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 for GSA Advantage! Is: https://www.GSAAdvantage.gov

MULTIPLE AWARD SCHEDULE  
Category Attachment Code: H  
Title: Professional Services  
H09. Technical and Engineering Services (Non IT) Subcategory  
FSC/PSC Code: R414, R425

Category Attachment Code: H  
Title: Professional Services  
H01. Business Administrative Services Subcategory  
FSC/PSC Code: R408

Category Attachment Code: G  
Title Miscellaneous  
G06. Complimentary SINs Subcategory  
FSC/PSC Code: 0000

Acquisition, Research and Logistics, Inc.  
4640 Forbes Blvd  
Lanham, MD 20706  
Phone: 301-749-1410  
Fax: 301-749-2035

Website: www.arldc.com

Contract Administrator: Greg Yette  
E-mail: gyette@arldc.com

BUSINESS SIZE: Service Disabled Veteran Owned Small Business  
SBA Certified Small Disadvantaged Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Number: GS-10F-0415X  
Period: July 29, 2011 – July 28, 2026  
Contract effective through Modification P0-0034, dated July 29, 2021

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

**SIN 541330ENG/541330ENGRC:** Engineering Services
**SIN 541611/541611RC:** Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
**SIN 541715/541715RC:** Engineering Research and Development and Strategic Planning
**SIN OLM:** Order-Level Materials (OLM)

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.

**SIN 541330ENG Administrative Specialist – Level I $46.78**
**SIN 541611 Administrative Specialist – Level I $46.78**
**SIN 541715 Administrative Specialist – Level I $46.78**

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 6

2. Maximum order.

**SIN 541330ENG: $1,000,000.00**
**SIN 541611: $1,000,000.00**
**SIN 541715: $1,000,000.00**
**SIN OLM: $250,000.00**

3. Minimum order.

$300.00

4. Geographic coverage (delivery area).

**Domestic**

5. Point(s) of production (city, county, and State or foreign country).

**Lanham, Prince George’s County, Maryland**

6. Discount from list prices or statement of net price.

**Government net prices (discounts already deducted).**
7. Quantity discounts.

   None

8. Prompt Payment Terms.

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

   Net 30 days

9. Foreign items (list items by country of origin).

   Not applicable

10a. Time of delivery.

   Specified on the Task Order

10b. Expedited Delivery.

   Contact Contractor

10c. Overnight and 2-day delivery.

   Contact Contractor

10d. Urgent Requirements.

   Contact Contractor

11. F.O.B. point(s).

   Destination

12a. Ordering address(es).

   Acquisition, Research and Logistics, Inc.
   4640 Forbes Blvd
   Lanham, MD 20706
   Phone: 301-749-1410
   Fax: 301-749-2035

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

13. Payment address(es).

   Acquisition, Research and Logistics, Inc.
   4640 Forbes Blvd
   Lanham, MD 20706
14. Warranty provision.

Standard Commercial Warranty

15. Export packing charges, if applicable.

Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable

17. Terms and conditions of installation (if applicable).

Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

18b. Terms and conditions for any other services (if applicable).

Not Applicable

19. List of service and distribution points (if applicable).

Not Applicable

20. List of participating dealers (if applicable).

Not Applicable

21. Preventive maintenance (if applicable).

Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable

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.

Not Applicable

23. Unique Entity Identifier (UEI) number **PFUAD7EGQCB5**
24. Notification regarding registration in System for Award Management (SAM) database. Acquisition, Research and Logistics, Inc. is registered in the System for Award Management (SAM) database. The Cage Code is 3E0G2.
Acquisition, Research and Logistics, Inc.
Labor Category Descriptions

