2019		7/28/2019-7/27/2020		
	Year 11		Year 12		Year 13		Year 14		Year 15		
	Task/Team Lead	\$ 103.38	\$ 92.42	\$ 105.44	\$ 94.27	\$ 107.55	\$ 96.15	\$ 109.70	\$ 98.07	\$ 111.90	\$ 100.04
	Project Manager I	\$ 117.52	\$ 105.06	\$ 119.87	\$ 107.17	\$ 122.27	\$ 109.31	\$ 124.71	\$ 111.49	\$ 127.21	\$ 113.72
Project Manager II	\$ 136.83	\$ 122.31	\$ 139.56	\$ 124.75	\$ 142.35	\$ 127.25	\$ 145.20	\$ 129.79	\$ 148.11	\$ 132.39	
Project Manager III	\$ 186.10	\$ 166.37	\$ 189.82	\$ 169.70	\$ 193.61	\$ 173.09	\$ 197.49	\$ 176.55	\$ 201.44	\$ 180.08	
Program Manager	\$ 230.42	\$ 205.90	\$ 235.03	\$ 210.02	\$ 239.73	\$ 214.22	\$ 244.52	\$ 218.51	\$ 249.41	\$ 222.88	
Subject Matter Expert	\$ 224.71	\$ 200.89	\$ 229.20	\$ 204.90	\$ 233.78	\$ 209.00	\$ 238.46	\$ 213.18	\$ 243.23	\$ 217.45	
Executive/Strategy Specialist	\$ 396.96	\$ 354.88	\$ 404.90	\$ 361.98	\$ 412.99	\$ 369.22	\$ 421.25	\$ 376.60	\$ 429.68	\$ 384.13	
Functional Specialist I	\$ 134.77	\$ 120.49	\$ 137.47	\$ 122.89	\$ 140.22	\$ 125.35	\$ 143.02	\$ 127.86	\$ 145.88	\$ 130.42	
Functional Specialist II	\$ 146.55	\$ 131.01	\$ 149.48	\$ 133.64	\$ 152.47	\$ 136.31	\$ 155.52	\$ 139.03	\$ 158.63	\$ 141.81	
Management Consultant	\$ 147.82	\$ 132.15	\$ 150.78	\$ 134.79	\$ 153.79	\$ 137.49	\$ 156.87	\$ 140.24	\$ 160.00	\$ 143.04	
Sr. Management Consultant	\$ 197.58	\$ 176.64	\$ 201.53	\$ 180.17	\$ 205.56	\$ 183.77	\$ 209.68	\$ 187.45	\$ 213.87	\$ 191.20	
Functional Analyst I	\$ 64.42	\$ 57.59	\$ 65.71	\$ 58.75	\$ 67.03	\$ 59.92	\$ 68.37	\$ 61.12	\$ 69.73	\$ 62.34	
Functional Analyst II	\$ 86.44	\$ 77.28	\$ 88.17	\$ 78.82	\$ 89.93	\$ 80.40	\$ 91.73	\$ 82.01	\$ 93.56	\$ 83.65	
Functional Analyst III	\$ 97.87	\$ 87.50	\$ 99.83	\$ 89.25	\$ 101.83	\$ 91.03	\$ 103.86	\$ 92.86	\$ 105.94	\$ 94.71	
Functional Analyst IV	\$ 115.04	\$ 102.85	\$ 117.34	\$ 104.91	\$ 119.69	\$ 107.00	\$ 122.08	\$ 109.14	\$ 124.53	\$ 111.33	
Technical Writer I	\$ 48.14	\$ 43.04	\$ 49.10	\$ 43.90	\$ 50.09	\$ 44.78	\$ 51.09	\$ 45.67	\$ 52.11	\$ 46.59	
Technical Writer II	\$ 58.91	\$ 52.67	\$ 60.09	\$ 53.72	\$ 61.29	\$ 54.80	\$ 62.52	\$ 55.89	\$ 63.77	\$ 57.01	
Technical Writer III	\$ 71.28	\$ 63.73	\$ 72.71	\$ 65.00	\$ 74.16	\$ 66.30	\$ 75.65	\$ 67.63	\$ 77.16	\$ 68.98	
Technical Writer IV	\$ 108.63	\$ 97.12	\$ 110.81	\$ 99.06	\$ 113.02	\$ 101.04	\$ 115.28	\$ 103.06	\$ 117.59	\$ 105.13	
Technical Writer V	\$ 134.42	\$ 120.17	\$ 137.11	\$ 122.57	\$ 139.85	\$ 125.02	\$ 142.65	\$ 127.53	\$ 145.50	\$ 130.08	
Junior Associate	\$ 69.11	\$ 60.97	\$ 70.49	\$ 62.19	\$ 71.90	\$ 63.43	\$ 73.34	\$ 64.70	\$ 74.81	\$ 65.99	
Associate	\$ 88.95	\$ 79.49	\$ 90.73	\$ 81.08	\$ 92.54	\$ 82.70	\$ 94.39	\$ 84.35	\$ 96.28	\$ 86.04	
Senior Associate	\$ 116.30	\$ 103.96	\$ 118.63	\$ 106.04	\$ 121.00	\$ 108.16	\$ 123.42	\$ 110.32	\$ 125.89	\$ 112.53	
Principal Associate	\$ 171.07	\$ 152.91	\$ 174.49	\$ 155.96	\$ 177.98	\$ 159.08	\$ 181.54	\$ 162.27	\$ 185.17	\$ 165.51	
Administrative Staff I	\$ 40.05	\$ 35.87	\$ 40.85	\$ 36.59	\$ 41.67	\$ 37.32	\$ 42.50	\$ 38.06	\$ 43.35	\$ 38.83	
Administrative Staff II	\$ 44.74	\$ 40.05	\$ 45.63	\$ 40.85	\$ 46.54	\$ 41.67	\$ 47.47	\$ 42.50	\$ 48.42	\$ 43.35	
Administrative Staff III	\$ 63.28	\$ 56.67	\$ 64.55	\$ 57.80	\$ 65.84	\$ 58.95	\$ 67.16	\$ 60.13	\$ 68.50	\$ 61.34	
Administrative Staff IV	\$ 71.50	\$ 62.44	\$ 72.93	\$ 63.69	\$ 74.38	\$ 64.96	\$ 75.87	\$ 66.26	\$ 77.39	\$ 67.59	

