

# GENERAL SERVICES ADMINISTRATION

## Federal Acquisition 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 is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

### Consolidated Schedule Federal Supply Group: CORP

**Contract Number: GS-00F-189CA**

**Contract Period: July 7, 2015 through July 6, 2020**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: Five years from effective date on SF1449



ICF Macro Inc.  
530 Gaither Road Suite 500  
Rockville, MD 20850

703-934-3632

703-934-3740

[www.icf.com](http://www.icf.com)

[igerber@icf.com](mailto:igerber@icf.com)

## About ICF Macro

ICF Macro, Inc. is a highly regarded professional services firm based in Rockville, Maryland. Since 1966, ICF Macro has successfully provided management, organization, and business improvement services to thousands of Government, corporate, and nonprofit clients. Our consultants are experts in various areas of consulting and research, as well as in developing exceptional support products. We strive to provide our customers with unparalleled service.

We use innovative marketing research and communications strategies to educate, inform, and move our clients' target audiences to action. We welcome the opportunity to assist your organization in planning and implementing full-service solutions to your marketing, media, and public information needs.

Whether you require a strategic marketing plan to increase public awareness of an issue, or you need to disseminate information about a new policy or program, ICF Macro provides a wide range of communications vehicles and channels to expand the reach and penetration of your messages. By using the science of market research and the principles of branding to inform our strategies and inspire the creative process, we can help you effectively communicate the value of your agency's work to employees, policymakers, and the public.

From short-term projects to long-range services...from radio and television to website design...from concept through delivery, ICF Macro provides the full range of services to meet your specific requirements. We have earned a reputation for the high quality, reliability, and responsiveness of our work. We look forward to working with you to achieve your organization's objectives.

For your convenience we have included contract and pricing information for your review. We look forward to working with you soon in achieving your objectives.

### Areas of Expertise Consulting and Research Areas

Action Learning	Business Process Reengineering	Support
Action Planning	Career Development	Communications Research
Actionable Recommendations	Change Management	Communities of Practice
Adaptive Services	Climate Assessment	Competency Identification
Affirmative Action Strategies	Climate Surveys	Competitive Strategy
Analysis Data Conversion	Coaching	Complex Systems
Assessment Centers	Coalition Building	Computer-Assisted Personal Interviewing (CAPI) Survey
Behavioral Feedback	Cognitive Interviewing Techniques	Computer-Assisted Telephone Interviewing (CATI) Survey
Behavioral Interviewing	Collaboration	Conflict Resolution/Consensus Building
Benefit Accuracy	Collective Learning	Content Management Systems
Best Practices/Benchmarking	Communications	Core Competencies
Branding	Communications	
Business Planning	Meeting/Conference	
Business Process Improvement		

Cost-Benefit and Cost-Effectiveness Evaluations  
Creativity  
Crisis Intervention  
Cross-Cultural/Diversity Issues  
Cross-Functional Collaboration  
Culture Assessment/Change  
Curriculum Development  
Customer Satisfaction/Loyalty  
Customer Service/Training Data  
Data Management  
Data Mining  
Data Quality Control/Cleaning  
Data Standardization  
Data Warehousing  
Database Administration  
Database Design  
Database Development  
Decision Processes  
Decision Support Services  
Decisionmaking  
Demographic Statistical Analysis  
Demography  
Developmental Assessment Centers  
Dialogue Sessions  
Disaster and Emergency Preparedness  
Disaster Recovery  
Disease Registries  
Dispute Resolution  
Diversity  
Diversity Training  
Editorial Services  
Effectiveness  
Effectiveness Assessment  
Efficiency Assessment  
Emotional Intelligence  
Employee Satisfaction/Loyalty  
Employee Surveys  
Empowerment  
Environmental Scanning  
Environmental Scans  
Epidemiological Studies  
Error-Prone Modeling  
Estimation  
Ethical Leadership  
Ethnographic Research  
Evaluability Assessment  
Evaluation

