

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.

**Multiple Award Schedule  
FSC Group: Professional Services**

**Contract Number: GS-00F-010CA**

**Contract Period: 12/24/2014 thru 12/23/2024**

**Price list current as of Modification #PS-A812 effective 4/7/2020**

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

ICF Incorporated, LLC  
9300 Lee Highway  
Fairfax, VA 22031

Business Size: Large Business

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## About ICF

ICF is a global consulting services company with over 7,000 specialized experts. ICF has business analysts and policy specialists working together with digital strategists, data scientists and creatives bringing unmatched industry expertise with cutting-edge engagement capabilities to help organizations solve their most complex challenges. Since 1969, public and private sector clients have worked with ICF to navigate change and shape the future.

### **Distinguished across domains**

ICF brings clients a distinctive combination of program and technical expertise. We provide professional services and technology-based solutions to government and commercial clients, including management, marketing, technology, and policy consulting and implementation services. We help our clients conceive, develop, implement, and improve solutions that address complex business, natural resource, social, technological, and public safety issues. Our services primarily support clients that operate in four key markets:

- Energy, Environment, and Infrastructure;
- Health, Education, and Social Programs;
- Safety and Security; and
- Consumer and Financial.

We perform work for both government and commercial clients. Our government clients include U.S. federal agencies, state and local governments, as well as governments outside the U.S. Our clients utilize our services because we offer a combination of deep subject matter expertise, technical solutions, and institutional experience which ensures that our solutions are beneficial. We believe that our domain expertise and the program knowledge developed from our advisory engagements further position us to provide our full suite of services.

# Terms and Conditions

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

NEW SIN	SIN Description
541330ENG	Engineering Services
541715	Engineering Research and Development and Strategic Planning
541420	Engineering System Design and Integration
541380	Testing Laboratory Services
541611	Management, Financial, Acquisition, Grants Management, and Business Program/Project Management Services
611430	Professional and Management Development Training
531210	Financial Asset Resolution Services
541620	Environmental Consulting Services
562910REM	Environmental Remediation Services
541810	Advertising Services
541810ODC	Other Direct Costs for Marketing and Public Relations Services
541820	Public Relations Services
541910	Market Research and Analysis
512110	Video/Film Production
541850	Exhibit Design and Advertising Services
561920	Conference, Meeting, Event and Trade Show Planning Services
541613	Marketing Consulting Services
54151S	Information Technology Professional Services
541690E	Energy Consulting Services
611512	Flight Training
OLM	Order-Level Materials (OLMs)

**1b. Pricelist:** Included

**1c. Hourly Rates, Labor Category Descriptions:** Included

**2. Maximum Order:** \$1,000,000.00. 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 (delivery Area):** World Wide Services

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

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

- 7. **Quantity discounts:** 2% on orders equal to or exceeding \$1 million
- 8. **Prompt payment terms:** Net 30 days.  
**Information for Ordering Offices:** Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9. **Foreign items:** None

10a. **Time of Delivery:** Specified on the Task Order

10b. **Expedited Delivery.** Contact Contractor

10c. **Overnight and 2-day delivery.** Contact Contractor

10d. **Urgent Requirements.** Contact Contractor

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

**12a. 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  
Ilene.Gerber@icfi.com

12b. **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.

**13. Payment address:**

<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

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

15. **Export packing charges:** Not applicable

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

- 17. Terms and conditions of installation:** Not applicable
- 18a. Terms and conditions of repair parts indicating date of parts prices lists and any discounts from list prices:** Not applicable
- 19. Terms and conditions for any other services:** Not applicable
- 20. List of service and distribution points:** Not applicable
- 21. List of participating dealers:** Not applicable
- 22. Preventative maintenance:** Not applicable
- 23a. Special attributes such as environmental attributes:** Not applicable
- 23b. Section 508 compliance information location:** 9300 Lee Highway, Fairfax, VA 22031
- 24. Data Universal Numbering System (DUNS) number:** 072648579
- 25. Notification regarding registration in System for Award Management (SAM):**  
ICF is registered in SAM (System for Award Management)

## **Professional Services – Technical and Engineering Services (non-IT)**

ICF helps agencies manage all professional engineering services throughout the systems lifecycle. We provide systems engineering and management support for a variety of technology programs. Our systems engineering support covers all program and acquisition phases, from research and development through preliminary design, detailed design, production, and deployment.

### **541380: Testing Laboratory Services**

Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services.

Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences).

### **541330ENG: Engineering Services**

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

### **541715: Engineering Research and Development and Strategic Planning**

Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.

Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting.

## **541420: Engineering System Design and Integration Services**

Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.

Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis.

## **Labor Category Descriptions for Professional Engineering Services**

**General Conditions:** All personnel provided for a service category will meet or exceed the specified qualifications. Regarding the qualifications for personnel in each service category, a year of college education is the equivalent of a year of relevant work experience. Off-site/field rates are applicable to dedicated telecommuters or contractor personnel physically officed at client site.

### **Supervisor/Senior Vice President**

**General Experience:** Minimum 10 years of progressive Engineering or Scientific experience, including at least three projects in technical areas, including those in the SOW.

**Specialized Experience:** Minimum of 5 years of supervision of substantial Engineering or Scientific projects or services in specialized technical leadership. Three years experience required in engineering services, including people of various job categories and skills. Individual has a history of successful major project leadership and customer satisfaction.

**Functional Responsibility:** Ensures problem resolution and customer satisfaction for large, complex delivery orders. Provides supervisory, technical, and administrative direction for personnel performing task order. Defines new-hire requirements, corporate staff needs and development, and initiates complex intersectional projects.

**Minimum Education:** Master's Degree

### **Principal Engineer/Scientist**

**General Experience:** Minimum of 10 years of progressive Engineering or Scientific experience in specialized technical leadership positions, including technical areas included in the SOW.

**Specialized Experience:** Minimum of 5 years in specialized technical leadership positions performing and guiding substantial Engineering or Scientific projects. A recognized authority in a technical field, capable of independent work, establishing new methodologies and project strategy development. This experience has been in major Engineering or Scientific developments involving new methodologies or standards.



**Functional Responsibility:** Ensures problem resolution and customer satisfaction resolving unique and difficult methodologies; provides technical direction for personnel performing task order.

**Minimum Education:** Master's Degree

#### **Program Manager – Engineer/ Scientist**

**General Experience:** Minimum of 7 years of progressive Engineering or Scientific experience including at least three projects in technical areas included in the SOW.

**Specialized Experience:** Minimum of 4 years of supervision of substantial tasks of Engineering or Scientific projects related to the individual's subject matter expertise. A proven track record of successful leadership.

**Functional Responsibility:** Serves as senior supervisor in relevant project areas. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of technical areas in the SOW. Subjects shall include but not be limited to design, architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Provides written and oral reports to Contractor management and Government representatives, including the Government COR.

**Minimum Education:** Master's Degree

#### **Engineer/Scientist – Level II**

**General Experience:** More than 5 years of progressive Engineering or Scientific program experience in the work described in the proposed SINs.

**Functional Responsibility:** Works without supervision to develop requirements of a work product from inception to conclusion, and been placed in a task leadership role at least once. Develops required work products for simple to complex problems.

**Minimum Education:** Bachelor's Degree

#### **Engineer/Scientist – Level I**

**General Experience:** Up to 5 years of progressive Engineering or Scientific program experience in the work described in the proposed SINs.

**Functional Responsibility:** Works without supervision to develop requirements of a work product from inception to conclusion. Develops required work products for simple to moderately complex problems.

**Minimum Education:** Bachelor's Degree

#### **Research Analyst**

**General Experience:** Up to 2 years of Engineering, Scientific, or specialty program experience in work described in the proposed SINs. Should have academic knowledge or recent college degree related to technical areas described in the SINs.

**Functional Responsibility:** Works under general supervision to develop requirements of a work product from inception to conclusion. Develops required work products for simple to moderately complex tasks.

**Minimum Education:** Bachelor's Degree

#### **Technician**

**General Experience:** Five years of progressive Engineering and Scientific experience including at least five projects in technical areas included in the SOW.

**Functional Responsibility:** Responsible for setting up test equipment, fabricating and assembling prototypes, and carrying out testing under the general supervision of engineering manager on projects. Prepares and makes briefings and presentations.

**Minimum Education:** Associate’s Degree or Formal Accreditation

**Program Administrator**

**General Experience:** Two years of experience performing general office administration functions or managing the cost control data associated with project administration.

**Functional Responsibility:** Works with supervision, developing a work product that details costs to control measures for a project, (i.e., EVMS).

**Minimum Education:** Associate’s Degree

**Information Specialist**

**General Experience:** Minimum of 2 years of experience in conducting research using technical and scientific journals.

**Functional Responsibility:** Works without supervision, developing a work product that assimilates information from all forms of electronic and paper mediums.

**Minimum Education:** Associate’s Degree

**Graphics Specialist**

**General Experience:** Minimum of 2 years of experience in graphics slide development or document production.

**Functional Responsibility:** Works under general supervision, developing the requirements of a work product from inception to conclusion.

**Minimum Education:** Bachelor’s Degree

**Administrative Assistant**

**General Experience:** Minimum of 4 years of experience in a variety of office-related duties, including typing, filing, copying, delivery, mailing, etc.

**Functional Responsibility:** Performs a variety of office-related duties, including typing, filing, copying, delivery, mailing, etc.

**Minimum Education:** High School Diploma

**Pricing for SINS 541330ENG, 541715, and 541420**

3/31/2020- 12/23/2020	12/24/2020- 12/23/2021	12/24-2021- 12/34/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
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Contractor Site Rates

541330ENG, 541715, 541420	Supervisor/Senior Vice President	\$339.21	\$348.03	\$357.08	\$366.36	\$375.89
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541330ENG, 541715, 541420	Principal Engineer/Scientist	\$300.75	\$308.57	\$316.59	\$324.82	\$333.27
541330ENG, 541715, 541420	Program Manager – Engineer/Scientist	\$194.97	\$200.04	\$205.24	\$210.58	\$216.05
541330ENG, 541715, 541420	Engineer/Scientist – Level II	\$155.50	\$159.54	\$163.69	\$167.95	\$172.31
541330ENG, 541715, 541420	Engineer/Scientist – Level I	\$121.67	\$124.83	\$128.08	\$131.41	\$134.83
541330ENG, 541715, 541420	Research Analyst	\$103.80	\$106.50	\$109.27	\$112.11	\$115.02
541330ENG, 541715, 541420	Technician	\$91.34	\$93.71	\$96.15	\$98.65	\$101.22
541330ENG, 541715, 541420	Program Administrator	\$82.04	\$84.17	\$86.36	\$88.61	\$90.91
541330ENG, 541715, 541420	Information Specialist	\$93.54	\$95.97	\$98.47	\$101.03	\$103.65
541330ENG, 541715, 541420	Graphics Specialist	\$102.24	\$104.90	\$107.63	\$110.42	\$113.29
541330ENG, 541715, 541420	Administrative Assistant	\$82.56	\$84.71	\$86.91	\$89.17	\$91.49

3/31/2020- 12/23/2020	12/24/2020- 12/23/2021	12/24/2021- 12/34/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
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Client Site Rates

541330ENG, 541715, 541420	Supervisor/Senior Vice President	\$252.27	\$258.83	\$265.56	\$272.46	\$279.55
541330ENG, 541715, 541420	Principal Engineer/Scientist	\$223.68	\$229.50	\$235.46	\$241.58	\$247.87
541330ENG, 541715, 541420	Program Manager – Engineer/Scientist	\$145.00	\$148.77	\$152.64	\$156.61	\$160.68
541330ENG, 541715, 541420	Engineer/Scientist – Level II	\$115.65	\$118.66	\$121.74	\$124.91	\$128.15
541330ENG, 541715, 541420	Engineer/Scientist – Level I	\$90.48	\$92.83	\$95.25	\$97.72	\$100.26
541330ENG, 541715, 541420	Research Analyst	\$77.19	\$79.20	\$81.26	\$83.37	\$85.54
541330ENG, 541715, 541420	Technician	\$67.92	\$69.69	\$71.50	\$73.36	\$75.26
541330ENG, 541715, 541420	Program Administrator	\$61.01	\$62.60	\$64.22	\$65.89	\$67.61

541330ENG, 541715, 541420	Information Specialist	\$69.57	\$71.38	\$73.23	\$75.14	\$77.09
541330ENG, 541715, 541420	Graphics Specialist	\$76.04	\$78.02	\$80.05	\$82.13	\$84.26
541330ENG, 541715, 541420	Administrative Assistant	\$61.40	\$63.00	\$64.63	\$66.31	\$68.04

**Service Contract Labor Standards (SCLS) Matrix for SINS 541330ENG,  
541715, and 541420**

<b>SCLS Eligible Contract Labor Category Title</b>	<b>SCLS Occupation Code - Title</b>	<b>WD (Wage Determination) #</b>
Research Analyst	01113 - General Clerk III	2015-4281
Technician	30085 - Engineering Technician V	2015-4281
Administrative Assistant	01020 - Administrative Assistant	2015-4281
<p>The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract.</p>		

## **Professional Services – Business Administrative Services**

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

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

### **SIN 611430 – Professional and Management Development Training:**

Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites:

<https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR

<http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA

## **Labor Category Descriptions for SINS Management Consulting 541611 and Professional and Management Development Training 611430**

### **Principal Consultant**

**General Experience:** Experience includes leading large and/or complex project teams and providing services in one or more relevant service areas, including: consulting services, facilitation services; survey services; training 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 services being provided, such as ICF Consulting's ASPIRE Method and Model, statistical analysis software packages, instructional system design methodologies, or evaluation methodologies.

**Minimum Experience:** 10 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** This position is responsible for planning and delivering the relevant set of services. In this role, this person understands the customer requirements, translates those requirements into plans for performing services, supervises the performance of services, performs services, provides advice and counsel, and provides quality control and oversight. Under circumstances in which the project allows (such as the services being relatively straightforward), this position may delegate a portion of this role to the Senior Consultant, while retaining overall responsibility for the services being provided.

**Minimum Education:** Master's Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Senior Consultant**

**General Experience:** Experience includes assisting in leading project teams and providing services in one or more relevant service areas, including: consulting services, facilitation services; survey services; training services; and program integration and project management services. Proficient in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, such as ICF Consulting's ASPIRE Method and Model, statistical analysis software packages, instructional system design methodologies, or evaluation methodologies.

**Minimum Experience:** Six years of relevant work experience in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

**Functional Responsibility:** For large and complex requirements, this position assists the Principal Consultant. For smaller and/or straightforward requirements, this position may have lead responsibility for planning and delivering the relevant set of services, with review by the Principal Consultant. In this role, this person understands the customer requirements, translates those requirements into plans for performing services, supervises the performance of services, performs services, and provides quality control and oversight.

**Minimum Education:** Masters Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Consultant**

**General Experience:** This position requires experience working on project teams to provide services in one or more relevant service areas, including: consulting services, facilitation services; survey services; training services; and program integration and project management services. With direction from project leaders, capable of using relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, such as ICF Consulting's ASPIRIE Method and Model, statistical analysis software packages, or evaluation methodologies.

**Minimum Experience:** Four years of relevant work experience in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

**Functional Responsibility:** With direction from project leaders, perform tasks, including collection of quantitative and qualitative data from public sources, experts, and other sources, analysis and assessment of qualitative and quantitative data, writing of methods, approaches, summaries, evaluations and results, research on relevant topics to support the services being provided, and presentations for the relevant set of services. May assist in organizing sub-task approaches and schedules with direction from, and under the supervision of, project leaders. Reports to the Principal or Senior Consultant.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Junior Consultant**

**General Experience:** Experience includes working on project teams to provide services in one or more relevant service areas, including: consulting services, facilitation services; survey services; training services; and program integration and project management services. Under direction from project leaders, capable of assisting in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, such as ICF Consulting's ASPIRIE Method and Model, statistical analysis software packages, or evaluation methodologies.

**Minimum Experience:** Two years of relevant work experience in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

**Functional Responsibility:** With direction from project leaders, assists in performing tasks on a closely directed basis, including collection of quantitative and qualitative data, analysis and assessment of quantitative and qualitative data, writing of drafts of methods, approaches, summaries, evaluations and results, and research for the relevant set of services.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Training Specialist**

**General Experience:** As a junior staff person, this position has limited fulltime work experience, which may include working on project teams to provide relevant services. With close supervision from project leaders, capable of assisting in data collection, analysis and writing.

**Minimum Experience:** One year of relevant work experience in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

**Functional Responsibility:** Works under close supervision of more senior project staff. Assists with data collection, including obtaining publicly available information and assembling the data into useful forms. May also assist with analysis and writing.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Administrative Support**

**General Experience:** 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 Experience:** Two years of relevant work experience in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

**Functional Responsibility:** With close supervision from project leaders, performs a variety of tasks, including typing, copying, meeting scheduling, and related activities in support of a project.

