General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule

Industrial Group: Professional Services

Business Size: Small, Woman Owned Business
Contract Number: GS-10F-160AA
Contract Period: April 30, 2013—April 29, 2023
Pricelist Effective 01 May 2020, Modification A815

High Performance | Proven Solutions

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

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

KM Management Group, LLC
dba KM Systems Group

1935 S. Arlington Ridge Road
Arlington, VA 22202 1630
Phone: 703 682 6852
FAX: 888 680 4398
Web Site: www.kmsystemsgroup.com
E-mail: klmartin@kmsystemsgroup.com
Contract Administrator: Kevin L. Martin
KM Systems Group (KMSG) is a premier strategy and technology consulting firm. We are experts at defining and launching new programs and technology initiatives — from strategy and conceptual planning, through budget approval, acquisition, and project execution. KMSG’s expertise includes; Program Management, Project Portfolio Management (PPM), Project Management, Earned Value Management (EVM) and Business Process Improvement (BPI). Our goal is to ensure the successful completion of mission critical projects by Agencies and the Department of Defense.

<table>
<thead>
<tr>
<th>Program Management</th>
<th>Earned Value Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Case Development</td>
<td>EVMS Design &amp; Implementation</td>
</tr>
<tr>
<td>Program Planning &amp; Scheduling</td>
<td>EVMS Software &amp; Training</td>
</tr>
<tr>
<td>Project Scheduling</td>
<td>EVMS Support</td>
</tr>
<tr>
<td>Integrated Baseline Review</td>
<td>EVMS Education</td>
</tr>
<tr>
<td>Contractor Performance Analysis</td>
<td>EVMS Assessment</td>
</tr>
</tbody>
</table>

**CUSTOMER INFORMATION:**

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

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
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<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>611430RC</td>
<td>Professional &amp; Management</td>
</tr>
<tr>
<td>611512</td>
<td>611512RC</td>
<td>Flight Training</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMSTLOC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
<tr>
<td></td>
<td>OLMRC</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See page 4

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. See Page 5

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


7. Quantity discounts: 1.5% for orders between $250,000 and $499,999.99 and 2.5% for orders over $500,000

8. Prompt payment terms: Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. 1%-10 days; Net 30

9. Foreign items: Not applicable

10a. Time of Delivery (Contractor insert number of days): To be determined at the Task Order Level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

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

12a. Ordering Address(es): Same as Contractor

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): Same as company address

14. Warranty provision.: Contractor’s 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: MJ56KFG41NJ3

24. Notification regarding registration in System for Award Management (SAM) database: Registered and active in SAM

GSA Awarded Rates:

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<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>GSA Awarded Rate</th>
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<tbody>
<tr>
<td>541611/611430 Junior Management Analyst</td>
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<table>
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<tr>
<th>SIN</th>
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<th>Course Length</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
<th>GSA Awarded Rates</th>
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<tbody>
<tr>
<td>611430</td>
<td>PM Using EVM - EVM Basic Concepts Training (PM-101)</td>
<td>2 days</td>
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<td>15</td>
<td>$8,564.23</td>
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<tr>
<td>611430</td>
<td>PM Using EVM - EVM Advanced Concepts (Detailed) Training (PM-102)</td>
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<td>15</td>
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<td>611430</td>
<td>PM Using EVM - Integrated Baseline Review (PM-202)</td>
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<td>15</td>
<td>$7,178.84</td>
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Labor Category Descriptions

One year of directly relevant work experience may substitute for one year of post-secondary education. One year of post-secondary education may substitute for one and a half years of directly relevant work experience. KMSG defines directly relevant work experience as performing the duties described in the labor category for a minimum of 1,250 work hours within a 12-month period.