Evaluation Methodology  
Development  
Executive Coaching  
Executive Interviewing  
Executive Teams  
Exhibit Services  
Experimental Design  
Expert Elite Interviewing  
Facilitation  
Federal Enterprise Architecture (FEA)  
Guidelines  
Feedback  
Financial and Business Management  
Analysis  
Focus Group Best Practices  
Focus Group Facilitation  
Focus Group Recruitment  
Focus Group Research  
Focus Group Training  
Geographic Information Systems (GIS)  
Government Information Security  
Reform Act (GISRA)  
Government Performance and Results Act (GPRA)  
Graphic Design  
Graphic Presentation  
Development  
Group Facilitation  
Group/Team Development  
Health and Epidemiology Research  
Health Insurance Portability and Accountability Act (HIPAA)  
Heuristic Evaluation  
HIPAA Audits  
HIPAA Issues Management  
Health Outreach  
Health Registry  
Higher Education Statistics  
Human Relations Skills  
Human Resource Management  
Impact Evaluation  
Improper Payment Studies  
Imputation  
Income Verification

Individual Assessment/Performance Improvement  
Influence Skills (Processes)  
Information Architecture  
Information Media  
Information Tracking and Referral  
Innovation  
Innovative Reporting Mechanisms  
In-Person Interviewing  
Instructional Systems Design  
Instrument Development  
Interaction Design  
Intercept Surveys  
Interface Design  
Internet Focus Groups  
Internet Surveys/Web Surveys  
Interpersonal Skills (Effectiveness)  
Knowledge Acquisition  
Knowledge Management  
Knowledge Management Systems  
Large-Scale Change  
Leadership Development  
Leading Innovation  
Learning  
Literature Searches and Reviews  
Logic Modeling  
Management Development  
Market Research  
Marketing Planning  
Measurement  
Media Analysis  
Media Training  
Meeting Facilitation  
Mentoring  
Multivariate Analysis  
Networks of Learning  
NIST Standards  
OMB Best Practices  
Organizational Assessments  
Organizational Change  
Organizational Communications  
Organizational Development  
Organizational Learning  
Organizational Surveys  
Outcome Evaluation  
Outcomes

Outreach Strategy  
Outreach Strategy  
Implementation  
Participative Learning  
Partnership Building  
Performance Improvement  
Performance Management  
Performance Measurement  
Performance Measurement  
Systems  
Design  
Planning  
Policy Analysis and Evaluation  
Problem Diagnosis  
Process Evaluation  
Product Development  
Productivity Improvement  
Program  
Evaluation/Assessments  
Qualitative Research  
Quality Assurance  
Quality Management  
Quantitative Research  
Quasi-Experimental Design  
Questionnaire Development  
Record Matching  
Relationship Management  
Research and Evaluation Design  
Resistance to Change

Respondent Location  
Results  
Risk Assessment  
Sampling  
Secondary Analysis  
Security Assessment  
Security Maintenance  
Self-Directed Learning  
Self-Managed Teams  
Servant Leadership  
Situated Learning  
Social Marketing  
Software Testing and Evaluation  
Statistical Analysis and  
Tabulation  
Statistical Quality Assurance  
Statistics, Inferential and  
Descriptive  
Strategic Analysis  
Strategic Leadership  
Strategic Marketing  
Stress Management  
Succession Planning  
Survey Research and Analysis  
Tools  
Sustainable  
Systems Alignment/Change  
Systems Analysis  
Systems Thinking  
Team Building

Technical Writing and  
Copyediting  
Technology Assessments  
Training Action Planning  
Training Assessment/Evaluation  
Training Design  
Training Development  
Training Needs Analysis  
Transformational Leadership  
Trust (Organizational)  
Usability Evaluation  
Validation  
Values Clarification  
Verification  
Visioning  
Web-based Analytical Database  
Systems  
Web-based Data Collection and  
Reporting Systems  
Web-based Distance Monitoring  
Website Best Practices  
Website Design  
Website Development  
Website Evaluation  
Website Hosting  
Workflow Analysis  
Workforce Development  
Workplace Violence

