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

MAS SCHEDULE

INFORMATION TECHNOLOGY CATEGORY
PROFESSIONAL SERVICES CATEGORY

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.

Merzier Process Group, DBA COPIA CONSULTING GROUP, LLC
19202 Greystone SQ
Leesburg, VA 20176
Office: (703) 657-9036
Fax: (703) 991-1376
Website: http://merzierpro.com
Email: cjarrett@merzierpro.com

Contract Number: GS-35F-458GA
Period Covered by Contract: 05/25/2017-05/24/2022
Pricelist current through Modification #PO-0022, effective February 16, 2022.

Business Size:
SBA Certified Economically Disadvantaged Woman Owned Small Business (EDWOSB)
CVE Certified Service-Disabled Owned Small Business (SDVOSB)

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

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S/STLOC/RC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151HEAL/STLOC/RC</td>
<td>Health Information Technology Professional Services</td>
</tr>
<tr>
<td>541611/RC</td>
<td>Management and Financial Consulting, Acquisitions and Grant Management Support, Business Program and Project Management Svcs</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. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See attached pricelist on page 4.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See attached pricelist on page 5.

2. Maximum Order: SIN(s) 54151S, 54151HEAL - $500,000.00 / SIN 541611 - $250,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

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

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: 1% Volume discount on orders over $250,000

8. Prompt payment terms: Net 30 days

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

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order and shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor.

10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor.
10d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to affect a faster delivery: Contact Contractor.

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

12a. **Ordering Address(es):**
Copia Consulting Group, LLC  
19202 Greystone SQ  
Leesburg, VA 20176  
Office: (571)206-1420  
Fax: (703) 991-1376

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/ FSS Schedule homepage (fss.gsa.gov/schedules).

13. **Payment address(es):**
Copia Consulting Group, LLC  
19202 Greystone SQ  
Leesburg, VA 20176

14. **Warranty provision.:** Contractor’s standard commercial warranty.

15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

18. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

19. **Terms and conditions for any other services (if applicable):** N/A

20. **List of service and distribution points (if applicable):** N/A

21. **List of participating dealers (if applicable):** N/A

22. **Preventive maintenance (if applicable):** N/A

23a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

23b. **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. contactor’s website or other location.)** The EIT standards can be found at: www.Section508.gov/. N/A
24. Unique Entity Identifier (UEI) number: 015112889

25. Notification regarding registration in the System for Award Management (SAM) Database: Registered

**GSA PRICELIST**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Price 5/25/21-5/24/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Business Systems Analyst</td>
<td>$70.68</td>
</tr>
<tr>
<td>54151S</td>
<td>Operations Technical Support Analyst</td>
<td>$69.67</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Analyst</td>
<td>$83.11</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Manager I</td>
<td>$86.16</td>
</tr>
<tr>
<td>54151S</td>
<td>Project Manager II</td>
<td>$92.67</td>
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<tr>
<td>54151HEAL</td>
<td>Health IT Business Systems Analyst</td>
<td>$70.68</td>
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<tr>
<td>54151HEAL</td>
<td>Health IT Operations Technical Support Analyst</td>
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</tr>
<tr>
<td>54151HEAL</td>
<td>Health IT Project Analyst</td>
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<td>541611</td>
<td>Operations Manager</td>
<td>$81.57</td>
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<tr>
<td>541611</td>
<td>Integrated Scheduler/Project Planner</td>
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</tr>
<tr>
<td>541611</td>
<td>Program Manager/Consultant IV</td>
<td>$132.51</td>
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<tr>
<td>541611</td>
<td>Program Analyst</td>
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<tr>
<td>541611</td>
<td>Project Analyst</td>
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<tr>
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<td>Project Manager I</td>
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<td>541611</td>
<td>Project Manager II</td>
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<td>Risk Management Analyst</td>
<td>$65.92</td>
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<td>Technical Writer I</td>
<td>$65.46</td>
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<tr>
<td>541611</td>
<td>Technical Writer II</td>
<td>$87.28</td>
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</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

SUBSTITUTIONS AND EQUIVALENCIES
CCG offers only the personnel who meet or exceed the minimum qualification requirements stated in the Labor Category Descriptions provided herein. CCG allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. The criteria for substitution are as follows:

**Education:** An associate degree will equal 2 years of experience. A relevant bachelor’s degree will equal 4 years of experience. A relevant Masters’ degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

**Experience:** For every year of full-time specific field experience, the person shall be credited with one-half year of degree qualifications toward the values stated in the labor category descriptions. GSA and/or the ordering activities may have access to any employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee’s labor category.