LABOR CATEGORY DESCRIPTIONS

LC #1: Program Manager	
Minimum/General Experience	A minimum of fifteen (15) years of experience and demonstrated supervisory experience.
Functional Responsibility	Provides oversight and executive level management for overall contract operations. A Program Manager generally supports multiple projects/tasks and/or groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects, planning, organizing and overseeing work efforts, assigning resources, managing personnel, providing risk management, ensuring quality management, monitoring overall project and contract performance, etc.
Minimum Education Level Required	Master's Degree. Additional years of experience and/or Project Management Professional (PMP) certification may be applied to Master's degree.

LC #2: Project Manager I	
Minimum/General Experience	A minimum of eight (8) years of experience and two (2) or more years of demonstrated supervisory experience.
Functional Responsibility	Directly supports a Project/Program Manager with oversight of contract support operations possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. The Project Manager I is the day-to-day interface at the COTR levels of the client organization and reports to and supports a higher level Project Manager or Program Manager responsible for managing contract performance.
Minimum Education Level Required	Associate's Degree preferred. Additional years of experience may be applied to the Associate's degree.

LC #3: Project Manager II	
Minimum/General Experience	A minimum of twelve (12) years of experience and four (4) or more years of supervisory experience.
Functional Responsibility	Performs day-to-day management of contract support operations. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. The Project Manager II is the day-to-day interface at the COTR levels of the client organization and is responsible for staffing, project planning, project financials, and staff direction and oversight.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience and/or PMP certification may be applied to Bachelor's degree.

LC #4: Project Manager III	
Minimum/General Experience	A minimum of fifteen (15) years of experience and six (6) or more years of supervisory experience.
Functional Responsibility	Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order, provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. The Project Manager III is the day-to-day interface at the COTR levels of the client organization and is responsible for staffing, project planning, project financials, and staff direction and oversight.
Minimum Education Level Required	Bachelor's Degree. A PMP certification is preferred. Additional years of experience and/or PMP certification may be applied to Bachelor's degree.