**Minimum Education:** High School Diploma.

### **Lead Principal**

**Minimum/General Experience:** 6 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Provides leadership in field of expertise, and develops solutions to complex methodological problems. Expertise makes this individual a peer of leading practitioners of his/her discipline within the company. Business development/relationship management is an important responsibility of the Principal. Business development responsibilities typically begin with getting repeat business from current clients and matures into developing business from new clients. Contributes major technical sections of proposals and client deliverables. Experienced Principals are typically responsible for meeting substantial annual business development goals.

*Focus: Incumbent serves as technical advisor outside of his/her practice area (example: to other departments, or as a regional resource)*

**Minimum Education:** Masters Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.



## **Principals**

**Minimum/General Experience:** 5 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Provides leadership in field of expertise, and develops solutions to complex methodological problems. Expertise makes this individual a peer of leading practitioners of his/her discipline within the company. Contributes major technical sections of proposals and client deliverables. Experienced Principals are typically responsible for meeting substantial annual business development goals.

*Focus: Incumbent serves as technical advisor within his/her practice area.*

**Minimum Education:** Masters Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

## **Project Director**

**Minimum/General Experience:** 12 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Sets and meets realistic marketing goals and targets. Designs overall business development plan. Acts as primary quality control for projects and proposals within practice area. Supervises junior staff and identifies their professional development needs. Establishes priorities for current and proposed projects. Recruits junior staff. Prepares and administers overall budgets. Responsible for coordinating personnel allocation on various projects. Maintains ongoing contact with existing and potential clients. *Focus: On projects of mid-size scope. Marketing focuses primarily on developing follow-on work and generating new business leads.*

**Minimum Education:** Bachelors Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

## **Senior Associate**

**Minimum/General Experience:** 6 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Works independently under general supervision. Experienced Senior Associates are expected to develop project work in areas of technical competence that will support other staff and make *important* contributions to sales and marketing efforts. Responsible for a set of project tasks and delegates appropriately. Structures approach to analysis relating to project issues. Conducts and coordinates analysis. Plans and arranges schedule and budget for a project. Trains and develops junior staff. Supervises junior staff. Coordinates staff utilization. Develops marketing objectives for current clients. *Focus: Supervises substantive mid-level project tasks.*

**Minimum Education:** Bachelors Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Senior Analysts**

**Minimum/General Experience:** 8 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Position requires effective task participation and good writing and communication skills. Incumbents in this position begin working under close supervision and, over time, function with greater independence. Prepares draft sections of deliverables and proposals. Incorporates review comments into final deliverables. Coordinates progress with other work team members. Performs data collection (survey work, library research, computer research). May perform computer programming and analysis. *Focus: Technical area of expertise.*

**Minimum Education:** Bachelors Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Associate**

**Minimum/General Experience:** 4 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Primary requirements for position include a solid technical and/or quantitative background, good writing skills, computer literacy, and good research skills. Position works under general supervision and requires attention to detail as well as an ability to learn new things quickly. Advanced knowledge in technical area of expertise. May supervise tasks of Research Assistant/Analysts. Constructs analysis on a variety of issues for public and private sector clients. Prepares (with Senior Associate or Project Manager) work plans, analytical approaches, and schedules. Identifies and resolves conflicting problems. Drafts and presents analysis to managers. *Focus: Technical area of expertise or quantitative skills.*

**Minimum Education:** Bachelors Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Analysts**

**Minimum/General Experience:** 3 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Position requires a solid background in technical area of expertise and/or quantitative skills, effective task participation and good writing and communication skills. Incumbents in this position begin working under close supervision and, over time, function with greater independence. Prepares draft sections of deliverables and proposals. Incorporates review comments into final deliverables. Coordinates progress with other work team members. Performs data collection (survey work, library research, computer research). *Focus: Technical area or quantitative skills.*

**Minimum Education:** Bachelors Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Service Support**

**Minimum/General Experience:** One year of relevant work experience in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

**Functional Responsibility:** This is an entry-level position primarily involved with the preparation of billings, accounts receivable analysis, accounts payable processing, financial reconciliation analysis and overall administrative support. Billing involves preparation of letter, worksheet invoices and attached documentation if required by contract terms. Accounts receivable analysis and reporting requires interaction with clients and program managers to resolve billing and collection issues. Financial reconciliation analysis involves assisting project administrators on financial reviews of contract costs. Administrative support involved maintenance of files and data entry.

**Minimum Education:** Bachelors Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Junior Analysts**

**Minimum/General Experience:** 2 years of relevant work experience in one or more of the following service areas: business administration, public policy, economics, political science, communications, planning, statistics, technology and policy.

**Functional Responsibility:** Position requires effective task participation and good writing and communication skills. Incumbents in this position begin working under close supervision and, over time, function with greater independence. Prepares draft sections of deliverables and proposals. Incorporates review comments into final deliverables. Coordinates progress with other work team members. Performs data collection (survey work, library research, computer research).

*Focus: General project support work.*

**Minimum Education:** Bachelors Degree in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Program Manager**

**Minimum/General Experience:** 10 years of program management. Demonstrated ability to perform all functions of Senior Analyst/Manager II.

**Functional Responsibility:** Serves as the project director, charged with the responsibility for development, management, operation, cost, scheduling, and technical performance of the task order activities. The individual shall have had experience as a senior engineer, senior scientist, senior ADP specialist or other senior level manager and shall have strong skills relating to ADP services. This person shall have an understanding of, and experience in, total quality management principles and practices including, but not limited to, a demonstrated ability to provide guidance, direction and supervision in all required areas.

**Minimum Education:** Bachelors Degree (Master's Degree preferable) in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Senior Analyst/Manager II**

**Minimum/General Experience:** Minimum of 12 years of relevant experience in a technical or research field. Demonstrated expertise in a specialized technical area, and ability to develop new techniques in

that area. Demonstrated record of accomplishments in that specialized field. With a Master's degree 10 years of general experience, of which at least 8 years must be specialized.

**Functional Responsibility:** Provides analytical support and direction in the areas of model design and quantitative analysis, and/or technical leadership in contract execution, contract management, and client technical liaison. May be responsible for developing and implementing model, program, and system specifications; conducting advanced quantitative and systems analyses, within task and contract objectives; and developing solutions to the most complex problems requiring significant innovation. May modify current models, programs and systems; may specify, develop, and implement new models. Assists and manages others in developing flowchart specifications, creating analytical frameworks and methodologies, and developing models. Provides extensive analytical support. Assists and manages others in developing contract work plans, compiling client briefings and status reports, documenting task and contract procedures, and completing multiple technical reports. May organize, review, and edit all contract deliverables.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

#### **Information Technology Expert**

**Minimum/General Experience:** This position requires a minimum of 8 years experience, of which at least 8 years must be specialized. With a Master's degree 10 years of general experience, of which at least 8 years must be specialized.

**Functional Responsibility:** Applies business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate information management guiding principles, cost savings, and open system architecture objectives.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

#### **Senior Systems Analyst/Manager II**

**Minimum/General Experience:** Minimum 10 years of combined programming and systems analysis experience. Knowledge of at least two higher-order programming languages. Knowledge of various commercial software packages.

**Functional Responsibility:** Guides the development of broad unprecedented computer systems consisting of complex and voluminous information requirements; develops new ways to locate and develop data sources; establishes new factors and criteria for making subject-matter decisions; coordinates research, analysis, and design of the system and applies the most recent developments in data processing technology and computer equipment. Evaluates the significance of technological advancement and developing standards where new and improved approaches are needed. Conceives and plans exploratory investigations critical to the overall organization where useful precedents do not

exist and new concepts are required. Evaluates existing electronic data processing organization policy for effectiveness, devising and formulating changes in the organization's position on broad policy issues. Prepares documentation for computer models and data systems, and writes other technical reports, as required by contract.

**Minimum Education:** Bachelors Degree (Master's Degree preferable) in business administration, public policy, economics, political science, communications, planning, statistics, technology and policy, or related discipline.

### **Senior Analyst/Manager I**

**Minimum/General Experience:** Minimum of 9 years of relevant experience in a technical or research field. Demonstrated ability to perform all functions of an Analyst/Manager II. Demonstrated unique expertise in a specialized technical area, and ability to develop new techniques in that area. With a Master's degree 9 years of general experience, of which at least 7 years must be specialized.

**Functional Responsibility:** Provides analytical support and direction in the areas of model design and quantitative analysis, and/or technical leadership in contract execution, contract management, and client technical liaison, and/or new business/marketing. May be responsible for developing and implementing model, program, and system specifications; conducting advanced quantitative and systems analyses, within task and contract objectives; and developing solutions to complex problems requiring significant innovation. May modify current models, programs, and systems; may specify, develop, and implement new models. Assists or manages others in developing flow chart specifications, creating analytical frameworks and methodologies, and developing models. Provides extensive analytical support. Assists or manages others in developing contract work plans, compiling client briefings and status reports, documenting task and contract procedures, and completing multiple technical reports. Organizes, reviews, and edits all contract deliverables. May be responsible for one contract or more. Responsibilities may include, but are not limited to: contract general and technical execution, contract primary analytical direction, contract work plans development and implementation, and quality control; cost control and on-time performance within specified contract limits, short-run resource allocation, personnel supervision, task managers supervision, task/contract briefings and status reports, in-progress reviews, and primary client liaison.

**Minimum Education:** A Bachelor's degree or continuing education through practical training in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Senior Systems Analyst/Manager I**

**Minimum/General Experience:** Minimum 9 years of combined programming and systems analysis experience. Knowledge of at least two higher-order programming languages. Knowledge of various commercial software packages.

**Functional Responsibility:** Assists in the development of broad unprecedented computer systems consisting of complex and voluminous information requirements; may help to develop new ways to locate and develop data sources; establishing new factors and criteria for making subject-matter decisions; coordinating research, analysis, and design of the system and applying the most recent developments in data processing technology and computer equipment. Evaluates the significance of technological advancement and developing standards where new and improved approaches are needed. Assists in exploratory investigations critical to the overall organization where useful

precedents do not exist and new concepts are required. May help to evaluate existing electronic data processing organization policy for effectiveness, devising and formulating changes in the organization's position on broad policy issues. Prepares documentation for computer models and data systems, and writes other technical reports, as required by contract.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline; and progress toward a Master's degree or continuing education through practical training in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science.

### **Analyst/Manager II**

**Minimum/General Experience:** Minimum of 7 years. Experience requirement may be met with a combination of relevant experience and a graduate degree in a related field.

**Functional Responsibility:** Provides analytical support and direction in the areas of model design and quantitative analysis, and/or technical management in contract execution and task management. Responsible for developing and implementing model, program, and system specifications; and conducting advanced quantitative and systems analyses, within task and contract objectives. May modify current models, programs, or systems; may specify, develop, and implement new models, programs, or systems. Assists or manages others in developing flowcharts, creating analytical frameworks and methodologies, and developing models. Provides extensive analytical support. Assists or manages others in developing contract work plans, compiling client briefings and status reports, documenting task procedures, and completing multiple technical reports. Organizes, reviews, and edits contract deliverables. Acts as task manager, and/or acts independently to manage, initiate, implement, and complete multiple tasks simultaneously.

**Minimum Education:** A Bachelor's degree or continuing education through practical training in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Systems Analyst/Manager II**

**Minimum/General Experience:** Requires 7 years of experience. Knowledge of at least two higher-level programming languages as well as various commercial software packages.

**Functional Responsibility:** Carries out research and analysis, as assigned, of complex computer systems in a broad application area; applying established procedures where the nature of the system, feasibility, hardware and software are undecided. Maintains and modifies complex systems or develops new subsystems. May guide users in formulating requirements; advise on alternatives and on the implications of new or revised data processing systems; analyze resulting user proposals, identify errors in requirements, and conduct feasibility studies. Recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. Serves as a lead analyst in a design subgroup, directs and integrates the work of one or two lower-level analysts, each responsible for several programs. May act as a task manager and/or act independently to manage, implement, and complete multiple tasks simultaneously, with minimal supervision.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or

related discipline; and progress toward a Master's degree or continuing education through practical training in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics.

### **Analyst/Manager I**

**Minimum/General Experience:** Minimum of 4 years of experience. Experience requirement may be met with a combination of relevant experience and a graduate degree in a related field.

**Functional Responsibility:** Provides analytical support and direction in the areas of model design and quantitative analysis, and/or technical management in contract execution and task management. Responsible for developing and implementing model, program, and system specifications; and conducting advanced quantitative and systems analyses, within task and contract objectives. May modify current models, programs, or systems. May specify, develop and implement new models, programs, or systems. Assists or manages others in the development of flowcharts, and the creation of analytical frameworks and methodologies. Provides extensive analytical support. Assists or manages others in compiling client briefings and status reports, documenting task procedures, and completing multiple technical reports. May organize, review, and edit contract deliverables. May act as task manager and initiate, implement, and complete multiple tasks simultaneously, with minimal supervision.

**Minimum Education:** A Bachelor's degree or continuing education through practical training in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Systems Analyst Manager I**

**Minimum/General Experience:** Requires 4 years of experience. Knowledge of at least two higher-order programming languages as well as various commercial software packages.

**Functional Responsibility:** Carries out research and analysis as assigned, usually of a single activity or a routine problem; applying established procedures where the nature of the system, feasibility, and hardware and software are already decided. Reviews objectives, scope, and user expectations for a specific application or system; prepares a project synopsis that compares alternatives in terms of cost, time, availability of equipment, and personnel, and recommends a course of action. Prepares specifications for development of computer programs for a specific application or system; determines, resolves problems, and coordinates the work with programmers and users. Assists higher-level systems analysts in preparing detailed specifications required by programmers for complex computer systems. Works independently under specified objectives on a segment of a complex data processing scheme or broad system. May act as a task manager and/or initiate, implement, and complete multiple tasks simultaneously, with minimal supervision.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Programmer/Analyst II**

**Minimum Education:** Minimum of 2 years experience. Knowledge of at least two higher-order programming languages. Must be familiar with various commercial software packages.

**Functional Responsibility:** Applies standard programming procedures and detailed knowledge of pertinent subject matter to assigned programming projects. Develops, modifies, and maintains assigned programs; designs and implements modifications within programs in consultation with higher-level staff as well as monitoring operation, diagnosing, and correcting logic and coding errors in programs. Tests and documents work; writes and maintains operator instructions for assigned programs. Carries out programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. Works independently under specified objectives to devise program logic and select standard programming procedures. May assist in the work on complex programs under close direction of higher-level staff.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Associate Analyst II**

**Minimum/General Experience:** Minimum of 2 years. Experience requirement may be met with a Master's degree in a related field. Strong microcomputer skills and knowledge of commercial software packages.

**Functional Responsibility:** Assists in research, writing, and computer applications, under general direction. May acquire data from clients as necessary. May develop and use commercial software applications in support of task or contract goals. Helps specify computer models and determine analytical approaches to meeting task or contract goals. Inputs data to computer models. Operates, maintains and adapts computer models. Analyzes model outputs as required by task or contract goals. Write drafts of technical reports, contract deliverables, and client briefings. Can interact independently with client in meeting task requirements. May assume role of task manager on some projects.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **LAN Administrator**

**Minimum/General Experience:** This position requires a minimum of 6 years experience, of which at least 4 years must be specialized. With a Master's degree (in the fields described above) 4 years of general experience, of which at least 3 years must be specialized.

**Functional Responsibility:** Can conduct on-site surveys. Assists and documents current site network configuration and user requirements. Provides highly technical expertise in the use of a LAN. Evaluates and recommends available products to support validated user requirements. Follows engineering plans and site installation technical design packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports. Ensures system security and licensing issues.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.



### **Programmer/Analyst I**

**Minimum/General Experience:** No years of experience. Must be familiar with various commercial software packages.

**Functional Responsibility:** Maintains and modifies routine programs; making approved changes by amending program flow charts or developing detailed processing logic and code changes. Tests and documents modifications and writes operating instructions. Under the advisement of a systems analyst, may write new programs using prescribed specifications. Evaluates consequences of program modification with respect to input, process, and output. May confer with users and analysts to determine needed program modifications; and under the direction of higher-level staff makes the needed modifications. Prepares documentation for computer models and data systems, and writes other technical reports as needed.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Associate Analyst I**

**Minimum/General Experience:** No years of experience. Strong microcomputer skills and knowledge of commercial software packages.

**Functional Responsibility:** Assists in research, writing, and computer applications. Acquires data from clients. Develops and uses commercial software applications in support of task or contract goals. Inputs data to computer models. Operates, maintains, and adapts computer models. Analyzes model outputs as required by task or contract goals. Writes initial drafts of technical reports, contract deliverables, and client briefings. May interact with client in meeting task requirements according to task manager guidance.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Research Assistant**

**Minimum/General Experience:** No years of experience.

**Functional Responsibility:** Provides technical personnel with assistance in research, writing, and computer applications. Physically acquires data from clients per arrangements made by the task or contract manager. Operates and maintains computer models. Inputs data into existing model. Applies commercial software. Analyzes and summarizes basic model outputs. Assists in preparation and development of technical reports, deliverable products, and client briefings.

**Minimum Education:** Bachelors degree in business, public policy, economics, political science, communications, planning, technology and policy, math, statistics, engineering, physical science, or related discipline.

### **Technical Writer/Clerical**

**Minimum/General Experience:** No years of experience.

**Functional Responsibility:** Performs data entry via a computer, data terminal, or typewriter. Maintains personnel and other files; prepares correspondence, schedules, and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and

reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Verifies data entered where applicable.

