

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: GSAAvantage.gov.

**Human Resources & EEO Services Schedule
FSC GROUP 738 PART 10 SECTION 1**

Special Item No. 595-2 - Talent Acquisition
Special Item No. 595-3 - Talent Development
Special Item No. 595-4 - Employee Performance Management
Special Item No. 595-5 - Compensation & Benefits
Special Item No. 595-6 - Separation & Retirement
Special Item No. 595-7 - Employee Relations
Special Item No. 595-8 - Labor Relations
Special Item No. 595-9 - Workforce Analytics and Employee Records
Special Item No. 595-10 - Agency Human Capital Evaluation
Special Item No. 595-11 - Administrative Support Services
Special Item No. 595-21 - General Support HR Services
Special Item No. 595-28 - Social Services

Contract Number: GS-02F-0072V
Contract Period: 2/18/2009 thru 2/17/2019
Pricelist current through Modification PA 0009

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



ICF Incorporated, L.L.C.
9300 Lee Highway
Fairfax, VA 22031
703-934-3000

icfgsacontracts@icf.com

www.icf.com/contracts/gsa

Business Size: Large Business

Customer Information:

1a. Awarded special item numbers:

- Special Item No. 595-2 - Talent Acquisition**
- Special Item No. 595-3 - Talent Development**
- Special Item No. 595-4 - Employee Performance Management**
- Special Item No. 595-5 - Compensation & Benefits**
- Special Item No. 595-6 - Separation & Retirement**
- Special Item No. 595-7 - Employee Relations**
- Special Item No. 595-8 - Labor Relations**
- Special Item No. 595-9 - Workforce Analytics and Employee Records**
- Special Item No. 595-10 - Agency Human Capital Evaluation**
- Special Item No. 595-11 - Administrative Support Services**
- Special Item No. 595-21 - General Support HR Services**
- Special Item No. 595-28 - Social Services**

1b. Pricelist: **Included.**

2. Maximum order. **\$1,000,000.** For orders in excess of \$1,000,000, which may be placed, please contact ICF Incorporated, L.L.C. for additional information.

3. Minimum order. **\$100.**

4. Geographic coverage: **Domestic Delivery.**

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

6. Prices Shown in Catalogue: **Net prices.**

7. Quantity discounts: **None.**

8. Prompt payment terms: **0%, net 30 days.**

9a. Government Commercial Credit Card: **Yes, below the \$2,500 dollar micropurchase threshold.**

9b. Government Commercial Credit Card: **Yes, above the \$2,500 dollar micropurchase threshold.**

10. Foreign items: **None.**

11a. Time of delivery: **Specified in task order.**

11b. Expedited Delivery: **None.**

11c. Overnight and 2-day delivery: **None.**

11d. Urgent Requirements: **Contact ICF Incorporated to expedite urgent requirements.**

12. F.O.B. point(s). **Destination.**

13a. Ordering address:

ICF Incorporated, L.L.C.
9300 Lee Highway
Fairfax, VA 22031
Ilene Gerber, Contracts Manager
1-703-934-3632
1-703-218-2547 FAX
icfgsacontracts@icf.com

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

Check/U.S. Mail
ICF Consulting Group, Inc.
P.O. Box 775367
Chicago, IL 60677-5367

Wire Transfer
ICF Incorporated, L.L.C.
Account No: 80-2637-4453
Citizens Bank
ABA No: 031207607

15. Warranty provision: **Contractor's standard commercial warranty.**

16-24. Terms and Conditions: **Not applicable.**

25. Data Universal Number System (DUNS) number. **07-2648579.**

Cage Code Number: **5M571.**

26. Central Contractor Registration: **ICF Incorporated is registered in the CCR Database.**

SIN Descriptions:

595-2 TALENT ACQUISITION: The Talent Acquisition function is the establishment of internal programs and procedures for attracting, recruiting, assessing, and selecting highly qualified, productive employees with appropriate skills and competencies, from all sectors of society, all in accordance with merit system principles. Services include developing a staffing strategy and plan; establishing an applicant evaluation approach; announcing the vacancy, sourcing and evaluating candidates against the competency requirements for the position; initiating pre employment activities; and hiring employees. The Talent Acquisition function includes the following sub-functions: A.2.1 Talent Acquisition Management; A.2.2 Candidate Sourcing & Recruitment; A.2.3 Candidate Assessment & Selection; A.2.4 New Hire In-Processing; A.2.6 Candidate Suitability; A.26 Security Classification & Background Investigation Support. Talent Acquisition Management includes aligning the workforce plan to business unit strategies/resource needs. Services include developing and opening job requisitions, preparing job descriptions, posting job requisitions, managing internal/external job posting websites changing/updating requisitions, interacting with hiring managers, creating applicant records, managing/tracking applicant data, archiving and retaining records of non-hires, determining competencies through job analysis, and designing assessment approach. Candidate Sourcing and Recruitment includes selecting recruiting methods, performing recruiting activities, holding/participating in recruiting events, managing recruitment vendors, recruitment branding, and candidate relationship management. It provides for Executive Search services, Recruitment Systems, placement coordination, and, Career Transition Guidance, external recruitment using printed and electronic media, trade schools, job fairs and college visits paying special attention to reaching all segments of the population; managing comprehensive internal recruitment and placement programs including merit promotions, transfers of function (TOF), reassignments, temporary promotions, details, realignments, changes to lower grade, upward mobility, rotational training assignments, reductions-in-force (RIFs), and others. Candidate Sourcing and Recruitment also includes: Internships and Mentoring Assignments. Candidate Assessment and Selection provides for preliminary design, implementation and review of eligibility requirements and evaluation criteria and qualifications analysis and management for a wide range of special recruitment programs including: Senior Executive Service (SES), Pathways Program, Veterans' Recruitment Appointment (VRA), Schedule A Hiring Authority for Individuals with disabilities, and Student Aid programs. New Hire In-Processing (On-boarding) provides for developing job offers, negotiating an offer, hiring a candidate, and managing and automating in-processing forms. Provides for design and implementation of new hire In-processing and Orientation including basic training methodologies and delivery. Candidate Suitability services include testing, aptitude assessment, as well as Security Classification and Background Investigation Support. This function also provides administration for the preparation and documentation of formal Background Investigations including Polygraph and other testing methodologies in support of Security Clearance adjudication but does not replace services available on SIN 595-27.

595-3 TALENT DEVELOPMENT: Professional services include the implementation and maintenance of comprehensive employee skills development, training and personal attributes

via engagement programs to meet current and future talent demands of the agency and to develop and retain quality, high performing, and diverse talent. Services include conducting employee development needs assessments; designing employee development programs; administering and delivering employee development programs (Learning Management) and evaluating the overall effectiveness of the agency's employee development approach. The function includes the following sub-functions: A.3.1 Talent Development Planning and Strategy; A.3.2 Workforce Development and training; A.3.3 Learning Management, Talent Development Planning & Strategy, providing advice, guidance and assistance to supervisors and employees as well as HR/personnel staff in managing self-improvement training resources, providing assistance in identifying training needs and requirements, coordinating the availability of various training programs, developmental career programs, executive leadership programs, and tuition assistance programs. Workforce Development and Training services include professional training and individual development services such as HR Specific Training for HR professionals, Leadership and management training, internships and apprenticeship programs. Training devices include but are not limited to audio visual presentation systems and educational media delivered web-based or via traditional print and storage media, CD ROM, Disc, and Thumb Drive. Training services include traditional coursework in all academic disciplines, web-based or classroom; Conducting leadership training workshops and seminars not provided via traditional management training curricula available elsewhere, and conducting Speakers Bureau services and Leadership assessment surveys. Learning Management services include, but are not limited to: providing comprehensive professional support to the administration of traditional and automated Learning Management Systems (LMS), gathering and assessing of data (data analytics), reporting, testing and conducting test administration, Educational Program Research & Development, and general HR Consulting Services.

595-4 EMPLOYEE PERFORMANCE MANAGEMENT: is the creation, implementation, and maintenance of comprehensive employee performance management practices, programs, and activities that support customer agency mission objectives. This function includes the following sub-functions: A.4.1 Employee Performance Management; A.4.2 Recognition Management. Employee Performance Management involves defining performance objectives, reviewing, appraising, and managing employee performance, and evaluating and reviewing the performance management program. Services include HR planning, and designing, developing and implementing a comprehensive performance management strategy that enables managers to make distinctions in performance and links individual performance to agency goal and mission accomplishment. Recognition Management provides for analyzing current recognition and reward programs and practices to ensure they are aligned to organizational business and people strategies, motivating individual/team/organizational achievement, ensuring award criteria are sufficiently met, encouraging managers to champion recognition programs, communicating the recognition and reward strategy to employees and managing employee performance at the individual level and evaluating the overall effectiveness of the agency's employee development approach and incentives.

595-5 COMPENSATION & BENEFITS: This function provides for General Human Resources basic functions including but not limited to Payroll, Benefits Management, Workers

Compensation, Unemployment Insurance Claims; and Executive Services. This function includes the following sub-functions A.5.1 Compensation Management; A.5.2 Work Schedule and Leave Administration; A.5.3 Benefits Management; A.5.4 Work-Life Wellness/Employee Assistance Programs and Social Services. Compensation Management designs, develops, and implements compensation policies and programs that attract, retain, and equitably compensate employees in accordance with law and regulations. Develops and implements strategic and cost-effective use of pay flexibilities to address agency recruitment and retention needs in support of their missions and goals. Services include Administrative and Management support in the planning and adoption of nondiscretionary (government-wide) agency discretionary and alternative compensation programs that are fair, equitable and promote employee retention and the designing and planning of programs for award and bonus payout strategies and payroll processing, employee and third party disbursements, and payroll reconciliation. Work Schedule and Leave Management designs, develops, and implements work schedules and leave policies and programs that attract, retain, and meet the work-life needs of employees in accordance with law and regulations. Develops and implements policies to administer leave and work schedules in support of agency missions and goals. Ensures policies, programs, and human resources, payroll, and time and attendance systems support accurate and timely benefits for employees. Services include but are not limited to: Providing consulting and program management services in support of the creation of work schedules that may also include approval and recording systems that reconcile leave accrued and leave taken. Benefits Management is the process of establishing and maintaining non-wage compensations for the employees of the organization, managing the day-to-day operations of group benefits programs and employee enrollment, processing claims, and performing benefits reconciliation. Employee benefits typically include but are not limited to medical insurance and individual retirement accounts (IRAs) Services include, but are not limited to: Consulting and management support services to insure proper determination, allocation, and disbursement of employee benefits including the processing and adjudication of workers compensation claims. Workers Compensation involves the management of claims processing under the Federal Employees' Compensation Act (FECA) pursuant to the Department of Labor, Office of Workers' Compensation Program. Additional administrative services include providing technical and managerial assistance; monitoring hearing and appeal responses; counseling claimants in filing injury reports and establishing the essential elements of the claim; developing training programs for employees and management; developing return-to-work strategies; and claims re-validation assessments and administrative inquiries to confirm or refute suspicions or allegations of invalid claim status. Work-life Wellness and Employee Assistance Programming is the managing of organizational services that help employees work through various life challenges that may adversely affect job performance, health, and personal well-being to optimize organizational success and work-like wellness. EAP services include employee assessments, counseling, and referrals for additional services to address personal and/or work-related concerns, such as stress, financial issues, legal issues, family problems, office conflicts, and alcohol or other substance abuse. Services include but are not limited to: providing comprehensive employee assistance and related social and behavioral health counseling and readjustment services including, traditional EAP, vocational and psychosocial rehabilitation, physical/occupational/educational therapy and outpatient recovery; personal and family

support, wellness coaching, psychotherapy, including homeless counseling and placement services, emergency response and social advocacy services, educational and public health program administration, service registries (employment, daycare, etc.); legal, benefit/compensation consultation in the areas of individual and family personal and financial enhancement. Other support services are available under SIN 595-28.

595-6 SEPARATION & RETIREMENT: This function includes conducting efficient and accurate Human Capital processing actions in support of employee separation or retirement work includes but is not limited to: conducting efficient and accurate HC processing actions in support of employee separation or retirement, handling the appropriate notifications and determining the terms of the separation. Ensuring knowledge transfer occurs between the separating employee and remaining employees. This function includes the following sub-functions: Separating employees are offered transition counseling and support. This sub-function includes: A.6.1 Separation Counseling; A.6.2 Retirement planning and processing; A.6.3 Retirement Management. Separations Counseling involves determining the terms, entitlements, and benefits options of separation (e.g., leave balance pay out or transfer of account, severance, pension, Temporary Continuation of Coverage, etc.) and conducting counseling activities. Services include, but are not limited to: providing HR Consulting services specific to retirement not otherwise offered under EAP. Also, providing outplacement support including, but are not limited to: comprehensive outplacement/career transition services in response to downsizing and reorganizing including moving personnel to new positions inside or outside of the organization and retirement assistance; training, counseling and guidance in areas such as self-assessment; knowledge, skills, and abilities (KSA) assessment; job aptitude/interest inventories; group and individual counseling; career and job workshops; resume writing; job search methods; interview and negotiation techniques; stress management; and personal financial management and job training. Retirement Planning and Processing includes retirement counseling between the HR department and the prospective retiree, retirement application processing (which includes input from the prospective retiree, HR, and payroll), the application adjudication, and the authorization of retirement payments. Services include, but are not limited to: Providing professional consulting services in support of retirement planning. Retirement management includes the oversight and maintenance of the organization's retirement systems, tools, and processes, providing consulting and management support in the design and implementation of customer agency retirement protocols.