SIN 54151 IT PROFESSIONAL SERVICES

*Business Systems Analyst*

**Job Responsibility:** Provides analysis support in any of the following disciplines: engineering, science, business, financial, cost, risk management or program management. Typical duties performed may include: analysis, design, development, testing, integration, logistics, program management, cost, financial, risk, or management analysis, or maintenance of systems, processes, programs, offices or products. Provides consultation on complex projects and is considered to be the top-level contributor or subject matter expert of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment. Responsible for the evaluation of technology and business-related controls for integrating business and information system security and risk mitigation efforts. Develops and implements tools to support automated risk assessment and compliance efforts. Monitors daily incident management activities and lead the IT Security team in the creation of policies, procedures, technical documentation, and completion of project tasks required. Performs risk assessments and risk analysis, as well as recommending mitigation and handling alternative. Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts.

**Minimum Education and Experience:** Bachelor’s degree and 3 years of experience.

*Operations Technical Support Analyst*

**Job Responsibility:** Provides end-user support for resolving desktop operating system and application problems. Identifies and corrects operating system issues. Responds to telephone calls, emails, and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Able to troubleshoot multiple desktop applications, including e-mail, web, and office applications. Acts as a test engineer and performs formal system testing activities for a particular project or subset of a larger project. Participates in support of user requirements
related to software and hardware applications, executes defines test cases and procedures as detailed in test documentation, assists in the collection of data and technical information used in the development of test documentation, assists in the development on test data to be used in performing required tests, documents test results in proper logs and/or tracking systems. Provides technical guidance for directing and monitoring information systems operations. Implements machine modifications to increase the capacity of the system. Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.

**Minimum Education and Experience:** Bachelor’s degree and 3 years of experience.

**Project Analyst**

**Job Responsibility:** Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. Facilitates needs assessment and the development of recommended project control solutions to be used for planning, scheduling and tracking projects through integration of various project management tools. Assists in determining cost, operational, budgets, staffing requirements, and resources. Provides status and progress reports to the client, analyses project status and provides written documentation of all reviews and analyses. Assists in training of the project team on application of procedures. Analyzes process re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts.

**Minimum Education and Experience:** Bachelor’s degree and 4 years of experience.

**Project Manager I**

**Job Responsibility:** Responsible for directly managing and coordinating the project through all phases of an IT Project lifecycle, which includes aspects, such as planning, requirements analysis, design, development, testing, installation and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, goals, and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness and adherence to design concepts and user requirements. Performs architectural analysis duties. Leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.

**Minimum Education and Experience:** Bachelor’s degree and 5 years of experience.

**Project Manager II**

**Job Responsibility:** Responsible for directly managing and coordinating the project through all phases of an IT Project lifecycle, which includes aspects, such as planning, requirements analysis, design, development, testing, installation and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the
project, managing interactions, and reporting progress and issues. Ensures conformance with work
standards; interprets policies, procedures, goals, and objectives of the organization. Coordinates work
effort with all parties. Reviews work products for quality, completeness and adherence to design
concepts and user requirements. Performs architectural analysis duties and provides subject matter
expertise. Provides guidance and supervision to support staff. Organizes, directs, and manages contract
operation support functions, involving multiple, complex and inter-related project tasks. Manages
teams of contract support personnel at multiple locations. Maintains and manages the client interface
at the senior levels of the client organization. Meets with customer and contractor personnel to
formulate and review task plans and deliverable items. Ensures conformance with program task
schedules and costs.

**Minimum Education and Experience:** Bachelor’s degree and 6 years of experience.

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**SIN 54151 HEAL HEALTH IT PROFESSIONAL SERVICES**

**Health IT Business Systems Analyst**

**Job Responsibility:** Responsible for the evaluation of Health Information Technology and business-
related controls for integrating business and information system security and risk mitigation efforts.
Develops and implements tools to support automated risk assessment and compliance efforts.
Monitors daily incident management activities and lead the Health IT Security team in the creation
of policies, procedures, technical documentation, and completion of project tasks required.
Performs risk assessments and risk analysis, as well as recommending mitigation and handling
alternative. Analyzes process and re-engineering, with an understanding of technical problems and
solutions as they relate to the current and future business environment. Creates process change by
integrating new processes with existing ones and communicating these changes to impacted
Business Systems teams. Recommends and facilitates quality improvement efforts. Provides Health
IT analysis support in any of the following disciplines: engineering, science, business, financial,
cost, risk management or program management as they relate to Health IT Projects and Systems.

Typical duties performed may include: analysis, design, development, testing, integration, logistics,
program management, cost, financial, risk, or management analysis, or maintenance of systems,
processes, programs, offices or products. Provides consultation on complex projects and is
considered to be the top-level contributor or subject matter expert of most phases of systems
analysis, while considering the business implications of the application of technology to the current
and future business environment.

**Minimum Education and Experience:** Bachelor’s degree and 3 years of experience.

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**Health IT Operations Technical Support Analyst**

**Job Responsibility:** Provides end-user support for resolving desktop operating system and
application problems for Health IT Systems. Identifies and corrects operating system issues.
 Responds to telephone calls, emails, and personnel requests for technical support. Documents,
tracks, and monitors the problem to ensure a timely resolution. Able to troubleshoot multiple
desktop applications, including e-mail, web, and office applications. Acts as a test engineer and
performs formal system testing activities for a particular project or subset of a larger project.
Participates in support of user requirements related to software and hardware applications, executes
defines test cases and procedures as detailed in test documentation, assists in the collection of data
and technical information used in the development of test documentation, assists in the
development on test data to be used in performing required tests, documents test results in proper
logs and/or tracking systems. Provides technical guidance for directing and monitoring information
systems operations. Implements machine modifications to increase the capacity of the system. Directs compilation of records and reports concerning production, machine malfunctioning and maintenance.

**Minimum Education and Experience:** Bachelor’s Degree and 3 years of experience.

**Health IT Project Analyst**

**Job Responsibility:** Works with end user groups to evaluate and solve technical problems. Evaluates existing Health IT systems and/or user needs to analyze, design, recommend, and implement system changes. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications as they relate to Health Information Technology. Facilitates needs assessment and the development of recommended project control solutions to be used for planning, scheduling and tracking projects through integration of various project management tools. Assists in determining cost, operational, budgets, staffing requirements, and resources. Provides status and progress reports to the client, analyses project status and provides written documentation of all reviews and analyses. Assists in training of the project team on application of procedures. Analyzes process and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts.

**Minimum Education and Experience:** Bachelor’s degree and 4 years of experience.

**Health IT Project Manager I**

**Job Responsibility:** Responsible for directly managing and coordinating the project through all phases of an Health IT Project lifecycle, which includes aspects, such as planning, requirements analysis, design, development, testing, installation and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, goals, and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness and adherence to design concepts and user requirements. Performs architectural analysis duties. Leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for Health IT Applications and Systems for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources.

**Minimum Education and Experience:** Bachelor’s degree and 5 years of experience.

**Health IT Project Manager II**

**Job Responsibility:** Responsible for directly managing and coordinating the project through all phases of an Health IT Project lifecycle, which includes aspects, such as planning, requirements analysis, design, development, testing, installation and evaluation. Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues. Ensures conformance with work standards; interprets policies, procedures, goals, and objectives of the organization. Coordinates work effort with all parties. Reviews work products for quality, completeness and
adherence to design concepts and user requirements. Performs architectural analysis duties and provides Health IT subject matter expertise. Provides guidance and supervision to support staff. Organizes, directs, and manages contract operation support functions, involving multiple, complex and inter-related project tasks. Manages teams of contract support personnel at multiple locations. Maintains and manages the client interface at the senior levels of the client organization. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs. Oversees all aspects of projects.

**Minimum Education and Experience:** Bachelor’s degree and 6 years of experience.

**SIN 541611 MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITIONS AND GRANT MANAGEMENT SUPPORT, BUSINESS PROGRAM/ PROJECT MGMT SVCS**

**Operations Manager**

**Job Responsibility:** Plan, analyze and evaluate the effectiveness of operating programs in support of Federal Government clients. Supports the Government in the facilitation of cross-work stream business and financial integration. Moreover, the Operations Manager prepares and maintains various program and project documents, data, processes and artifacts in accordance with established directives. Serves as a consulting member and may lead multiple tasks/projects. Provides appropriate suggestions and recommendations within the subject matter of the program guidelines. Collects data in accordance with plans as well as verifies and analyzes data to identify trends as well as potential problems. Creates reports of findings, facilitates small working groups, designs schedules, conducts analyses, write reports and prepares presentations.

**Minimum Education and Experience:** Bachelor’s Degree and 10 years of experience.

**Integrated Scheduler/Project Planner**

**Job Responsibility:** Serve as a Project Planner responsible for supporting the facilitation of project planning work package definition, sequencing, and estimation of duration and resources required for each enhancement. Develops and maintains a Program Integrated Master Plan (IMP). Creates and maintains the project Integrated Master Schedule (IMS). Leverage the Work Breakdown Structure (WBS) to build the schedule of activities required in each project phase. Identifies, develops, and initiates solutions where precedents and procedures may not exist. Works cross-functionally to solve problems and implement changes.

**Minimum Education and Experience:** Bachelor’s degree and 10 years of experience.

**Program Manager/Consultant IV**

**Job Responsibility:** Managing consultant for projects in area of expertise. Develop strategic plans including business plans and organizational assessments and business processes. Manages project managers and is responsible for technical, management and cost performance. Advises on business strategies and addresses issues affecting management and workforce to improve work productivity. Performs strategic planning, improvement methodologies, and analysis. Facilitates large working group and leads senior managers. Creates methodologies, strategic plans and training curriculum.

**Minimum Education and Experience:** Bachelor’s degree and 12 years of experience.

**Program Analyst**

**Job Responsibility:** A Program Analyst must have knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations.

**Minimum Education and Experience:** Bachelor’s degree and 5 years of experience.
Project Analyst

**Job Responsibility:** A Project Analyst has experience gathering, compiling, and analyzing business process data specifically as it relates to IT systems and the business systems that rely on IT; Has a thorough understanding on how to identify trends, errors, and missing data. Can reliably create alternate depictions of data to identify and highlight issues. Can clearly summarize findings in summary reports. Can create and document to-be process benefits in graphic, narrative and oral formats.

**Minimum Education and Experience:** Bachelor’s degree and 5 years of experience.

Project Manager I

**Job Responsibility:** A Project Manager I must have knowledge in how to plan, analyze and evaluate the effectiveness of operating programs. Must be able to use source data to evaluate the effectiveness of programs and business processes. Must be able to use qualitative and quantitative analytical skills to assess the effectiveness of the operations. The PM I must be able to effectively manipulate data to present program status and make recommendations on improving business processes.

**Minimum Education and Experience:** Bachelor’s degree and 5 years of experience.

Project Manager II

**Job Responsibility:** A Project Manager II must have the skill set of a Project Manager I but also be able to create new methods of gathering and analyzing source data to evaluate program effectiveness and analyze business processes.

**Minimum Education and Experience:** Bachelor’s degree and 10 years of experience

Risk Management Analyst

**Job Responsibility:** A Risk Management Analyst must have experience in the review of risk management data to identify discrete area and overall program/project risk in terms of cost, schedule, and performance. Coordinate with program team members to gather and validate data. Identify risk areas and create narrative, graphic, and oral status reports.

**Minimum Education and Experience:** Bachelor’s Degree and 5 years of experience.

Technical Writer I

**Job Responsibility:** A Technical Writer must have experience in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals and reports. Edit functional descriptions, system specifications, user manuals, requirements documentation, special reports, or any other customer deliverables and documents. They will be skilled in the application of a variety of word processing, spreadsheet and scheduling tools.

**Minimum Education and Experience:** Bachelor’s degree and 3 years of experience.

Technical Writer II

**Job Responsibility:** A Technical Writer must have experience in collecting and organizing information for preparation of user manuals, training materials, installation guides, proposals and reports. Edit functional descriptions, system specifications, user manuals, requirements documentation, special reports, or any other customer deliverables and documents. They will be skilled in the application of a variety of word processing, spreadsheet and scheduling tools.

**Minimum Education and Experience:** Bachelors Degree and 5 years of experience.