**Education/Experience:** Requires a high school diploma.

### Service Contract Labor Standards (SCLS) Matrix for SINS 541611 and 611430

SCLS Eligible Contract Labor Category Title	SCLS Occupation Code - Title	WD (Wage Determination) #
<b>SINS 541611 and 611430</b>		
Administrative Support	01020 - Administrative Assistant	2015-4281
Technical Writer/Clerical	30463 - Tech Writer III	2015-4281
Training Specialist	15050 - Computer Based Training Specialist/Instructor	2015-4281
Service Support	01613 - Word Processor III	2015-4281
Research Assistant	01113 - General Clerk III	2015-4281
The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract.		

### Pricing for SINS Management Consulting 541611 and 611430

		3/31/2020-12/23/2020	12/24/2020-12/23/2021	12/24-2021-12/34/2022	12/24/2022-12/23/2023	12/24/2023-12/23/2024
	Contractor Site Rates					
541611, 611430	Principal Consultant	\$360.09	\$369.45	\$379.06	\$388.91	\$399.03
541611, 611430	Senior Consultant	\$283.87	\$291.25	\$298.82	\$306.59	\$314.56
541611, 611430	Consultant	\$186.33	\$191.17	\$196.15	\$201.24	\$206.48
541611, 611430	Junior Consultant	\$133.64	\$137.11	\$140.68	\$144.34	\$148.09
541611, 611430	Training Specialist	\$82.73	\$84.88	\$87.09	\$89.35	\$91.68
541611, 611430	Administrative Support	\$80.26	\$82.35	\$84.49	\$86.68	\$88.94
541611, 611430	Lead Principal	\$280.20	\$287.49	\$294.96	\$302.63	\$310.50
541611, 611430	Principals	\$254.17	\$260.78	\$267.56	\$274.52	\$281.65
541611, 611430	Project Director	\$234.69	\$240.79	\$247.05	\$253.48	\$260.07
541611, 611430	Senior Associate	\$172.36	\$176.84	\$181.44	\$186.16	\$191.00

541611, 611430	Senior Analysts	\$155.50	\$159.54	\$163.69	\$167.95	\$172.31
541611, 611430	Associate	\$127.18	\$130.49	\$133.88	\$137.36	\$140.93
541611, 611430	Analysts	\$110.55	\$113.42	\$116.37	\$119.40	\$122.50
541611, 611430	Service Support	\$78.47	\$80.51	\$82.60	\$84.75	\$86.95
541611, 611430	Junior Analysts	\$91.34	\$93.71	\$96.15	\$98.65	\$101.22
541611, 611430	Program Manager	\$203.54	\$208.83	\$214.26	\$219.83	\$225.55
541611, 611430	Sr. Analyst/Manager II	\$186.33	\$191.17	\$196.15	\$201.24	\$206.48
541611, 611430	Information Technology Expert	\$189.60	\$194.53	\$199.59	\$204.78	\$210.10
541611, 611430	Sr. Systems Analyst/Manager II	\$165.67	\$169.98	\$174.40	\$178.93	\$183.58
541611, 611430	Sr. Analyst/Manager I	\$144.72	\$148.48	\$152.34	\$156.30	\$160.37
541611, 611430	Sr. Systems Analyst/Manager I	\$134.30	\$137.79	\$141.37	\$145.05	\$148.82
541611, 611430	Analyst/Manager II	\$130.70	\$134.10	\$137.58	\$141.16	\$144.83
541611, 611430	Systems Analyst Manager II	\$129.10	\$132.46	\$135.90	\$139.43	\$143.06
541611, 611430	Analyst/Manager I	\$106.44	\$109.21	\$112.05	\$114.96	\$117.95
541611, 611430	Systems Analyst/Manager I	\$110.59	\$113.47	\$116.42	\$119.44	\$122.55
541611, 611430	Programmer/Analyst II	\$102.22	\$104.88	\$107.60	\$110.40	\$113.27
541611, 611430	Associate Analyst II	\$91.34	\$93.71	\$96.15	\$98.65	\$101.22
541611, 611430	LAN Administrator	\$127.18	\$130.49	\$133.88	\$137.36	\$140.93
541611, 611430	Programmer/Analyst I	\$86.14	\$88.38	\$90.68	\$93.04	\$95.45
541611, 611430	Associate Analyst I	\$84.19	\$86.38	\$88.62	\$90.93	\$93.29
541611, 611430	Research Assistant	\$74.54	\$76.48	\$78.47	\$80.51	\$82.60
541611, 611430	Technical Writer/Clerical	\$73.40	\$75.31	\$77.27	\$79.28	\$81.34
		3/31/2020- 12/23/2020	12/24/2020- 12/23/2021	12/24-2021- 12/34/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
	Client Site Rates					
541611, 611430	Principal Consultant	\$282.12	\$289.46	\$296.98	\$304.70	\$312.62
541611, 611430	Senior Consultant	\$222.40	\$228.18	\$234.12	\$240.20	\$246.45
541611, 611430	Consultant	\$145.99	\$149.79	\$153.68	\$157.68	\$161.78
541611, 611430	Junior Consultant	\$104.71	\$107.43	\$110.23	\$113.09	\$116.03

541611, 611430	Training Specialist	\$64.82	\$66.51	\$68.23	\$70.01	\$71.83
541611, 611430	Administrative Support	\$62.88	\$64.51	\$66.19	\$67.91	\$69.68
541611, 611430	Lead Principal	\$219.53	\$225.24	\$231.09	\$237.10	\$243.27
541611, 611430	Principals	\$199.14	\$204.32	\$209.63	\$215.08	\$220.67
541611, 611430	Project Director	\$183.87	\$188.65	\$193.56	\$198.59	\$203.75
541611, 611430	Senior Associate	\$135.04	\$138.55	\$142.15	\$145.85	\$149.64
541611, 611430	Senior Analysts	\$121.83	\$125.00	\$128.25	\$131.58	\$135.00
541611, 611430	Associate	\$99.65	\$102.24	\$104.90	\$107.63	\$110.42
541611, 611430	Analysts	\$86.62	\$88.87	\$91.18	\$93.55	\$95.99
541611, 611430	Service Support	\$61.48	\$63.08	\$64.72	\$66.40	\$68.13
541611, 611430	Junior Analysts	\$71.56	\$73.42	\$75.33	\$77.29	\$79.30
541611, 611430	Program Manager	\$159.47	\$163.62	\$167.87	\$172.23	\$176.71
541611, 611430	Sr. Analyst/Manager II	\$145.99	\$149.79	\$153.68	\$157.68	\$161.78
541611, 611430	Information Technology Expert	\$148.55	\$152.41	\$156.38	\$160.44	\$164.61
541611, 611430	Sr. Systems Analyst/Manager II	\$129.80	\$133.17	\$136.64	\$140.19	\$143.83
541611, 611430	Sr. Analyst/Manager I	\$113.39	\$116.34	\$119.36	\$122.47	\$125.65
541611, 611430	Sr. Systems Analyst/Manager I	\$105.22	\$107.96	\$110.76	\$113.64	\$116.60
541611, 611430	Analyst/Manager II	\$102.40	\$105.06	\$107.79	\$110.60	\$113.47
541611, 611430	Systems Analyst Manager II	\$101.15	\$103.78	\$106.48	\$109.25	\$112.09
541611, 611430	Analyst/Manager I	\$83.39	\$85.56	\$87.78	\$90.07	\$92.41
541611, 611430	Systems Analyst/Manager I	\$86.65	\$88.90	\$91.21	\$93.59	\$96.02
541611, 611430	Programmer/Analyst II	\$80.08	\$82.16	\$84.30	\$86.49	\$88.74
541611, 611430	Associate Analyst II	\$71.56	\$73.42	\$75.33	\$77.29	\$79.30
541611, 611430	LAN Administrator	\$99.65	\$102.24	\$104.90	\$107.63	\$110.42
541611, 611430	Programmer/Analyst I	\$67.49	\$69.24	\$71.05	\$72.89	\$74.79
541611, 611430	Associate Analyst I	\$65.96	\$67.67	\$69.43	\$71.24	\$73.09
541611, 611430	Research Assistant	\$58.40	\$59.92	\$61.48	\$63.07	\$64.71
541611, 611430	Technical Writer/Clerical	\$57.51	\$59.01	\$60.54	\$62.11	\$63.73

The rates shown include the Industrial Funding Fee (IFF) of 0.75%

# Professional Services – Financial Services

## **541611 – Management, Financial, Acquisition, Grants Management, and Business Program/Project Management Services**

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.

Personal services as defined in FAR 37.104 are prohibited.

## **531210 – Financial Asset Resolution Services**

Assist agencies in all asset resolution related areas including valuation / pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals. Make specific recommendations as to the best execution. Conduct a sale or other disposition vehicle. Provide marketing expertise, budget and credit reform analyses

## **Labor Category Descriptions for SINS Financial Services 541611 and 531210**

### **Senior Consultant 7**

**Minimum/General Experience:** Minimum 15 years of experience.

**Functional Responsibility:** 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. Provides specialized expertise and develops solutions to complex methodological problems; has major project management responsibilities of multi-disciplinary teams; is a peer of leading practitioners in area of technical expertise.

**Minimum Education:** Master's Degree or equivalent.

### **Senior Consultant 6**

**Minimum/General Experience:** Minimum 12 years of experience.

**Functional Responsibility:** Provides specialized expertise and develops solutions to complex methodological problems; has major firm-wide management responsibilities of multi-disciplinary teams; is a peer of leading practitioners in area of technical expertise.

**Minimum Education:** Master's Degree or equivalent.

#### **Senior Consultant 5**

**Minimum/General Experience:** Minimum 10 years of experience.

**Functional Responsibility:** Provides specialized expertise and develops solutions to complex methodological problems; has major firm-wide management responsibilities of multi-disciplinary teams; is a peer of leading practitioners in area of technical expertise.

**Minimum Education:** Master's Degree or equivalent.

#### **Senior Consultant 4**

**Minimum/General Experience:** Minimum 9 years of experience.

**Functional Responsibility:** Provides expert technical skills in both general and specialized subject matter that is critical to a project's success. Ensures standards of quality and applicability to project goals and client specifications within the context of the applicable technical field; is a peer of leading practitioners in area of technical expertise.

**Minimum Education:** Master's Degree or equivalent.

#### **Senior Consultant 3**

**Minimum/General Experience:** Minimum 8 years of experience.

**Functional Responsibility:** Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; provides senior leadership in field of expertise and develops solutions to complex methodological problems; has project management responsibilities of multi-disciplinary teams; is a peer of leading practitioners in area of technical expertise.

**Minimum Education:** Master's Degree or equivalent.

#### **Senior Consultant 2**

**Minimum/General Experience:** Minimum 7 years of experience.

**Functional Responsibility:** Plans, conducts and supervises large/complex projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; provides senior leadership in field of expertise and develops solutions to complex methodological problems; is a peer of leading practitioners in area of technical expertise.

**Minimum Education:** Master's Degree or equivalent.

#### **Senior Consultant 1**

**Minimum/General Experience:** Minimum 6 years of experience.

**Functional Responsibility:** Plans, conducts and supervises small scope projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; alternatively, provides senior technical advice and counsel to other professionals; generally operates with wide latitude for un-reviewed action.

**Minimum Education:** Master's Degree or equivalent.

#### **Consultant 5**

**Minimum/General Experience:** Minimum 8 years of experience.

**Functional Responsibility:** With direction from project leaders, capable of using relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, Implements specialized solutions to problems; supervises junior staff; develops project work in areas of technical competence that will support other staff.

**Minimum Education:** Master's Degree or equivalent.

#### **Consultant 4**

**Minimum/General Experience:** Minimum 6 years of experience.

**Functional Responsibility:** With direction from project leaders, capable of using relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, Implements specialized solutions to problems; supervises junior staff; develops project work in areas of technical competence that will support other staff.

**Minimum Education:** Bachelor's Degree or equivalent.

#### **Consultant 2**

**Minimum/General Experience:** Minimum 4 years of experience.

**Functional Responsibility:** With direction from project leaders, capable of using relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, Implements specialized solutions to problems; supervises junior staff; develops project work in areas of technical competence that will support other staff.

**Minimum Education:** Bachelor's Degree or equivalent.

#### **Consultant 1**

**Minimum/General Experience:** Minimum 3 years of experience.

**Functional Responsibility:** With direction from project leaders, capable of using relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided, Implements specialized solutions to problems; supervises junior staff; develops project work in areas of technical competence that will support other staff.

**Minimum Education:** Bachelor's Degree or equivalent.

#### **Research Assistant 4**

**Minimum/General Experience:** Minimum 2 years or more of experience.

**Functional Responsibility:** Has good communication skills and effective task participation. Prepares draft sections of deliverables and proposals. Incorporates review comments into final deliverables. Coordinates progress with other work team members. Performs data collection (survey work, library research, computer research).

**Minimum Education:** Bachelor's Degree or equivalent.

#### **Research Assistant 3**

**Minimum/General Experience:** Minimum 2 years or more of experience.

**Functional Responsibility:** Has good communication skills and effective task participation. Prepares draft sections of deliverables and proposals. Incorporates review comments into final deliverables. Coordinates progress with other work team members. Performs data collection (survey work, library research, computer research).

**Minimum Education:** Bachelor’s Degree or equivalent.

**Research Assistant 2**

**Minimum/General Experience:** Minimum 1 year or more of experience.

**Functional Responsibility:** Has good communication skills and effective task participation. Prepares draft sections of deliverables and proposals. Incorporates review comments into final deliverables. Coordinates progress with other work team members. Performs data collection (survey work, library research, computer research).

**Minimum Education:** Bachelor’s Degree or equivalent.

**Research Assistant 1**

**Minimum/General Experience:** 0 years or more of experience.

**Functional Responsibility:** Has good communication skills and effective task participation. Prepares draft sections of deliverables and proposals. Incorporates review comments into final deliverables. Coordinates progress with other work team members. Performs data collection (survey work, library research, computer research).

**Minimum Education:** Bachelor’s Degree or equivalent.

**Pricing for SINS Financial Services 541611 and 531210**

		3/31/2020-12/23/2020	12/24/2020-12/23/2021	12/24-2021-12/34/2022	12/24/2022-12/23/2023	12/24/2023-12/23/2024
	Contractor Site Rates					
541611, 531210	Senior Consultant 7	\$293.57	\$301.20	\$309.03	\$317.07	\$325.31
541611, 531210	Senior Consultant 6	\$249.50	\$255.99	\$262.64	\$269.47	\$276.48
541611, 531210	Senior Consultant 5	\$235.37	\$241.49	\$247.77	\$254.21	\$260.82
541611, 531210	Senior Consultant 4	\$198.32	\$203.48	\$208.77	\$214.19	\$219.76
541611, 531210	Senior Consultant 3	\$189.60	\$194.53	\$199.59	\$204.78	\$210.10
541611, 531210	Senior Consultant 2	\$175.78	\$180.35	\$185.04	\$189.85	\$194.79
541611, 531210	Senior Consultant 1	\$155.50	\$159.54	\$163.69	\$167.95	\$172.31
541611, 531210	Consultant 5	\$180.94	\$185.64	\$190.47	\$195.42	\$200.50
541611, 531210	Consultant 4	\$139.53	\$143.16	\$146.88	\$150.70	\$154.62
541611, 531210	Consultant 2	\$123.03	\$126.23	\$129.51	\$132.88	\$136.33
541611, 531210	Consultant 1	\$99.45	\$102.04	\$104.69	\$107.41	\$110.20
541611, 531210	Research Assistant 4	\$102.24	\$104.90	\$107.63	\$110.42	\$113.29
541611, 531210	Research Assistant 3	\$96.66	\$99.17	\$101.75	\$104.40	\$107.11



541611, 531210	Research Assistant 2	\$82.34	\$84.48	\$86.68	\$88.93	\$91.24
541611, 531210	Research Assistant 1	\$76.52	\$78.51	\$80.55	\$82.65	\$84.79
		3/31/2020- 12/23/2020	12/24/2020- 12/23/2021	12/24-2021- 12/34/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
	Client Site Rates					
541611, 531210	Senior Consultant 7	\$230.01	\$235.99	\$242.13	\$248.42	\$254.88
541611, 531210	Senior Consultant 6	\$195.48	\$200.56	\$205.78	\$211.13	\$216.62
541611, 531210	Senior Consultant 5	\$184.41	\$189.20	\$194.12	\$199.17	\$204.35
541611, 531210	Senior Consultant 4	\$155.38	\$159.42	\$163.56	\$167.82	\$172.18
541611, 531210	Senior Consultant 3	\$148.55	\$152.41	\$156.38	\$160.44	\$164.61
541611, 531210	Senior Consultant 2	\$137.72	\$141.30	\$144.97	\$148.74	\$152.61
541611, 531210	Senior Consultant 1	\$121.83	\$125.00	\$128.25	\$131.58	\$135.00
541611, 531210	Consultant 5	\$141.77	\$145.46	\$149.24	\$153.12	\$157.10
541611, 531210	Consultant 4	\$109.32	\$112.16	\$115.08	\$118.07	\$121.14
541611, 531210	Consultant 2	\$96.39	\$98.90	\$101.47	\$104.11	\$106.81
541611, 531210	Consultant 1	\$77.91	\$79.94	\$82.01	\$84.15	\$86.33
541611, 531210	Research Assistant 4	\$80.11	\$82.19	\$84.33	\$86.52	\$88.77
541611, 531210	Research Assistant 3	\$75.73	\$77.70	\$79.72	\$81.79	\$83.92
541611, 531210	Research Assistant 2	\$64.51	\$66.19	\$67.91	\$69.67	\$71.49
541611, 531210	Research Assistant 1	\$59.95	\$61.51	\$63.11	\$64.75	\$66.43

The rates shown include the Industrial Funding Fee (IFF) of 0.75%

# Professional Services – Environmental Services

## **541620 – Environmental Consulting Services**

Services include providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials; Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans. This includes identifying problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. multi disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, ecological restoration, and environmental law such as Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA).

## **611430 – Professional and Management Development Training**

Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites:

<https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing> OR

<http://icatalog.dau.mil/appg.aspx> (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA

### **562910REM – Environmental Remediation Services**

Remediation services include site preparation, characterization, field investigation, conservation and closures, emergency response cleanup (ERC), underground storage tank/above-ground storage tank (UST/AST) removal, air monitoring, soil vapor extraction, stabilization/solidification, bio-venting, carbon absorption, containment, monitoring and/or reduction of hazardous waste sites, unexploded ordnance removal, and remediation-related laboratory testing (e.g., biological, chemical, physical, pollution and soil testing). Reclamation services include: creating new land from sea or riverbeds, wetland restoration, and restoring areas to a more natural state (e.g., after pollution, desertification, or salinization have made it unusable).

NOTE: Services offered under this scope shall not include any remediation/transportation/disposal of radioactive waste, asbestos and/or paint abatement, radon mitigation, or construction and architect-engineer services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). This SIN does not include Davis-Bacon work as defined in Federal Acquisition Regulation Subpart 22.4. Ordering agencies must ensure the work being required is not covered by the Davis-Bacon Act

## **Labor Category Descriptions for SINS 541620, 611430, and 562910REM**

### **Principal Consultant IV**

**General Experience:** Minimum of 18 years of relevant work experience.

**Functional Responsibility:** Provides corporate oversight of programs including allocation of corporate resources, resolving issues at the corporate level, and monitoring client service and client satisfaction.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

### **Principal Consultant III**

**General Experience:** Minimum of 15 years of relevant work experience.

**Functional Responsibility:** Provides high level senior support on programs, including serving in a technical leadership role and overall managerial role, including developing and implementing budget

and financial controls for projects and programs. Supports corporate in overall program implementation.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Principal Consultant II**

**General Experience:** Minimum of 10 years of relevant work experience.

**Functional Responsibility:** Provides high level senior support on programs, including serving in a technical leadership role and overall managerial role, including developing and implementing budget and financial controls for projects and programs. Ability to serve as technical expert in multiple areas.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Principal Consultant I**

**General Experience:** Minimum of 8 years of relevant work experience.

**Functional Responsibility:** Provides high level senior support on programs, including serving in a technical leadership role and overall managerial role, including developing and implementing budget and financial controls for projects and programs.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Senior Consultant VII**

**General Experience:** Minimum of 20 years of relevant work experience including Leading Practitioner.

**Functional Responsibility:** Provides leadership in field of expertise, and develops solutions to complex methodological problems. Expertise makes this individual a peer of leading practitioners of his/her discipline within the company. Contributes major technical sections of client deliverables. May serve as a technical advisor.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Senior Consultant VI**

**General Experience:** Minimum of 17 years of relevant work experience including Tech Advisor outside Practice Area.

**Functional Responsibility:** Provides leadership in field of expertise, and develops solutions to complex methodological problems. Expertise makes this individual a peer of leading practitioners of his/her discipline within the company. Contributes major technical sections of client deliverables. May be known nationally and serve on expert panels.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

### **Senior Consultant V**

**General Experience:** Minimum of 14 years of relevant work experience including Tech Advisor within Practice Area.

**Functional Responsibility:** Provides technical leadership in field of expertise, and develops solutions to complex methodological problems. Expertise makes this individual a peer of leading practitioners of his/her discipline within the company. Contributes major technical sections of client deliverables.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

### **Senior Consultant IV**

**General Experience:** Minimum of 10 years of relevant work experience including Large/Complex Scope Projects.

**Functional Responsibility:** Provides technical and management leadership of projects. Acts as primary quality control for projects. Supervises staff. Establishes priorities for current and proposed projects. Prepares and administers overall budgets. Responsible for coordinating personnel allocation on various projects. Maintains ongoing contact with clients.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

### **Senior Consultant III**

**General Experience:** Minimum of 8 years of relevant work experience including Medium Scope Projects.

**Functional Responsibility:** Project manager responsible for overall management of projects. Acts as primary quality control for projects. Supervises project staff. Establishes priorities for current and proposed projects. Prepares and administers overall budgets. Responsible for coordinating personnel allocation on various projects. Maintains ongoing contact with clients.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

### **Senior Consultant II**

**General Experience:** Minimum of 6 years of relevant work experience including Small Scope Projects.

**Functional Responsibility:** Responsible for technical and task management of projects, including providing quality control, supervising project staff, preparing and administering budgets, and maintaining contact with clients.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

### **Senior Consultant I**

**General Experience:** Minimum of 4 years of relevant work experience.

**Functional Responsibility:** Responsible for technical and task management of projects, including providing quality control, supervising project staff, preparing and administering budgets, and maintaining contact with clients.

**Qualifications:** Master's Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Consultant IV**

**General Experience:** Minimum of 10 years of relevant work experience.

**Functional Responsibility:** Responsible for diverse set of project tasks and delegates appropriately. Structures approach to analysis relating to project issues. Conducts and coordinates analysis. Plans and arranges schedule and budget for a project. Supervises project staff.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Consultant III**

**General Experience:** Minimum of 8 years of relevant work experience including Complex Project Supervision.

**Functional Responsibility:** Works independently under general supervision. Responsible for a set of project tasks and delegates appropriately. Structures approach to analysis relating to project issues. Conducts and coordinates analysis. Plans and arranges schedule and budget for a project. Supervises project staff.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Consultant II**

**General Experience:** Minimum of 6 years of relevant work experience including Medium Project Supervision.

**Functional Responsibility:** Works independently under general supervision. Structures approach to analysis relating to project issues. Conducts and coordinates analysis; delegates appropriately. Plans and arranges schedule and budget for a project. Supervises project staff.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Consultant I**

**General Experience:** Minimum of 4 years of relevant work experience including Small Project Supervision.

**Functional Responsibility:** Works independently under general supervision. Structures approach to analysis relating to project issues. Conducts and coordinates analysis; delegates appropriately. Plans and arranges schedule and budget for a project. Supervises junior staff.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Junior Consultant IV**

**General Experience:** Minimum of 5 years of relevant work experience.

**Functional Responsibility:** Works under general supervision and requires attention to detail as well as an ability to learn new things quickly. May supervise tasks of junior-level staff. Constructs analysis on a variety of issues for public and private sector clients. Assists in preparing work plans, analytical approaches, and schedules. Identifies and resolves conflicting problems. Drafts and presents analysis to managers.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines.

#### **Junior Consultant III**

**General Experience:** Minimum of 4 years of relevant work experience.

**Functional Responsibility:** Works under general supervision and requires attention to detail as well as an ability to learn new things quickly. Advanced knowledge in technical area of expertise. May supervise tasks of project staff. Constructs analysis on a variety of issues for public and private sector clients. Assists in preparing work plans, analytical approaches, and schedules. Identifies and resolves conflicting problems. Drafts and presents analysis to managers.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as engineering, physical sciences or related disciplines.

#### **Junior Consultant II**

**General Experience:** Minimum of 3 years of relevant work experience.

**Functional Responsibility:** Works under general supervision and requires attention to detail as well as an ability to learn new things quickly. Advanced knowledge in technical area of expertise. May supervise tasks of junior staff. Constructs analysis on a variety of issues for public and private sector clients. Assists in preparing work plans, analytical approaches, and schedules. Identifies and resolves conflicting problems. Drafts and presents analysis to managers.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as social sciences, physical sciences or related disciplines.

#### **Junior Consultant I**

**General Experience:** Minimum of 2 years of relevant work experience.

**Functional Responsibility:** Works under general supervision and requires attention to detail as well as an ability to learn new things quickly. May supervise tasks of project staff. Constructs analysis on a variety of issues for public and private sector clients. Assists in the preparation of work plans, analytical approaches, and schedules. Identifies and resolves conflicting problems. Drafts and presents analysis to managers.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in areas such as business, information technology, public policy or related disciplines.

#### **Researcher IV**

**General Experience:** Minimum of 3 years of relevant work experience.

**Functional Responsibility:** Works under very minimal supervision and with a focus on technical and quantitative projects. Possesses excellent background in technical area of expertise and/or quantitative skills. Leads development of small, well-defined draft technical and quantitative analysis sections of deliverables and presentations. Assists in developing and running models. Performs increasingly advanced tasks that involve engineering, modeling, and related quantitative analysis, which involve the use of complicated spreadsheets and regional economic models, statistical analysis, basic GIS analysis, and developing computer models for performing analysis. Incorporates review comments into draft and final deliverables. Coordinates progress with other work team members. Performs advanced analytical tasks that require facility with tools that include proprietary models, spreadsheets, and statistical analysis packages. Directs and reviews the analytical work of more junior staff.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in business, economics, engineering, information technology, mathematics, the physical sciences, or related disciplines.

#### **Researcher III**

**General Experience:** Minimum of 3 years of relevant work experience.

**Functional Responsibility:** Works under very minimal supervision and with a focus on qualitative projects. Possesses excellent background in area of expertise. Prepares draft technical sections of deliverables and presentations. Incorporates review comments into draft and final deliverables. Coordinates progress with other work team members. Has an understanding of various analytical tools and is able to interpret and apply the results of analyses prepared by others who use those tools. Assists in directing the activity of more junior staff and reviewing their work.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in history, marketing and communications, philosophy, planning, public policy, the social sciences, or related disciplines.

#### **Researcher II**

**General Experience:** Minimum of 2 years of relevant work experience.

**Functional Responsibility:** Works under limited supervision and with a focus on technical and quantitative projects. Possesses a strong background in technical area of expertise and/or quantitative skills. Prepares draft sections of deliverables and presentations. Incorporates review comments into draft and final technical and quantitative analysis deliverables. Coordinates progress with other work team members. Performs relatively advanced tasks that involve engineering, modeling, and related quantitative analysis, which involve the use of complicated spreadsheets and regional economic models, statistical analysis, basic GIS analysis, and using computer models to perform analysis. Performs research that involves reviewing and summarizing analytical reports on relevant topics, and performs analysis that requires strong spreadsheet skills. Reviews the work of more junior staff.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in business, economics, engineering, information technology, mathematics, the physical sciences, or related disciplines.



### **Researcher I**

**General Experience:** Minimum of 2 years of relevant work experience.

**Functional Responsibility:** Works under limited supervision and with a focus on qualitative projects. Prepares draft sections of deliverables and presentations, and incorporates review comments into later drafts and final Helps direct provision of meeting logistics support. Reviews drafts of material written by more junior staff.deliverables. Coordinates progress with other work team members. Performs and helps oversee data collection, research (**survey work, library research, computer research**), and **straightforward analyses prepared by more junior staff.**

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in history, marketing and communications, philosophy, planning, public policy, the social sciences, or related disciplines.

### **Professional Support III**

**General Experience:** 0-2 years of relevant work experience.

**Functional Responsibility:** Works under supervision and requires attention to detail as well as an ability to learn new things quickly. Performs advanced tasks that involve engineering, modeling, and related quantitative analysis, which involves the use of complicated spreadsheets and regional economic models, statistical analysis, basic GIS analysis, and computer programming and analysis. Prepares draft technical sections of reports.

**Qualifications:** Bachelors degree or equivalent combination of education & experience in economics, engineering, information technology, mathematics, or related disciplines.

### **Professional Support II**

**General Experience:** 0-2 years of relevant work experience.

**Functional Responsibility:** Works under supervision and requires attention to detail as well as an ability to learn new things quickly. Performs tasks that involve digesting and summarizing research papers or analytical reports, performing analysis that requires strong spreadsheet skills, conducting technically focused literature and internet searches, and basic computer programming and analysis. Writes draft sections of reports.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in business, physical sciences, or related disciplines.

### **Professional Support I**

**General Experience:** 0-2 years of relevant work experience.

**Functional Responsibility:** Works under supervision and requires attention to detail as well as an ability to learn new things quickly. Performs basic tasks such as data collection (survey work, library research, and internet research), literature and background searches, proofreading, meeting logistics support, and straightforward analysis that may require rudimentary spreadsheet skills and familiarity with basis statistical metrics. Writes preliminary draft sections of reports. Coordinates documents production.

**Qualifications:** Bachelors Degree or equivalent combination of education & experience in history, marketing and communications, philosophy, planning, public policy, the social sciences, or related disciplines.

### **Research Technician III**

**General Experience:** 1 year of relevant work experience.

**Functional Responsibility:** Provides data collection and administrative support for one or more projects. Typical duties may include all of some combination of the following: assistance with data collection (survey work, library research, computer research), administrative support (typing, filing, copying, mailing), data entry and maintenance, coordination of document production.

**Qualifications:** High School/Equiv.

### **Clerical Support III**

**General Experience:** Minimum of 5 years of relevant work experience.

**Functional Responsibility:** Serves as technical specialist. Performs word processing/desktop publishing. May supervise document production.

**Qualifications:** High School/Equiv.

### **Clerical Support II**

**General Experience:** Minimum of 3 years of relevant work experience.

**Functional Responsibility:** Prepares complex and detailed documents from a variety of input sources. Produce a wide range of format versions through complete knowledge of word processing programs. Edit and proofread. May provide technical assistance to less experienced personnel.

**Qualifications:** High School/Equiv.

### **Clerical Support I**

**General Experience:** Minimum of 1 year of relevant work experience.

**Functional Responsibility:** Prepares moderately complex documents using word processing programs within established quality and time guidelines. Edit and proofread material for accuracy and completeness.

**Qualifications:** High School/Equiv.

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### **Equivalent Experience Requirements for SINS 541620, 611430, 562910REM**

- 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 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.

## Pricing for SINS 541620, 611430, 562910REM

		3/31/2020- 12/23/2020	12/24/2020- 12/23/2021	12/24-2021- 12/34/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
	Contractor Site Rates					
541620, 611430, 562910REM	Principal Consultant IV	\$386.14	\$396.18	\$406.48	\$417.05	\$427.89
541620, 611430, 562910REM	Principal Consultant III	\$339.44	\$348.27	\$357.32	\$366.61	\$376.14
541620, 611430, 562910REM	Principal Consultant II	\$276.53	\$283.72	\$291.10	\$298.67	\$306.43
541620, 611430, 562910REM	Principal Consultant I	\$232.68	\$238.73	\$244.94	\$251.31	\$257.84
541620, 611430, 562910REM	Senior Consultant VII	\$283.77	\$291.15	\$298.72	\$306.48	\$314.45
541620, 611430, 562910REM	Senior Consultant VI	\$263.50	\$270.35	\$277.38	\$284.59	\$291.99
541620, 611430, 562910REM	Senior Consultant V	\$242.48	\$248.78	\$255.25	\$261.89	\$268.70
541620, 611430, 562910REM	Senior Consultant IV	\$225.92	\$231.79	\$237.82	\$244.00	\$250.35
541620, 611430, 562910REM	Senior Consultant III	\$206.99	\$212.37	\$217.89	\$223.56	\$229.37
541620, 611430, 562910REM	Senior Consultant II	\$172.24	\$176.72	\$181.31	\$186.03	\$190.86
541620, 611430, 562910REM	Senior Consultant I	\$144.72	\$148.48	\$152.34	\$156.30	\$160.37
541620, 611430, 562910REM	Consultant IV	\$166.65	\$170.98	\$175.43	\$179.99	\$184.67
541620, 611430, 562910REM	Consultant III	\$149.92	\$153.82	\$157.82	\$161.92	\$166.13
541620, 611430, 562910REM	Consultant II	\$142.71	\$146.42	\$150.23	\$154.13	\$158.14
541620, 611430, 562910REM	Consultant I	\$124.37	\$127.60	\$130.92	\$134.33	\$137.82
541620, 611430, 562910REM	Junior Consultant IV	\$135.49	\$139.01	\$142.63	\$146.34	\$150.14
541620, 611430, 562910REM	Junior Consultant III	\$123.03	\$126.23	\$129.51	\$132.88	\$136.33
541620, 611430, 562910REM	Junior Consultant II	\$107.80	\$110.60	\$113.48	\$116.43	\$119.46
541620, 611430, 562910REM	Junior Consultant I	\$94.25	\$96.70	\$99.21	\$101.79	\$104.44
541620, 611430, 562910REM	Researcher IV	\$114.25	\$117.22	\$120.27	\$123.40	\$126.60
541620, 611430, 562910REM	Researcher III	\$99.84	\$102.44	\$105.10	\$107.83	\$110.64
541620, 611430, 562910REM	Researcher II	\$94.25	\$96.70	\$99.21	\$101.79	\$104.44
541620, 611430, 562910REM	Researcher I	\$84.22	\$86.41	\$88.66	\$90.96	\$93.33
541620, 611430, 562910REM	Professional Support III	\$96.23	\$98.73	\$101.30	\$103.93	\$106.64
541620, 611430, 562910REM	Professional Support II	\$88.05	\$90.34	\$92.69	\$95.10	\$97.57
541620, 611430, 562910REM	Professional Support I	\$80.33	\$82.42	\$84.56	\$86.76	\$89.02

541620, 611430, 562910REM	Research Technician III	\$62.00	\$63.61	\$65.27	\$66.96	\$68.70
541620, 611430, 562910REM	Clerical Support III	\$94.38	\$96.83	\$99.35	\$101.93	\$104.59
541620, 611430, 562910REM	Clerical Support II	\$82.56	\$84.71	\$86.91	\$89.17	\$91.49
541620, 611430, 562910REM	Clerical Support I	\$73.25	\$75.15	\$77.11	\$79.11	\$81.17
		3/31/2020- 12/23/2020	12/24/2020- 12/23/2021	12/24-2021- 12/34/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
	Client Site Rates					
541620, 611430, 562910REM	Principal Consultant IV	\$302.53	\$310.40	\$318.47	\$326.75	\$335.24
541620, 611430, 562910REM	Principal Consultant III	\$265.94	\$272.85	\$279.95	\$287.23	\$294.70
541620, 611430, 562910REM	Principal Consultant II	\$216.65	\$222.28	\$228.06	\$233.99	\$240.08
541620, 611430, 562910REM	Principal Consultant I	\$182.30	\$187.04	\$191.90	\$196.89	\$202.01
541620, 611430, 562910REM	Senior Consultant VII	\$222.33	\$228.11	\$234.04	\$240.13	\$246.37
541620, 611430, 562910REM	Senior Consultant VI	\$206.45	\$211.82	\$217.32	\$222.98	\$228.77
541620, 611430, 562910REM	Senior Consultant V	\$189.98	\$194.92	\$199.99	\$205.19	\$210.52
541620, 611430, 562910REM	Senior Consultant IV	\$177.01	\$181.61	\$186.33	\$191.18	\$196.15
541620, 611430, 562910REM	Senior Consultant III	\$162.17	\$166.39	\$170.71	\$175.15	\$179.70
541620, 611430, 562910REM	Senior Consultant II	\$134.94	\$138.45	\$142.05	\$145.74	\$149.53
541620, 611430, 562910REM	Senior Consultant I	\$113.39	\$116.34	\$119.36	\$122.47	\$125.65
541620, 611430, 562910REM	Consultant IV	\$130.57	\$133.96	\$137.45	\$141.02	\$144.69
541620, 611430, 562910REM	Consultant III	\$117.46	\$120.51	\$123.65	\$126.86	\$130.16
541620, 611430, 562910REM	Consultant II	\$111.81	\$114.72	\$117.70	\$120.76	\$123.90
541620, 611430, 562910REM	Consultant I	\$97.44	\$99.97	\$102.57	\$105.24	\$107.98
541620, 611430, 562910REM	Junior Consultant IV	\$106.16	\$108.92	\$111.75	\$114.66	\$117.64
541620, 611430, 562910REM	Junior Consultant III	\$96.39	\$98.90	\$101.47	\$104.11	\$106.81
541620, 611430, 562910REM	Junior Consultant II	\$84.46	\$86.66	\$88.91	\$91.22	\$93.59
541620, 611430, 562910REM	Junior Consultant I	\$73.85	\$75.77	\$77.74	\$79.76	\$81.84
541620, 611430, 562910REM	Researcher IV	\$89.52	\$91.85	\$94.24	\$96.69	\$99.20
541620, 611430, 562910REM	Researcher III	\$78.22	\$80.25	\$82.34	\$84.48	\$86.68
541620, 611430, 562910REM	Researcher II	\$73.85	\$75.77	\$77.74	\$79.76	\$81.84
541620, 611430, 562910REM	Researcher I	\$65.99	\$67.71	\$69.47	\$71.27	\$73.13
541620, 611430, 562910REM	Professional Support III	\$75.39	\$77.35	\$79.36	\$81.42	\$83.54

541620, 611430, 562910REM	Professional Support II	\$68.99	\$70.78	\$72.62	\$74.51	\$76.45
541620, 611430, 562910REM	Professional Support I	\$62.93	\$64.57	\$66.24	\$67.97	\$69.73
541620, 611430, 562910REM	Research Technician III	\$48.58	\$49.84	\$51.14	\$52.47	\$53.83
541620, 611430, 562910REM	Clerical Support III	\$73.95	\$75.87	\$77.85	\$79.87	\$81.95
541620, 611430, 562910REM	Clerical Support II	\$64.69	\$66.37	\$68.10	\$69.87	\$71.68
541620, 611430, 562910REM	Clerical Support I	\$57.39	\$58.88	\$60.41	\$61.98	\$63.60

The rates shown include the Industrial Funding Fee (IFF) of 0.75%

## **Professional Services – Marketing and Public Relations**

### **541810 – Advertising Services:**

Services provided under this SIN will promote public awareness of an agency's mission and initiatives, enable public understanding of complex technical and social issues, disseminate information to industry and consumer advocacy groups and engage in recruitment campaigns. Services include, but are not limited to the following components: advertising objective determination, message decision / creation, media selection, outdoor marketing and media services, broadcast media (radio, TV, internet and public service announcements), direct mail services, media planning, media placement services, advertising evaluation, related activities to advertising services.

NOTE: Any commissions received for advertising agencies will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

### **541820 – Public Relations Services:**

Services provided include providing customized media and public relation services such as the development of media messages and strategies; providing recommendations of media sources for placement of campaigns; preparing media materials such as, background materials, press releases, speeches and presentations and press kits: executing media programs, conducting press conferences, scheduling broadcast and/or print interviews, media alerts and press clipping services related activities to public relations services.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

### **541910 – Marketing Research and Analysis:**

Services include customizing strategic marketing plans, branding initiatives, creating public awareness of products, services, and issues; targeting market identification and analysis, establishing measurable marketing objectives; determining market trends and conditions, identifying and implementing appropriate strategies, conducting focus groups, telemarketing, individual interviews, preparing/distributing surveys, and compiling/analyzing results, establishing call centers (in relation to services provided under this schedule).

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

### **512110 – Video/Film Production:**

Services include writing, directing, shooting, arranging for talent / animation, narration, music and sound effects, duplication, distribution, video scoring; and editing.

Videotape and film production services will be provided to inform the public and Government agencies about the latest products, services, and/or issues in various outputs such as: industry standard formats, accessibility and video streaming development. Filming in studios, on location, live shows or events may also be required.

NOTE: Any commissions received for media placement will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers

#### **541850 – Exhibit Design and Advertising Services**

Services include conceptualizing, designing and producing exhibits and their accompanying materials, providing and/or making recommendations for carpet and padding installation for exhibit property; preview, set-up and dismantling of exhibit property, cleaning, prepping and storing exhibit property for future use, shipping exhibit property to and from designated site(s); and media illumination services

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

#### **561920 – Conference, Meeting, Event and Trade Show Planning Services**

Service include organizing, promoting, and/or managing events, such as business and trade shows, conventions, conferences, and meetings (whether or not they manage and provide the staff to operate the facilities in which these events take place), project management, coordination and implementation of third party participation, collection management of third party payment for participation, liaison support with venue, audiovisual and information technology support, topic and speaker identification, site location research, reservation of facilities, on-site meeting and registration support, editorial services, automation and telecommunications support, design and editing productions; and mailing and other communication with attendees including pre/post meeting mailings/travel support and computer database creation.

#### **541613 – Marketing Consulting Services**

Services include providing operating advice and assistance on marketing issues, such as developing marketing objectives and policies, sales forecasting, marketing planning and strategy, and development of multi-media campaigns. Services relating to providing assistance with challenges, contests, and competitions, such as providing marketing and advertising support, assistance with conducting the challenge / contest / competition, facilitating events; and supporting the judging of events are included. The challenge / contest / competition may be to identify a solution to a particular problem or to accomplish a particular goal. Prizes or other incentives may be offered by customers to find innovative or cost-effective solutions to improving open government. Solutions may be ideas, designs, proofs of concept or finished products. SIN 541810ODC must be used in conjunction with the payment for prizes or other incentives.

NOTE: Any commissions received for media placement, conference planning, etc. will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

### **541810ODC – Other Direct Costs**

All Other Direct Costs (ODCs) proposed must be directly related and only purchased in conjunction with Marketing and Public Relations Subcategory services offered under these SINS: 512110, 541430, 541511, 541613, 541810, 541820, 541850, 541910, 541922, and 561920. ODCs shall be an integral part of the total marketing consulting services solution and shall not be the primary purpose of the work ordered. Items awarded under SIN 541810 ODC are not Order-Level Materials (OLMs). ODC's are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Possible ODCs may include: funding for payment of media spots on television/radio/social media, conference meeting space, prize payments, etc. Travel and per diem are not considered ODCs.

NOTE: Any commissions received for Marketing and Public Relations Subcategory will either (a) be returned to the ordering agency or (b) applied as a credit to the cost of the project, whichever the ordering agency prefers.

### **Labor Category Descriptions**

- **Project Executive II**

**Minimum/General Experience:** Minimum 20 years of relevant work experience and have highly specialized areas of expertise.

**Functional Responsibility:** Identifies, develops and coordinates marketing campaign strategies involving advertising and collateral materials. Also defines market research needs and requirements and appropriate strategies for informational research activities. Defines and coordinates campaign rollout implementation strategy. Works with the customer to identify image branding requirements, media outlets and technology-driven marketing and public information resources. Assists in strategic planning for communications initiatives.

**Minimum Education:** Master's Degree or equivalent.

- **Project Executive I**

**Minimum/General Experience:** Minimum 15 years of relevant work experience.

**Functional Responsibility:** Identifies, develops and coordinates marketing campaign strategies involving advertising and collateral materials. Also defines market research needs and requirements and appropriate strategies for informational research activities. Defines and coordinates campaign rollout implementation strategy. Works with the customer to identify image branding requirements, media outlets and technology-driven marketing and public information resources. Assists in strategic planning for communications initiatives.

**Minimum Education:** Master's Degree or equivalent.



- **Public Relations Specialist III**

**Minimum/General Experience:** Minimum 10 years of relevant work experience and qualified to manage public relations independently.

**Functional Responsibility:** Handles overall program management activities for certain task orders at the individual agency level. Responsible for managing the delivery of quality services and products to the clients. Skill levels typically required to implement the specific tactics needed, e.g., conceptualize, write and edit a newsletter or research the placement of an outdoor billboard.

**Minimum Education:** Master's Degree or equivalent.

- **Public Relations Specialist II**

**Minimum/General Experience:** Minimum 8 years of relevant work experience.

**Functional Responsibility:** Skill levels typically required to implement the specific tactics needed, e.g., conceptualize, write and edit a newsletter or research the placement of an outdoor billboard.

**Minimum Education:** Bachelors Degree or equivalent.

- **Public Relations Specialist I**

**Minimum/General Experience:** Minimum 5 years of relevant work experience.

**Functional Responsibility:** Skill levels typically required to implement the specific tactics needed, e.g., conceptualize, write and edit a newsletter or research the placement of an outdoor billboard.

**Minimum Education:** Bachelors Degree or equivalent.

- **Media Relations Specialist IV**

**Minimum/General Experience:** Minimum 15 years of relevant work experience.

**Functional Responsibility:** Responsible for managing our performance of any media relations tasks issued. Possesses the required financial and project management skills required to ensure timely delivery of services and products and to ensure that a client's strategic objectives are achieved on individual task orders. Handle overall program management activities for certain task orders at the individual agency level. Will manage the day-to-day delegation of work to more junior staff which will be needed to perform on-going task activities.

**Minimum Education:** Master's Degree or equivalent.

- **Media Relations Specialist III**

**Minimum/General Experience:** Minimum 10 years of experience.

**Functional Responsibility:** Responsible for managing our performance of any media relations tasks issued. Possesses the required financial and project management skills required to ensure timely

delivery of services and products and to ensure that a client's strategic objectives are achieved on individual task orders. Handle overall program management activities for certain task orders at the individual agency level. Will manage the day-to-day delegation of work to more junior staff which will be needed to perform on-going task activities.

**Minimum Education:** Master's Degree or equivalent.

- **Media Relations Specialist II**

**Minimum/General Experience:** Minimum 8 years of experience of relevant work experience.

**Functional Responsibility:** Will make substantial contributions to the performance of the work on a daily basis. Report to more senior employees regarding project and financial management issues. Skill levels typically required to implement the specific tactics needed, e.g., conceptualize, write and produce a media kit.

**Minimum Education:** Bachelors Degree or equivalent.

- **Media Relations Specialist I**

**Minimum/General Experience:** Minimum 5 years of experience of relevant work experience.

**Functional Responsibility:** Will make substantial contributions to the performance of the work on a daily basis. Report to more senior employees regarding project and financial management issues. Skill levels typically required to implement the specific tactics needed, e.g., conceptualize, write and produce a media kit.

**Minimum Education:** Bachelors Degree or equivalent.

- **Program Analyst IV**

**Minimum/General Experience:** Minimum 15 years of experience of relevant work experience. Requires significant substantive expertise to outreach projects for a variety of federal agencies.

**Functional Responsibility:** Involved in strategic planning at a project's outset. Assist our public relations specialists and our media relations in the day-to-day implementation of public information services. Activities anticipated include reviewing technical background documents for accuracy, developing technical charts and generating data inputs for graphs.

**Minimum Education:** Master's Degree or equivalent.

- **Program Analyst III**

**Minimum/General Experience:** Minimum 8 years of relevant work experience. Requires significant substantive expertise to outreach projects for a variety of federal agencies.

**Functional Responsibility:** Assist our public relations specialists and our media relations in the day-to-day implementation of public information services. Activities anticipated include reviewing technical background documents for accuracy, developing technical charts and generating data inputs for graphs.

**Minimum Education:** Bachelors Degree or equivalent.

- **Program Analyst II**

**Minimum/General Experience:** Minimum 3 years of relevant work experience.

**Functional Responsibility:** Assist our public relations specialists and our media relations in the day-to-day implementation of public information services. Activities anticipated include reviewing technical background documents for accuracy, developing technical charts and generating data inputs for graphs.

**Minimum Education:** Bachelors Degree or equivalent.

- **Program Analyst I**

**Minimum/General Experience:** Minimum 2 years of relevant work experience.

**Functional Responsibility:** Assist our public relations specialists and our media relations in the day-to-day implementation of public information services. Activities anticipated include reviewing technical background documents for accuracy, developing technical charts and generating data inputs for graphs.

**Minimum Education:** Bachelors Degree or equivalent.

- **Production Specialist II**

**Minimum/General Experience:** Minimum 5 years of relevant work experience.

**Functional Responsibility:** Assist in securing all information needed to assist clients in making production-related decisions including the costs associated with different product design options, recommendations of key materials for use in the production process, and locating vendors for rare or unusual products.

**Minimum Education:** Bachelors Degree or equivalent.

- **Production Specialist I**

**Minimum/General Experience:** Minimum 2 years of relevant work experience.

**Functional Responsibility:** Assist our public relations specialists and graphics designers in preparing all public information materials tasked under this schedule. Such preparation may include preparing mock-ups of material prior to printing for clients to use in reviewing pre-production documents.

**Minimum Education:** Bachelors Degree or equivalent.

- **Art Director**

**Minimum/General Experience:** Minimum 10 years of relevant work experience with both extensive graphics design skills and personnel management experience.

**Functional Responsibility:** senior position in the creative development process.

**Minimum Education:** Bachelors Degree or equivalent.

- **Graphic Designer III**

**Minimum/General Experience:** Minimum 7 years of relevant work experience with both extensive graphics design skills and personnel management experience.

**Functional Responsibility:** Experienced artists with much of their experience across a narrow band of outreach products (e.g., advertisements).

**Minimum Education:** Bachelors Degree or equivalent.

- **Graphic Designer II**

**Minimum/General Experience:** Minimum 5 years of relevant work experience with a high-level of experience in a broader band of outreach products ranging from print-based advertisements to web pages.

**Functional Responsibility:** Experience in a broader band of outreach products ranging from print-based advertisements to web pages.

**Minimum Education:** Bachelors Degree or equivalent.

- **Graphic Designer I**

**Minimum/General Experience:** Minimum 2 years of relevant work experience.

**Functional Responsibility:** Design a wide variety of outreach materials with direction from an Art Director.

**Minimum Education:** Bachelors Degree or equivalent.

- **Financial Manager**

**Minimum/General Experience:** Minimum 8 years of relevant work experience.

**Functional Responsibility:** Tracks all paperwork, verifying costs incurred, preparing invoices, and ensuring compliance with contract requirements.