## **Training Customization and Education Technology Areas**

CD-ROM  
Computer-Based Training (CBT)  
Course Customization  
Curriculum Development  
Distance Learning  
Internet Training  
Intranet Training  
Multimedia Training  
Traditional Evaluation  
Training Teleconferencing  
Training Videoconferencing  
Training Videos  
Workforce Training

**Contractor:** ICF Macro, Inc.  
530 Gaither Road, Suite 500  
Rockville, MD 20850 1478

**Business Size:** Large Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** 1-703-934-3632  
**Extension:**  
**FAX Number:** 1-703-218-2547  
**Web Site:** www.icf.com  
**E-mail:** igerber@icf.com  
**Contract Administration:** Ilene Gerber

**CUSTOMER INFORMATION:**

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

SIN	Recovery	Geographic Coverage	SIN Description
541-1000	541-1000RC	Worldwide	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
541-4A	541-4ARC	Worldwide	Market Research and Analysis
541-5	541-5RC	Worldwide	Integrated Marketing Services
874-1	874-1RC	Worldwide	Integrated Consulting Services
874-4	874-4RC	Worldwide	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

**1b. Prices shown in price list are nets, all discounts deducted, and valid for all domestic areas. See Item 6.**

**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 N/A**

**2. Maximum Order:** \$1,000,000.00. For orders in excess of \$1,000,000, which may be placed, please contact ICF Macro, Inc. for additional information.

\*Under federal supply schedules, this amount represents the amount over which agencies are encouraged to seek price reductions. There is no price ceiling on individual task orders or on the maximum total amount that can be ordered under this contract.

3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and International Delivery. For SIN scope please see table in section 1a.
5. **Point(s) of production (city, county, and state or foreign country):** Same as company icf
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** 0% - Net 30 days.
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500

ICF Macro, Inc. accepts the government purchase card. No additional discounts are offered for payment by government purchase card.

10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** ICF Macro, Inc. will adhere to the delivery schedule as specified by the agency s purchase order.
- 11b. **Expedited Delivery.** Contact ICF Macro, Inc. for expedited delivery.
- 11c. **Overnight and 2-day delivery.** Contact ICF Macro, Inc. for rates for overnight and two-day delivery.
- 11d. **Urgent Requirements.** Contact ICF Macro, Inc. to expedite urgent requirements.
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor

**13b. 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](http://fss.gsa.gov/schedules)).

**14. Payment address(es):**

<b>Account Name</b>		ICF Consulting Group, Inc.
<b>Bank Name</b>		PNC Bank
<b>Bank Address</b>		800 17 <sup>th</sup> Street NW Washington, DC 20006
<b>Domestic EFT</b>	<b>ABA Number</b>	031207607
	<b>Account Number</b>	80-2637-4453
<b>International EFT</b>	<b>Swift Code</b>	PNCCUS33
	<b>Account Number</b>	80-2637-4453
<b>Payment by Check</b>	<b>Standard</b>	ICF Consulting Group, Inc. P.O. Box 775367 Chicago, IL 60677-5367
	<b>Overnight</b>	PNC Bank c/o ICF Consulting Group, Inc. Lockbox 775367 350 East Devon Avenue Itasca, IL 60143

**15. Warranty provision:** Standard Commercial Warranty: ICF Macro, Inc. warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.

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

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

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

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

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

**20a. Terms and conditions for any other services (if applicable):** N/A

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

- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 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. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 066783721
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered
- 27. Overseas Contact:** Jane Ketchum, Contract Manager, 530 Gaither Road Ste 500, Rockville, MD 20850-1478, Phone: 301-572-0890, Fax: 301-367-6330, e-Mail: [jane.ketchum@icf.com](mailto:jane.ketchum@icf.com)



# Advertising & Integrated Marketing Solutions (AIMS)

## 541 4A: Market Research and Analysis

Every successful marketing or media campaign— regardless of its topic or target audience— owes its success to a solid foundation in research. ICF Macro Inc. can help you develop the reliable research data you need to identify and fully understand your target audiences and the best ways to reach them, to establish marketing objectives, and to plan strategies and tactics to meet these objectives.