595-7 EMPLOYEE RELATIONS: This function is the design, development and implementation of programs to ensure mission effectiveness through employee accountability and that strive to maintain an effective employer-employee relationship that balances the agency's needs against its employees' rights. The function includes the following sub-functions: A.7.1 Employee Misconduct Remediation; A.7.2 Employee Performance Remediation; A.7.3 Administrative Grievances and Third-Party Proceedings; A.7.4 Reasonable Accommodation Programming; and A.7.5 Employee Suitability. Employee Misconduct Remediation involves developing policies that outline employee conduct expectations, defining acts of misconduct, specifying the responsibilities of supervisors when handling misconduct in the workplace, establishing appropriate actions to be taken, and granting the opportunity for employees to respond to

allegations. Services include, but are not limited to: Performing case management; reviewing proposed correspondence for regulatory compliance; serving as an interface with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and the appropriate internal agency activities as required. Employee Performance Remediation involves developing processes that address and define corrective actions for departures from acceptable standards of performance established for employees to successfully fulfill the job duties and responsibilities indicated in performance plans. Services include: Performing case management; reviewing proposed correspondence for regulatory compliance; serving as an interface with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and the appropriate internal agency activities as required. Administrative Grievances and Third-Party Proceedings refer to the processes and procedures organizations use to objectively review complaints concerning working conditions or employment decisions affecting employees not covered by a labor agreement with a union, and engagement in alternative methods of dispute resolution, as appropriate, (e.g., mediation, fact finding, ombudsman meeting, dispute panels, and facilitated discussion. Services include, but are not limited to: Providing comprehensive support in disciplinary actions as they relate to complaints, grievances, and appeals; leave administration, recognition and awards, performance management and appraisal, insurance benefits, Thrift Savings Plan, and retirements , providing guidance and assistance in completing necessary processes and documentation; providing guidance and assistance in monitoring and assessing the value of or operation of a complaint receipt systems such as an agency complaint hotline (GSA), performing case management; assisting in the review of correspondence for regulatory compliance; serving as an interface with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and providing support to the appropriate internal agency activities as required. Reasonable Accommodations Programming support services includes, but are not limited to: Performing case management, screening or assisting in the review of proposed correspondence for regulatory compliance; serving as an interface with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and supporting the appropriate internal agency activities as required. Employee Suitability services include, but are not limited to: Assisting in determining candidate/ employee suitability based on information collected outside of the HR process or within, including interviews, skills assessment, skills testing and resume review. (EAP Employee Assistance Programs & Social Services are available under SIN 595-28) (EEO Services & Investigations are available under SIN 595-25)

595-8 LABOR RELATIONS: This function involves the managing of the relationship between the agency and its management associations, unions and bargaining units. This includes negotiating and administering labor contracts and collective bargaining agreements; managing negotiated grievances; and participating in negotiated third party proceedings. Includes adjudication of issues related to Disaster Relief. This function includes the following sub-functions: A.8.1 Labor Relations Management; A.8.2 Negotiated Grievances and Third-Party Proceedings; A.8.3 Collective Bargaining. Labor Management Relations involves managing bargaining unit recognition requests, establishing an environment and resources conducive for ongoing