Administrative Specialist – Level I
Descriptions: Provides daily office support in general clerical and administrative duties. Performs tasks using the Department of Energy’s automated time and attendance system and automated travel and training systems. Collate information into meaningful reports and presentation material.
Minimum Experience: Must have two to three years of experience in general office duties such as word processing, filing, data input, and answering telephones. Minimum two years’ direct experience. General knowledge of government documents and procedures.
Minimum Education: Associate’s degree from an accredited college in an appropriate discipline or equivalent.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Administrative Specialist – Level II
Descriptions: Perform general office duties. Perform basic statistical and budget tasks. Manage and maintain calendars and schedules and prepare reports, memos, letters, travel vouchers, and other documents using word processing, spreadsheet, database, and/or presentation software. Read and analyze incoming memos, submissions, and reports in order to determine significance and plan distribution. Open, sort, and distribute incoming correspondence, faxes and email as well as file and retrieve documents, records and reports. Prepare responses to correspondence containing routine inquiries. Performs research, collection and collation of the results of studies. Work collaboratively with others. Maintain library documents. Communicate effectively with all levels of people within and outside the organization. Greet visitors, check clearances and determine access to individuals and groups. Provides general acquisition support. Performs all tasks with minimal guidance.
Minimum Experience: Applicant must have four to six years of general secretarial, administrative and office experience. Must have a minimum three years’ direct experience.
Minimum Education: Associate’s degree from an accredited college in an appropriate discipline or equivalent.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Administrative Specialist – Level III
Descriptions: General office / administrative duties, basic statistical and budget tasks, analysis and preparation of routine documents. Maintain scheduling, travel, and library/documentation procedures. Support of acquisition staff. Perform a wide range of administrative and secretarial functions in order to support the operations of your assigned director and office. Such duties include but are not limited to: reviewing reviews information provided by the government and the contractor to identify issues and problems; incoming correspondence, announcements and other mail; typing letters; maintaining supervisor's calendar and scheduling meetings; proofreading and editing a wide variety of documents and correspondence; preparing time and attendance records electronically; maintaining tracking systems for handling action items and controlled correspondence; making travel arrangements and other duties as assigned. Provide general office administration, programmatic support, and secretarial support to include scheduling support, file maintenance, customer service, word processing, typing, mailing, data entry, preparation of spreadsheets, operation of copier, telephone, fax, and other office machines, and preparation of routine correspondence.
Minimum Experience: Must have seven to ten years of general administrative and office experience, with general office computer skills. General familiarity and experience with the acquisition process. Experience in working and effectively communicating with all levels of staff.
Minimum Education: Associate’s degree from an accredited college in an appropriate discipline or equivalent.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Budget – Cost Analyst - Level II
Description: Perform financial analysis and make Final Cost Recommendations. Draft, for the
signature of a Contracting Officer, all correspondence required in the performance of this task.
Request and follow-up on all audit requests for the performance of a Final Cost Recommendation
from auditors. Review and analyze audit reports, indirect rate agreements, final vouchers and other
applicable documents as the basis for the Final Cost Recommendation. Distribute completed Final
Cost Recommendation to the cognizant contract specialist and other DOE activities.
Minimum Experience: Must have 4 to 6 years’ experience. Must have a minimum four years direct
experience.
Minimum Education: Bachelor’s degree from an accredited university or college in the
appropriate disciplines, or equivalent with four to six years of specialized experience. Education
can be substituted with proven four to six years of specialized experience.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Budget – Financial Analyst - Level I
Description: Prepare cost estimates and correlate financing requirements into executable budgets.
Possess knowledge of the allocation, execution, and administration of approved budgets. Assess
products and procedures for compliance with government standards, accounting principles,
internal controls, and multi-tiered system application standards. Generate office guides, user
manuals, work-flow processes, and management documentation for consideration. Complete
tasks within allotted time and assists in the preparation of milestone status reports and
presentations. Prepare and evaluate cost/benefit analysis, management proposals, control systems,
revisions to customer interfaces, and organizational structures. Knowledge of activity based
costing, business case analysis and outsourcing requirements.