As needed, we can provide—

- Study Design
- Surveys and Data Collection
  - Telephone Interviews (CATI)
  - Mail Surveys
  - Internet Surveys
  - Intercept Surveys
  - In-Person Interviews (CAPI)
  - Focus Groups
- Customized Data Analysis and Reporting
- Customer Satisfaction, Loyalty, and Tracking Studies
- Employee Studies
- Market Trends and Analysis
- Benchmarking
- Customer Value Analysis
- Social Marketing Strategic Planning
- Image Assessments
- Usage and Attitude Studies
- Brand Equity Research
- Brand Architecture Assessments
- Public Opinion Tracking
- General Population Surveys
- Advertising Effectiveness
- Audience Research
- Audience Testing
- Audience Profiles
- Marketing and Communications Planning
- Message Development and Testing
- Copy Testing
- Media Saturation
- Media Analysis and Planning
- Media Audits
- Youth Attitude and Behavior Studies
- Product Testing
- Ethnographic Research
- Case Studies
- Cognitive Interviews
- Participant Observation
- Demographic Surveys
- Health Research
- Formative Research
- Evaluation Services
- Process Evaluation
- Outcome Evaluation
- Central Location Tests
- Statistical Modeling
- Content Analysis
- Domain Analysis
- Program Evaluation

## 541 5: Integrated Marketing Services

From conceptualization to execution, Macro Inc. provides all phases of marketing, media, and public information services. Whether your agency's communications objectives call for social marketing or traditional marketing strategies...internal or external communications... print, broadcast, or web-based materials, we provide the full range of integrated marketing solutions to meet your needs, including—

- Strategic Marketing Programs
  - Audience-based Strategic Marketing Plans
  - Market Assessment
- Branding Awareness Development
- Brand Strategy Management
- Organizational Communications
  - Internal Communications Strategy
  - Campaign Execution
  - Campaign Support
- Knowledge Communications
- Integrated Marketing and Communication
- Strategy Development
- Campaign Development
- Creative Strategies
- Positioning Strategies
- Advertising Development and Placement
- Message Development
- Creative Design and Execution
- Copywriting
- Art Direction
- Graphic Art and Design
  - Brochures/Pamphlets
  - Booklets
  - Calendars
  - Fliers
  - Posters
  - Annual Reports
  - Billboards, Banners, Signs
  - Bulletins/Newsletters
  - Illustration
  - Studio Photography
  - Stock Image Purchasing
  - Conference Materials

## **AIMS SIN 541-4A/541-4RC & 541-5/541-5RC Labor Category Descriptions**

- **Level I**

**Minimum/General Experience/Education:** Minimum 10 years of relevant work experience with a Master's Degree and have highly specialized areas of expertise.

**Functional Responsibility:** Senior level corporate officers and expert consultants whose functional role on projects may include, but are not limited to – high level subject matter expertise in a content area or creative specialty, leading strategic communication initiatives and campaigns; creative directors that oversee and manage teams; act as primary interface with clients. This role would typically provide executive vision, leadership, and management oversight of the project.

- **Level II**

**Minimum/General Experience/Education:** Minimum 7 years of relevant work experience with a Master's Degree or 10 years of relevant work experience with a Bachelor's Degree and have highly specialized areas of expertise.

**Functional Responsibility:** Senior management staff or technical experts who are responsible for overall direction and management oversight of project operations and whose final approval is required on all commitments of ICF Macro's corporate resources. Functions of this role may include, but are not limited to – project management, and the maintenance of an integrated project management structure; envisioning strategic communications initiatives and campaigns; subject matter expertise, including knowledge of the latest media and digital marketing channels, knowledge of content areas such as public health or a creative specialty; implementing the vision; and managing and supporting staff to meet project objectives. This role may include technical specialists that provide leadership and guidance on IT and web-based media strategies.