Jr. Management Analyst
Minimum Years of Experience: 1
Minimum Education: Bachelor's degree

Knowledge/Skills/Abilities: Working under the supervision of more senior staff, the Jr. Management Analyst collects data and performs basic analysis of business process, project management information. They provide business process support and report results to improve the overall operational and overall effectiveness for the program/project. The Jr. Management Analyst is skilled in the use of such tools as MS Word, Excel, Project, PowerPoint and related applications.

Management Analyst
Minimum Years of Experience: 4
Minimum Education: Bachelor's degree

Knowledge/Skills/Abilities: Working under the supervision of more senior staff, the Management Analyst collects and analyzes business process, project management information. They help design and operate business processes, perform business process studies, and report results to improve the overall operational and financial effectiveness for the program/project. The Management Analyst is skilled in the use of such tools as MS Word, Excel, Project, PowerPoint and related applications.

Sr. Management Analyst
Minimum Years of Experience: 6
Minimum Education: Bachelor's Degree

Knowledge/Skills/Abilities: Working under the supervision of the Principal Management Analyst, and managing the Management and Junior Management Analyst, the Sr. Management Analyst performs advanced business process analysis as well as analyzing project/program information. They design business process systems, support change management and executive communication strategies. They also perform special business studies, collect and analyze project performance information to support root cause analysis and improve the overall operational effectiveness for the organization and program/project.

Principal Management Analyst
Minimum Years of Experience: 8
Minimum Education: Bachelor's Degree

Knowledge/Skills/Abilities: Supervising junior staff, the Principal Management Analyst is knowledgeable in professional topics such as organizational development, business process reengineering, change management, project management, business case analysis, business process mapping, and management theories and best practices. The Principal Management Analyst has the ability to conduct complex research and perform business process analysis as well as root cause analysis. The Principal Management Analyst will develop business process reengineering, change management, and senior executive communications plans. They will direct the Sr. Management Analyst in the implementation of these business plans and processes.

Earned Value Management (EVM) Consultant
Minimum Years of Experience: 6
Minimum Education: Bachelor's Degree
Knowledge/Skills/Abilities: Working under the supervision of more senior staff, the EVM Consultant provides expertise in earned value management, program management, project management, and business case analysis. The EVM Consultant is able to support the implementation, improvement and use of EVM systems and business processes within capital projects and programs. He or she is skilled in the use of such tools as MS Word, Excel, Project, PowerPoint and related applications.

Senior EVM Consultant
Minimum Years of Experience: 8
Minimum Education: Bachelor's Degree

Knowledge/Skills/Abilities: The Senior EVM Consultant provides direction for the EVM Consultant and expertise in earned value management, program management, project management, and business case analysis. The Senior EVM Consultant is able to support the implementation, improvement and use of EVM systems and business processes within capital projects and programs. He or she can develop EVM Systems designs and conduct EVMS validations to ensure they are consistent with the ANSI 748 EVM Standard. The Senior EVM Consultant is skilled in the use of such tools as MS Word, Excel, Project, PowerPoint and related applications.

Task Manager
Minimum Years of Experience: 8
Minimum Education: Bachelor's Degree

Knowledge/Skills/Abilities: Working under the supervision of more senior staff, the task manager is directly responsible for managing tasks to ensure technical and schedule performance. He or she is responsible to the Project Manager for reporting performance of multiple tasks which roll up to a project. The Task Manager is knowledgeable in professional topics such as project/program management, earned value management, and project scheduling. The Task Manager is skilled in the use of such tools as MS Word, Excel, Project, PowerPoint and related applications.

Project Manager
Minimum Years of Experience: 10
Minimum Education: Bachelor’s Degree

Knowledge/Skills/Abilities: Working under the supervision of more senior staff, and providing direction to less senior staff, the Project Manager is responsible for all project deliverables and resources. He/she is a subject matter expert in professional topics such as earned value management, project management, business case analysis, project scheduling, and cost analysis. The Project Manager is able to support the development and conduct of professional development in earned value management, project management, and business case analysis. The Project Manager is skilled in the use of such tools as MS Word, Excel, Project, PowerPoint and related applications.

Program Manager
Minimum Years of Experience: 12
Minimum Education: Bachelor’s Degree

Knowledge/Skills/Abilities: Working with limited supervision of more senior staff, and providing direction to less senior staff, the Program Manager is ultimately responsible for all program deliverables and resources. A program typically encompasses multiple projects and the Project Manager is responsible for reporting project performance to the Program Manager. The Program Manager is capable of supporting executive communication and program performance reviews. The Program Manager provides expertise in professional topics such as earned value management, business process improvement, program management, project management, business case analysis, organizational assessment, scheduling, cost analysis, process mapping, facilitation, management theories and best practices. The Program Manager is able to develop and conduct professional development in earned value management, business process improvement, program management, project management, business case analysis, organizational assessment, scheduling, cost analysis, process mapping, and general management theories. The
Program Manager has the ability to independently conduct research and write about general management theories and best practices. The Program Manager has the demonstrated expertise to apply his or her professional experiences and knowledge to plan and execute, with limited senior oversight and direction, resulting in successful program execution to support the client’s mission.

**PM Using EVM - EVM Basic Concepts Training (PM-101) (2 days)**

**Course Summary**

This course is designed to give you a basic understanding of Earned Value Management (EVM) and its relationship to Program Management. You will learn how to implement EVM and successfully transfer the new knowledge/skills to your job.

**Course Objectives**

Upon completion of this course, you will be able to:

- Explain EVM basic concepts & performance metrics
- Use EVM to organize, plan, perform, analyze and report program work
- Use forward looking performance metrics to enable early problem identification and resolution
- Demonstrate the use of EVM to project future cost and schedule performance

**Course Content**

**Lesson 1: Introduction to Program Management and Earned Value**

This lesson introduces you to the basic concepts of Earned Value Management (EVM). You will learn the how EVM relates to traditional project management and the advantages of using EVM.

**Learning Objectives**

Upon completion of this lesson you will be able to:

- Explain the relationship of Earned Value to traditional project management
- Compare how you are managing projects today to how they would be managed if you were using EVM
- Explain how EVM supports current governmental regulations that require implementation of performance based acquisition management and reporting
- Summarize how EVM provides cost, schedule and performance information for use in project management

**Lesson 2: Organizing the Program**

In this lesson, you will learn how to use EVM to organize a program. Specifically, we will discuss the role of EVM in the Work Breakdown Structure, the Organizational Breakdown Structure, the Responsibility Assignment Matrix, and the Work...
Authorization.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Develop and prepare a Work Breakdown Structure (WBS)
- Identify an Organization Breakdown Structure (OBS) for a Single Organization and Multiple Organizations
- Develop a Responsibility Assignment Matrix (RAM)
- Define the Work Authorization (WA) process

Lesson 3: Planning the Program
This lesson discusses the relationship of EVM and the planning phase of a program. You will learn how to create a project schedule, a timed-phased budget, and a performance measurement baseline.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Develop a Project Schedule
- Develop Resource Requirements / Budgets
- Develop Schedule and Cost Baseline

Lesson 4: Performing the Program
This lesson discusses EVM and the performing phase of a program. You will learn how to recognize the key processes to manage program performance, as well as the relationship between the processes.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Identify the key performance processes to manage program performance
- Use forward looking performance metrics to enable early problem identification and resolution

Lesson 5: Analyzing and Reporting
This lesson concentrates on EVM and the Analyzing and Reporting Phase of a program. You will learn how to use program metrics and analysis reports to measure the progress of a program.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Identify and use key program metrics and analysis reports to measure program progress

Lesson 6: Change Management
We have previously discussed the role of EVM in the Organizing, Planning, Performing, and Analyzing and Reporting phases of a project. This last lesson will demonstrate how to apply EVM in the Change Management Phase.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Demonstrate the use of EVM to project future cost and schedule performance
- Demonstrate the use of EVM to manage change

PM Using EVM - EVM Advanced Concepts (Detailed) Training (PM-102) (3 days)

Course Summary
This course is designed to give participants a comprehensive understanding of how Earned Value Management (EVM) is implemented. You will gain insight into the application of EVM on programs and projects and successfully transfer the new knowledge/skills to your job.

