Schedule Title:

**Multiple Award Schedule (MAS)**

<table>
<thead>
<tr>
<th>Large Category</th>
<th>Subcategory</th>
<th>PSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>Business Administrative Services</td>
<td>R408</td>
</tr>
<tr>
<td></td>
<td>IT Services</td>
<td>D399</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Complimentary SIN</td>
<td>0000</td>
</tr>
</tbody>
</table>

**Contract No.:** GS-10F-227AA

**Contract Period:** August 9, 2013 through August 8, 2023

**Amendment/Modification No.** PS-0024

**Effective Date:** May 3, 2022

**Mailing Address:**
5501 Merchants View Square
PMB 738
Haymarket, VA 20169

**Phone:** (703) 981-6734
**Fax:** (703) 229-4229

Cheryl.warner@bvti.com
www.bvti.com

Small, Veteran Owned, Service Disabled Business

Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Customer Information

1a. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>MAS SINs</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611; 541611(RC)</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>54151S; 54151SSTLOC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM; OLM(RC); OLMSTLOC</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Service and Price for Each SIN:

See Price List

1c. Labor Categories: Labor Categories Attached

2. Maximum Order*:

- SIN 541611 - $1,000,000.00
- SIN 54151S - $500,000
- SIN OLM - $250,000

3. Minimum Order: $100

4. Geographic Coverage (Delivery Area): Domestic Only

5. Point(s) of production (city, county, and State or foreign country): Various locations based on Client’s requirements


7. Quantity discounts: 1% for orders of $1,000,000 or more

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

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

10a. Time of Delivery: As specified on task order

10b. Expedited Delivery: As mutually agreed upon

10c. Overnight and 2-day delivery: Contact contractor

10d. Urgent Requirements: Customers are encouraged to contact contractor for the purposes of expedited delivery.

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

12a. Ordering address: 5501 Merchants View Square, PMB 738, Haymarket, VA 20169

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

13. Payment address: 5501 Merchants View Square, PMB 738, Haymarket, VA 20169

14. Warranty provision: Contractor’s standard commercial warranty

15. Export packing charges, if applicable: N/A

16. Terms and conditions of rental: N/A

17. Terms and conditions of installation: N/A

18a. Terms and conditions of repair parts: N/A

18b. Terms and conditions for other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive maintenance: N/A

22a. Special attributes: N/A

22b. Section 508: N/A

23. Unique Entity Identifier (UEI) number: NVBULU4RNZ97

24. Notification regarding registration in Systems for Award (SAM) database: Registered, CAGE Code 1YL61
# Table of Contents

## MULTIPLE AWARD SCHEDULE (MAS)
- Cover Page 1
- Customer Information 2
- Table of Contents 3
- About Best Value Technology 5

## ALL-SIN | SCHEDULE OFFERINGS APPLICABLE TO MULTIPLE SINS
- Offering Description 7
- GSA Multiple Award Schedule Price List 8
- Labor Category Position Descriptions 9
- Degree / Experience Equivalency Practice 10

## SIN 541611 | MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES
- SIN Description 12
- GSA Multiple Award Schedule Price List 13
- SCA/SCLS Matrix 14
- Labor Category Position Descriptions 15

## SIN 54151S | INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
- SIN Description 24
- GSA Multiple Award Schedule Price List 25
- Labor Category Position Descriptions 26

## OLM | ORDER LEVEL MATERIALS SIN
- 33
SIN Description

SUPPLEMENTARY INFORMATION

Degree / Experience Equivalency Practice
About Best Value Technology

BVTI was founded in 2002 to provide professional consulting, program management acquisition management, and information technology services to the US Intelligence Community, Department of Defense, and Federal Government civilian agencies. BVTI’s mission statement since its founding has been to provide the highest quality solutions to our clients at the best value. Our consistent focus on customer success has led to a steadily growing portfolio of prime contracts and awards and a reputation as a trusted partner to Federal program leadership.

BVTI is a Service Disabled Veteran Owned Small Business with over 80 project staff. Our schedule offers access to a broad range of technical experts, management consultants, policy analysts, acquisition specialists, project and program managers and other support staff needed to meet the emerging needs of Federal programs.

Our project staff is supported by a full complement of BVTI corporate resources and organizational infrastructure including operations management, information technology services, human resources, recruiting, and personnel and facility security. Our recruiting capabilities are a critical factor in identifying outstanding personnel and staffing our contracts expeditiously to meet our clients’ immediate needs.

Building upon our strong foundation of exceptional solutions and services, outstanding value, and dedicated support, we establish trusted relationships with our clients to help them achieve success.
ALL-SIN | Schedule Offerings Applicable to Multiple SINS
Offering Description

The following section includes BVTI’s general Multiple Award Schedule offerings, applicable to multiple SINs in BVTI’s Schedule as denoted in the table and descriptions below. Applicable SINs are noted for each entry. Offerings can be combined with SIN-specific offerings for applicable SINs, which are listed separately in their corresponding sections of this document.
# GSA Multiple Award Schedule Price List

ALL-SIN | Schedule Offerings Applicable to Multiple SINs

<table>
<thead>
<tr>
<th>ID#1</th>
<th>Commercial Job Title</th>
<th>541611 &amp; 541611 (RC)</th>
<th>54151S &amp; 54151STLOC</th>
<th>Minimum Education2</th>
<th>Minimum Experience2</th>
<th>Hourly Rates (Incl. IFF)3, 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS-01</td>
<td>Director I</td>
<td>Yes</td>
<td>Yes</td>
<td>Bachelor’s Degree</td>
<td>8 Years</td>
<td>$206.41</td>
</tr>
</tbody>
</table>

1 Item Description #’s (ID#’s) are included solely as an aid in navigating position descriptions. Numbers are not fixed to specific labor categories, and ordering may change without notice in subsequent price list revisions.