**Minimum Education:** Bachelors Degree or equivalent.

- **Marketing Specialist II**

**Minimum/General Experience:** Minimum 8 years of relevant work experience. Considered a broad generalist with a number of years of experience in working with specific federal or state agencies.

**Functional Responsibility:** Contribute to overall project implementation by advising our Public Relations Specialists and Media Relations Specialists as needed.

**Minimum Education:** Bachelors Degree or equivalent.

- **Marketing Specialist I**

**Minimum/General Experience:** Minimum 5 years of relevant work experience. Considered a broad generalist with limited experience in working with specific federal or state agencies.

**Functional Responsibility:** Contribute to overall project implementation by conducting research and preparing information for the Public Relations Specialists and Media Relations Specialists to use in formulating strategies for new materials.

**Minimum Education:** Bachelors Degree or equivalent.

- **Clerical**

**Minimum/General Experience:** Minimum 2 years of relevant work experience.

**Functional Responsibility:** Design attractive layouts incorporating basic graphics in standard word processing software.

**Minimum Education:** High School Degree or equivalent.

### **Equivalent Experience Requirements**

- 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.

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.

## Pricing for SINS

### 541810, 541820, 541910, 512110, 541850, 561920, 541613

	Contractor Site Rates	3/31/2020-12/23/2020	12/24/2020-12/23/2021	12/24-2021-12/34/2022	12/24/2022-12/23/2023	12/24/2023-12/23/2024
541810, 541820, 541910, 512110, 541850, 561920, 541613	Project Executive II	\$339.21	\$348.03	\$357.08	\$366.36	\$375.89
541810, 541820, 541910, 512110, 541850, 561920, 541613	Project Executive I	\$271.30	\$278.35	\$285.59	\$293.02	\$300.63
541810, 541820, 541910, 512110, 541850, 561920, 541613	Public Relations Specialist III	\$242.20	\$248.50	\$254.96	\$261.59	\$268.39
541810, 541820, 541910, 512110, 541850, 561920, 541613	Public Relations Specialist II	\$153.88	\$157.88	\$161.99	\$166.20	\$170.52
541810, 541820, 541910, 512110, 541850, 561920, 541613	Public Relations Specialist I	\$135.49	\$139.01	\$142.63	\$146.34	\$150.14
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist IV	\$349.57	\$358.66	\$367.98	\$377.55	\$387.37
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist III	\$223.55	\$229.36	\$235.33	\$241.44	\$247.72
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist II	\$153.88	\$157.88	\$161.99	\$166.20	\$170.52
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist I	\$131.34	\$134.75	\$138.26	\$141.85	\$145.54
541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst IV	\$270.84	\$277.88	\$285.11	\$292.52	\$300.13

541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst III	\$155.50	\$159.54	\$163.69	\$167.95	\$172.31
541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst II	\$102.24	\$104.90	\$107.63	\$110.42	\$113.29
541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst I	\$96.66	\$99.17	\$101.75	\$104.40	\$107.11
541810, 541820, 541910, 512110, 541850, 561920, 541613	Production Specialist II	\$124.37	\$127.60	\$130.92	\$134.33	\$137.82
541810, 541820, 541910, 512110, 541850, 561920, 541613	Production Specialist I	\$97.11	\$99.63	\$102.23	\$104.88	\$107.61
541810, 541820, 541910, 512110, 541850, 561920, 541613	Art Director	\$202.28	\$207.54	\$212.94	\$218.47	\$224.15
541810, 541820, 541910, 512110, 541850, 561920, 541613	Graphic Designer III	\$153.95	\$157.95	\$162.06	\$166.27	\$170.60
541810, 541820, 541910, 512110, 541850, 561920, 541613	Graphic Designer II	\$135.49	\$139.01	\$142.63	\$146.34	\$150.14
541810, 541820, 541910, 512110, 541850, 561920, 541613	Graphic Designer I	\$107.80	\$110.60	\$113.48	\$116.43	\$119.46
541810, 541820, 541910, 512110, 541850, 561920, 541613	Financial Manager	\$131.22	\$134.63	\$138.13	\$141.72	\$145.41
541810, 541820, 541910, 512110, 541850, 561920, 541613	Marketing Specialist II	\$166.65	\$170.98	\$175.43	\$179.99	\$184.67
541810, 541820, 541910, 512110, 541850, 561920, 541613	Marketing Specialist I	\$114.71	\$117.69	\$120.75	\$123.89	\$127.11
541810, 541820, 541910, 512110, 541850, 561920, 541613	Clerical	\$83.12	\$85.28	\$87.50	\$89.77	\$92.11
	Client Site Rates	3/31/2020- 12/23/2020	12/24/2020- 12/23/2021	12/24-2021- 12/34/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
541810, 541820, 541910, 512110, 541850, 561920, 541613	Project Executive II	\$265.76	\$272.67	\$279.76	\$287.03	\$294.50
541810, 541820, 541910, 512110, 541850, 561920, 541613	Project Executive I	\$212.56	\$218.09	\$223.76	\$229.57	\$235.54

541810, 541820, 541910, 512110, 541850, 561920, 541613	Public Relations Specialist III	\$189.76	\$194.69	\$199.76	\$204.95	\$210.28
541810, 541820, 541910, 512110, 541850, 561920, 541613	Public Relations Specialist II	\$120.57	\$123.70	\$126.92	\$130.22	\$133.61
541810, 541820, 541910, 512110, 541850, 561920, 541613	Public Relations Specialist I	\$106.16	\$108.92	\$111.75	\$114.66	\$117.64
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist IV	\$273.88	\$281.00	\$288.31	\$295.80	\$303.49
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist III	\$175.15	\$179.70	\$184.38	\$189.17	\$194.09
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist II	\$120.57	\$123.70	\$126.92	\$130.22	\$133.61
541810, 541820, 541910, 512110, 541850, 561920, 541613	Media Relations Specialist I	\$102.90	\$105.58	\$108.32	\$111.14	\$114.03
541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst IV	\$212.20	\$217.72	\$223.38	\$229.19	\$235.14
541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst III	\$121.83	\$125.00	\$128.25	\$131.58	\$135.00
541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst II	\$80.11	\$82.19	\$84.33	\$86.52	\$88.77
541810, 541820, 541910, 512110, 541850, 561920, 541613	Program Analyst I	\$75.73	\$77.70	\$79.72	\$81.79	\$83.92
541810, 541820, 541910, 512110, 541850, 561920, 541613	Production Specialist II	\$97.44	\$99.97	\$102.57	\$105.24	\$107.98
541810, 541820, 541910, 512110, 541850, 561920, 541613	Production Specialist I	\$76.08	\$78.06	\$80.09	\$82.17	\$84.31
541810, 541820, 541910, 512110, 541850, 561920, 541613	Art Director	\$158.48	\$162.60	\$166.83	\$171.17	\$175.62
541810, 541820, 541910, 512110, 541850, 561920, 541613	Graphic Designer III	\$120.62	\$123.76	\$126.97	\$130.28	\$133.66
541810, 541820, 541910, 512110, 541850, 561920, 541613	Graphic Designer II	\$106.16	\$108.92	\$111.75	\$114.66	\$117.64



541810, 541820, 541910, 512110, 541850, 561920, 541613	Graphic Designer I	\$84.46	\$86.66	\$88.91	\$91.22	\$93.59
541810, 541820, 541910, 512110, 541850, 561920, 541613	Financial Manager	\$102.81	\$105.48	\$108.23	\$111.04	\$113.93
541810, 541820, 541910, 512110, 541850, 561920, 541613	Marketing Specialist II	\$130.57	\$133.96	\$137.45	\$141.02	\$144.69
541810, 541820, 541910, 512110, 541850, 561920, 541613	Marketing Specialist I	\$89.87	\$92.21	\$94.60	\$97.06	\$99.59
541810, 541820, 541910, 512110, 541850, 561920, 541613	Clerical	\$65.12	\$66.81	\$68.55	\$70.33	\$72.16

The rates shown include the Industrial Funding Fee (IFF) of 0.75%

## Other Direct Costs

### SIN 5418100DC Other Direct Costs

SIN	Other Direct Costs	Facility	Unit	Price (including IFF)
5418100DC	Photocopying	Both	each	\$0.12
5418100DC	Color Laser Output	Both	each	\$41.89
5418100DC	Linotronics	Both	each	\$49.89
5418100DC	Color Overhead/Transparencies	Both	each	\$5.82
5418100DC	Disk Duplication	Both	each	\$4.08
5418100DC	Television Commercial	Both	30 seconds	\$320,114.00
5418100DC	Print Advertisement	Both	each	\$3,533.00
5418100DC	Media Buys 30-second broadcast spot	Both	30 seconds	\$997,425.00
5418100DC	Media Buys 60-second broadcast spot	Both	60 seconds	\$997,425.00
5418100DC	Media Buys 30-second radio spot	Both	30 seconds	\$1,821.00
5418100DC	Media Buys Outdoor ads	Both	each	\$203,670.00
5418100DC	Media Buys Internet banners	Both	each	\$48,825.00
5418100DC	Media Buys Magazine ads	Both	each	\$157,556.00
5418100DC	Media Buys Newspaper ads	Both	each	\$102,825.00
5418100DC	Exhibit Booth Display	Both	each	\$13,969.00
5418100DC	Exhibit Booth Posters 30"x84" display panel	Both	each	\$528.48
5418100DC	Exhibit Booth Posters 14"x20" header panel	Both	each	\$352.41
5418100DC	Exhibit Booth Posters 43"x62" metro diorama	Both	each	\$558.75
5418100DC	Video Production 35 minute video	Both		\$349,214.00
5418100DC	Video Duplication	Both	each	\$30.26
5418100DC	Giveaways	Both	each	\$308.47
5418100DC	Media Relations - Media releases, press conferences, media tours	Both	campaign phase	\$146,487.82

5418100DC	Digital Engagement - Digital placement, platforms, tracking, social media tools	Both	campaign phase	\$61,860.96
5418100DC	Research - Facilities, participant incentives, recruitment, transcription, and telephone interviews	Both	research project	\$21,486.15
5418100DC	Meeting & Exhibits - Meeting room costs, audio visual costs, printing, and misc.	Both	meeting expense	\$17,015.15
5418100DC	Creative Projection - Includes creative materials, transcription, photography and misc.	Both	product	\$6,321.58
5418100DC	Delivery & Postage - Courier or delivery	Both	delivery	\$64.46
5418100DC	Web Hosting - Cost for hosting 1 web application	Both	month	\$1,495.31
5418100DC	Awards/Plaques	Both	each	\$150.49
5418100DC	Crystal Awards	Both	each	\$313.91
5418100DC	Conference/Seminar Registration – Low	Both	Per person per event	\$1,049.89
5418100DC	Conference/Seminar Registration - Medium	Both	Per person per event	\$2,910.54
5418100DC	Booth/Trade Show Booth Space (10X10)	Both	Per booth per event	\$5,832.75
5418100DC	Conference/Seminar Sponsorship – Low	Both	Per event	\$1,749.82
5418100DC	Conference/Seminar Sponsorship - Medium	Both	Per event	\$10,498.94
5418100DC	Conference/Seminar Sponsorship - High	Both	Per event	\$23,330.98
5418100DC	Conference/Seminar Venue – Low (meeting space for <100 attendees)	Both	Per day	\$4,666.20
5418100DC	Conference/Seminar Venue – High (meeting space for 100–400 attendees)	Both	Per day	\$18,956.42
5418100DC	Equipment Rental – Table	Both	Each per day	\$10.15
5418100DC	Equipment Rental – Tablecloth	Both	Each per day	\$17.21
5418100DC	Equipment Rental - Chair	Both	Each per day	\$4.96
5418100DC	Posters (Paper Only) Up to 36"x48"	Both	Each	\$165.65
5418100DC	Posters (Laminated and Mounted) Up to 36"x48"	Both	Each	\$151.64
5418100DC	Transcription Software	Both	Each	\$583.27
5418100DC	Signage (Gloss Lamination) Up to 36"x48"	Both	Per Sign	\$151.64
5418100DC	Vinyl Banners Up to 4'x8'	Both	Per Banner	\$276.47
5418100DC	Cloth Banners Up to 4'x8'	Both	Per Banner	\$156.55
5418100DC	Audio, Video & Web-Conference Services	Both	per month	\$582.11
5418100DC	Email Distribution Services	Both	400,000 credits	\$1,983.13
5418100DC	Collaborative Workspace/Storage (virtual)	Both	per user per month	\$23.34
5418100DC	Video Conference - Per participant-minute	Both	per participant	\$0.22
5418100DC	Video Conference - Per account (up to 10,000 participant-minutes)	Both	per account	\$75.83
5418100DC	URL Registration	Both	per year	\$17.49
5418100DC	Association Membership (Individual) – Low	Both	each	\$234.48
5418100DC	Association Membership (Individual) – Medium	Both	each	\$583.27
5418100DC	Duplication Color (1 to 50 pages)	Both	per page	\$0.49
5418100DC	Binding	Both	per document	\$4.17
5418100DC	Software License - Low	Both	each	\$1,165.38
5418100DC	Software License - Medium	Both	each	\$2,331.93
5418100DC	Online Survey	Both	per account per month	\$29.17
5418100DC	Online Survey with phone support	Both	per account per month	\$99.15
5418100DC	Flash drives (up to 16GB)	Both	pair	\$23.31
5418100DC	Misc. Office Supplies - Low	Both	per item	\$19.82
5418100DC	Misc. Office Supplies - Medium	Both	per item	\$73.49
5418100DC	Publication, Report, or Standard – Low	Both	each	\$236.81

5418100DC	Publication, Report, or Standard – Medium	Both	each	\$3,079.69
5418100DC	Magazine Subscriptions	Both	each	\$145.82
5418100DC	Reusable Shipping Case	Both	each	\$585.61
5418100DC	Misc. Packing Supplies	Both	sheet	\$23.21
5418100DC	Bubble Wrap	Both	roll	\$102.66
5418100DC	Cardboard Boxes (minimum of 10)	Both	each	\$5.15
5418100DC	Priority Delivery, US Postal Service	Both	each	\$28.52
5418100DC	Delivery, Commercial Express Mail (up to 5 lbs)	Both	each	\$170.78
5418100DC	Delivery, Commercial Express Mail (up to 20 lbs)	Both	each	\$301.30
5418100DC	Local Courier, Delivery, or Moving Services	Both	up to 2 hours and 2 persons	\$419.96
5418100DC	Product to be tested - low	Both	each	\$116.64
5418100DC	Product to be tested - medium	Both	each	\$583.26
5418100DC	Product to be tested - high	Both	each	\$2,916.36
5418100DC	Test Equipment - Low	Both	each	\$583.26
5418100DC	Test Equipment - Medium	Both	each	\$2,350.61
5418100DC	Test Equipment - High	Both	each	\$5,587.81
5418100DC	Test Supplies	Both	each	\$143.48

# Complementary SIN – IT Professional Services

54151S Information Technology Professional Services - IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

Note: This SIN cannot be used as a stand alone SIN.

## Labor Category Descriptions

### Analyst/Associate

#### **Analyst I**

**Minimum/General Experience:** None.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Support information gathering, developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

#### **Analyst II**

**Minimum/General Experience:** 1 year of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Support information gathering, developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

#### **Analyst III**

**Minimum/General Experience:** 2 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Support information gathering, developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

### **Associate I**

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Support information gathering, developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

## **Creative Designer**

### **Junior Creative Designer**

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Design, create, or manage graphic, video, multimedia, documents, files, and other creative products. Support development of information architectures, taxonomies, and maps. Develop mock-ups, wireframes, interfaces, proofs-of-concept, and final designs. Develop project and system documentation, training materials, and user guides.

**Minimum Education:** Bachelor's Degree.

### **Creative Designer**

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Design, create, or manage graphic, video, multimedia, documents, files, and other creative products. Support development of information architectures, taxonomies, and maps. Develop

mock-ups, wireframes, interfaces, proofs-of-concept, and final designs. Develop project and system documentation, training materials, and user guides.

**Minimum Education:** Bachelor's Degree.

### **Senior Creative Designer**

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Design, create, or manage graphic, video, multimedia, documents, files, and other creative products. Support development of information architectures, taxonomies, and maps. Develop mock-ups, wireframes, interfaces, proofs-of-concept, and final designs. Develop project and system documentation, training materials, and user guides.

**Minimum Education:** Bachelor's Degree.

## Cyber Security Specialist

### **Junior Cyber Security Specialist**

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Analyze cyber security requirements, technologies, risks, or issues. Participate in design of solutions, defenses, or mitigation approaches. Research, document, and apply cyber best practices, controls, policies, procedures, and standards. Apply cyber or information privacy approaches to systems, networks, services, devices, tools, communications, policies, or business processes. This labor category may apply to information assurance, certification & accreditation, forensics, information privacy, intrusion detection, policy, incident response, or other cyber security roles.