LC #5: Task/Team Lead	
Minimum/General Experience	A minimum of five (5) years of experience.
Functional Responsibility	Oversees work flow and products of functional teams. Demonstrates skills in the scope of work encompassed by the functional area, provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all team activities. The Task/Team Lead directly reports to and supports a Project Manager or above responsible for managing contract performance.
Minimum Education Level Required	Associate's Degree. Additional years of experience may be applied to Associate's degree.

LC #6: Subject Matter Expert	
Minimum/General Experience	Position requires a minimum of fifteen (15) years of experience.
Functional Responsibility	Provides insight and advice concerning task or project strategic direction and outcomes. Participates in the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possesses demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but are not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of subordinate personnel as necessary on activities related to the specified field or discipline.
Minimum Education Level Required	Master's Degree and specialized certifications. Additional years of experience may be applied to Master's degree.

LC #7: Executive/Strategy Specialist	
Minimum/General Experience	A minimum of eighteen (18) years of relevant experience in the domain.
Functional Responsibility	Provides highly regarded market advice on best practices and strategies to transform organizations and missions. Recognized as an expert with demonstrated experience of obtaining significant and quantifiable results. May function in a wide range of domains including the military, civil Federal Government, State or local government, health care, technology, personnel administration, science, exploration, business processes, finance, banking, construction, procurement, law, library sciences, management science, policy development, research and development, consumer products, food service, supply chain management, etc.
Minimum Education Level Required	Doctorate Degree. Additional years of experience may be applied to Doctorate degree.

LC #8: Functional Specialist I	
Minimum/General Experience	A minimum of twelve (12) years of experience with a minimum of four (4) of relevant domain expertise.
Functional Responsibility	Provides clients with support and assistance in a wide range of technical, management, organizational, operational and business initiatives. Possesses an understanding of principles and guidelines governing domain area. Areas of focus include but are not limited to, acquisition planning and support, information technology, engineering, government business practices, facility and workforce planning, communications and marketing planning, quality assurance, and other management and operational related areas.
Minimum Education Level Required	Bachelor's degree. Additional certifications and/or training may be required. Additional years of experience may be applied to a Bachelor's degree.

LC #9: Functional Specialist II	
Minimum/General Experience	A minimum of fifteen (15) years of experience and a minimum of six (6) years of relevant domain expertise.
Functional Responsibility	Provides clients with support and assistance in a wide range of technical, management, organizational, operational and business initiatives. Possesses an understanding of principles and guidelines governing domain area. Areas of focus include but are not limited to, acquisition planning and support, information technology, engineering, government business practices, facility and workforce planning, communications and marketing planning, quality assurance, and other management and operational related areas.
Minimum Education Level Required	Bachelor's degree. Additional certifications and/or training may be required. Additional years of experience may be applied to Bachelor's degree.

LC #10: Management Consultant	
Minimum/General Experience	A minimum of twelve (12) years of experience.
Functional Responsibility	Participates in assignments which involve high-level studies and complex management problems. Develops, analyzes, evaluates and advises on methods and techniques to improve organization work processes, procedures, manpower, management controls, information systems, documentation, and similar management functions. Provides management with studies on ways to increase efficiency. Identifies problems and develops recommendations for improvement.
Minimum Education Level Required	Bachelor's degree. Additional years of experience may be applied to Bachelor's degree.

LC #11: Sr. Management Consultant	
Minimum/General Experience	A minimum of fifteen (15) years of experience.
Functional Responsibility	Participates in assignments which involve high-level studies and complex management problems. Develops, analyzes, evaluates and advises on methods and techniques to improve organization work processes, procedures, manpower, management controls, information systems, documentation, and similar management functions. Provides management with studies on ways to increase efficiency. Identifies problems and develops recommendations for improvement.
Minimum Education Level Required	Bachelor's degree. Additional years of experience may be applied to Bachelor's degree.