2 Education and experience may be substituted for each other.

3 Annual escalation will be governed by the Economic Price Adjustment clause in I-FSS-969 (b)(2).

4 Travel, Order Level Materials (OLM) and Open Market Items (e.g. non-Schedule Other Direct Costs) will be burdened with BVTI’s applicable General & Administrative (G&A) and/or Material and Subcontract (M&S) Costs.
**Labor Category Position Descriptions**

ALL-SIN | Schedule Offerings Applicable to Multiple SINs

MAS-01 | Director I

**Applicable SINs:** 541611, 54151S

**Minimum Experience:** 8 years, including 5 years in a specialized professional discipline

**Minimum Education:** Bachelor’s degree from an accredited university or college, or equivalent*

**Functional Responsibilities:** Serves as a senior technical and/or management authority to shape and direct large, complex and/or high impact programs, contracts and initiatives. The Director leverages insights gained through technical mastery of one or more relevant fields to provide operational guidance for current and proposed projects. Serves as a close liaison and advisor to a wide variety of stakeholders and customer leadership. Responsible for complex tasks and activities associated with one or more technical areas within the planning and operational functions of a program. Roles may include providing overall technical direction, management / oversight of subordinate staff, strategic planning and analysis, and/or serving in various advisory roles to guide and support senior government leadership.

*Education and experience may be substituted for each other. Refer to Degree / Experience Equivalency Practice for additional information.*
Degree / Experience Equivalency Practice

Degree / Experience Equivalency:
The labor category definitions in our Pricelist describe 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 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate's</td>
<td>2 years relevant experience</td>
<td>Vocational or technical training in work-related field</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Associate’s degree +2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification = 4-years exp.</td>
</tr>
<tr>
<td>Master's</td>
<td>Bachelor’s +2 years relevant experience, or Associate’s + 4 years relevant experience</td>
<td>Professional license = 6-years exp.</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s + 2 years relevant experience, Bachelor’s + 4 years relevant experience</td>
<td></td>
</tr>
</tbody>
</table>

* Successful completion of higher education that has not yet resulted in a degree may be counted as 1 for 1 years of experience for each year of college completed.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.

Note: In cases where a candidate substitutes experience in order to meet the minimum education requirement of a Labor Category, the substitutable years of experience will be in addition to the minimum experience required within the Labor Category description. Regardless of the Labor Category, all candidates must possess a High School Diploma or equivalent.
SIN 541611 | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
SIN Description

541611 | Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.

Personal services as defined in FAR 37.104 are prohibited.

**NAICS:**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Administrative Management and General Management Consulting Services</td>
</tr>
</tbody>
</table>
# GSA Multiple Award Schedule Price List

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

<table>
<thead>
<tr>
<th>ID#</th>
<th>Commercial Job Title</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>Hourly Rates (Inclusive of IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS-01</td>
<td>Executive Consultant</td>
<td>Master’s Degree</td>
<td>14 Years</td>
<td>$169.89</td>
</tr>
<tr>
<td>PS-02</td>
<td>Management Consultant</td>
<td>Master’s Degree</td>
<td>12 Years</td>
<td>$159.48</td>
</tr>
<tr>
<td>PS-03</td>
<td>Consultant</td>
<td>Master’s Degree</td>
<td>10 Years</td>
<td>$144.50</td>
</tr>
<tr>
<td>PS-04</td>
<td>Subject Matter Expert (Senior)</td>
<td>Master’s Degree</td>
<td>12 Years</td>
<td>$155.05</td>
</tr>
<tr>
<td>PS-05</td>
<td>Technical Expert</td>
<td>Master’s Degree</td>
<td>6 Years</td>
<td>$125.37</td>
</tr>
<tr>
<td>PS-06</td>
<td>Program Manager</td>
<td>Master’s Degree</td>
<td>12 Years</td>
<td>$159.49</td>
</tr>
<tr>
<td>PS-07</td>
<td>Project Manager (Senior)</td>
<td>Master’s Degree</td>
<td>10 Years</td>
<td>$144.51</td>
</tr>
<tr>
<td>PS-08</td>
<td>Project Manager (Intermediate)</td>
<td>Bachelor’s Degree</td>
<td>7 Years</td>
<td>$115.92</td>
</tr>
<tr>
<td>PS-09</td>
<td>Principal Analyst</td>
<td>Master’s Degree</td>
<td>10 Years</td>
<td>$144.50</td>
</tr>
<tr>
<td>PS-10</td>
<td>Analyst (Senior)</td>
<td>Bachelor’s Degree</td>
<td>7 Years</td>
<td>$120.59</td>
</tr>
<tr>
<td>PS-11</td>
<td>Analyst (Intermediate)</td>
<td>Bachelor’s Degree</td>
<td>3 Years</td>
<td>$88.10</td>
</tr>
<tr>
<td>PS-12</td>
<td>Analyst (Junior)</td>
<td>Associate’s Degree</td>
<td>Entry Level</td>
<td>$67.00</td>
</tr>
<tr>
<td>PS-13</td>
<td>Acquisition Specialist (Senior)</td>
<td>Master’s Degree</td>
<td>10 Years</td>
<td>$169.89</td>
</tr>
<tr>
<td>PS-14</td>
<td>Acquisition Specialist</td>
<td>Bachelor’s Degree</td>
<td>4 Years</td>
<td>$110.77</td>
</tr>
<tr>
<td>PS-15</td>
<td>Acquisition Specialist (Junior)</td>
<td>Associate’s Degree</td>
<td>1 Year</td>
<td>$73.20</td>
</tr>
<tr>
<td>PS-16</td>
<td>Senior Functional Specialist</td>
<td>Bachelor’s Degree</td>
<td>5 Years</td>
<td>$98.49</td>
</tr>
<tr>
<td>PS-17</td>
<td>Administrative Assistant</td>
<td>Associate’s Degree</td>
<td>5 Years</td>
<td>$73.20</td>
</tr>
<tr>
<td>PS-18</td>
<td>Administrative/Clerk I**</td>
<td>High-School Degree / GED</td>
<td>3 Years</td>
<td>$47.28</td>
</tr>
</tbody>
</table>