**Minimum Education:** Bachelor's Degree.

### **Cyber Security Specialist**

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Analyze cyber security requirements, technologies, risks, or issues. Participate in design of solutions, defenses, or mitigation approaches. Research, document, and apply cyber best practices, controls, policies, procedures, and standards. Apply cyber or information privacy approaches to systems, networks, services, devices, tools, communications, policies, or business processes. This labor category may apply to information assurance, certification & accreditation, forensics, information privacy, intrusion detection, policy, incident response, or other cyber security roles

**Minimum Education:** Bachelor's Degree.

### **Senior Cyber Security Specialist**

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Analyze cyber security requirements, technologies, risks, or issues. Participate in design of solutions, defenses, or mitigation approaches. Research, document, and apply cyber best practices, controls, policies, procedures, and standards. Apply cyber or information privacy approaches to systems, networks, services, devices, tools, communications, policies, or business processes. This labor category may apply to information assurance, certification & accreditation, forensics, information privacy, intrusion detection, policy, incident response, or other cyber security roles

**Minimum Education:** Bachelor's Degree.

### **Principal Cyber Security Specialist**

**Minimum/General Experience:** 8 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Analyze cyber security requirements, technologies, risks, or issues. Participate in design of solutions, defenses, or mitigation approaches. Research, document, and apply cyber best practices, controls, policies, procedures, and standards. Apply cyber or information privacy approaches to systems, networks, services, devices, tools, communications, policies, or business processes. This labor category may apply to information assurance, certification & accreditation, forensics, information privacy, intrusion detection, policy, incident response, or other cyber security roles

**Minimum Education:** Bachelor's Degree.

## **Data Specialist / Informaticist**

### **Junior Data Specialist/Informaticist**

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide technical expertise, design, configuration, administration, and/or maintenance of databases, data warehouses, and data systems. Perform data analysis, data structure, metadata, data architecture, and/or data visualization. Support data management and governance which may include data collection, cleaning, organization, modeling, and/or quality assurance. Participate in design and implementation of data collection methods, samples, protocols, and instruments. Perform data analysis, reporting, and development of findings. May include data scientist, survey research, or informaticist roles.

**Minimum Education:** Bachelor's Degree.

### **Data Specialist/Informaticist**

**Minimum/General Experience:** 3 years of relevant experience

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide technical expertise, design, configuration, administration, and/or maintenance of databases, data warehouses, and data systems. Perform data analysis, data structure, metadata, data architecture, and/or data visualization. Support data management and governance which may include data collection, cleaning, organization, modeling, and/or quality assurance. Participate in design and implementation of data collection methods, samples, protocols, and instruments. Perform data analysis, reporting, and development of findings. May include data scientist, survey research, or informaticist roles.

**Minimum Education:** Bachelor's Degree.

### **Senior Data Scientist/Informaticist**

**Minimum/General Experience:** 6 years of relevant experience

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide technical expertise, design, configuration, administration, and/or maintenance of databases, data warehouses, and data systems. Perform data analysis, data structure, metadata, data architecture, and/or data visualization. Support data management and governance which may include data collection, cleaning, organization, modeling, and/or quality assurance. Participate in design and implementation of data collection methods, samples, protocols, and instruments. Perform data analysis, reporting, and development of findings. May include data scientist, survey research, or informaticist roles.

**Minimum Education:** Bachelor's Degree.

### **Principal Data Scientist/Informaticist**

**Minimum/General Experience:** 8 years of relevant experience

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide technical expertise, design, configuration, administration, and/or maintenance of databases, data warehouses, and data systems. Perform data analysis, data structure, metadata, data architecture, and/or data visualization. Support data management and governance which may include data collection, cleaning, organization, modeling, and/or quality assurance. Participate in design and implementation of data collection methods, samples, protocols, and instruments. Perform data analysis, reporting, and development of findings. May include data scientist, survey research, or informaticist roles.

**Minimum Education:** Bachelor's Degree.

## **Expert Technologist**

### **Expert Technologist I**

**Minimum/General Experience:** 8 years of relevant experience.



**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide in-depth knowledge of a specific technical area, tools, or trends. Provide business, technical, data, or enterprise architecture consulting and implementation. Advise the project team or client on the application, impact, risks, or benefits of technologies. May work directly with technologies, tools, or systems to solve complex problems or achieve client goals.

**Minimum Education:** Bachelor's Degree.

#### **Expert Technologist II**

**Minimum/General Experience:** 10 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide in-depth knowledge of a specific technical area, tools, or trends. Provide business, technical, data, or enterprise architecture consulting and implementation. Advise the project team or client on the application, impact, risks, or benefits of technologies. May work directly with technologies, tools, or systems to solve complex problems or achieve client goals.

**Minimum Education:** Bachelor's Degree.

#### **Expert Technologist III**

**Minimum/General Experience:** 12 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide in-depth knowledge of a specific technical area, tools, or trends. Provide business, technical, data, or enterprise architecture consulting and implementation. Advise the project team or client on the application, impact, risks, or benefits of technologies. May work directly with technologies, tools, or systems to solve complex problems or achieve client goals.

**Minimum Education:** Bachelor's Degree.

## Network Engineering

#### **Network Engineer**

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Plan, design, install, maintain, and/or monitor networks. Evaluate hardware and software suitable for networks. Design, test, and implement interface programs. Develop security procedures. Manage network performance. Recommend changes in methods or procedures.

**Minimum Education:** Bachelor's Degree.

#### **Senior Network Engineer**

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Plan, design, install, maintain, and/or monitor networks. Evaluate hardware and software suitable for networks. Design, test, and implement interface programs. Develop security procedures. Manage network performance. Recommend changes in methods or procedures.

**Minimum Education:** Bachelor's Degree.

## Project Management

### Task Manager

**Minimum/General Experience:** 4 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Organize, oversees, track, and/or coordinate tasks. Coordinate projects through systems development life cycles, if applicable. May support Agile development, including Product Manager roles. Ensure conformance with work requirements and applies policies, procedures, and project goals and objectives. Review work products for quality and completeness. Track and report metrics for schedule, resources, quality, and cost.

**Minimum Education:** Bachelor's Degree

### Project Manager

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Organize, oversees, track, and/or coordinate tasks. Coordinate projects through systems development life cycles, if applicable. May support Agile development, including Product Manager roles. Ensure conformance with work requirements and applies policies, procedures, and project goals and objectives. Review work products for quality and completeness. Track and report metrics for schedule, resources, quality, and cost.

**Minimum Education:** Bachelor's Degree.

### Senior Project Manager

**Minimum/General Experience:** 8 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Organize, oversees, track, and/or coordinate tasks. Coordinate projects through systems development life cycles, if applicable. May support Agile development, including Product Manager roles. Ensure conformance with work requirements and applies policies, procedures, and project goals and objectives. Review work products for quality and completeness. Track and report metrics for schedule, resources, quality, and cost.

**Minimum Education:** Bachelor's Degree.

## Programming

### Junior Programmer

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Plan, develop, modify, analyze, and/or test software programs, Web sites, mobile applications, or other technologies. Participate in the design, coding, testing, configuration, and/or implementation of software products, tools, or services. Install and maintain software products.

**Minimum Education:** Bachelor's Degree.

### Programmer

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Plan, develop, modify, analyze, and/or test software programs, Web sites, mobile applications, or other technologies. Participate in the design, coding, testing, configuration, and/or implementation of software products, tools, or services. Install and maintain software products.

**Minimum Education:** Bachelor's Degree.

### Senior Programmer

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Plan, develop, modify, analyze, and/or test software programs, Web sites, mobile applications, or other technologies. Participate in the design, coding, testing, configuration, and/or implementation of software products, tools, or services. Install and maintain software products.

**Minimum Education:** Bachelor's Degree.

### Principal Programmer

**Minimum/General Experience:** 8 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Plan, develop, modify, analyze, and/or test software programs, Web sites, mobile applications, or other technologies. Participate in the design, coding, testing, configuration, and/or implementation of software products, tools, or services. Install and maintain software products.

**Minimum Education:** Bachelor's Degree.

## Software Engineering and Implementation Support

### Junior Software Engineer

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide system development, planning, research, architecture, system conversion, maintenance,

implementation support, installation, configuration, and/or code integration services. Provide support for structured software engineering methods and automated application development software. Performs administration and operations support for systems, servers, cloud infrastructure, or other hosted environments.

**Minimum Education:** Bachelor's Degree.

#### **Software Engineer**

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide system development, planning, research, architecture, system conversion, maintenance, implementation support, installation, configuration, and/or code integration services. Provide support for structured software engineering methods and automated application development software. Performs administration and operations support for systems, servers, cloud infrastructure, or other hosted environments.

**Minimum Education:** Bachelor's Degree.

#### **Senior Software Engineer**

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide system development, planning, research, architecture, system conversion, maintenance, implementation support, installation, configuration, and/or code integration services. Provide support for structured software engineering methods and automated application development software. Performs administration and operations support for systems, servers, cloud infrastructure, or other hosted environments.

**Minimum Education:** Bachelor's Degree.

#### **Principal Software Engineer**

**Minimum/General Experience:** 8 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Provide system development, planning, research, architecture, system conversion, maintenance, implementation support, installation, configuration, and/or code integration services. Provide support for structured software engineering methods and automated application development software. Performs administration and operations support for systems, servers, cloud infrastructure, or other hosted environments.

**Minimum Education:** Bachelor's Degree.

## Subject Matter Expert

#### **Subject Matter Expert I**

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Serve as subject matter expert in a functional, technical, scientific, academic, regulatory, operations, government mission, or other specialty area. May advise the project team or client organization in specific areas of expertise. Participate as needed across project phases. Apply principles, methods, and knowledge towards the project approach, deliverables, reports, representations, or quality control. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

**Subject Matter Expert II**

**Minimum/General Experience:** 8 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Serve as subject matter expert in a functional, technical, scientific, academic, regulatory, operations, government mission, or other specialty area. May advise the project team or client organization in specific areas of expertise. Participate as needed across project phases. Apply principles, methods, and knowledge towards the project approach, deliverables, reports, representations, or quality control. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

**Subject Matter Expert III**

**Minimum/General Experience:** 10 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Serve as subject matter expert in a functional, technical, scientific, academic, regulatory, operations, government mission, or other specialty area. May advise the project team or client organization in specific areas of expertise. Participate as needed across project phases. Apply principles, methods, and knowledge towards the project approach, deliverables, reports, representations, or quality control. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

**Subject Matter Expert IV**

**Minimum/General Experience:** 15 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Serve as subject matter expert in a functional, technical, scientific, academic, regulatory, operations, government mission, or other specialty area. May advise the project team or client organization in specific areas of expertise. Participate as needed across project phases. Apply principles, methods, and knowledge towards the project approach, deliverables, reports,

representations, or quality control. This labor category may be applied to non-technical roles required as part of the overall project.

**Minimum Education:** Bachelor's Degree.

## Systems Analyst

### **Systems Analyst**

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Develop and modify systems and subsystems. Support gathering information from users, defining work problems, designing and testing systems, and/or developing procedures to resolve the problems. Review requirements, research issues, perform analyses, compare alternatives, prepare specifications, resolve technical problems, coordinate work with programmers, or orient users to new systems.

**Minimum Education:** Bachelor's Degree.

### **Senior Systems Analyst**

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Develop and modify systems and subsystems. Support gathering information from users, defining work problems, designing and testing systems, and/or developing procedures to resolve the problems. Review requirements, research issues, perform analyses, compare alternatives, prepare specifications, resolve technical problems, coordinate work with programmers, or orient users to new systems.

**Minimum Education:** Bachelor's Degree.

### **Principal Systems Analyst**

**Minimum/General Experience:** 8 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Develop and modify systems and subsystems. Support gathering information from users, defining work problems, designing and testing systems, and/or developing procedures to resolve the problems. Review requirements, research issues, perform analyses, compare alternatives, prepare specifications, resolve technical problems, coordinate work with programmers, or orient users to new systems.

**Minimum Education:** Bachelor's.

## User Experience Specialist

### **Junior User Experience Specialist**

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Design, assess, or map customer/citizen experience and related behavioral analysis. Plan, implement, or support usability tests and human factors assessments. Research, plan, prototype, or design interfaces and other human-technology interactions. Support workshops, user studies, or focus groups. Draft, develop, and review associated designs, reports, and studies.

**Minimum Education:** Bachelor's Degree.

### **User Experience Specialist**

**Minimum/General Experience:** 3 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Design, assess, or map customer/citizen experience and related behavioral analysis. Plan, implement, or support usability tests and human factors assessments. Research, plan, prototype, or design interfaces and other human-technology interactions. Support workshops, user studies, or focus groups. Draft, develop, and review associated designs, reports, and studies.

**Minimum Education:** Bachelor's Degree.

### **Senior User Experience Specialist**

**Minimum/General Experience:** 6 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Design, assess, or map customer/citizen experience and related behavioral analysis. Plan, implement, or support usability tests and human factors assessments. Research, plan, prototype, or design interfaces and other human-technology interactions. Support workshops, user studies, or focus groups. Draft, develop, and review associated designs, reports, and studies.

**Minimum Education:** Bachelor's Degree

## **User Support / Clerical / Technical Writer**

### **User Support/Clerical I**

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Support users or customers by responding to calls and queries, researching problems, or providing instruction. Troubleshoot issues, escalating to more expert staff as needed. Provide a wide range of administrative or clerical support to clients or project teams. Support business or technical process operations.

**Minimum Education:** High School Diploma or equivalent

## **User Support/Clerical II**

**Minimum/General Experience:** None

**Functional Responsibility:** Responsibilities will vary but may include any of the following or similar: Support users or customers by responding to calls and queries, researching problems, or providing instruction. Troubleshoot issues, escalating to more expert staff as needed. Provide a wide range of administrative or clerical support to clients or project teams. Support business or technical process operations.

**Minimum Education:** Bachelor's Degree

## **Technical Writer**

**Minimum/General Experience:** 4 years of relevant experience.

**Functional Responsibility:** Responsibilities will vary but may include any of the following: Performs technical writing services. Creates or edits user manuals, system content, user support information, system documentation, stakeholder communications, presentations, studies, analyses, and/or reports.

**Minimum Education:** Bachelor's Degree.

# **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 Bachelor's degree.
- 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.



## Service Contract Labor Standards (SCLS) Matrix for SIN 54151S

SCLS Eligible Contract Labor Category Title	SCLS Occupation Code - Title	WD (Wage Determination) #
User Support/Clerical I	01113 - General Clerk III	2015-4281
User Support/Clerical II	01020 - Administrative Assistant	2015-4281
<p>The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract.</p>		

ICF Site Rates					
Labor Category Titles	12/24/2019-12/23/2020	12/24/2020-12/23/2021	12/24/2021-12/23/2022	12/24/2022-12/23/2023	12/24/2023-12/23/2024
Principal Systems Analyst	\$259.78	\$266.53	\$273.46	\$280.57	\$287.87
Senior Systems Analyst	\$181.22	\$185.93	\$190.77	\$195.73	\$200.81
Systems Analyst	\$148.16	\$152.01	\$155.96	\$160.02	\$164.18
Principal Programmer	\$214.53	\$220.11	\$225.83	\$231.70	\$237.73
Senior Programmer	\$185.73	\$190.56	\$195.51	\$200.60	\$205.81
Programmer	\$129.51	\$132.88	\$136.33	\$139.88	\$143.51
Junior Programmer	\$110.79	\$113.67	\$116.63	\$119.66	\$122.77
Principal Software Engineer	\$259.78	\$266.53	\$273.46	\$280.57	\$287.87
Senior Software Engineer	\$181.22	\$185.93	\$190.77	\$195.73	\$200.81
Software Engineer	\$148.16	\$152.01	\$155.96	\$160.02	\$164.18
Junior Software Engineer	\$110.79	\$113.67	\$116.63	\$119.66	\$122.77
Senior Network Engineer	\$181.22	\$185.93	\$190.77	\$195.73	\$200.81
Network Engineer	\$130.18	\$133.56	\$137.04	\$140.60	\$144.26
Principal Data Specialist/Informaticist	\$214.53	\$220.11	\$225.83	\$231.70	\$237.73
Senior Data Specialist/Informaticist	\$185.73	\$190.56	\$195.51	\$200.60	\$205.81
Data Specialist/Informaticist	\$130.18	\$133.56	\$137.04	\$140.60	\$144.26
Junior Data Specialist/Informaticist	\$110.10	\$112.96	\$115.90	\$118.91	\$122.00
Senior Project Manager	\$276.10	\$283.28	\$290.64	\$298.20	\$305.95
Project Manager	\$214.53	\$220.11	\$225.83	\$231.70	\$237.73
Task Manager	\$185.73	\$190.56	\$195.51	\$200.60	\$205.81
Senior Creative Designer	\$130.18	\$133.56	\$137.04	\$140.60	\$144.26
Technical Writer	\$110.79	\$113.67	\$116.63	\$119.66	\$122.77
Creative Designer	\$83.04	\$85.20	\$87.41	\$89.69	\$92.02
Junior Creative Designer	\$72.82	\$74.71	\$76.66	\$78.65	\$80.69
Principal Cyber Security Specialist	\$259.78	\$266.53	\$273.46	\$280.57	\$287.87
Senior Cyber Security Specialist	\$181.22	\$185.93	\$190.77	\$195.73	\$200.81