Course Objectives
Upon completion of this course, you will be able to:

- Effectively apply EVM Methodologies to major and significant programs
- Develop and apply EVM processes to Investment Decisions
- Explain how to use EVM to organize, plan, perform, analyze, and report at both the program and control account level
- Explain how to use EVM to improve probability of achieving program objectives: technical, schedule, and cost

Course Content
Module 1: Introduction to EVM
Module 1 introduces you to EVM and the EVM policy in large organizations. You will gain an understanding of how to apply EVM ‘best practices’ to your programs.

This module includes:

Lesson 1: EVM Overview and Policy
Lesson 2: Programs - EVMS Implementation

Learning Objectives
By the end of this module, you will be able to:

- How to implement EVM
- Discuss EVM implementation requirements
(CUSTOMER INFORMATION: Continued)

- Why it is required?
- EVM Acquisition Policy
- How Program Baseline Management relates to Funding Types
- Capital Planning and Investment Control (CPIC)

Module 2: Planning the Program for Investment Analysis
This module includes:

Lesson 1: Work Breakdown Structure (WBS)
Lesson 2: Program Schedule (Summary)
Lesson 3: Responsibility Assignment Matrix (RAM)
Lesson 4: IT Dashboard / Cost & Schedule Table

Learning Objectives
By the end of this module, you will be able to develop major elements of the program plan:

- Work Breakdown Structure (WBS)
- Summary Program Schedule
- RAM using the IT Dashboard Cost/Table Milestones
- Structure for Exhibit 300 and Federal IT Dashboard reporting using the Program Planning Template

Module 3: Organizing the Program (Solution Implementation)
Modules 3 and 4 introduce you to Organizing and Planning in the AMS Solution Implementation Phase. After FID, the detailed implementation of EVM begins. Organizing and planning uses similar information as presented in Investment Analysis, but more detailed level activities. Let’s begin with Organizing.

Lesson 1: Work Breakdown Structure (WBS)
Lesson 2: Organization Breakdown Structure (OBS)
Lesson 3: Responsibility Assignment Matrix (RAM)
Lesson 4: Work Authorization Document (WAD)

Learning Objectives
By the end of this module, you will be able to:

- Develop a Work Breakdown Structure (WBS)
- Develop a Responsibility Assignment Matrix (RAM)
- Prepare a Work Authorization Document (WAD)

Module 4: Planning the Program (Solution Implementation)
In Module 4, you will be introduced to how to plan activities in the AMS Solution Implementation phase. You will learn how to learn to prepare a schedule, develop a budget, create schedule and cost baselines and conduct an Integrated Baseline Review.
Lesson 1: Program Detailed Schedules
Lesson 2: Control Account Resource Plans/Budgets
Lesson 3: Performance Measurement Baseline
Lesson 4: Integrated Baseline Reviews

**Learning Objectives**
By the end of this module, you will be able to:

- Develop a Project Schedule
- Develop Resource Requirement/Budgets
- Develop Schedule and Cost Baseline
- Conduct an Integrated Baseline Review

Module 5: Performing the Program
Module 5 introduces you to the Performing Phase. You will learn how EVM concepts are applied to Schedule Management, Cost Management and Contract Management.

Lesson 1: Schedule Management
Lesson 2: Cost Management
Lesson 3: Contract Management

**Learning Objectives**
By the end of this module, you will be able to:

- Evaluate and resolve issues surrounding the Schedule Status
- Use the program schedule status to determine earned value
- Analyze contractor performance and incorporate performance into program performance / EVM reports.