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2 Education and experience may be substituted for each other.

3 Annual escalation will be governed by the Economic Price Adjustment clause in I-FSS-969 (b)(2).

4 Travel, Order Level Materials (OLM) and Open Market Items (e.g. non-Schedule Other Direct Costs) will be burdened with BVTI's applicable General & Administrative (G&A) and/or Material and Subcontract (M&S) Costs.
The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).
Labor Category Position Descriptions

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

PS-01 | Executive Consultant

Applicable SINs: 541611

Minimum Experience: 14 years, of which 7 years are in an applicable specialty (Management, organization, or business process improvement.)

Minimum Education: Master’s Degree from an accredited university or college, or equivalent.

Functional Responsibilities: Possesses executive expertise in management processes, principles, and policies. Advises Senior Executive Level Managers regarding policy, strategic planning, budgeting, or project execution. Coordinates the activities of senior managers responsible for directing and controlling programs to ensure execution of programs according to schedules, budgets, and contractual commitments.

Education Substitution: 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)

PS-02 | Management Consultant

Applicable SINs: 541611

Minimum Experience: 12 years, of which 6 years are in an applicable specialty (Management, organization, or business process improvement.)

Minimum Education: Master’s Degree from an accredited university or college, or equivalent.

Functional Responsibilities: Provides leadership and technical direction to solve complex organizational, managerial, or administrative problems. Independently plans and manages complex projects with requirements often spanning multiple stakeholders. The Management Consultant interfaces with client management personnel and is adept in oral and written communications required at all levels of management to maintain complete control of the program.

Education Substitution: 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)
**PS-03 | Consultant**

**Applicable SINs:** 541611

**Minimum Experience:** 10 years, of which 4 years are in an applicable specialty (Management, organization, or business process improvement.)

**Minimum Education:** Master’s Degree from an accredited university or college, or equivalent.

**Functional Responsibilities:** Provides technical direction to solve complex organizational and administrative problems. Assists in the planning of complex projects with requirements often spanning multiple stakeholders. The Consultant interfaces with client management personnel and is adept in oral and written communications.

*Education Substitution:* 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)

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**PS-04 | Subject Matter Expert (Senior)**

**Applicable SINs:** 541611

**Minimum Experience:** 12 years

**Minimum Education:** Master’s degree from an accredited university or college, or equivalent.

**Functional Responsibilities:** Possesses extensive knowledge in a single field or discipline and is generally recognized as a leader in that field. Provides insight and advice concerning task or project strategic direction and outcomes. Identifies complex problems that require an in-depth knowledge of subject matter related to the designated field or discipline and provides detailed recommendations to resolve issues. Applies experience in management consulting and cross-team facilitation at the senior management level. Performs all duties in a manner that reflects: excellent analytical skills; excellent verbal and written communication skills; and, an ability to work on a team or independently, including in a multi-task and/or fast-paced deadline-driven environment.

*Education Substitution:* 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)

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**PS-05 | Technical Expert**

**Applicable SINs:** 541611

**Minimum Experience:** 6 years

**Minimum Education:** Master’s degree from an accredited university or college, or equivalent.

**Functional Responsibilities:** Solves task-related problems in imaginative and practical ways using professional concepts and procedures. Presents alternatives, solutions, or strategies, considering client requirements and the organization’s capabilities. May be responsible for producing
deliverables and/or ensuring quality control standards for a single project or task. Performs all duties in a manner that reflects: excellent analytical skills; excellent verbal and written communication skills; and, an ability to work on a team or independently.

_**Education Substitution:** 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)_

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**PS-06 | Program Manager**

**Applicable SINs:** 541611

**Minimum Experience:** 12 years, of which 6 years are in management

**Minimum Education:** Master’s degree from an accredited university or college, or equivalent.

_**Functional Responsibilities:** Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager is responsible for managing program 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, and is responsible for overall project and contract performance._

_**Education Substitution:** 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)_

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**PS-07 | Project Manager (Senior)**

**Applicable SINs:** 541611

**Minimum Experience:** 10 years, of which 4 years are in management

**Minimum Education:** Master’s degree from an accredited university or college, or equivalent.

_**Functional Responsibilities:** Oversees and coordinates planning efforts, resolves technical issues, and acts as project leader for specific contractual efforts. Directs projects to successful outcomes by developing management procedures, planning and directing project execution, monitoring, and reporting on progress. Effectively manages funds, personnel, production standards, and resources, and ensures quality and timely delivery of all contractual items on a project or task order._

_**Education Substitution:** 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)_

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**PS-08 | Project Manager (Intermediate)**

**Applicable SINs:** 541611

**Minimum Experience:** 7 years, of which 3 years are in management

**Minimum Education:** Bachelor’s degree from an accredited university or college, or equivalent.
Functional Responsibilities: Experienced in task management through the application of recognized project management methodologies. Typically responsible for the successful completion of a single project within cost, schedule, and scope constraints. Organizes, directs, and coordinates the planning and production of all activities associated with assigned projects.

*Education Substitution: 1.5 years of experience = 1 year of education (i.e., 6 years of experience is equivalent to a Bachelor’s Degree)*

**PS-09 | Principal Analyst**

**Applicable SINs:** 541611

**Minimum Experience:** 10 years, of which 4 are in a specialty such as logistics, acquisition management, organizational management, program control and/or manpower planning

**Minimum Education:** Master’s degree from an accredited university or college, or equivalent.

**Functional Responsibilities:** Provides a broad range of management and analytic support to projects in areas such as logistics, acquisition management, organizational management, program control and/or manpower planning. Requires an expert knowledge of concepts, practices, and procedures to perform one or more of the above listed functions. Leads the development of strategic planning activities; reviews and analyzes data to predict future needs, and recommends solutions. May prepare budgeting and cost analysis reports.

*Education Substitution: 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)*

**PS-10 | Analyst (Senior)**

**Applicable SINs:** 541611

**Minimum Experience:** 7 years, of which 3 are in a specialty such as logistics, acquisition management, organizational management, program control and/or manpower planning

**Minimum Education:** Bachelor’s degree from an accredited university or college, or equivalent.

**Functional Responsibilities:** Provides a broad range of senior management and analytic support to projects in areas such as logistics, acquisition management, organizational management, program control and/or manpower planning. Requires broad knowledge of concepts, practices, and procedures to perform one of the above listed functions. Participates in development of strategic planning activities; reviews and analyzes data to predict future needs, and recommends solutions. May prepare budgeting and cost analysis reports.

*Education Substitution: 1.5 years of experience = 1 year of education (i.e., 6 years of experience is equivalent to a Bachelor’s Degree)*
PS-11 | Analyst (Intermediate)

Applicable SINs: 541611

Minimum Experience: 3 years, of which 2 are in a specialty such as logistics, acquisition management, organizational management, program control and/or manpower planning

Minimum Education: Bachelor’s degree from an accredited university or college, or equivalent.

Functional Responsibilities: Provides a broad range of analytic support to projects in areas such as logistics, acquisition management, organizational management, program control and/or manpower planning. Requires broad knowledge of concepts, practices, and procedures to perform one of the above listed functions. Participates in development of strategic planning activities; reviews and analyzes data to predict future needs, and recommends solutions. May assist in the preparation of budgeting and cost analysis reports.

Education Substitution: 1.5 years of experience = 1 year of education (i.e., 6 years of experience is equivalent to a Bachelor’s Degree)

PS-12 | Analyst (Junior)

Applicable SINs: 541611

Minimum Experience: Entry level position

Minimum Education: Associate’s degree from an accredited university or college, or equivalent.

Functional Responsibilities: Applies analytic methodologies and principles to address client's needs. Supports 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. Works closely with senior analysts to achieve objectives.

Education Substitution: 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)

PS-13 | Acquisition Specialist (Senior)

Applicable SINs: 541611

Minimum Experience: 10 years, of which 4 are in a specialty such as acquisition management, cost and pricing, or contract administration

Minimum Education: Master’s degree from an accredited university or college, or equivalent.

Functional Responsibilities: Possesses an expert level of knowledge in regulatory, policy and related acquisition concepts. Leads the development of requirements which include developing and reviewing acquisition strategies, plans, documentation, statements of objectives/statement of work, cost estimates, source selection plans, and business cases that support acquisition decisions.
Provides an expert level of acquisition support for a broad range of systems and services including information technology, financial, communications and other mission critical programs. Performs cost and price analysis support, develops negotiation strategies, and provides advice to the client in the areas of acquisition and procurement.

*Education Substitution*: 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)

**PS-14 | Acquisition Specialist**

**Applicable SINs**: 541611

**Minimum Experience**: 4 years, of which 2 are in a specialty such as acquisition support, cost and pricing, or contract administration

**Minimum Education**: Bachelor’s degree from an accredited university or college, or equivalent.

**Functional Responsibilities**: Possesses knowledge in regulatory, policy and related acquisition concepts. Assists in the development of requirements which include developing and reviewing acquisition strategies, plans, documentation, statements of objectives/statement of work, cost estimates, source selection plans, and business cases that support acquisition decisions. Provides acquisition support for a broad range of systems and services including information technology, financial, communications and other mission critical programs. Performs cost and price analysis support, develops negotiation strategies, and provides advice to the client in the areas of acquisition and procurement.

*Education Substitution*: 1.5 years of experience = 1 year of education (i.e., 9 years of experience is equivalent to a Master’s Degree)

**PS-15 | Acquisition Specialist (Junior)**

**Applicable SINs**: 541611

**Minimum Experience**: 1 year

**Minimum Education**: Associate’s degree from an accredited university or college, or equivalent.

**Functional Responsibilities**: Assists in the development of requirements which include developing and reviewing acquisition strategies, plans, documentation, statements of objectives/statement of work, cost estimates, source selection plans, and business cases that support acquisition decisions. Provides administrative acquisition support for a broad range of systems and services including information technology, financial, communications and other mission critical programs. May assist with resolving problems, processing claims, and resolving contractual issues.
**PS-16 | Senior Functional Specialist**

**Applicable SINs:** 541611  
**Minimum Experience:** 5 years  
**Minimum Education:** Bachelor’s degree from an accredited university or college, or equivalent.  
**Functional Responsibilities:** Utilizes their significant professional experience within a specific discipline or functional area to direct large or complex programs and projects. The Senior Functional Specialist will oversee, assist, or perform project functions involving either internal or external operations, deliverables, objectives, or tasks. Prepares and communicates program status, progress and results.  

_Education Substitution:_ 1.5 years of experience = 1 year of education (i.e., 6 years of experience is equivalent to a Bachelor’s Degree)

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**PS-17 | Administrative Assistant**

**Applicable SINs:** 541611  
**Minimum Experience:** 3 years  
**Minimum Education:** Associate’s degree from an accredited university or college, or equivalent.  
**Functional Responsibilities:** Performs diverse secretarial and administrative duties requiring significant experience with client workflow and/or operations. Key responsibilities include: Initiating special reports composing routine correspondence, and compiling statistical and budget information, and providing communication with all levels of client personnel to gather and convey information.  

_Education Substitution:_ 1.5 years of experience = 1 year of education (i.e., 3 years of experience is equivalent to an Associate’s Degree)

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**PS-18 | Administrative / Clerk II**

**Applicable SINs:** 541611  
**Minimum Experience:** 3 years  
**Minimum Education:** High School Diploma or GED  
**Functional Responsibilities:** Performs secretarial and administrative duties. Key responsibilities include: Composing routine correspondence, compiling statistical and budget information, and communicating with all levels of company personnel to gather and convey information.  

_Experience Substitution:_ 1 year of formal education beyond HS is equivalent to 1.5 years of experience
Note: In cases where a candidate substitutes experience in order to meet the minimum education requirement of a Labor Category, the substitutable years of experience will be in addition to the minimum experience required within the Labor Category description. Regardless of the Labor Category, all candidates must possess a High School Diploma or equivalent.
SIN 54151S | Information Technology
Professional Services
SIN Description

54151S | IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

NAICS:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541511</td>
<td>Custom Computer Programming Services</td>
</tr>
<tr>
<td>541512</td>
<td>Computer Systems Design Services</td>
</tr>
<tr>
<td>541513</td>
<td>Computer Facilities Management Services</td>
</tr>
<tr>
<td>541519</td>
<td>Other Computer Related Services</td>
</tr>
</tbody>
</table>
### GSA Multiple Award Schedule Price List