Minimum Experience: Must have five years of financial management experience. Specialized
Experience: Experience in Financial Management/Accounting in a Federal Government
environment with a demonstrated ability in areas such as Cost Estimating, Process Analysis,
Procurement Strategic Planning and Execution or Business Management. Possess a thorough
knowledge of Federal financial and accounting policies and system requirements.
Minimum Education: Bachelor’s degree from an accredited university or college in the
appropriate disciplines, or equivalent with five years of specialized experience. Education can be
substituted with proven five years of specialized experience.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Budget – Financial Analyst – Level II
Descriptions: Possess high level understanding of the budget allocation, execution, and
administration process. Thorough understanding of organization's business systems and industry
requirements. Demonstrate the ability to monitor and track obligation and expenditure of funds,
detect, reconcile and remedy fiscal discrepancies, and provide cost effective, insightful reporting to
upper management. Ability to assess products and procedures for compliance with government
standards, accounting principles and multi-tiered system application standards. Cognizant of
interrelationships between financial management requirements and automated solutions,
considering the current system environment and the potential integration of added systems
concurrently or later. May be familiar with activity-based costing, business case analysis and
outsourcing requirements.
Minimum Experience: Must have a minimum of seven years financial management experience to
include Financial Management/ Accounting in a Federal Government environment.
Minimum Education: Bachelor’s degree from an accredited university or college. Education
Budget – Financial Analyst – Level III
Description: Possess a high level of understanding of the organization's business systems and industry requirements. Knowledge of the Federal financial and accounting policies and systems requirements. Experience working with multi-year/no-year appropriations and differing appropriations. Formulate strategic financial plans, prepare cost estimates and correlate financing requirements into executable budgets. Assess products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Comprehend interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Manage completion of work within the time frame specified by the client, ensuring that all requirements are met. Prepares milestone status reports and presentations. Knowledge of activity based costing, business case analysis and outsourcing requirements.
Minimum Experience: Must have six to nine years of financial management experience with specialized experience in financial management.
Minimum Education: Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with six to nine years of specialized experience. Education can be substituted with proven six to nine years of specialized experience.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Business Process Analyst
Description: The Business Process Analyst conducts studies and develops internal and external proposals to improve government business models with relationship to industry collaboration, systems development, process flow for contract documents and execution of daily business tasks in support of the program. This individual generates and proposes hard copy and electronic office guides, user manuals, work-flow processes, and management documentation for consideration. This individual prepares and evaluates cost/benefit analysis, management proposals, control systems, revisions to customer interfaces, and organizational structures.
Minimum Experience: Must have a minimum of five years of experience with process analysis and re-engineering.
Minimum Education: Bachelor’s Degree in related field from an accredited institution.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Junior Program Analyst
Description: Entry level position to support all elements of program execution. Responsible for research, data collection and task level management of day to day program operations. Supports meetings and conferences by developing presentation materials, scheduling and documenting meeting proceedings.
Minimum Experience: Must have two years of experience.
Minimum Education: An Associate’s degree or equivalent work experience in the areas of program management, logistics, financial management or business.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Procurement Support – Level I
Description: Responsible for providing support in the area of business administration and pre-procurement planning. Individual provides contracting consultation and program/project management analytical activities. The position requires an individual with demonstrated evidence
of use of excellent oral and written communications skills. Knowledge of contracting and financial assistance procedures, types, and methods, including formal advertising, negotiation, fixed price, cost contracting, and use of special provisions and incentives to enable the buyer to plan and carry out contracting and financial assignments requirements. Minimum Experience: Must have two to five years of federal government contracting experience. Individual must have demonstrated expertise in the following areas:
- Different contract agreement types;
- Contract file documentation;
- Project management techniques;
- Day-to-day contract administration and acquisition planning duties.
- Administering level of effort, support services contracts, and project pre-procurement planning.