communication between union and management between management and non-labor organizations representing Federal employees, and ensuring union negotiations, contracts, and agreements are legal and compliant with government-wide laws, rules and regulations. Services include but are not limited to: Performing case management; meditating and/or Alternative Dispute Resolution (ADR), as needed; assisting a Customer Agency in the Review of correspondence for regulatory sufficiency or compliance; serving as an interface support for activities with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and supporting appropriate internal agency activities as required. Negotiated Grievances and Third-Party Proceedings refer to the procedures and guidelines to be followed by employees, management or the union when resolving disputes or conflicts, and the provision of an appeal or third-party arbitration for any grievance not satisfactorily settled under negotiated grievance procedures. Services include, but are not limited to: Performing case management; mediating and/or ADR, as needed; supporting management review of correspondence for Regulatory sufficiency or compliance; assisting Customer Agency management as an interface with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and supporting appropriate internal agency activities as required; including providing paralegal and related ancillary services . Collective Bargaining involves negotiating in good faith and reaching agreements that result in written contracts governing the terms and conditions of employment for unionized employees (e.g., working hours, training, health and safety, overtime, grievance mechanisms, etc.). Services include but are not limited to: Performing case management; mediating, and assisting customer agencies in the review of proposed correspondence for Regulatory sufficiency or compliance; assisting Customer Agency management as an interface with legal staff, union representatives, Department of Labor (DOL), Office of Personnel Management (OPM), other appropriate outside agencies, and supporting appropriate internal agency activities as required.

595-9 WORKFORCE ANALYTICS AND EMPLOYEE RECORDS: This function requires the implementation of systematic, flexible, and inclusive process to review workforce and performance data, metrics, and results, to anticipate and plan for future strategic and operational requirements and to make holistically informed Human Capital Management decisions. The function includes the following sub-functions: A.9.1 Employee Inquiry Processing; A.9.2 Employee Research; A.9.3 Workforce and Performance Analytics; A.9.4 Workforce and Performance Reporting; A.9.5 Records Management; and A.9.6 Records Disclosure. Employee Inquiry Processing refers to the process of receiving, responding to, and recording information related to employee inquiries, questions, concerns, complaints or suggestions. Employee Research involves the use of surveys, focus groups and other data-gathering methods to reveal the attitudes, opinions and feelings of employees that could influence change within the organization. Workforce and Performance Analytics refer to an advanced set of data analysis tools and metrics that comprehensively measure workforce performance and facilitate ongoing improvement. It includes analysis of recruitment, staffing, training and development, personnel, and compensation and benefits, as well as standard ratios such as time to fill, cost per hire, accession rate, retention rate, replacement rate, offer acceptance rate, etc. Workforce and Performance Reporting involve communicating organizational composition, resources

utilization, and/or achievements data to relevant stakeholders to inform goal creation and drive positive change. Records Management involves establishing standards of accuracy, relevancy, necessity, timeliness, and completeness for personnel records, and prescribes processes for the creation, collection, processing, use, revision, and maintenance of employee data. Records Disclosure refers to the maintenance, protection, furnishing, and amendment of records within a systems of records as defined by the Privacy Act of 1974 (5 U.S.C. 552a).

595-10 AGENCY HUMAN CAPITAL EVALUATION: This function assesses results achieved across all Human Capital Management systems and activities in support of mission goals to identify and implement improvements. This function includes the following sub-function A.10.1 Human Capital Programmatic Evaluation. Human Capital Programmatic Evaluation refers to an agency's self-assessment of its human capital strategy, services, and practices to improve its return on human capital investment, quality, efficiency, and employee satisfaction.

595-11 ADMINISTRATIVE SUPPORT SERVICES: This function provides professional and general clerical and administrative support services that complement all other HR SINS, these ancillary services include but not limited to: assisting Customer Agencies in HR Program Development-Assessment, Cataloguing and Records Management ; Legal/Paralegal-adjudication support, expert witness, court reporting, ADR (Mediation); Workers' compensation claims closeout; Injury Compensation, Unemployment Insurance claims processing. Administrative support services are provided via recruitment or by vendor staff. Providers must comply with applicable State and Local licensing or certification requirements as stated at the Customer Agency Task Order Level. Services include but are not limited to professional and clerical support and Surveys and Assessments which may be survey-based or licensed electronic subscription-based. This function also has the provision for providing professional and administrative services in support of management programs and projects including but not limited to facility management, office management. Services under this function include but are not limited to: Paralegal Support, Adjudication, Claims Processing, Transaction Analysis, Function Review Research and Analysis, office management support, facilities and operational staff support.