LC #12: Functional Analyst I	
Minimum/General Experience	A minimum of one year (1) of experience.
Functional Responsibility	Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Develops, analyzes, evaluates and advises on methods and techniques to improve organization work processes, procedures, manpower, management controls, information systems, documentation, and similar management functions. Identifies problems and develops recommendations for improvement. Conducts activities in support of project team's objectives. Possesses knowledge of applying analytic methodologies and principles to address client's needs. Works closely with senior Analysts or Team Leads.
Minimum Education Level Required	Bachelor's degree. Additional years of experience may be applied to Bachelor's degree.

LC #13: Functional Analyst II	
Minimum/General Experience	A minimum of three (3) years of experience.
Functional Responsibility	Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Works closely with other Analysts, Task Leads, or Project Manager.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #14: Functional Analyst III	
Minimum/General Experience	A minimum of six (6) years of experience.
Functional Responsibility	Leads the application of analytic techniques and helps define project objectives and strategic direction. Participates in assignments which involve high-level studies and complex management problems. Develops, analyzes, evaluates and advises on methods and techniques to improve organization work processes, procedures, manpower, management controls, information systems, documentation, and similar management functions. Provides management with studies on ways to increase efficiency. Possesses an in-depth knowledge of analytic methodologies and principles. Possesses knowledge and experience, and is recognized as a leader within MOBIS functions. May direct and supervise the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #15: Functional Analyst IV	
Minimum/General Experience	A minimum of ten (10) years of experience and two (2) years of supervisory experience.
Functional Responsibility	Leads the application of analytic techniques and helps define project objectives and strategic direction. Participates in assignments which involve high-level studies and complex management problems. Develops, analyzes, evaluates and advises on methods and techniques to improve organization work processes, procedures, manpower, management controls, information systems, documentation, and similar management functions. Provides management with studies on ways to increase efficiency. Possesses extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #16: Technical Writer I	
Minimum/General Experience	A minimum of one (1) year of experience.
Functional Responsibility	Writes technical reports, brochures, and/or manuals for internal documentation, customer reference or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of material. Some evaluation, originality and ingenuity are required.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #17: Technical Writer II	
Minimum/General Experience	A minimum of two (2) years of experience.
Functional Responsibility	Writes technical reports, brochures, and/or manuals for internal documentation, customer reference or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of material. Some evaluation, originality and ingenuity are required.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #18: Technical Writer III	
Minimum/General Experience	A minimum of four (4) years of experience.
Functional Responsibility	Writes technical reports, brochures, and/or manuals for internal documentation, customer reference or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of material. Some evaluation, originality and ingenuity are required.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #19: Technical Writer IV	
Minimum/General Experience	A minimum of six (6) years of experience.
Functional Responsibility	Writes technical reports, brochures, and/or manuals for internal documentation, customer reference or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.
Minimum Education Level Required	Bachelor's Degree. Additional professional certifications and/or training may be required. Additional years of experience may be applied to Bachelor's degree.

LC #20: Technical Writer V	
Minimum/General Experience	A minimum of eight (8) years of experience.
Functional Responsibility	Writes procurement documents, technical reports, brochures, and/or manuals for internal documentation, customer reference or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. May direct and supervise the work of others.
Minimum Education Level Required	Bachelor's Degree. Additional certifications and/or training may be required. Additional years of experience may be applied to Bachelor's degree.

LC #21: Junior Associate	
Minimum/General Experience	A minimum of three (3) years of general experience or one (1) year of relevant and progressive experience in functional specialty.
Functional Responsibility	Works with a team to deliver analysis, consulting, or task deliverable products. Individuals possess a working knowledge in their domain of expertise which may include acquisition, mission specific processes, finance, technology, health care, defense, etc. The Junior Associate knows methods employed in the domain. The Junior Associate has experience in organizational and communications skills.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #22: Associate	
Minimum/General Experience	A minimum of ten (10) years of general experience or six (6) year of relevant and progressive experience in functional specialty.
Functional Responsibility	Works independently or with a team to deliver analysis, consulting, or task deliverable products. Individuals possess a contributing knowledge in their domain of expertise which may include acquisition, mission specific processes, finance, technology, health care, defense, etc. The Associate knows methods employed in the domain. The Associate has experience working with other professionals and has demonstrated organizational and communications skills.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #23: Senior Associate	
Minimum/General Experience	A minimum of ten (10) years of relevant and progressive experience in functional specialty.
Functional Responsibility	Works independently or manages a group of subordinates and coordinates directly with the customer or Project Manager as assigned. Individuals possess an in-depth knowledge in their domain of expertise which may include acquisition, mission specific processes, finance, technology, health care, defense, etc. The Senior Associate has practical knowledge of the various best practices and methods employed in the domain. The Senior Associate has experience in leading and managing other professionals and has demonstrated organizational and communications skills.
Minimum Education Level Required	Bachelor's Degree. Additional years of experience may be applied to Bachelor's degree.