Minimum Education: A Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with two to five years of specialized experience.
Education can be substituted with proven two to five years of specialized experience.
Certifications: None

Applicable SINs: 541330ENG, 541611, 541715

Procurement Support – Level II
Description: Responsible for developing, preparing and presenting terms and conditions in proposals related to the award of contracts; participating in negotiating, awarding, or administering contracts. Analysis of procurement policies and procedures; administering the terms and conditions of contracts, including such aspects as preparing contract modifications, evaluation of performance under the contract, and contract termination; and analyzing proposed prices or costs, including such aspects as evaluating technical and audit reports, forecasting price trends, evaluating economic factors, estimating production; participating in procurement management reviews and contract clearance, or developing positions on claims and protests related to contracts. Possess excellent communication and writing skills; be able to work independently; and recognize contracting issues that need to be elevated.
Minimum Experience: Must have six to nine years of federal government contracting experience and demonstrate experience and knowledge in the following areas:
- Contracting procedures, types, and methods, including formal advertising, fixed-price, cost contracting, and use of special provisions and incentives to enable the buyer to plan and carry out contracting assignments.
- Industry which furnishes requirements to determine availability of sources and to analyze the effects on agency requirements of industrial developments, seasonal price trends, economic factors affecting supply and transportation costs.
- Contract life cycle support ranging from day-to-day administration to program assistance, acquisition planning, and performance metrics.
- Broad experience in utilizing diverse contractual instruments.
- Federal research and development contracting, and cost analysis.
- Maintains knowledge in statutory and regulatory changes and mastery of the FAR.
- Perform contract specialist duties for processing of overflow simplified actions.
- Performs other related duties as assigned.

Minimum Education: A Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with six to nine years of specialized experience.
Education can be substituted with proven six to nine years of specialized experience.
Certifications: None
Procurement Support – Level III
Description: Responsible for overall business analysis recommendations and reports for this project. Applicant must have demonstrated ability to ensure reports and deliverables meet expectations, are of outstanding quality, and interface with senior Department of Energy and contractor managers. Individual provides expert contracting consultation and program analytical activities. Reviews project execution regularly (at least quarterly) to ensure contractual and financial objectives of MA-64 support service contractors are completed. The position requires an individual with demonstrated evidence of possessing excellent oral and written communications skills, as well as proven ability to meet deadlines and perform under pressure in an uncertain environment.
Minimum Experience: Must have at least ten years of federal government contracting experience and demonstrate experience and knowledge in the following areas:
- Contracting procedures, types, and methods, including formal advertising, fixed-price, cost contracting, and use of special provisions and incentives to enable the buyer to plan and carry out contracting assignments.
- Industry which furnishes requirements to determine availability of sources and to analyze the effects on agency requirements of industrial developments, seasonal price trends, economic factors affecting supply and transportation costs.
- Contract life cycle support ranging from day-to-day administration to program assistance and acquisition planning, and performance metrics.
- Contract management, and/or project support management.
- Managing level of effort, support services contracts, and coordination of technical and business management between organizational entities.
- Contracting techniques including management principles ranging from conceptualizing, planning, design, project development, and understanding of cost, scheduling and control measures.
- Managing subcontractors and consultants.
- Cost and price analysis techniques to perform a variety of computations relative to labor and other direct costs, indirect costs, specification requirements and charges for preparation and dissemination of contract deliverables to determine the best value for the Government.
- Negotiation techniques and skill in devising negotiation strategies to deal with contractors in resolving such problems as reducing costs, adjusting delivery schedules, and negotiating in sole source environments.
- Performs other related duties as assigned.