- **Level III**

**Minimum/General Experience/Experience:** Minimum 5 years of relevant work experience with a Master's Degree or 8 years of relevant work experience with a Bachelor's Degree and have highly specialized areas of expertise.

**Functional Responsibility:** Senior technical staff who are responsible for all phases, activities, staffing, and outcomes involved in a project, including budget management, for the entire project. Functional roles at this level may include research and requirements gathering, conceptual and stylistic direction and implementation of communication and media initiatives/campaigns, developing relationships with media and clients, developing editorial or graphic products, and guiding junior staff.

- **Level IV**

**Minimum/General Experience/Education:** Minimum 3 years of relevant work experience with a Master's Degree or 6 years of relevant work experience with a Bachelor's Degree and have specialized areas of expertise.

**Functional Responsibility:** : Senior midlevel staff whose well defined technical skills and experience in both general and specialized subject matter provide expertise that is critical to a project's success. Functional responsibilities may include implementing and supporting media initiatives (web, print, Etc.), supporting the planning, rollout, and evaluation of campaigns; guiding junior staff; developing graphic and editorial content provide administrative and operational support.

- **Level V**

**Minimum/General Experience/Education:** Minimum 1 years of relevant work experience with a Master's Degree or 2 years of relevant work experience with a Bachelor's Degree.

**Functional Responsibility:** Functional responsibilities may include implementing and supporting media initiatives (web, print, etc.), providing support for rollout, evaluating initiatives/campaigns; providing administrative and operational support; developing graphic and editorial content. This level typically operates under guidance from senior staff.

- **Level VI**

**Minimum/General Experience/Education:** Minimum 1 year of relevant work experience with a Bachelor's Degree.

**Functional Responsibility:** This level typically functions as general administrative and operational support for projects and initiatives, which may include editorial development, graphics, database maintenance, and quality assurance; may provide research initiatives.

- **Level VII**

**Minimum/General Experience/Education:** Introductory position requiring no relevant experience with a High School Degree or equivalent.

**Functional Responsibility:** This position provides general administrative support, including word processing, filing, graphics support, database maintenance, and quality assurance; may provide research initiatives.

## Pricing for SINS 541 4A, 541 5 and 541 1000

SIN(s)	Awarded AIMS Labor Category	Site	7/7/2015 to 7/6/2016 Year 1	7/7/2016 to 7/6/2017 Year 2	7/7/2017 to 7/6/2018 Year 3	7/7/2018 to 7/6/2019 Year 4	7/7/2019 to 7/6/2020 Year 5
541-4A, 541-4ARC, 541-5, 541-5RC	Level I	Both	\$230.91	\$237.84	\$244.97	\$252.32	\$259.89
541-4A, 541-4ARC, 541-5, 541-5RC	Level II	Both	\$175.08	\$180.33	\$185.74	\$191.31	\$197.05
541-4A, 541-4ARC, 541-5, 541-5RC	Level III	Both	\$119.25	\$122.83	\$126.51	\$130.31	\$134.22
541-4A, 541-4ARC, 541-5, 541-5RC	Level IV	Both	\$103.21	\$106.31	\$109.50	\$112.78	\$116.16
541-4A, 541-4ARC, 541-5, 541-5RC	Level V	Both	\$87.17	\$89.79	\$92.48	\$95.25	\$98.11
541-4A, 541-4ARC, 541-5, 541-5RC	Level VI*	Both	\$79.29	\$81.67	\$84.12	\$86.64	\$89.24
541-4A, 541-4ARC, 541-5, 541-5RC	Level VII*	Both	\$54.10	\$55.72	\$57.39	\$59.12	\$60.89

\*Denotes categories subject to Service Contract Act

### Equivalent Experience Requirements for AIMS 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.
- 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.