Cyber Security Specialist	\$148.16	\$152.01	\$155.96	\$160.02	\$164.18
Junior Cyber Security Specialist	\$130.18	\$133.56	\$137.04	\$140.60	\$144.26
Senior User Experience Specialist	\$148.16	\$152.01	\$155.96	\$160.02	\$164.18
User Experience Specialist	\$130.18	\$133.56	\$137.04	\$140.60	\$144.26
Junior User Experience Specialist	\$100.53	\$103.14	\$105.83	\$108.58	\$111.40
Expert Technologist III	\$303.15	\$311.03	\$319.12	\$327.42	\$335.93
Expert Technologist II	\$276.10	\$283.28	\$290.64	\$298.20	\$305.95
Expert Technologist I	\$214.53	\$220.11	\$225.83	\$231.70	\$237.73
Associate I	\$129.51	\$132.88	\$136.33	\$139.88	\$143.51
Analyst III	\$108.49	\$111.31	\$114.20	\$117.17	\$120.22
Analyst II	\$93.11	\$95.53	\$98.01	\$100.56	\$103.18
Analyst I	\$83.04	\$85.20	\$87.41	\$89.69	\$92.02
User Support/Clerical II*	\$113.48	\$116.43	\$119.46	\$122.56	\$125.75
User Support/Clerical I*	\$97.69	\$100.23	\$102.84	\$105.51	\$108.25
SME IV	\$416.52	\$427.35	\$438.46	\$449.86	\$461.56
SME III	\$343.91	\$352.85	\$362.03	\$371.44	\$381.10
SME II	\$303.15	\$311.03	\$319.12	\$327.42	\$335.93
SME I	\$181.22	\$185.93	\$190.77	\$195.73	\$200.81

<b>Government Site Rates</b>					
Labor Category Titles	12/24/2019-12/23/2020	12/24/2020-12/23/2021	12/24/2021-12/23/2022	12/24/2022-12/23/2023	12/24/2023-12/23/2024
Principal Systems Analyst	\$195.45	\$200.53	\$205.75	\$211.09	\$216.58
Senior Systems Analyst	\$136.35	\$139.90	\$143.53	\$147.26	\$151.09
Systems Analyst	\$111.47	\$114.37	\$117.34	\$120.39	\$123.52
Principal Programmer	\$161.42	\$165.62	\$169.92	\$174.34	\$178.87
Senior Programmer	\$139.77	\$143.40	\$147.13	\$150.96	\$154.88
Programmer	\$97.45	\$99.98	\$102.58	\$105.25	\$107.99
Junior Programmer	\$83.37	\$85.54	\$87.76	\$90.04	\$92.38
Principal Software Engineer	\$195.45	\$200.53	\$205.75	\$211.09	\$216.58
Senior Software Engineer	\$136.35	\$139.90	\$143.53	\$147.26	\$151.09
Software Engineer	\$111.47	\$114.37	\$117.34	\$120.39	\$123.52
Junior Software Engineer	\$83.37	\$85.54	\$87.76	\$90.04	\$92.38
Senior Network Engineer	\$136.35	\$139.90	\$143.53	\$147.26	\$151.09
Network Engineer	\$97.93	\$100.48	\$103.09	\$105.77	\$108.52
Principal Data Specialist/Informaticist	\$161.42	\$165.62	\$169.92	\$174.34	\$178.87
Senior Data Specialist/Informaticist	\$139.77	\$143.40	\$147.13	\$150.96	\$154.88
Data Specialist/Informaticist	\$97.93	\$100.48	\$103.09	\$105.77	\$108.52
Junior Data Specialist/Informaticist	\$82.82	\$84.97	\$87.18	\$89.45	\$91.78
Senior Project Manager	\$207.74	\$213.14	\$218.68	\$224.37	\$230.20
Project Manager	\$161.42	\$165.62	\$169.92	\$174.34	\$178.87
Task Manager	\$139.77	\$143.40	\$147.13	\$150.96	\$154.88
Senior Creative Designer	\$97.93	\$100.48	\$103.09	\$105.77	\$108.52
Technical Writer	\$83.37	\$85.54	\$87.76	\$90.04	\$92.38
Creative Designer	\$62.49	\$64.11	\$65.78	\$67.49	\$69.25

Junior Creative Designer	\$54.78	\$56.20	\$57.67	\$59.16	\$60.70
Principal Cyber Security Specialist	\$195.45	\$200.53	\$205.75	\$211.09	\$216.58
Senior Cyber Security Specialist	\$136.35	\$139.90	\$143.53	\$147.26	\$151.09
Cyber Security Specialist	\$111.47	\$114.37	\$117.34	\$120.39	\$123.52
Junior Cyber Security Specialist	\$97.93	\$100.48	\$103.09	\$105.77	\$108.52
Senior User Experience Specialist	\$111.47	\$114.37	\$117.34	\$120.39	\$123.52
User Experience Specialist	\$97.93	\$100.48	\$103.09	\$105.77	\$108.52
Junior User Experience Specialist	\$75.65	\$77.62	\$79.63	\$81.71	\$83.83
Expert Technologist III	\$228.09	\$234.02	\$240.10	\$246.35	\$252.75
Expert Technologist II	\$207.74	\$213.14	\$218.68	\$224.37	\$230.20
Expert Technologist I	\$161.42	\$165.62	\$169.92	\$174.34	\$178.87
Associate I	\$97.45	\$99.98	\$102.58	\$105.25	\$107.99
Analyst III	\$81.63	\$83.75	\$85.93	\$88.16	\$90.46
Analyst II	\$70.07	\$71.89	\$73.76	\$75.68	\$77.65
Analyst I	\$62.49	\$64.11	\$65.78	\$67.49	\$69.25
User Support/Clerical II*	\$85.38	\$87.60	\$89.88	\$92.21	\$94.61
User Support/Clerical I*	\$73.52	\$75.43	\$77.39	\$79.40	\$81.47
SME IV	\$313.42	\$321.57	\$329.93	\$338.51	\$347.31
SME III	\$258.76	\$265.49	\$272.39	\$279.47	\$286.74
SME II	\$228.09	\$234.02	\$240.10	\$246.35	\$252.75
SME I	\$136.35	\$139.90	\$143.53	\$147.26	\$151.09

# Complementary SIN – Energy Consulting

**541690E** Energy Consulting Services – Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514.

\*NOTE – This SIN cannot be used as a “stand alone” SIN

## Labor Category Descriptions

- **Principal Consultant 5**

**Minimum/General Experience:** Minimum 25 years of experience, with greater than 15 years as a senior manager.

**Functional Responsibility:** Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight. Provides specialized expertise and develops solutions to complex methodological problems; is a peer of leading practitioners in area of technical expertise; is known nationally and serves on expert panels.

**Minimum Education:** Master’s Degree or equivalent

- **Principal Consultant 4**

**Minimum/General Experience:** Minimum 20 years of experience, with greater than 10 years as a senior manager.

**Functional Responsibility:** Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight. Provides specialized expertise and develops solutions to complex methodological problems; is a peer of leading practitioners in area of technical expertise; is known nationally and serves on expert panels.

**Minimum Education:** Master’s Degree or equivalent.

- **Principal Consultant 3**

**Minimum/General Experience:** Minimum 16 years of experience, with greater than 10 years as a senior manager.

**Functional Responsibility:** Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight. Provides senior leadership in field of expertise and develops solutions to complex methodological problems; has major project management

responsibilities of multi-disciplinary teams; is a peer of leading practitioners in area of technical expertise; is known nationally and serves on expert panel.

**Minimum Education:** Master's Degree or equivalent.

- **Principal Consultant 2**

**Minimum/General Experience:** Minimum 14 years of experience, with 5 – 10 years as a senior manager.

**Functional Responsibility:** Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight. Provides senior leadership in field of expertise and develops solutions to complex methodological problems; is a peer of leading practitioners in area of technical expertise; is known nationally and serves on expert panels.

**Minimum Education:** Master's Degree or equivalent.

- **Principal Consultant 1**

**Minimum/General Experience:** Minimum 12 years of experience, or an equivalent combination of education/experience, with less than 5 years as a senior manager.

**Functional Responsibility:** Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight. Provides senior leadership in field of expertise and develops solutions to complex methodological problems; is a peer of leading practitioners in area of technical expertise; may be known nationally and serve on expert panels.

**Minimum Education:** Master's Degree or equivalent.

- **Senior Consultant 5**

**Minimum/General Experience:** Minimum 15 years of experience, or an equivalent combination of education/experience.

**Functional Responsibility:** Assists agencies on energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided energy efficiency programs. Provides specialized expertise and develops solutions to complex methodological problems; may be known nationally and serve on expert panels.

**Minimum Education:** Master's Degree or equivalent.

- **Senior Consultant 4**

**Minimum/General Experience:** Minimum 12 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; assists agencies on energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided

energy efficiency programs. Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; alternatively, provides senior technical advice and counsel to other professionals; generally operates with wide latitude for un-reviewed action.

**Minimum Education:** Master's Degree or equivalent.

- **Senior Consultant 3**

**Minimum/General Experience:** Minimum 10 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; assists agencies on energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided energy efficiency programs. Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; alternatively, provides senior technical advice and counsel to other professionals; generally operates with wide latitude for un-reviewed action

**Minimum Education:** Master's Degree or equivalent.

- **Senior Consultant 2**

**Minimum/General Experience:** Minimum 8 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; assists agencies on energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided energy efficiency programs. Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures; alternatively, provides senior technical advice and counsel to other professionals; generally operates with wide latitude for un-reviewed action

**Minimum Education:** Master's Degree or equivalent.

- **Senior Consultant 1**

**Minimum/General Experience:** Minimum 6 years of experience, or an equivalent combination of education/experience.

**Functional Responsibility:** Assists agencies on energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided energy efficiency programs. Project manager with specialization in area of communications.

**Minimum Education:** Bachelor's Degree or equivalent.

- **Associate Consultant 5**

**Minimum/General Experience:** Minimum 8 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports. Under general supervision of project leader, plans, conducts, and supervises assignments normally involving smaller or less significant projects; estimates and schedules work to meet completion dates; directs assistance, reviews progress, and evaluates results; makes changes in methods, design, or equipment where necessary; operates with some latitude for un-reviewed action or decision.

**Minimum Education:** Technical Masters Degree or equivalent.

- **Associate Consultant 4**

**Minimum/General Experience:** Minimum 6 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports. Under general supervision of project leader, plans, conducts, and supervises assignments normally involving smaller or less significant projects; estimates and schedules work to meet completion dates; directs assistance, reviews progress, and evaluates results; makes changes in methods, design, or equipment where necessary; operates with some latitude for un-reviewed action or decision

**Minimum Education:** Non-technical Masters Degree or equivalent.

- **Associate Consultant 3**

**Minimum/General Experience:** Minimum 4 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports. Under general supervision of project leader, plans, conducts, and supervises assignments normally involving smaller or less significant projects; estimates and schedules work to meet completion dates; directs assistance, reviews progress, and evaluates results; makes changes in methods, design, or equipment where necessary; operates with some latitude for un-reviewed action or decision.

**Minimum Education:** Technical Masters Degree or equivalent.

- **Associate Consultant 2**

**Minimum/General Experience:** Minimum 2 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports. Under general supervision of project leader, plans, conducts, and supervises assignments normally involving smaller or less significant projects; estimates and schedules work to meet completion dates; directs assistance, reviews progress, and

evaluates results; makes changes in methods, design, or equipment where necessary; operates with some latitude for un-reviewed action or decision.

**Minimum Education:** Non-technical Masters Degree or equivalent.

- **Associate Consultant 1**

**Minimum/General Experience:** Minimum 2 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Assists customers in carrying out statutory programs, managing energy data collection and reporting systems, and preparing reports. Under general supervision of project leader, plans, conducts, and supervises assignments normally involving smaller or less significant projects; estimates and schedules work to meet completion dates; directs assistance, reviews progress, and evaluates results; makes changes in methods, design, or equipment where necessary; operates with some latitude for un-reviewed action or decision.

**Minimum Education:** Non-technical Bachelor's Degree or equivalent.

- **Junior Consultant 3**

**Minimum/General Experience:** Minimum 6 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Under supervision of a senior consultant or associate consultant, assists agencies in evaluating alternative financing proposals, competitive utility contracts, utility-provided energy efficiency services and other complex decisions. Coordinates the activities of juniors or technicians; work assignments are varied and require some originality and ingenuity.

**Minimum Education:** Bachelor's Degree or equivalent.

- **Junior Consultant 2**

**Minimum/General Experience:** Minimum 2 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Under supervision of a senior consultant or associate consultant, assists agencies in evaluating alternative financing proposals, competitive utility contracts, utility-provided energy efficiency services and other complex decisions. Coordinates the activities of juniors or technicians; work assignments are varied and require some originality and ingenuity.

**Minimum Education:** Technical Bachelor's Degree or equivalent.

- **Junior Consultant 1**

**Minimum/General Experience:** Minimum 2 years or more of experience in areas directly related to this contract.

**Functional Responsibility:** Under supervision of a senior consultant or associate consultant, assists agencies in evaluating alternative financing proposals, competitive utility contracts, utility-provided



energy efficiency services and other complex decisions. Coordinates the activities of juniors or technicians; work assignments are varied and require some originality and ingenuity.

**Minimum Education:** Non-technical Bachelor's Degree or equivalent.

- **Research Analyst 2**

**Minimum/General Experience:** None

**Functional Responsibility:** Gathers and correlates basic data and performs routine analyses and assignments.

**Minimum Education:** Technical Bachelor's Degree.

- **Research Analyst 1**

**Minimum/General Experience:** None

**Functional Responsibility:** Gathers and correlates basic data and performs routine analyses and assignments.

**Minimum Education:** Non-technical Bachelor's Degree.

- **Clerical Support 2**

**Minimum/General Experience:** Minimum 6 or more years of experience.

**Functional Responsibility:** Prepares complex and detailed documents from a variety of input sources (e.g., word processing and spreadsheet programs); produces a wide range of format versions through advanced knowledge of word processing programs; performs data collection (library/computer research).

**Minimum Education:** Bachelor's degree.

- **Clerical Support 1**

**Minimum/General Experience:** Minimum 3 or more years of experience.

**Functional Responsibility:** Performs data collection; prepares documents using word processing programs; proficiency in graphics design and associated tools.

**Minimum Education:** Bachelor's degree.

**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.
- 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.

**Service Contract Standards Act (SCLS) MATRIX**

<b>SCLS Eligible Contract Labor Category</b>	<b>SCLS Equivalent Code – Title</b>	<b>WD Number</b>
Clerical/Support 1	01313 – Secretary III	15-4281
Clerical/Support 2	30463 – Technical Writer III	15-4281
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).		

Labor Category	12/242019- 12/23/2020	12/24/2020- 12/23/2021	12/24/2021- 12/23/2022	12/24/2022- 12/23/2023	12/24/2023- 12/23/2024
Principal Consultant 5	\$444.76	\$456.32	\$468.19	\$480.36	\$492.85
Principal Consultant 4	\$361.53	\$370.93	\$380.57	\$390.47	\$400.62
Principal Consultant 3	\$243.04	\$249.36	\$255.84	\$262.49	\$269.32
Principal Consultant 2	\$219.45	\$225.16	\$231.01	\$237.02	\$243.18
Principal Consultant 1	\$195.21	\$200.29	\$205.49	\$210.84	\$216.32
Senior Consultant 5	\$301.14	\$308.97	\$317.00	\$325.24	\$333.70
Senior Consultant 4	\$214.47	\$220.05	\$225.77	\$231.64	\$237.66
Senior Consultant 3	\$168.25	\$172.62	\$177.11	\$181.72	\$186.44
Senior Consultant 2	\$159.54	\$163.69	\$167.94	\$172.31	\$176.79
Senior Consultant 1	\$157.68	\$161.78	\$165.99	\$170.30	\$174.73
Associate Consultant 5	\$151.79	\$155.74	\$159.79	\$163.94	\$168.20
Associate Consultant 4	\$139.26	\$142.88	\$146.60	\$150.41	\$154.32
Associate Consultant 3	\$134.60	\$138.10	\$141.69	\$145.37	\$149.15
Associate Consultant 2	\$117.22	\$120.27	\$123.39	\$126.60	\$129.89
Associate Consultant 1	\$102.94	\$105.62	\$108.36	\$111.18	\$114.07
Junior Consultant 3	\$121.39	\$124.55	\$127.78	\$131.11	\$134.52
Junior Consultant 2	\$106.37	\$109.14	\$111.97	\$114.88	\$117.87
Junior Consultant 1	\$88.81	\$91.12	\$93.49	\$95.92	\$98.41
Research Analyst 2	\$84.36	\$86.55	\$88.80	\$91.11	\$93.48
Research Analyst 1	\$67.74	\$69.50	\$71.31	\$73.16	\$75.06
Clerical/Support 2	\$117.63	\$120.69	\$123.83	\$127.05	\$130.35
Clerical/Support 1	\$90.02	\$92.36	\$94.76	\$97.23	\$99.75