Minimum Education: A Bachelor’s degree from an accredited university or college in the appropriate disciplines, or equivalent with ten years of specialized experience. Education can be substituted with proven ten years of specialized experience.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Program Analyst I
Description: The Program Analyst I provides programmatic support to the execution of technical programs to include scheduling, budgeting and reporting tasks. The Program Analyst I reviews information provided by the government and the contractor to identify issues and problems that may arise for the program during execution. This individual works with the program manager to identify and execute potential solutions to issues as they arise. The individual may also provide support to more experienced analysts in the course of executing more complicated tasks. This
individual may represent the program at working meetings facilitating the collection and dissemination of program information.
Minimum Experience: Must have two years of experience.
Minimum Education: Associate’s degree in a relevant field from an accredited institution.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Program Analyst III
Description: Supports the management of scheduling, financial planning and long and short term program planning across multiple projects. Performs data analysis and reporting for all program elements. Researches and presents programmatic information to develop and support briefing presentations and meetings.
Minimum Experience: Must have seven years of experience.
Minimum Education: Associate’s degree or equivalent work experience in the areas of program management, logistics, financial management or business.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Program Manager III
Description: The Program Manager III provides leadership support to the management of complex technical programs. This individual demonstrates expert program management techniques to identify budget, schedule, and milestone compliance and risks during the execution of programs that have numerous dependencies and unknowns. This individual proposes improvements that assist in long range planning and budgeting, program execution strategies, process review, quality assurance, business analysis and customer relations tasks as specified by the government. This individual must be both technically and socially adept and may also be required to represent program interests at a variety of internal and external meetings.
Minimum Experience: Must have a minimum of fifteen years of relevant experience that demonstrates a progressive accumulation of higher levels of responsibility.
Minimum Education: Master’s Degree or equivalent work experience in the areas of program management.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Research Analyst I
Description: Performs research, collection and collation of the results of studies. Conducts data collection via different qualitative and quantitative modes and prepares inputs into monthly status reports. Works collaboratively with other analysts as well as subject-matter experts in all phases of research and requires the flexibility to adapt research strategies to take into account data limitations and time constraints. Helps to draft reports, memos summarizing findings or progress toward completion of projects, and articles on research projects.
Minimum Experience: Must have one year of experience.
Minimum Education: Bachelor's degree or equivalent related experience in the areas of program management, technical management, logistics, financial management or business.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Senior Consultant
Description: Provides specialty support for system and sub-system development. Possesses a thorough theoretical knowledge for each assigned project. Solves technical-related issues as they related to program execution. Works directly with the client program manager to develop strategies that are integrated into program elements. Prepares, reviews, and evaluates program documentation, system specifications, test plans and operational procedures. Dependent upon
project size; may provide supervision and direction to staff when concurrently assigned as program manager.
Minimum Experience: Must have thirteen years of experience.
Minimum Education: Bachelor's degree or equivalent in related field.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

**Staff Assistant**
Description: Performs a variety of analytical tasks in support of one or more contract programs. Aides in developing plans, including budgets, and monitors tasks to meet contractual/project requirements for assigned program(s). Monitors and reports performance and programmatic documents against plans to ensure that contractual, cost, and schedule objectives are met. Assists in conducting research and developing information to understand major weapons, or other defense or homeland security systems and information systems and structures including cost, schedule and risk data.
Minimum Experience: Must have one year of related experience.
Minimum Education: A Bachelor's degree or equivalent work experience in the areas of program management, logistics, financial management or business.
Certifications: None
Applicable SINs: 541330ENG, 541611, 541715

Experience and Education Equivalencies
Equivalent experience and education are defined as follows:
BA/BS Degree = AA degree and two additional years of experience
BA/BS Degree = Four additional years of experience and HS Diploma
AA/AS Degree = Two additional years of experience and HS Diploma
Acquisition, Research and Logistics, Inc.  
GSA Price List 

Awarded Pricing for SINs 541330ENG, 541611, 541715 

Option Period 2 – Years 11-15

<table>
<thead>
<tr>
<th>Awarded Labor Category</th>
<th>Price Awarded (including IFF)/ Year 11</th>
<th>Price Awarded (including IFF)/ Year 12</th>
<th>Price Awarded (including IFF)/ Year 13</th>
<th>Price Awarded (including IFF)/ Year 14</th>
<th>Price Awarded (including IFF)/ Year 15</th>
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<td>Administrative Specialist - Level I</td>
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<td>$49.79</td>
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The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. 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 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. 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.

<table>
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<tr>
<th>Senior Consultant</th>
<th>$176.80</th>
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