595-21 AGENCY HUMAN CAPITAL STRATEGY, POLICY, and OPERATIONAL PLANNING: Professional services include but are not limited to development of effective human capital management strategies and enhanced policy. This Function contains the following Sub-Functions A.1.1 Workforce Planning; A.1.2 Human Capital Strategy; A.1.3 Organization Design and Position Classification; A1.4 Diversity and Inclusion; A.1.5 Employee Engagement and Communications; A1.6 Organizational Development. Workforce Planning includes: Conducting traditional & web-based modeling and analysis of needs and future trends; and conducting human resource audits; and providing forecasting techniques through the use of experts, workforce skills assessment, trend projection and other forecasting methods. Human Capital Strategy includes identifying strategic HR needs, defining HR and business function roles and accountabilities, determining HR costs, Conducting both internal and external environmental scans; assisting in the development of human resources and human capital strategies and plan; researching and validating human resources policy and practices; managing current and future

work force competencies; developing workforce plans; developing succession plans; managing the human resources budget; providing human resources and human capital consultative support ; and measuring and improving human resources performance. Organizational Design and Position Classification provides for HR Management Consulting, Position Classification, Integration, Change Management, Internal Placement, Succession Planning, and Internships. Diversity and Inclusion services include providing HR Consulting, recruitment planning , workforce assessment, and assisting in the design of programs and review and integration Employee engagement and communications includes HR consulting services necessary to plan, and implementing programs and methodologies to enhance employee engagement, satisfaction, and effective communications, and improving individual and group dynamics, morale and team building, and internal and external social media utilization. Organization Development (Optimization) is a system-wide application and transfer of behavioral science knowledge to the planned development, improvement, and reinforcement of strategies, structures, and processes that lead to organization effectiveness. This function provides for HR Management Consulting, Change Management, and HR Process Improvement as well as transactional personnel actions that support Customer Agency goals.

595-28 SOCIAL SERVICES, PROFESSIONAL COUNSELING AND VETERANS' READJUSTMENT & BEHAVIORAL HEALTH SERVICES: Contractor provides comprehensive employee assistance and related social and behavioral health counseling and readjustment services including, but not limited to, traditional EAP, vocational and psychosocial rehabilitation, physical/occupational/educational therapy and outpatient recovery; personal and family support, wellness coaching, psychotherapy, including homeless counseling and placement services, emergency response and social advocacy services, educational and public health program administration, service registries (employment, daycare, etc); legal, benefit/compensation consultation in the areas of individual and family personal and financial enhancement. Provides Telemental Health counseling services which augments treatment and improves patient access using Telehealth channels. Provides licensed and credentialed personnel who provide case management behavioral health support leading to improved patient centered outcomes in the evaluation, assessment, treatment and rehabilitation of identified patient population individuals (i.e. multi-tour war theater veterans; disaster victims; incarcerated individuals delivered either in-the-home, in community based facilities or in correctional facilities), telephonically, via remote video and/or via telehealth, web-based and/or social media channels - in areas including but not limited to, substance abuse disorder (SUD), suicide prevention, depression, military sexual trauma (MST), Post-Traumatic Stress Disorder (PTSD) and/or Traumatic Brain Injury (TBI) and/or Polytrauma. Services may be all inclusive, separate, short and/or long term, bundled or unbundled.

Labor Category Descriptions

- **Project Director/ Senior Subject Matter Expert**

Minimum/General Experience: Minimum 12 years relevant experience.

Functional Responsibility: Serves as a consultant to executive management and senior program leadership. This position is responsible for developing and directing others in the planning and delivering of the relevant set of functional and management services. In this role, assures new concepts are developed and implemented. Develops solutions to unusually complex problems which impact organization objectives. Expert in the use of relevant analytical, methodological, and management tools needed to organize, perform, and deliver the services being provided including human resources and social services.

Minimum Education: Masters Degree or equivalent combination of education and experience in social science, public policy, or related disciplines.

- **Project Manager/Subject Matter Expert**

Minimum/General Experience: Minimum 10 years relevant experience.

Functional Responsibility: Leads large and/or complex project teams and provides services in one or more relevant service areas, including: consulting services, human resource services, social services, and program integration and project management services. Expert in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the human resources and/or social services being provided.

Minimum Education: Masters Degree or equivalent combination of education and experience in social science, public policy, or related disciplines.

- **Project Manager/Tech Lead**

Minimum/General Experience: Minimum 8 years relevant experience.

Functional Responsibility: Serves as project manager for a task order and assists with working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager or corporation, responsible for the overall management of the task order and insures that the technical solutions and schedules in the project are implemented in a timely manner. Provides leadership to project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel.

Minimum Education: Masters Degree or equivalent combination of education and experience in social science, public policy, or related disciplines.

- **Task Lead**

Minimum/General Experience: Minimum 6 years relevant experience.

Functional Responsibility: Provides leadership and technical direction to the team. Interacts with the client and provides advice and counsel and develops solutions to complex methodological problems. Provides technical quality control and oversight for team products and deliverables.

Minimum Education: Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Senior Associate**

Minimum/General Experience: Minimum 5 years relevant experience.

Functional Responsibility: Works independently under general supervision. Position requires a solid background in the technical area of expertise and/or quantitative skills, and good writing and communication skills. Structures an approach to project analysis requirements, and conducts and coordinates analysis. Supervises junior staff.

Minimum Education: Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Associate**

Minimum/General Experience: Minimum 4 years relevant experience.

Functional Responsibility: An advisor to senior management on industry best practices, methods, and approaches. Applies and develops of new concepts, methods, and techniques to obtain solutions. Plans and arranges schedule and budget for a project.

Minimum Education: Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Junior Associate**

Minimum/General Experience: Minimum 3 years relevant experience.

Functional Responsibility: Position requires a background in the technical area of expertise and/or quantitative skills, effective task participation, and good writing and communication skills. Works under close supervision and, over time, functions with greater independence. Collects, analyzes, and assesses quantitative and qualitative data, writes drafts of methods and approaches, summaries, evaluations, and results within the scope of the assignment. Coordinates progress with other work team members.

Minimum Education: Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Senior Research Support**

Minimum/General Experience: Minimum 2 years relevant experience.

Functional Responsibility: Provides expertise to significant and unique issues where the analysis of situations or data requires an evaluation of hard and soft information. Exercises independent judgment in developing research methods, techniques and evaluation criteria for obtaining results. Coordinates the activities of groups and often supervises the activities of other project staff.

Minimum Education: Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Administrative Support**

Minimum/General Experience: None.

Functional Responsibility: This position requires general experience and capabilities supporting project teams. Capable of working with close supervision to provide support for: typing, copying, meeting scheduling and similar related activities.

Minimum Education: Associates Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

- **Research Support**

Minimum/General Experience: None.

Functional Responsibility: Provides technical personnel with assistance in research, writing, and computer applications. Performs data collection, including acquiring data from clients per arrangements made by the task or contract manager, and data entry. Assists in the preparation and development of technical reports, deliverable products, and client briefings.

Minimum Education: Bachelor's Degree or equivalent combination of education and experience in social science, public policy, business or related disciplines.

Equivalent Experience Requirements for ICF Labor Categories

- Any combination of additional years of relevant experience plus full time college level study totaling four years will be an acceptable substitute for a Bachelors degree.
 - A Bachelors degree plus any combination of additional years of relevant experience and graduate level study totaling two years will be an acceptable substitute for a Masters degree.
 - Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.
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- Staff with highly relevant training and experience for a particular assignment may be considered to have additional years of experience for purposes of assignment to a labor category for that assignment.

Staff whose training and experience exceed the requirements of their role for a particular assignment may have their years of experience decreased for purposes of placement in a labor category for that assignment.

Schedule Pricelist

Category Title	Hourly Rate				
	2/18/14 - 2/17/15	2/18/15 - 2/17/16	2/18/16 - 2/17/17	2/18/17 - 2/17/18	2/18/18 - 2/17/19
Project Director/ Senior Subject Matter Expert	\$191.16	\$196.89	\$202.80	\$208.89	\$215.15
Project Manager/Subject Matter Expert	\$172.83	\$178.01	\$183.35	\$188.85	\$194.52
Project Manager/Tech Lead	\$124.35	\$128.08	\$131.92	\$135.88	\$139.96
Task Lead	\$119.96	\$123.56	\$127.27	\$131.09	\$135.02
Senior Associate	\$104.84	\$107.99	\$111.22	\$114.56	\$118.00
Associate	\$85.81	\$88.38	\$91.04	\$93.77	\$96.58
Junior Associate	\$78.84	\$81.21	\$83.64	\$86.15	\$88.74
Senior Research Support	\$71.47	\$73.61	\$75.82	\$78.10	\$80.44
Administrative Support	\$60.22	\$62.03	\$63.89	\$65.81	\$67.78
Research Support	\$49.32	\$50.80	\$52.32	\$53.89	\$55.51