LC #24: Principal Associate	
Minimum/General Experience	A minimum of fifteen (15) years of experience.
Functional Responsibility	Works independently or manages a group of subordinates, coordinating directly with the customer or Program Manager as assigned. Individual is skilled in a relevant combination of management, scheduling, reporting, negotiation, problem analysis, and problem resolution and is capable of developing and presenting management seminars and training.
Minimum Education Level Required	Master's Degree. Additional years of experience may be applied to Master's degree.

LC #25: Administrative Staff I	
Minimum/General Experience	A minimum of one (1) year of experience in the field or in a related area.
Functional Responsibility	Performs a variety of daily office/administrative tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Minimum Education Level Required	High school diploma.

LC #26: Administrative Staff II	
Minimum/General Experience	A minimum of two (2) years of experience in the field or in a related area.
Functional Responsibility	Performs a variety of daily office/administrative tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Minimum Education Level Required	High school diploma.

LC #27: Administrative Staff III	
Minimum/General Experience	A minimum of five (5) years of experience in the field or in a related area.
Functional Responsibility	Performs a variety of daily office/administrative tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Follows organization and department procedures to complete tasks in a timely manner. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.
Minimum Education Level Required	High school diploma.

LC #28: Administrative Staff IV	
Minimum/General Experience	A minimum of seven (7) years of experience in the field or in a related area.
Functional Responsibility	Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. A wide degree of creativity and latitude is expected.
Minimum Education Level Required	High school diploma.

EXPERIENCE AND DEGREE SUBSTITUTION

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Table 1: Degree/Experience Equivalency*

Degree	Experience Equivalence	Other Equivalence
HS Diploma	G.E.D	
Associate's	High School Diploma and two (2) additional years of relevant experience	Relevant Professional Certification/Licenses equates to two (2) years of relevant experience
Bachelor's	Associate degree + two (2) additional years of relevant experience, or no degree and four (4) years of additional relevant experience	
Master's	Bachelor's + two (2) additional years relevant experience, or Associate's + four (4) years relevant experience	
Doctorate	Master's + two (2) additional years of relevant experience, Bachelor's + four (4) additional years of relevant experience, or eight (8) additional years of relevant experience	

* Successful completion of higher education which has not yet resulted in a degree may be counted as one year of experience for each year of college completed.

Table 2: SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Staff IV	01020--Administrative Assistant	2005-2103; 12/22/2014
Administrative Staff III	01410-Supply Technician	2005-2103; 12/22/2014
Administrative Staff II	01312-Secretary II	2005-2103; 12/22/2014
Administrative Staff I	01311-Secretary I	2005-2103; 12/22/2014
Jr. Associate	30463--Technical Writer	2005-2103; 12/22/2014
Technical Writer I	30461- Technical Writer I	2005-2103; 12/22/2014
Technical Writer II	30462 – Technical Writer II	2005-2103; 12/22/2014
Technical Writer III	30463 – Technical Writer III	2005-2103; 12/22/2014

Note: The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited labor categories are representative labor categories based on the U.S. Department of Labor WD Numbers identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and the maximum WD labor category rate and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly. Prices for the SCA labor categories meet or exceed those in Wage Determination No. 2005-2103, Revision 15, dated 12/22/2014.

Terms and Conditions

CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 874-7
- 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.
- 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.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic only
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 Attachment.
7. Quantity discounts: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contract Contractor
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. 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
- 11c. 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
- 11d. 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

12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as company address
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment address(es): Same as company address
15. Warranty provision.: Contractor's standard commercial warranty
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):
- 24b. 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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 03-0461409
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered