GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

MULTIPLE AWARD SCHEDULE (MAS)

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: GSAAdvantage.gov

Contract Number: GS-35F-046DA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: November 13, 2020 through November 12, 2025

Price list is current as of Modification A826, accepted March 8, 2021

MFR CONSULTANTS, INC.
128 CHESTNUT STREET
TERRACE LEVEL
PHILADELPHIA, PA 19106
www.mfrconsultants.com
Email: prhym@mfrconsultants.com
Phone: 215-238-9270 x1008

Business Size: Small (SDB, EDWOSB, WOSB)
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Customer Information

1a. Awarded Special Item Numbers:

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<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>IT Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 14.

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 6.

2. Maximum order:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Maximum Order</th>
</tr>
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<tbody>
<tr>
<td>54151S</td>
<td>$500,000</td>
</tr>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
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</table>

3. Minimum order: $100

4. Geographic coverage (delivery area): Domestic and Overseas

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

6. Discounts from listed prices: Prices shown herein are net (discount deducted).

7. Quantity discounts: The discount is based upon annual sales of an individual task order and is based upon the order’s funded value at time of award. Orders over $6 million receive a 1% discount.
8. **Prompt payment terms**: None.

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

10. **Time of delivery**: MFR Consultants, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. ** Expedited delivery**: Consult with Contractor.

10c. **Overnight and 2 day delivery**: Consult with Contractor.

10d. **Urgent requirements**: Consult with Contractor.

11. **F.O.B. point(s)**: Destination.

12a. **Ordering address**:

   MFR Consultants, Inc.
   128 Chestnut Street, Terrace Level
   Philadelphia, PA 19106
   Attn: Philip Rhym
   Phone: 215-238-9270 ext. 1008
   Fax: 215-238-9733
   prhym@mfrconsultants.com

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**:

   MFR Consultants, Inc.
   128 Chestnut Street, Terrace Level
   Philadelphia, PA 19106
   Attn: Andrew Speizman
   Phone: 215-238-9270 ext. 1002
   Fax: 215-238-9733
   aspeizman@mfrconsultants.com

   Bank account information for ACH or EFT payments will be shown on the invoice.

14. **Warranty provisions**: Not applicable.
15. Export packing charges, if applicable: Not applicable.

16. Terms and conditions of rental, maintenance, and repair: Not applicable.

17. Terms and conditions of installation: Not applicable.

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from price lists (if applicable): Not applicable.

18b. Terms and conditions for any other services (if applicable): Not applicable/determined on an order basis.

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: Not applicable.

23. Data Universal Number System (DUNS) number: 61-287-8314

24. Notification regarding registration in System for Award Management (SAM) database: MFR Consultants, Inc. is registered in the System for Award Management (SAM) database.

Other Information:

STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279
Block 9: G = Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System: 61-287-8314
Block 30: A = Small Disadvantaged Business
Block 31: Woman-Owned Small Business Y = Yes
Block 32: HUBZone Small Business Concern N = No
Block 37: Contractor’s Taxpayer Identification (TIN): 23-256-3682
Block 40: C = Not Veteran Owned Small Business
Labor Category Descriptions

IT Professional Services: SIN 54151S

.Net Developer (VB. Net, C#, or ASP.net) (Junior)

Minimum Education: Bachelor’s degree in computer science or equivalent
Minimum/General Experience: 3 + years developing web applications and modules with .Net framework. Knowledge of contemporary personal computer operating systems, application structures, and programming languages.


Associate

Minimum Education: Bachelor’s degree in finance, accounting, economics, business management, or similar business strategy and management field. Can possess CAPM certification.
Minimum/General Experience: 2+ years of experience in the analysis of business processes, activities, and events. Previous team experience.

Functional Responsibility: Possesses knowledge of analytical methodologies, principles, and techniques, and conduct analytical services, as data collection, data modeling, interviewing, project testing, and the creation of performance measurements. Has skills using Microsoft office applications, including Word, Excel, PowerPoint, Visio, Projects and others. Can perform business process analysis and produce business process diagrams in various formats. Has experience in financial analysis.

Business Analyst

Minimum Education: Bachelor’s degree in Computer Science or equivalent field.
Minimum/General Experience: 5 years of experience in the analysis of business processes, activities and events.

Functional Responsibility: Possesses knowledge of analytical methodologies, principles, and techniques, and conduct analytical services, as data collection, data modeling, interviewing, project testing, and the creation of performance measurements.
**Business Analyst 4**

**Minimum Education:** Bachelor’s degree in finance, accounting, economics, business management, or similar business strategy and management field. Can possess PMP certification and other certifications.

**Minimum/General Experience:** 10+ years of experience in the analysis of business processes, activities and events. Previous team management experience.

**Functional Responsibility:** Possesses knowledge of analytical methodologies, principles, and techniques, and conduct analytical services, as data collection, data modeling, interviewing, project testing, and the creation of performance measurements. Has skills using Microsoft office applications, including Word, Excel, PowerPoint, Visio, Project and others. Can perform business process analysis and produce business process diagrams in various formats. Has experience in financial analysis.

**Business Analyst 5**

**Minimum Education:** Bachelor’s degree in finance, accounting, economics, business management, or similar business strategy and management field. Possesses PMP certification and others.

**Minimum/General Experience:** 15+ years of experience in the analysis of business processes, activities and events. Extensive Project manager/Program Manager Experience.

**Functional Responsibility:** Possesses knowledge of analytical methodologies, principles, and techniques, and conduct analytical services, as data collection, data modeling, interviewing, project testing, and the creation of performance measurements. Has skills using Microsoft office applications, including Word, Excel, PowerPoint, Visio, Project and others. Can perform business process analysis and produce business process diagrams in various formats. Has experience in financial analysis.

**Database Administrator (Junior)**

**Minimum Education:** Bachelor’s degree in computer science, business, engineering, mathematics, finance, or management.

**Minimum/General Experience:** 2 years of experience in areas related to DBMS design and analysis.

**Functional Responsibility:** Works with current operating systems software and data manipulation languages in the administration, planning, and development of computerized data bases.
Exchange Migration/Administration Engineer

Minimum Education: Bachelor’s degree in Computer Science or equivalent.
Minimum/General Experience: 5 years technical experience with increasing responsibility and technical aptitude.
Functional Responsibility: Works with Exchange 2010 to create a highly available/ manageable/ stable environment. Works with Quest Notes Migrator and/or Coexistence Manager. Possesses Industry certifications. Performs coding and facilitates the migration of data from Lotus Notes to MS Exchange.

Information Records Management Associate 1

Minimum Education: Associate degree or 3 plus years in clerical work that directly pertains to this subject.
Minimum/General Experience: 2 plus years’ experience with clerical work, preferably with a variety of records and/or enterprise content management operations, practices and procedures.
Functional Responsibility: Works with a Records Manager or managing personnel to assist in the management of content, records and/or information management operations, projects, and services. Follows appropriate policies and procedures as they pertain to information governance. Provides analysis on benchmarking for other federal agencies if required. Follows directions for the maintenance of retention schedules, management of inventory and tracking systems, records classification, file maintenance, retrieval requests, on-site and off-site storage services, and other project activities and services to meet customer requirements. Reviews existing laws and regulations to report to records manager or managing personnel. Can analyze whether the agency is in compliance, and makes recommendations for the change of business processes, policies and procedural changes when required.

Office 365 Engineer (Senior)

Minimum Education: Bachelor’s degree in Computer Science, Engineering or related field.
Functional Responsibility: Will troubleshoot and resolve email integrity issues and performance issues etc. Works with various email applications and will perform Performance Tuning and Optimization. Will use Performance related tools and other related monitoring and troubleshooting tools. Uses expert knowledge of email principles and
concepts. Detects and troubleshoots email related performance, and other resource contention. Possesses knowledge of email management tools. Uses a solid acquaintance with windows server, security delegation, and email components.

**Oracle DBA (Junior)**

Minimum Education: Bachelor’s degree in computer science or related field or equivalent experience.
Minimum/General Experience: Minimum 3+ year experience with hands-on Oracle 11g, 10g, 12c.
Functional Responsibility: Uses experience with logical and physical data design to create solutions. Uses production experience with SQL, instance, database tuning, and administering MS SQL Server in both standalone and cluster environments.

**Program Manager 3**

Minimum Education: Bachelor’s Degree in Business Administration, Information Technology, Library/Information Science or other discipline related to the scope of work. Master’s degree preferred.
Minimum/General Experience: 10 years intensive and progressive experience in the management of large, complex programs including 5 years’ experience supervising, and 5 years managing multiple projects.
Functional Responsibility: Serves as the contractor counterpart to the customer program/technical manager for a complex program. Manages program/technical support operations involving multiple tasks and projects and personnel. Ensures outcomes that conform to the customer’s technical and business requirements. Maintains overall responsibility for program performance within contractual obligations, time limitations, and funding constraints, and ensures that program schedule, performance, and deliverables are met. Organizes, directs and coordinates planning and execution of all program/technical support activities.

**Project Manager (Senior)**

Minimum Education: Bachelor degree in Information Technology or a related field required.
Minimum/General Experience: 8+ years’ experience in managing IT projects of high complexity, and business and technical projects involving cross-functional collaborations with global impact, multiple stake holders and third-party entities. PMP certification and prior experience with SDLC methodology.
Functional Responsibility: Serves as the contractor counterpart to the customer program/technical manager for a complex program. Manages program/technical support operations involving multiple tasks and projects and personnel in the absence of a program manager. Ensures outcomes that conform to the customer's technical and business requirements.

Quality Assurance Specialist (Junior)

Minimum Education: A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.
Minimum/General Experience: At least 2 years of experience testing
Functional Responsibility: Performs functional, end-to-end, system, batch processing, user acceptance, and regression testing. Uses experience with project management methodologies, including Agile methodologies to meet desired outcomes. Uses supporting techniques of Test-Driven Development and continuous integration processes.

Quality Assurance Specialist (Senior)

Minimum Education: Bachelor’s Degree from an accredited college or university in Engineering, Computer Science, Information Systems or other related discipline.
Minimum/General Experience: 5+ years of experience performing Quality Assurance functions
Functional Responsibility: Uses experience with relational database structure, experience with Web technologies, security, and UI focus. Uses experience in Unix & Oracle environments, Unix-based shell and SQL scripting. Uses experience with software testing practices, including developing, implementing, maintaining, and managing manual/automated testing systems and environments. Uses experience assessing risk for determining appropriate levels of testing, and working with geographically distributed teams, including offshore.

SharePoint Architect (Senior)

Minimum Education: Bachelor’s degree in Computer Science or Information Systems.
Minimum/General Experience: Six (6) years of experience working as a SharePoint Architect.
Subject Matter Expert 1

Minimum Education: Bachelor’s degree or equivalency (CS, CE, CIS, IS, MIS, or engineering discipline).

Minimum/General Experience: 5 years’ experience with a variety of records and/or enterprise content management operations, practices, and procedures. Previous experiences supervising staff.

Functional Responsibility: Provides analysis of current business processes and makes recommendations for improvements in personal property and information management. Oversees content, records and/or information management operations, projects, and services. Establishes and implements policies and procedures as they pertain to information governance. Provides benchmarking for other federal agencies if required. Implements and maintains retention schedules, manages inventory and tracking systems, records classification, file maintenance, retrieval requests, on-site and off-site storage services, and other project activities and services to meet customer requirements. Reviews existing laws and regulations to determine whether the agency is in compliance, and makes recommendations for the change of business processes, policies and procedural changes when required.

Subject Matter Expert 2

Minimum Education: Bachelor’s degree or equivalency (CS, CE, CIS, IS, MIS, or engineering discipline). AIIM Certified Information Professional (CIP) and Certified Document Imaging Architect (CDIA) certified preferred.

Minimum/General Experience: 8 years’ experience with a variety of records and/or enterprise content management operations, practices and procedures. Previous experience supervising staff.

Functional Responsibility: Provides analysis of current business processes and makes recommendations for improvements in personal property and information management. Oversees content, records and/or information management operations, projects, and services. Establishes and implements policies and procedures as they pertain to information governance. Provides benchmarking for other federal agencies if required. Implements and maintains retention schedules, manages inventory and tracking systems, records classification, file maintenance, retrieval requests, on-site and off-site storage services, and other project activities and services to meet customer requirements. Reviews existing laws and regulations to determine whether the agency is in compliance, and makes recommendations for the change of business processes, policies and procedural changes when required.
Subject Matter Expert 3

Minimum Education: Bachelor’s degree or equivalency (CS, CE, CIS, IS, MIS, or engineering discipline). AIIM Certified Information Professional (CIP) and Certified Document Imaging Architect (CDIA) certified preferred.

Minimum/General Experience: 11 or more years’ experience with a variety of records and/or enterprise content management operations, practices, and procedures. Previous experience supervising staff.

Functional Responsibility: Provides analysis of current business processes and makes recommendations for improvements in personal property and information management. Oversees content, records and/or information management operations, projects, and services. Establishes and implements policies and procedures as they pertain to information governance. Provides benchmarking for other federal agencies if required. Implements and maintains retention schedules, manages inventory and tracking systems, records classification, file maintenance, retrieval requests, on-site and off-site storage services, and other project activities and services to meet customer requirements. Reviews existing laws and regulations to determine whether the agency is in compliance, and makes recommendations for the change of business processes, policies and procedural changes when required.

Subject Matter Expert – Senior Executive Consultant (SME)

Minimum Education: PhD. Degree or J.D. in related area of expertise and ten (10) years of experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, Legal or Human Capital applications; or a Master’s Degree in one of the required functional areas and 16 years of relevant experience; or a Bachelor’s Degree in one of the required functional areas and 20 years of relevant experience.

Minimum/General Experience: Ten (10) years of experience in one of the functional areas or related disciplines within Business, Communications, Public Policy, Legal or Human Capital applications Extensive Project manager/Program Manager Experience.

Functional Responsibility: The Senior (Executive) Consultant provides expertise, guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on specialized deep expertise involving business, technology, public policy and administration, or management. The Senior Consultant can work individually or in a team framework that can include Mid Consultants and Junior Consultants. Working within a team concept the Senior Consultant possesses proven personnel management skills to serve as the leader of consulting unit that can include Mid Consultant(s) and Junior Consultant(s). Typically, the Senior Consultant functions in a strategic process on the most complex engagements by identifying challenges, developing solutions, assigning responsibilities, and communicating with senior level stakeholders.
Technical Writer/Editor

Minimum Education: Bachelor’s degree.
Minimum/General Experience: One to three years’ experience performing technical writing, research, and editing functions.
Functional Responsibility: Prepares briefings, manuals, and other text documents. Uses knowledge of contemporary word processing and publishing applications.

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

Administrative Assistant

Minimum Education: Some college or high school diploma
Minimum/General Experience: Minimum 3 years of general business or administrative experience
Functional Responsibility: Under supervision, performs contract and personnel tracking. Prepares correspondence and maintains schedules. Assists in the preparation of presentation materials and supports the development of contract deliverables and reports. Writes and edits technical documentation to comply with Federal standards. Analyzes unit operating practices such as record keeping systems, forms controls, office layout, and personnel requirements. Coordinates collection and preparation of financial and operations reports. Assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of services within the functional area.

Administrative Assistant II

Minimum Education: Associate’s degree or high school diploma.
Minimum/General Experience: Minimum 4 years of general business or administrative experience
Functional Responsibility: Under supervision, performs contract and personnel tracking. Prepares correspondence and maintains schedules. Assists in the preparation of presentation materials and supports the development of contract deliverables and reports. Writes and edits technical documentation to comply with Federal standards. Analyzes unit operating practices such as record keeping systems, forms controls, office layout, and
personnel requirements. Coordinates collection and preparation of financial and operations reports. Assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of services within the functional area.

**Administrative Assistant III**

**Minimum Education:** Bachelor’s degree or Associate’s degree and experience.  
**Minimum/General Experience:** Minimum 5 years of general business or administrative experience  
**Functional Responsibility:** Under supervision, performs contract and personnel tracking, but can independently manage these efforts if the client chooses. Prepares correspondence and maintains schedules independently. Independently prepares presentation materials and develops contract deliverables and reports. Writes and edits technical documentation to comply with Federal standards. Analyzes unit operating practices such as record keeping systems, forms controls, office layout, and personnel requirements. Coordinates collection and preparation of financial and operations reports. Assumes responsibility for decisions, consequences, and results impacting staff, costs, and/or quality of services within the functional area.

**Engineering Technician**

**Minimum Education:** Associate’s degree or High School Diploma and experience.  
**Minimum/General Experience:** Minimum 2 years experience.  
**Functional Responsibility:** Supports a variety of environmental tasks, including performing sampling; testing or operating equipment or systems; performing quality assurance oversight; participating in equipment or systems; performing quality assurance oversight; participating in equipment or system installation and troubleshooting activities; and preparing sampling, quality assurance, and installation reports. May prepare charts and graphs for reports and assist in other functions, such as records management activities. Performs simple and routine assignments under the close supervision of a project or assignment manager or Senior Technician.

**Project Manager I**

**Minimum Education:** Bachelor’s Degree in a relevant field including business administration, finance, accounting, engineering, economics, MIS, or another subject area. SCRUM and/or PMP Certification available.  
**Minimum/General Experience:** 6 years of related management experience  
**Functional Responsibility:** Leads the planning, organizing and control efforts of the overall activities of the task. Ensures conformance to terms and conditions of the contract.
and ordering procedures and adherence to budgetary and timeframe constraints. Provides guidance to project team and management in directing the development of new applications and formulating contingency plans. Ensures that work assigned to exiting employees is properly transferred to incoming replacements. Creates and enforces quality control programs. Serves as day to day interface with client regarding all communication on scope and deliverables and addresses client challenges or issues.

**Secretary I**

**Minimum Education:** High School Diploma and experience.

**Minimum/General Experience:** One year of general business or administrative experience.

**Functional Responsibility:** Supports Manager or Program Director, charged with evaluating system resources, usage, performance and security of project relevant processes and procedures. Prepares meeting agendas and minutes and reports. Works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with client on a day-to-day basis. Assists in formulating solutions and preparing reports, studies and documentation while supporting presentations and client meetings.

**Secretary II**

**Minimum Education:** High School Diploma and experience.

**Minimum/General Experience:** Two years of general business or administrative experience.

**Functional Responsibility:** Supports the Manager or Program Director, charged with evaluating system resources, usage, performance and security of project relevant processes and procedures. Prepares meeting agendas and minutes and reports. Works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with client on a day-to-day basis. Assists in formulating solutions and preparing reports, studies and documentation while supporting presentations and client meetings.

**Secretary III**

**Minimum Education:** Associate’s degree or High School Diploma and experience.

**Minimum/General Experience:** Three years of general business or administrative experience.

**Functional Responsibility:** Supports the Manager or Program Director, charged with evaluating system resources, usage, performance and security of project relevant
processes and procedures. Prepares meeting agendas and minutes and reports. Works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with client on a day-to-day basis. Assists in formulating solutions and preparing reports, studies and documentation while supporting presentations and client meetings.

### SUBSTITUTION CHART

<table>
<thead>
<tr>
<th>Experience Level</th>
<th>Equivalent Degrees</th>
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</thead>
<tbody>
<tr>
<td>2 years of additional relevant experience</td>
<td>Associates Degree</td>
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<tr>
<td>4 years of additional relevant experience</td>
<td>Bachelor’s Degree</td>
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<tr>
<td>6 years of additional relevant experience</td>
<td>Master’s Degree</td>
</tr>
<tr>
<td>8 years of additional relevant experience</td>
<td>PhD</td>
</tr>
<tr>
<td>Associates Degree</td>
<td>2 years of additional relevant experience</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>4 years of additional relevant experience</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>6 years of additional relevant experience</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>8 years of additional relevant experience</td>
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</table>
GSA PRICING

Prices include IFF. Figures below are in USD ($)

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Hourly Rate 11/13/20 through 11/12/25</th>
</tr>
</thead>
<tbody>
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<td>54151S</td>
<td>.Net Developer (VB.Net, C#, or ASP.net) (Junior)</td>
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<td>54151S</td>
<td>Exchange Migration/Administration Engineer</td>
<td>139.49</td>
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<td>Information Records Management Associate 1</td>
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<td>Oracle Database Developer (Junior)</td>
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<td>Program Manager 3</td>
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<td>54151S</td>
<td>Project Manager (Senior)</td>
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<td>Quality Assurance Specialist (Junior)</td>
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<td>Subject Matter Expert 2</td>
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<td>54151S</td>
<td>Technical Writer/Editor</td>
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<th>Labor Category</th>
<th>Hourly Rate 4/30/21 through 11/12/25</th>
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<td>541611</td>
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