**SIN 54151S | Information Technology Professional Services**

<table>
<thead>
<tr>
<th>ID#¹</th>
<th>Commercial Job Title</th>
<th>Minimum Education²</th>
<th>Minimum Experience²</th>
<th>Hourly Rates (Inclusive of IFF)³,⁴</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT-01</td>
<td>Program Manager (IT)</td>
<td>Bachelor’s Degree</td>
<td>6 Years</td>
<td>$158.69</td>
</tr>
<tr>
<td>IT-02</td>
<td>Senior Technical Lead/Expert (IT)</td>
<td>Bachelor’s Degree</td>
<td>6 Years</td>
<td>$158.69</td>
</tr>
<tr>
<td>IT-03</td>
<td>Senior Project Manager (IT)</td>
<td>Bachelor’s Degree</td>
<td>7 Years</td>
<td>$143.81</td>
</tr>
<tr>
<td>IT-04</td>
<td>Project Manager/Task Lead (IT)</td>
<td>Bachelor’s Degree</td>
<td>4 Years</td>
<td>$110.21</td>
</tr>
<tr>
<td>IT-05</td>
<td>Project Support Specialist</td>
<td>Associate’s Degree</td>
<td>1 Year</td>
<td>$72.84</td>
</tr>
<tr>
<td>IT-06</td>
<td>Principal Systems/Software Engineer</td>
<td>Bachelor’s Degree</td>
<td>7 Years</td>
<td>$143.81</td>
</tr>
<tr>
<td>IT-07</td>
<td>Senior Systems/Software Engineer</td>
<td>Bachelor’s Degree</td>
<td>5 Years</td>
<td>$126.43</td>
</tr>
<tr>
<td>IT-08</td>
<td>Systems/Software Engineer</td>
<td>Bachelor’s Degree</td>
<td>4 Years</td>
<td>$110.21</td>
</tr>
<tr>
<td>IT-09</td>
<td>Facility/Security Manager</td>
<td>Bachelor’s Degree</td>
<td>4 Years</td>
<td>$110.21</td>
</tr>
<tr>
<td>IT-10</td>
<td>Network Manager</td>
<td>Bachelor’s Degree</td>
<td>7 Years</td>
<td>$143.81</td>
</tr>
<tr>
<td>IT-11</td>
<td>Principal Network Support/Computer Support Technician</td>
<td>Bachelor’s Degree</td>
<td>5 Years</td>
<td>$126.43</td>
</tr>
<tr>
<td>IT-12</td>
<td>Senior Network Support/Computer Support Technician</td>
<td>Bachelor’s Degree</td>
<td>4 Years</td>
<td>$110.21</td>
</tr>
<tr>
<td>IT-13</td>
<td>Network Support/Computer Support Technician</td>
<td>Bachelor’s Degree</td>
<td>2 Years</td>
<td>$97.98</td>
</tr>
<tr>
<td>IT-14</td>
<td>Senior Customer Service/Help Desk Representative</td>
<td>Associate’s Degree</td>
<td>2 Years</td>
<td>$72.84</td>
</tr>
<tr>
<td>IT-15</td>
<td>Customer Service/Help Desk Representative</td>
<td>Associate’s Degree</td>
<td>1 Year</td>
<td>$66.23</td>
</tr>
<tr>
<td>IT-16</td>
<td>Senior Database Architect/Administrator</td>
<td>Bachelor’s Degree</td>
<td>4 Years</td>
<td>$126.43</td>
</tr>
<tr>
<td>IT-17</td>
<td>Database Architect/Administrator</td>
<td>Bachelor’s Degree</td>
<td>2 Years</td>
<td>$83.32</td>
</tr>
</tbody>
</table>

¹ Item Description #’s (ID#’s) are included solely as an aid in navigating position descriptions. Numbers are not fixed to specific labor categories, and ordering may change without notice in subsequent price list revisions.

² Education and experience may be substituted for each other. Refer to Degree / Experience Equivalency Practice for additional information.

³ Annual escalation will be governed by the Economic Price Adjustment clause in I-FSS-969 (b)(2).

⁴ Travel, Order Level Materials (OLM) and Open Market Items (e.g. non-Schedule Other Direct Costs) will be burdened with BVTI’s applicable General & Administrative (G&A) and/or Material and Subcontract (M&S) Costs.
Labor Category Position Descriptions

SIN 54151S | Information Technology Professional Services

IT-01 | Program Manager (IT)

Applicable SINs: 54151S

Minimum Experience: 6 years of general experience in information technology, of which at least 5 years must be specialized in engineering, program development or deployment

Minimum Education: Bachelor’s degree or equivalent*

Functional Responsibilities: Serves as the IT contract manager, and as the contractor's authorized interface to the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), and other customer agency representatives. Responsible for defining and enforcing work standards and project schedules, staffing, ensuring delivery quality, and reporting for one or more programs. Responsible for overall contract performance. The Program Manager may report to a Senior Program Manager responsible for multiple programs.

IT-02 | Senior Technical Lead/Expert (IT)

Applicable SINs: 54151S

Minimum Experience: Determined on a case-by-case basis, generally requires 6 years of general experience in information technology with 5 years of specialized experience in a given engineering discipline or cutting-edge technology

Minimum Education: Bachelor’s degree or equivalent*

Functional Responsibilities: Provides expertise and leadership for specialized technical areas on an as-needed basis for single or multiple project assignments. Provides expert advice and assistance in state-of-the-art technologies including software and/or hardware. Responsible for applying technology in a manner that satisfies the technical requirements for the project. May provide overall guidance to an engineering team while applying their given area of expertise.
IT-03 | Senior Project Manager (IT)

**Applicable SINs:** 54151S  

**Minimum Experience:** 7 years of general experience in information technology, of which at least 6 years must be specialized in engineering, project development or deployment  

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Serves as the project manager for specific task order(s) and keeps the Program Manager informed of all problems and accomplishments. Is responsible for the overall technical, performance, schedule and cost management of the specific task order(s). Provides technical direction for the complete systems development effort and may serve as the technical lead for a specific effort. May serve as Technical Lead. Ensures delivery quality and interacts with government management personnel. Responsible for coordinating and monitoring subcontractor activities.

IT-04 | Project Manager / Task Lead (IT)

**Applicable SINs:** 54151S  

**Minimum Experience:** 4 years of experience in information technology, specialized in engineering, project development or deployment  

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Serves as the project manager for one or more task orders and keeps the Program Manager informed of all problems and accomplishments. Is responsible for the overall technical, performance, schedule and cost management of the specific task order(s). Provides technical direction for the complete systems development effort and may serve as the technical lead for a specific effort. Ensures delivery quality and interacts with government management personnel. Responsible for coordinating and monitoring subcontractor activities.

IT-05 | Project Support Specialist

**Applicable SINs:** 54151S  

**Minimum Experience:** 1 year of experience in HR, English and/or communications sciences  

**Minimum Education:** Associate’s degree or equivalent*

**Functional Responsibilities:** Performs technical and administrative tasks for the project as directed by project and program managers. This includes tasks such as planning and scheduling project activities, documentation production, budgeting, resource planning, and project reporting. Software tools, existing procedures, processes, and techniques will be used to accomplish administrative and contractual requirements.
**IT-06 | Principal Systems/Software Engineer**

**Applicable SINs:** 54151S

**Minimum Experience:** 7 years of general experience in information technology, of which at least 6 years must be specialized in systems or software engineering where SDLC techniques were practiced

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Provides leadership and vision for engineering of complex, large-scale systems or software projects. Develops strategic and implementation plans by analyzing project requirements. Develops system and software architecture and design including software, hardware, communications and interface requirements. Reviews, evaluates, and analyzes design interfaces. Prepares, reviews, and evaluates interface documentation, specifications, test plans and procedures. For software, leads and may contribute to the development, test, and debugging tasks to produce required product. May serve as Technical Lead. Contributes to software and system documentation and employs the use of CASE tools and other technologies to improve efficiency and completeness. Typically works with clients and end-users to refine designs and processes. May provide daily supervision and direction to staff.

**IT-07 | Senior Systems/Software Engineer**

**Applicable SINs:** 54151S

**Minimum Experience:** 5 years of general experience in information technology, of which at least 4 years must be specialized in systems or software engineering where SDLC techniques were practiced

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Provides leadership and vision for engineering of small to medium-scale systems or software projects. May also contribute as senior member of the engineering team for large-scale projects. Develops strategic and implementation plans by analyzing project requirements. Develops system and software architecture and design including software, hardware, communications and interface requirements. Reviews, evaluates, and analyzes design interfaces. Prepares, reviews, and evaluates interface documentation, specifications, test plans and procedures. For software, leads and may contribute to the development, testing, and debugging tasks to produce required product. Contributes to software and system documentation and employs the use of CASE tools and other technologies to improve efficiency and completeness. May work with clients and end-users to refine designs and processes. May provide direction to other engineers.
**IT-08 | Systems/Software Engineer**

**Applicable SINs**: 54151S

**Minimum Experience**: 4 years of experience in information technology, specialized in systems or software engineering where SDLC techniques were practiced

**Minimum Education**: Bachelor’s degree or equivalent*

**Functional Responsibilities**: Contributes systems and software engineering expertise to systems or software projects of varying complexity. Executes strategic and implementation plans and assists in the development of system and software architectures involving software, hardware, communications and interface requirements. Assists in the preparation, review, and evaluation of interface documentation, specifications, test plans and procedures. For software, is responsible for development, testing, and debugging of code to produce required product. Contributes to software and system documentation and employs the use of CASE tools and other technologies to improve efficiency and completeness.

**IT-09 | Facility/Security Manager**

**Applicable SINs**: 54151S

**Minimum Experience**: 4 years of experience in information technology, specialized in the practices, procedures, and processes for facilities and security management

**Minimum Education**: Bachelor’s degree or equivalent*

**Functional Responsibilities**: Responsible for all physical and administrative security for the project or program. Interfaces with government security personnel to ensure that the staff understands all security guidelines and the staff remains in compliance. Manages physical and logical access for the program facilities and system resources.

**IT-10 | Network Manager**

**Applicable SINs**: 54151S

**Minimum Experience**: 7 years of general experience in information technology, of which at least 6 years are specialized in the overall engineering of network systems and the supervision of their operation and maintenance

**Minimum Education**: Bachelor’s degree or equivalent*

**Functional Responsibilities**: Manages all computer networks and hardware for the project or program. Responsible for configuration, accreditation, security and maintenance of all servers and networks to include network architecture design, hardware builds, firewall programming, TCP/IP network administration and router configuration. Installs, configures, maintains and secures all application (software) and web-based cryptology packages. Directs Network Engineers to perform tasks for installation, configuration, and maintenance.
**IT-11 | Principal Network Support/Computer Support Technician**

**Applicable SINs:** 541515

**Minimum Experience:** 5 years of general experience in information technology, of which at least 4 years are specialized in the overall engineering of network systems

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Responsible for assisting government and industry users with hardware, software and applications for the project or program. Plans, designs, and analyzes local and wide area network systems. Involved in the evaluation, selection, and upgrading of hardware and software components. Resolves network and computer system problems to maintain acceptable level of operations. Supports program-related technologies including commercial off-the-shelf and custom software, email, file transfer, multimedia and teleconferencing. Configures systems to support user requirements. May supervise and direct the work of lower level personnel.

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**IT-12 | Senior Network Support/Computer Support Technician**

**Applicable SINs:** 541515

**Minimum Experience:** 4 years of experience in information technology, specialized in the overall engineering of network systems

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Responsible for assisting government and industry users with hardware, software and applications for the project or program. Plans, designs, and analyzes local and wide area network systems. Involved in the evaluation, selection, and upgrading of hardware and software components. Resolves network and computer system problems to maintain acceptable level of operations. Supports program-related technologies including commercial off-the-shelf and custom software, email, file transfer, multimedia and teleconferencing. Configures systems to support user requirements.

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**IT-13 | Network Support/Computer Support Technician**

**Applicable SINs:** 541515

**Minimum Experience:** 2 years of experience in information technology, specialized in the overall engineering of network systems

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Responsible for assisting government and industry users with hardware, software and applications for the project or program. Systems administrators will
also have day-to-day responsibility for fine-tuning the computing environment, to include back-ups, connectivity debugging, account maintenance as well as assisting the Network Manager as needed.

**IT-14 | Senior Customer Service/Help Desk Representative**

**Applicable SINs:** 54151S

**Minimum Experience:** 2 years of experience in performing technical and administrative support tasks. Must have at least 2 years of experience in HR, English and/or communication sciences

**Minimum Education:** Associate’s degree or equivalent*

**Functional Responsibilities:** Builds and maintains advanced knowledge of organization, services, and/or products supported by the department or government customer. Solves complex, non-routine customer problems. Has discretion to interface with all levels within the customer organization and independently makes decisions to ensure customer satisfaction. Provides guidance to customer service representatives. Performs complex assignments with little guidance.

**IT-15 | Customer Service/Help Desk Representative**

**Applicable SINs:** 54151S

**Minimum Experience:** Must have at least 1 year of experience in HR, English and/or communications sciences

**Minimum Education:** Associate’s degree or equivalent*

**Functional Responsibilities:** Builds and maintains knowledge of organization, services, and/or products supported by the department or government customer. Solves routine customer problems and may interface with all levels within the customer to achieve customer satisfaction. Accepts guidance from senior customer service representatives. Performs routine assignments with little guidance.
**IT-16 | Senior Database Architect/Administrator**

**Applicable SINs:** 54151S

**Minimum Experience:** 4 years of experience in information technology, specialized in the design, maintenance, and coding of databases

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Technically responsible for the database architecture and management. Designs, maintains, and codes relational databases to adequately handle data relationships, data access, storage requirements, and reporting capabilities. Manages data acquisition, analysis, archive, and recovery. Performs capacity planning, advanced database configuration and may perform upgrades and maintenance of the hardware and software infrastructure for the database. Designs or supports data warehouse capabilities. Provides technical support and guidance to users and may serve as team or technical task lead to provide guidance and training to lower-level staff.

**IT-17 | Database Architect/Administrator**

**Applicable SINs:** 54151S

**Minimum Experience:** 2 years of experience in information technology, specialized in the design, maintenance, and coding of databases

**Minimum Education:** Bachelor’s degree or equivalent*

**Functional Responsibilities:** Utilizes technical skills for the design, implementation, and management of database systems. Creates queries, designs schemas and runs import/export routines to transfer data effectively between systems and the Government customer. Responsible for ensuring overall data security and integrity, producing statistical reports and running back-ups of all data-collecting systems.

* Education and experience may be substituted for each other. Refer to Degree / Experience Equivalency Practice for additional information.
OLM | Order Level Materials SIN
**SIN Description**

**OLM | OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.**

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

**OLM SIN-Level Requirements/Ordering Instructions:**

**OLMs are:**
- Purchased under the authority of the FSS Program  
- Unknown until an order is placed  
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)  
- Only authorized for use in direct support of another awarded SIN.  
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)  
- Subject to a Not To Exceed (NTE) ceiling price

**OLMs are not:**
- "Open Market Items."  
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

**OLM Pricing:**
- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).  
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against a FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

**NOTE:** When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.
Supplementary Information
Degree / Experience Equivalency Practice

Degree / Experience Equivalency:
The labor category definitions in our Pricelist describe 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 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

<table>
<thead>
<tr>
<th>Degree/Experience Equivalency*</th>
<th>Degree</th>
<th>Experience Equivalence</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate's</td>
<td>2 years relevant experience</td>
<td>Vocational or technical training in work-related field</td>
<td></td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Associate’s degree +2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification = 4-years exp.</td>
<td></td>
</tr>
<tr>
<td>Master's</td>
<td>Bachelor’s +2 years relevant experience, or Associate’s + 4 years relevant experience</td>
<td>Professional license = 6-years exp.</td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s + 2 years relevant experience, Bachelor’s + 4 years relevant experience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Successful completion of higher education that has not yet resulted in a degree may be counted as 1 for 1 years of experience for each year of college completed.

Further, both parties recognize that, on occasion, there may be a need to waive the requirements in order to use the best individual for the task. Therefore, waivers to the education/experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal shall be deemed a grant of the waiver.

Note: In cases where a candidate substitutes experience in order to meet the minimum education requirement of a Labor Category, the substitutable years of experience will be in addition to the minimum experience required within the Labor Category description. Regardless of the Labor Category, all candidates must possess a High School Diploma or equivalent.