Module 6: Analysis
In this module, you will be introduced to EVM Analysis. You will learn how to examine past performance data to predict and control future performance.

Lesson 1: Performance Metrics
Lesson 2: Schedule Variance Analysis
Lesson 3: Cost Variance Analysis
Lesson 4: Integrating Cost, Technical & Schedule Performance
Lesson 5: Estimates at Completion (EAC)
Lesson 6: Trend Analysis
Lesson 7: Software Analysis and Reporting Tools

**Learning Objectives**
By the end of this module, you will be able to:

- Evaluate performance metrics
- Evaluate and resolve schedule variances
- Evaluate and resolve cost variances
Module 7: Program Reports and Reviews
It’s important that for each accounting period, the PM and CAMs evaluate Control Accounts and associated Work Packages and Planning Packages for cost and schedule accuracy. In this module, program reports and reviews will be discussed.

Lesson 1: Contractor Reporting
Lesson 2: Reporting
Lesson 3: OMB Reporting
Lesson 4: Program Reviews

Learning Objectives
By the end of this module, you will be able to evaluate the various reporting requirements:

- Contractor Reports
- Reports
- OMB Reports
- Program Reviews

Module 8: Change Management
This last module demonstrates how to apply EVM in the Change Management Phase including a discussion of changes to program scope, schedule and budget.

Lesson 1: Program Change Control and EVM

Learning Objectives
By the end of this module, you will be able to:

- Describe the differences between a ‘replan’ and a ‘rebaseline’ and the potential impact on program scope, schedule and budget
- Define the Change Control Process and the necessary forms for each step
- How to maintain the integrity of your baseline plan

PM Using EVM - Integrated Baseline Review (PM-202) (1.5 days)

Course Summary
This course is designed to give you a basic understanding of the Integrated Baseline Review (IBR) process and its relationship to Program Management. You will be provided with the framework to prepare and conduct an IBR through hands-on practice and role-playing.
Course Objectives

Upon completion of this course, you will be able to:

- Describe what an IBR is, legacy practices, trends and requirements
- Describe the purpose and value of the IBR process and its relationship to Program Management during project execution
- Describe Program and Contract level IBRs
- Conduct Control Account Manager Interview

Course Content

Lesson 1: Introduction to IBRs
This lesson introduces you to the basic concepts of the Integrated Baseline Review (IBR) Process. You will learn what an IBR is, its purpose, requirements and trends.

Learning Objectives
Upon completion of this lesson you will be able to:

- Describe what an IBR is
- Discuss IBR trends
- Discuss IBR legacy practices
- Describe OMB/AMS requirements

Lesson 2: IBR Objectives
This lesson introduces you to the objectives and focus of the IBR. We will discuss Program Baseline Validation, Risk Validation, and Program Performance System Validation techniques.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Describe the IBR Objective related to Program Baseline Validation
- Describe the IBR Objective related to Risk Validation
- Describe the IBR Objective related to Program Performance System Validation

Lesson 3: IBR Process
This lesson introduces you to the IBR Process. You will learn the roles and responsibilities of the program manager, the IBR team, the control account manager and how they prepare for and conduct an IBR.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Prepare an IBR Plan, Schedule, and Agenda
- Prepare a team to conduct the IBR
(CUSTOMER INFORMATION: Continued)

- Conduct and execute an IBR
- Prepare an IBR Report

Lesson 4: IBR Guidance
This lesson introduces you to the two types of IBRs and when they are used, including the frequency and scope of each.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Describe Program Integrated Baseline Review
- Describe Contractor Integrated Baseline Review

Lesson 5: IBR Interview Techniques
This lesson introduces you to IBR interview techniques. You will learn how to conduct an interview including philosophy, approach, methods to avoid, and potential problems to be aware of.

Learning Objectives
Upon completion of this lesson, you will be able to:

- Conduct an IBR Interview

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