**Other Direct Costs**

**541-1000**

**Media Placement:**

7 Minute Video would cost approximately \$43,990 'Not to Exceed'

60 Seconds Radio Spot in Prime Drive time with a National network of radio stations would cost \$17,600 'Not to Exceed'

60 Seconds Radio Spot in Nonprime/fringe time with a local station would cost \$630 'Not to Exceed'

30 Seconds TV Spot in prime time at a local station would cost \$87,900 'Not to Exceed'

30 Seconds TV Spot in fringe time at a local station would cost \$9,560 'Not to Exceed'

**Media Buying Commission:** ICF Macro, Inc. will not use the commercial practice of charging a commission on media buys. All media commission and any quantity discounts received by ICF Macro, Inc. will be rebated back to the Agency.

**Full Service Marketing, Media and Public Information**

Total Project Cost \$252,599.85 'Not To Exceed'

Description includes the following:

Consultants	Ground Transportation	Postage
Telephone	FAX	Course Training Material
Delivery	Freight Service	Meeting Facilitation
Books & Publication	Strategic Planning	Conference
Computer Supplies	Seminar	
Meeting Cost	Reproduction	

# Mission Oriented Business Integrated Services (MOBIS)

## 874 1: Integrated Consulting Services

**874 4: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships**

## MOBIS SIN 874-1/874-1RC & 874-4/874-4RC Labor Category Descriptions

- **Level I, Executive Manager**

**Minimum General Experience:** At least 15 years of progressively more responsible experience in managing complex, time-sensitive projects, including those with multiple activities, tasks and deliverables.

**Functional Responsibility:** Executives responsible for overall direction and management oversight of project operations and whose final approval is required on all project commitments for ICF Macro. Responsible for directing financial activities and overseeing project development with ultimate responsibility for ensuring completion of all work products and deliverables on time, within budget, and to the client's satisfaction, and for providing technical advisory and consultation expertise.

**Minimum Education:** MA, MS, or MBA in relevant content fields as appropriate to the project.

- **Level II, Technical Director**

**Minimum General Experience:** At least 10 years of progressively more responsible experience in the primary discipline required by the project. Demonstrated ability to manage numerous complex and time-sensitive project activities and tasks simultaneously.

**Functional Responsibility:** Senior managers and principals responsible for all phases, activities, staffing, and outcomes involved in a project, including budget management for the entire project. Responsible for managing technical tasks to meet all deadlines, budgets, and project requirements, and ensuring that problems encountered during the course of a project are identified, remedied, and prevented from reoccurrence.

**Minimum Education:** BA or BS in relevant content fields as appropriate to the project. In many cases, Technical Directors have Masters-level degrees or the equivalent.

- **Level III, Senior Project Manager or Principal Investigator or Senior Subject Matter Expert**

**Minimum General Experience:** Typically 8-10 years or more of progressively responsible experience in the primary discipline required by the project and/or in project and task

management. Demonstrated experience directly producing client deliverables with limited technical supervision.

**Functional Responsibility:** Senior project managers, principal investigators, senior subject matter experts, and other project leaders whose well-defined technical skills in both general and specialized subject matter provide expertise that is critical to a project's success. Responsible for providing technical leadership for projects. Ensures standards of quality and applicability to project goals and client specifications are met within the context of the applicable technical field.

**Minimum Education:** BS as appropriate. In many cases, Level III personnel have Masters-level degrees or the equivalent.

- **Level IV, Task Manager or Team Leader or Mid-Level Consultant/Analyst/Trainer**

**Minimum General Experience:** At least 6 years of progressively responsible experience in technical work similar to the project.

**Functional Responsibility:** Responsible for coordinating all tasks and activities of a project to ensure accurate communication between client and contractor staff, identifying and resolving issues as they arise, alerting specialists to changes in project scope, and generally ensuring the quality and timeliness of each deliverable. Demonstrated ability to manage technical tasks. Has knowledge of and experience in related functional areas addressed by the project, general knowledge of Government contracting practices, environments, standards, and procedures. Excellent written and oral communication skills and an ability to work and communicate effectively with ICF Macro's technical and managerial staff, as well as client staff. Produces client deliverables with technical supervision from Levels I-III managers and experts.

