



## **GENERAL SERVICES ADMINISTRATION**

### **Federal Supply Service**

### **Authorized Federal Supply Schedule Price List**

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

### **GSA Schedule: General Purpose Commercial Information Technology Equipment, Software and Services**

#### **SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FSC/PSC Class D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE

FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT

FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS

FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE

FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING

FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP

FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION

FSC/PSC Class D313 IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING

FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT

FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION

FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

#### **Contract Number: GS-35F-235GA**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Period Covered by Contract: February 16, 2017 through February 15, 2022

**MELE Associates, Inc.**

**11 Taft Court, Suite 101**

**Rockville, MD 20850**

**Tel: (240) 453-6990**

**Fax: (240) 453-6991**

**Web: [www.meleassociates.com](http://www.meleassociates.com)**

**Small Business**

Pricelist current through Modification #Award dated February 16, 2017

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

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## CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):	132-51/132-51STLOC/132-51RC Information Technology Professional Services
1b. Lowest Priced Model Number and Lowest Price:	Please refer to our rates beginning on page 15
1c. Labor Category Descriptions:	See page 10
2. Maximum Order:	\$ 1,000,000
3. Minimum Order:	\$ 100
4. Geographic Coverage:	Domestic & Overseas
5. Point (s) of Production:	N/A
6. Discount from List Price:	All Prices Herein are Net
7. Quantity Discounts:	None Offered
8. Prompt Payment Terms:	Net 30 days
9a. Government Purchase Card <b>is</b> accepted at or below the micro – purchase threshold.	
9b. Government Purchase Card <b>is</b> accepted above the micro – purchase threshold.	
10. Foreign Items:	None Offered
11a. Time of Delivery:	Specified on Task Order
11b. Expedited Delivery:	To Be Negotiated with Ordering Agency
11c. Overnight and 2-Day Delivery:	To Be Negotiated with Ordering Agency
11d. Urgent Requirement:	To Be Negotiated with Ordering Agency
12. F.O.B. Point(s):	Destination
13a. Ordering Address:	MELE Associates, Inc. Attn: Deanna Cammarata 11 Taft Court, Suite 101 Rockville, MD 20850
13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.	

14. Payment Address:	MELE Associates, Inc. Attn: Accounts Receivable 11 Taft Court, Suite 101 Rockville, MD 20850
15. Warranty Provision:	MELE warrants that its services shall be performed in a good and workmanlike manner. MELE agrees to re-perform any services not in compliance with this warranty brought to its attention within thirty (30) days after those services are performed, unless otherwise listed in a task order
16. Export Packing Charges:	Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).	MELE accepts the Government Purchase Card above and below the micro – purchase threshold
18. Terms and conditions of rental, maintenance, and repair (if applicable).:	Not Applicable
19. Terms and conditions of installation (if applicable).	Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).	Not Applicable
20a. Terms and conditions for any other services (if applicable).	Not Applicable
21. List of service and distribution points (if applicable).	Not Applicable
22. List of participating dealers (if applicable).	Not Applicable
23. Preventive maintenance (if applicable).	Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	Not Applicable
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov/">www.Section508.gov/</a> .	Not Applicable
25. Data Universal Number System (DUNS) number.	807601281

26. Notification regarding registration in Central Contractor Registration (CCR) database.

MELE Associates is currently registered in the Central Contractor Registration (CCR) database.

## **CONTRACT OVERVIEW**

GSA awarded MELE Associates, Inc. a GSA Information Technology Federal Supply Schedule contract for Information Technology Services Contract Number GS-35F-235GA. MELE's period of performance is from February 16, 2017 through February 15, 2022. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the ceiling rates defined in the contract.

### **CONTRACT ADMINISTRATOR**

Deanna Cammarata  
MELE Associates, Inc.  
11 Taft Court, Suite 101  
Rockville, MD 20850  
Telephone: (240) 453-6975  
Fax Number: (240) 453-6991  
Email: [deanna.cammarata@meleassociates.com](mailto:deanna.cammarata@meleassociates.com)

### **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for full range business services for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

**1. SCOPE** a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either- (1) Cancel the stop-work order; or (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--  
COMMERCIAL ITEMS



(MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on

individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by— (1) The offeror; (2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

**Minimum Education: Bachelor's Degree in Computer Science**

**SIN 132-51/132-51STLOC/132-51RC LABOR CATEGORY DESCRIPTIONS**

**Commercial Job Title: Chief Information Officer**

Minimum/General Experience: Twelve years experience, eight years of managing and directing a multi-discipline staff and subcontractors in accomplishing the design, development, and/or operations of information/processing systems. Experienced in directing large efforts as well as numerous concurrent smaller efforts. Knowledge of federal contract and procurement regulations. Ability to establish costs and determine resource requirements. Directs and monitors technical efforts for contract compliance. Responsible for the administrative, contractual, and financial aspects of contract efforts.

Functional Responsibility: Provides overall management and direction to the technical, financial, and administrative aspects of the contract effort.

Possible Job Titles: Program Manager, Senior Engineer/Scientist, Chief Information Officer

Minimum Education: Advanced Degree. Years of equivalent experience may be substituted for the advanced education requirement, provided the experience requirement has been fully met.

**Commercial Job title: Principal Senior Advisor**

Minimum/General Experience: Ten years experience in performing a wide variety of projects. Ability to determine resource requirements and prepare cost estimates. Able to obtain necessary project resources both internal and external to the organization. Determines project schedules and monitors work performance for compliance to schedules, quality, and other contract terms and conditions. Principal point of contact for administrative, technical, contractual aspects of the assigned projects.

Functional Responsibility: Provides management oversight and senior technical expertise at the highest level in recognized subject area. Capable of directing multiple project teams.

Possible Job Titles: Senior Consultant, Program Manager, Project Manager, Senior Systems Analyst.

Minimum education: Advanced degree in related subject or a Bachelor's degree and at least five additional years of experience.

**Commercial Job Title: Principal Analyst**

Minimum/General Experience: Ten years experience in the application of advanced analysis and evaluation techniques to complex manual and automated processes.

Undertakes in-depth examinations by determining requirements, formulating approach, conducting analysis, presenting findings, assessing alternatives, and developing recommendations for improvements. Able to integrate multi-disciplinary inputs.

Functional Responsibility: Performs or directs highly complex analytical projects requiring multi-disciplinary approach. Capable of managing a large project team or multiple smaller efforts.

Possible Job Titles: Project Manager, Senior Engineer, Senior Programmer, Senior Technical Writer.

Minimum Education: Advanced degree in Computer Science or related subject or a Bachelor's degree and at least three additional years experience.

**Commercial Job Title: Senior Data Analyst**

Minimum/General Experience: Eight years experience in the application of advanced analytical techniques in a business or technical environment. Ability to apply analytical and evaluative techniques to processes and problems. Experience in collecting information from interviews, literature searches, and other sources, determines requirements/defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses.

Functional Responsibility: Undertakes significant analysis within technical area of expertise. Capable of leading a project team.

Possible Job Titles: Project Manager, Senior Resource Planner, Database Administrator, Senior Engineer, Senior Analyst.

Minimum Education: Advanced degree in subject area specialization or a Bachelor's degree and at least three additional years of experience.

**Commercial Job Title: Information Consultant**

Minimum/General Experience: Six years experience in performing specialized analysis. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements/defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analyses.

Functional Responsibility: Responsible for applying advanced technical skills to the analysis of business processes and problems.

Possible Job Titles: Project Manager, Consultant, Programmer, Senior Technical Writer, Senior Resource Planner.

Minimum Education: Advanced degree in subject area specialization or a Bachelor's degree and at least two additional years of experience.

**Commercial Job Title: Management Analyst**

Minimum/General Experience: Eight years experience in the analysis of business systems, procedures, processes. Experienced in large systems providing enterprise wide service. Ability to assess requirements and design sophisticated technical applications/solutions. Well-developed diagnostic skills for analyzing problems and developing effective corrective actions.

Functional Responsibility: Responsible for applying advanced technical skills to the analysis of business processes and problems.

Possible Job Titles: Project Manager, Consultant, Programmer, Senior Technical Writer, Senior Resource Planner

Minimum Education: Advance degree in subject area specialization or a Bachelor's degree and at least two additional years of experience.

**Commercial Job Title: Computer Specialist**

Minimum/General Experience: Six years experience in the application of automated technologies to the business environment. Experience in the determination of requirements, design, development, implementation, and on-going support of automated systems. Experience includes mainframe, client-server, and personal computer systems. Knowledgeable of all aspects of automated systems including databases, communications, networks, storage, operating systems, and variety of applications.

Functional Responsibility: Application of advanced technical skills to the business environment.

Possible Job Titles: Programmer, LAN Administrator, Database Specialist, Quality Specialist.

Minimum Education: Bachelor's degree in computer Science or related subject.

**Commercial Job Title: Systems Analyst**

Minimum/General Experience: Four years work experience in developing systems. Ability to define requirements, conceptualize system design and evaluate alternatives, present recommendations. Assist in developing system documents related to requirements and design.

Functional Responsibility: Define, design, and specify processes and procedures supporting information systems.

Possible Job Titles: Junior Consultant, Engineer, Programmer, Training Specialist, Database Administrator

Minimum Education: Bachelor's degree in computer Science or related subject.

**Commercial Job Title: Resource Planner**

Minimum/General Experience: Five years experience in analyzing, evaluating, projecting requirements. Ability to plan, coordinate, schedule, and manage resources. Knowledge of planning and scheduling techniques and the presentation of complex information in clear and concise manner.

Functional Responsibility: Estimate, schedule, and coordinate resource requirements.

Possible Job Titles: Technical Writer, Technician, Facilities Planner, Database Job Administrator, Training Specialist

Minimum Education: Bachelor's Degree

**Commercial Job Title: Analyst**

Minimum/General Experience: Three years of analytical experience in business or technical environment. Ability to apply analytical and evaluative techniques to processes and problems. Experience collecting information from interviews, literature searches, and other sources, determines requirements/defines problems, makes recommendations for optimum approaches. Ability to develop white papers, needs assessments, feasibility studies, cost benefit analysis.

Functional Responsibility: Conduct analysis of process/problem, report findings and present recommendations.

Possible Job Titles: Technician, LAN Administrator, Programmer

Minimum Education: Bachelor's degree in subject area specialization.

**Commercial Job Title: Junior Analyst**

Minimum/General Experience: Two years experience in developing and presenting technical information. Ability to define problems, assemble reference materials, notes, and other inputs relative to subject, formulate understandings, develop presentation of results and findings. Must have knowledge of analytical techniques and methodologies, particularly as they relate to business processes.

Functional Responsibility: Development and production of technical documents.

Possible Job Titles: Technical Writer, Junior Technician, Programmer

Minimum Education: Bachelor's Degree

**Commercial Job Title: Support Specialist**

Minimum/General Experience: Three years of work experience. Knowledgeable in style and format of a variety of technical and business documents. Two years experience with word processing software and one year experience in graphics, presentation, and spreadsheet software. Ability to deliver information orally. Ability to design graphics and presentation materials to express technical concepts and ideas. Must be knowledgeable of government documentation and technical document formats and styles.

Functional Responsibility: Provides support in producing project documents, presentation materials and graphics.

Possible Job Titles: Training Specialist, Junior LAN Administrator, Junior Technician, Facilitator, Word Processing Operator, Graphics Specialist.

Minimum Education: High School Diploma

**Commercial Job Title: Administrative Assistant**

Minimum/General Experience: Two years work experience in an office/business environment. Ability to establish and maintain hard copy files of correspondence, technical papers, other written materials. Ability to establish, maintain, and track schedules, arrange meetings, produce routine correspondence. Assist in document preparation and production, including, but not limited to, typing, formatting, proofing, editing and assembly. Working knowledge of office equipment: fax, photocopy, typewriter, PCs.

Functional Responsibility: Provides general clerical and administrative support to the project team.

Possible Job Titles: Word Processing Associate, Administrative Associate

Minimum Education: High School Diploma



**SIN 132-51/132-51STLOC/132-51RC LABOR RATES**

Labor Category	Year 1 Labor Rate inclusive of IFF
Chief Information Officer	\$235.47
Principal Senior Advisor	\$164.63
Principal Analyst	\$159.84
Senior Data Analyst	\$144.53
Information Consultant	\$129.21
Management Analyst	\$118.68
Computer Specialist	\$107.20
Systems Analyst	\$81.36
Resource Planner	\$80.40
Analyst	\$71.78
Junior Analyst	\$61.26
Support Specialist**	\$52.64
Administrative Assistant**	\$40.20

\* Labor rates may be escalated annually based on the terms of the contract and approval by the GSA Contracting Official.

**Service Contract Act (SCA) Matrix**

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	General Clerk I	2005-2103
Support Specialist	General Clerk III	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).