**Minimum Education:** BA or BS in appropriate technical field.

- **Level V, Associates**

**Minimum General Experience:** Bachelors degree or at least 2 years of experience in related project work.

**Functional Responsibility:** Trainers, researchers, consultants, and analysts at the associate level. Complete technical work as assigned under close technical supervision by Levels I-IV personnel.

**Minimum Education:** BA or BS in appropriate technical field.

- **Level VI, Administrative Support**

**Minimum General Experience:** At least 18 months of experience performing clerical and administrative duties on Government contracts.



**Functional Responsibility:** Graphic design generalists, desktop publishers, production and word processing staff, administrative assistants, editors, and other project support staff. Duties include formatting and preparing final deliverables including reports, tables, spreadsheets and presentations. Original documents are normally prepared by technical staff, then edited by Level VI staff, and prepared for final production. Supervise all elements of final production including printing and duplicating, shipping, etc. May include coordination of schedules and meetings, note taking, filing, writing business correspondence, and other general office work.

**Minimum Education:** High school degree and specialized training in office software products such as MS Word, PowerPoint, and Excel.

- **Level VII, Telephone Interviewers**

**Minimum General Experience:** Entry Level

**Functional Responsibility:** Staff conducting telephone interviews for data collection tasks associated with research and evaluation projects. Interviewers complete a basic training program that covers interviewing techniques and protocols used at ICF Macro, are closely supervised and monitored, and receive project-specific training for each separate data collection project. Duties include telephone interviewing for specified populations as defined by the project and as designed by the research management staff. Interviewers input interviewee responses into an online system, including open-ended comments and remarks as specified in the research methodology.

**Minimum Education:** High school degree.

## Pricing for SINS 874 1 and 874 4

SIN	Awarded MOBIS Labor Category	Site	Mod effective date to 7/6/2017	7/7/2017 to 7/6/2018	7/7/2018 to 7/6/2019	7/7/2019 to 7/6/2020
			Year 2	Year 3	Year4	Year 5
874-1, 874-1RC, 874-4, 874-4RC	Level I, Executive Officer	Both	\$239.95	\$244.75	\$249.64	\$254.64
874-1, 874-1RC, 874-4, 874-4RC	Level II, Technical Director	Both	\$142.87	\$145.73	\$148.64	\$151.61
874-1, 874-1RC, 874-4, 874-4RC	Level III, Senior Project Manager	Both	\$101.48	\$103.51	\$105.58	\$107.69
874-1, 874-1RC, 874-4, 874-4RC	Level IV, Task Manager	Both	\$83.20	\$84.86	\$86.56	\$88.29
874-1, 874-1RC, 874-4, 874-4RC	Level V, Associate	Both	\$70.77	\$72.19	\$73.63	\$75.10
874-1, 874-1RC, 874-4, 874-4RC	Level VI, Administrative Support*	Both	\$57.12	\$58.27	\$59.43	\$60.62
874-1, 874-1RC,	Level VII, Telephone Interviewers*	Both	\$42.62	\$43.47	\$44.34	\$45.23

\*Denotes categories subject to Service Contract Act

### Equivalent Experience Requirements for MOBIS 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.
- 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 on a one-for-one basis.

### Service Contract Act (SCA) Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	Wage Determination Number
<b>SINs 874-1/874-1RC, 874-4/874-4RC:</b>		
MOBIS Level VI, Administrative Support	01020 – Administrative Assistant	05-2103
MOBIS Level VII, Telephone Interviewers	01420 – Survey Worker	05-2547
<b>SINs 541-4A/541-4ARC, 541-5/541-5RC:</b>		
AIMS Level VI	01020 – Administrative Assistant	05-2103
AIMS Level VII	01313 – Secretary III	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly