

**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 for GSA Advantage!® is: [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

**PROFESSIONAL SERVICES SCHEDULE (PSS)  
CONTRACT No. GS-23F-8186H**

Contract Period: 1 August 2012 – 30 September 2017



**C<sup>2</sup> Technologies, Inc.**

1921 Gallows Road  
Suite 1000  
Vienna, VA 22182  
703-448-7900  
800-316-6621  
[www.c2ti.com](http://www.c2ti.com)  
Business size: Large

Ordering Contact: Sheena Gill  
703.261.7371 / [sgill@c2ti.com](mailto:sgill@c2ti.com)

Contract Administrator: Jeremy Barritt  
703.448.7946 / [jbarritt@c2ti.com](mailto:jbarritt@c2ti.com)

## **Table of Contents**

Company Information .....	3
C² = The Right Choice .....	3
C² Products and Services.....	4
Doing Business with C² through GSA PSS .....	6
Customer Information .....	9
Labor Categories and Descriptions .....	11
Price List .....	20

# Company Information

## C<sup>2</sup> = The Right Choice

### ***C<sup>2</sup>: A Performance Improvement Company***

C<sup>2</sup> is a full-service performance improvement company founded in 1989. C<sup>2</sup> is a leader in improving human performance through the application of behavioral science and technology. ***Human performance improvement is our goal and our mission.***

### ***Extensive Experience***

Our firm has extensive experience in supporting GSA PSS requirements, having provided a range of services and developed products for practically every government agency.

### ***Industry Leader***

Our firm is a recognized **leader and one of the largest providers of management consulting and multimedia services in the nation.** Our capabilities in the areas of business process reengineering, strategic planning, and training are unparalleled in the industry.

### ***Indefinite Quantity Contract Experience***

Our firm has extensive contractual experience with Federal, State, and local government agencies. Our corporate experience with other IDIQ contracts affirms that we know how to fully meet project responsibilities. Our top executives have successfully managed over 1,000 task orders for a wide range of government departments and agencies.

### ***Award-Winning Management Team***

Dolly Oberoi, CEO, Curtis Cox, President, and David Fall, Senior Vice President Operations, provide C<sup>2</sup>'s corporate management and leadership.

### ***Innovative and Creative Staff***

We are well known for pushing the envelope of human imagination to provide the most innovative solutions while working within the constraints of the client organization. Our staff members are:

- Formally trained
- ISD proficient
- Nationally recognized
- Committed to client satisfaction.

### ***Partnership with Clients***

We engage our clients as full partners in the training design and development process. To each of our customers we make a commitment to:

- Understand performance or training needs
- Apply proven management and technical resources
- Adhere to all scheduling and financial constraints
- Deliver high-quality products at a reasonable cost

### ***Fully Capitalized***

C<sup>2</sup> is conservative in its fiscal management. In its 26-year history, C<sup>2</sup> has had a strong reputation for meeting its financial obligations on time. We have lines of credit with major banks and financial institutions to support us during our periods of growth.

### ***Quality Assurance***

C<sup>2</sup> strives first and foremost to produce quality products. We assign highly qualified professionals and provide staff members with the resources, training, authority, and support required to develop effective and high-impact products. Our courseware engineering process is ISO 900.

### ***Award-Winning Products and Services***

Recipient of the awards for excellence in training. Each year, several of our projects receive awards.

### ***Performance Reputation***

C<sup>2</sup> is known for its ability to complete contracts on time, within budget, and to the satisfaction of its clients.

### ***Customer Service Oriented***

C<sup>2</sup> prides itself in providing custom solutions to its clients. Our clients know their business and where they want to go. It is up to us to get them there efficiently, on time, and cost effectively.

### ***Geographic Responsiveness***

Our team is widely dispersed and flexible in undertaking assignments in multiple locations.

# C<sup>2</sup> Products and Services

## Consultation Services

### Organizational Systems

To improve, an organization must acquire a clear and accurate understanding of its current performance in three critical areas: Leadership, Organizational Systems, and Human Resources. C<sup>2</sup> provides services in the following areas:

- Strategic Planning
- Business Process Reengineering
- Organizational Change
- Studies/Assessments: Data Collection and Analysis
- Performance Measurement Systems
- Performance Analysis
- Organizational and Site Assessments
- Program Audits and Evaluation
- Distance Learning
- Instructional Systems Development

### Workforce Development

- Leadership and Management Development
- Employee Development
- Team Building and Group Problem Solving
- Diversity

### Instructional Systems Design

"The instructional systems approach is a process of planning and developing instruction that makes use of research and learning theory and employs empirical testing as a means for the improvement of instruction."

Quote from Gagne, Robert M., Leslie J. Briggs, and Walter W. Wager. *Principles of Instructional Design*. Fort Worth, TX: Harcourt Brace Jovanovich College Publishers, 1992. 32.

C<sup>2</sup> utilizes this systematic model in the design and development of all materials.

### Print Media

Print Media are the most commonly used materials. They are often preferred for the low development cost and universal accessibility.

- Task Analyses Reports
- Instructor and Student Guides
- On-the-Job Training Materials
- On-on-One Coaching
- Mentoring
- Self-Paced Materials
- Instructional Support Materials
- Task-Specific Job Aids
- Table-Top Exercises
- Sales Training & Marketing Communications

### Interactive Media

Interactive media are ideal when the audience is dispersed or has diverse entry-level skills. Other features include easy tracking and statistical documentation.

- Computer-Based Training (CBT)
- Web Based Training (WBT)
- Blended Learning Solutions
- CD-ROM/DVD-ROM
- Electronic Performance Support Systems
- Embedded Training
- Simulations and Surrogate Travel
- Interactive Kiosks

### Conferencing

These modes of information exchange combine interactivity with the power of multimedia. Benefits range from immediate access to customization and individual target marketing.

- Videoconferencing
- Video Streaming
- Audioconferencing
- Online Corporate Meetings
- Online Instructor-Led Classes
- Interactive Television (Sales & Marketing)

### **Facilitation Services**

- Focus Groups
- Self-Directed Work Teams
- GroupWare (On-Line Focus Groups)

### **Training Services**

C<sup>2</sup> supports agencies with full- or part-time on-site support personnel as required by clients. This support fulfills the ongoing requirements for customized training.

- Off-the-Shelf Training
- Customized Off-the-Shelf Training
- Database Management
- Systems Analysis
- Computer Programming
- Computer Maintenance
- Classroom Support
- Administrative Support
- Video Production
- Videoconferencing Set-Up and Support

### **Ancillary Supplies and/or Services**

C<sup>2</sup> provides duplication services in the following areas:

- Posters & Brochures
- Workbooks & Training Manuals
- Lesson Plans
- Plans of Instruction
- Instructor & Student Guides
- Presentation Materials
- Slides & Overhead Transparencies
- Audio Cassette Tapes
- Videotapes
- CD-ROMS/DVD-ROMS
- Multimedia Presentations
- Computer-Based Training (CBT)
- Assessment/Evaluation/Survey Instruments
- Computer Disks

- Corporate Universities

### **Acquisition Management Support**

C<sup>2</sup> provides professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are:

- Acquisition planning assistance, including market research and recommending procurement strategy
- Acquisition document development, including cost/price estimates
- Quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.
- Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis
- Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies
- Contract close-out assistance
- Competitive Sourcing support, including OMB Circular A-76 studies
- Strategic sourcing studies
- Privatization studies, public-private partnerships
- Federal Activities Inventory Reform (FAIR) Act studies.

### **Integrated Business Program Support Services**

C<sup>2</sup> provides professional support services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives.

## Doing Business with C<sup>2</sup> Through GSA PSS

SIN 874-1, Integrated Consulting Services  
SIN 874-4, Training Services  
SIN 100-03, Ancillary Supplies and/or Services  
SIN 874-6, Acquisition Management Support  
SIN 874-7, Integrated Business Program Support  
Services

### INTEGRATED CONSULTING SERVICES **SIN 874-1**

C<sup>2</sup> has established itself as a leader in improving human performance through the application of behavioral science and technology. C<sup>2</sup> has completed a variety of successful research and development projects in the areas of strategic planning, business and action planning, performance management (i.e., performance measures and indicators), leadership systems and supervisory training, customized training, process and workforce productivity improvement, organizational and site assessments, program audits and evaluations, distance learning, and instructional systems development in practically every field of endeavor and for all types of personnel.

C<sup>2</sup> has conducted studies and analyses and developed reports, briefings, and summaries of the research findings as well as proposed developmental, consultative, and program implementation efforts.

C<sup>2</sup> has facilitated and provided decision support services on a variety of projects utilizing work groups, self-directed work teams, and focus groups. C<sup>2</sup> has facilitated and convened small and large focus groups as part of front-end analyses, needs assessments, and program evaluations. Our staff uses a variety of technologies, including the use of GroupWare for problem solving, defining and targeting course objectives, and convening and leading large and small group briefings and discussions. Proceedings are recorded on-line and reported back to groups before adjourning.

---

## TRAINING SERVICES

### **SIN 874-4**

---

C² utilizes a variety of off-the-shelf training products that can be readily customized to meet a client's specific needs. These training packages include the following:

- Commercially available off-the-shelf products
- Off-the-shelf products developed by C²
- Off-the-shelf products developed by the client

These off-the-shelf products range in topics from customer services, crisis and disaster recovery, team building, leadership and management training, diversity, strategic planning, instructional systems development, distance learning, quality management, business process improvement, problem solving, and change management to software training.

---

## ANCILLARY SUPPLIES AND/OR SERVICES

### **SIN 100-03**

---

C² provides duplication services in the following areas:

- Posters & Brochures
- Workbooks & Training Manuals
- Lesson Plans
- Plans of Instruction
- Instructor & Student Guides
- Presentation Materials
- Slides & Overhead Transparencies
- CD-ROMS/DVD-ROMS
- Multimedia Presentations
- Computer-Based Training (CBT)
- Assessment/Evaluation/Survey Instruments
- Computer Disks

These products are typically custom designed for the client but can also be purchased off-the-shelf.

---

## ACQUISITION MANAGEMENT SUPPORT

### **SIN 874-6**

---

C<sup>2</sup> provides professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

---

## INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

### **SIN 874-7**

---

C<sup>2</sup> provides professional support services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include all phases of program or project management, Task Lead, from planning to closeout and operational/administrative business support services in order to carry out program objectives.



## Customer Information

### 1a. Table of Awarded Special Item Numbers:

SIN	Recovery	SIN Description
100-03	100-03RC	Ancillary Supplies and/or Services
874-1	874-1RC	Integrated Consulting Services
874-4	874-4RC	Training Services
874-6	874-6RC	Acquisition Management Support
874-7	874-7RC	Integrated Business Program Support Services

**1b. Lowest priced model number and lowest unit price:** See enclosed price lists

**1c. Hourly rates:** See enclosed price lists

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic coverage (delivery area):** Worldwide

**5. Point(s) of production (city, county, and state or foreign country):** Vienna, Fairfax County, Virginia

**6. Discount from list prices or statement of net prices:** Prices shown herein are net

**7. Quantity discounts:** 2% discount above the simplified acquisition threshold of \$150,000

**8. Prompt payment terms:** Net 30 days

**9a. Notification that Government purchase cards are accepted at or below the micro purchase threshold:** Yes, however, C<sup>2</sup> Technologies, Inc. does not offer a discount for payment

by Government purchase card/commercial credit card.

**9b. Notification that Government purchase cards are accepted above the micro-purchase threshold:** Yes, however, C<sup>2</sup> Technologies, Inc. does not offer a discount for payment by Government purchase card/commercial credit card.

**10. Foreign items:** None

**11a. Time of delivery:** To be determined by mutual agreement with the ordering agency.

**11b. Expedited delivery:** Items available for expedited delivery are noted in this price list by (include symbol)

**11c. Overnight and 2-day delivery:** Overnight and two-day delivery is available. Customers may contact C<sup>2</sup> Technologies, Inc. for rates for overnight and two-day delivery.

**11d. Urgent requirements:** Customers may contact C<sup>2</sup> Technologies, Inc. for faster delivery or RUSH delivery rates for urgent requirements.

- 
- 12. F.O.B. point(s):** Destination
- 13a. Ordering address(es):**  
C² Technologies, Inc.  
Attn: Sheena Gill, PSS Order  
1921 Gallows Road, Suite 1000  
Vienna, VA 22182
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405.3.
- 14. Payment address(es):**  
C² Technologies, Inc.  
Attn: Accounts Receivable  
1921 Gallows Road, Suite 1000  
Vienna, VA 22182
- 15. Warranty provisions:** 90-day warranty for all products and services provided
- 16. Export packing charges (if applicable):**  
Actual charges, as required
- 17. Terms and conditions of Government purchase card acceptance:** C² Technologies, Inc. does not offer a discount for payment by Government purchase card/commercial credit card.
- 18. Terms and conditions of rental, maintenance, and repair:** Not applicable
- 19. Terms and conditions of installation:**  
Not applicable
- 20. Terms and conditions of repair parts:**  
Not applicable
- 20a. Terms and conditions for any other services:** Not applicable
- 21. List of service and distribution points:**  
Not applicable
- 22. List of participating dealers:** Not applicable
- 23. Preventative maintenance:** Not applicable
- 24a. Special attributes such as environmental attributes:** Not applicable
- 24b. Section 508 compliance:** If applicable, Section 508 compliance is available on Electronic and Information Technology (EIT) supplies and services. Ordering agencies shall state in delivery order solicitations their requirements for Section 508 compliance, if any. C² Technologies, Inc. will comply with those requirements. EIT standards are posted at [www.section508.gov](http://www.section508.gov).
- 25. Data Universal Number System (DUNS) number:** 807021241
- 26. Notification regarding registration in the Central Contractor Registration (CCR) database:** C² Technologies, Inc. is registered in the System for Award Management (SAM) database (formerly CCR).

## Labor Category Descriptions

### **PROGRAM DIRECTOR / SENIOR ADVISOR**

SINs 100-03, 874-1, 874-4, and 874-7

1. **Scope.** Seasoned executive provides strategic direction, vision, leadership, and oversight to the entire program team. Maintains productive and effective relationships with client leadership in order to support clients in achieving mission performance goals. May provide subject matter expert (SME) advice in specialized program areas.
2. **Requirements.** Minimum of a Bachelor's degree in Business, Social Sciences, or related field and 12 years' experience managing mission-critical programs for Federal Government clients.

### **SENIOR PROGRAM MANAGER**

SINs 100-03, 874-1, 874-4, and 874-7

1. **Scope.** Provides oversight and management to multiple sizable programs involving multiple project teams. The Senior Program Manager maintains and manages relationships with program-level management within client organizations. Responsible for communicating program status, including all relevant tasks and their potential impact on the client's strategic vision. The Senior Program Manager is responsible for ensuring quality standards on all task orders.
2. **Requirements.** Minimum of a Bachelor's degree in Business, Social Sciences, or related field and 10 years' experience managing large programs for Federal Government clients.

### **PROGRAM MANAGER**

SINs 100-03, 874-1, 874-4, and 874-7

1. **Scope.** Provides oversight and management to a single sizable program or to multiple smaller programs, supporting multiple clients. The Program Manager maintains and manages relationships with client's management team. The Program Manager keeps client informed with regular status reports that identify program issues that impact achievement of mission performance goals. The Program Manager is responsible for ensuring quality standards and for ensuring that work performance meets company standards on all programs. The Program Manager may also provide subject matter expertise and unique technical knowledge.
2. **Requirements.** Minimum of a Bachelor's degree in Business, Social Sciences, or related field and 8 years' experience managing programs for Federal Government clients; PMP certification preferred.

**SENIOR PROJECT MANAGER**

SINs 100-03, 874-1, 874-4, and 874-7

1. **Scope.** Provides practical expertise, professional studies, and industry knowledge to ensure project alignment with the changing needs and challenges of Federal clients. The Senior Project Manager manages learning and performance support projects. Works effectively in client organizations and environments, successfully communicates with different levels of management, and participates in solution development. Leads project planning and execution to meet corporate business goals. Collaborates with clients to help them identify and plan for their agencies' future learning challenges. Guides and mentors Project Managers to ensure consistent performance across all projects.
2. **Requirements.** Minimum of a Bachelor's degree in a Management-, Technical-, or Instructional Design-related field and 8 years' experience managing tasks and/or projects for Federal Government clients, or a Master's degree and 6 years' experience; PMP certification preferred.

**PROJECT MANAGER**

SINs 100-03, 874-1, 874-4, and 874-7

1. **Scope.** Manages projects to ensure success and unqualified satisfaction of the client. The Project Manager leads project planning and execution, including designing and structuring the project approach and creating Project Management Plans in collaboration with the client and others, as required by the project. Effectively manages cross-functional team performance in adherence to the approved Management Plan to meet client's goals. Collaborates with clients to help identify and plan for client agencies' future project challenges.
2. **Requirements.** Minimum of a Bachelor's degree in a Management-, Technical-, or Instructional Design-related field and 6 years' experience managing tasks for Federal Government clients or a Master's degree and 4 years' experience; PMP certification preferred.

**SENIOR TASK LEAD**

SINs 100-03, 874-1, 874-4, and 874-7

1. **Scope.** Responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work, to include both technical and financial goals. Experienced in project and task management. Senior Task Lead organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. Guides and mentors other staff to ensure consistent performance across the task.
2. **Requirements.** Minimum of a Bachelor's degree in a Management-, Technical-, or Instructional Design-related field and 5 years' experience leading tasks; mentoring and guiding staff.

**TASK LEAD**

SINs 100-03, 874-1, 874-4, and 874-7

1. **Scope.** Responsible for ensuring successful task completion. Task Lead is a technical staff member who provides guidance to the Task Team and reports to the Project Manager on task progress. Ensures completion within the scheduled timeframe consistent with the established scope of work. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.
2. **Requirements.** Minimum of a Bachelor's degree in a Management-, Technical-, or Instructional Design-related field and 3 years' experience leading tasks; mentoring and guiding staff.

**SENIOR ANALYST/PRINCIPAL INVESTIGATOR**

SINs 100-03, 874-1, and 874-4

1. **Scope.** Performs a variety of tasks, including conducting research, conducting literature reviews. Organizing and archiving information in databases for statistical analysis, conducting interviews and focus groups, developing data analysis files by coding data and creating new variables, and writing analytical reports. Conducts appropriate statistical analysis. Confers with client Subject Matter Experts (SMEs). Performs other duties as assigned. Oversees and/or guides the efforts of others performing similar functions.
2. **Requirements.** B.S./M.S. in Psychology, Education, or other social science, plus four (4) or more years of experience conducting research. Experience with information management software packages such as SAS, SPSS, or Microsoft Access, and/or Visio.

**SENIOR ANALYST/PRINCIPAL INVESTIGATOR**

SIN 874-6

1. **Scope.** Performs a variety of tasks in support of acquisition services, including strategic sourcing and privatization studies, public-private partnerships, and other acquisition efforts. Lead technical expert in developing Performance Work Statement (PWS) and Quality Assurance Surveillance Plans (QASP). Performs management studies to determine the Government's Most Efficient Organization (MEO), aids in development of in-house Government cost estimates, comparisons of in-house bids to proposed contractor prices, and Administrative Appeal Process support, MEO or contract implementation support as a result of a privatization study, and MEO performance reviews. Oversees and/or guides the efforts of others performing similar functions.
2. **Requirements.** B.S./M.S. in Business Administration, Finance, or other relevant field, plus four (4) or more years of experience conducting research. Experience with information management software packages such as SAS, SPSS, or Microsoft Access, and/or Visio.

**JUNIOR ANALYST/PRINCIPAL INVESTIGATOR**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Performs a variety of tasks, including conducting research, conducting literature reviews, organizing and archiving information in databases for statistical analysis, conducting interviews and focus groups, developing data analysis files by coding data and creating new variables, and writing analytical reports. Conducts appropriate statistical analysis.
2. **Requirements.** B.S./M.S. in Psychology, Education, or other social science, plus entry level experience conducting research. Familiar with information management software packages such as SAS, SPSS, or Microsoft Access, and/or Visio.

**JUNIOR ANALYST/PRINCIPAL INVESTIGATOR**

SIN 874-6

1. **Scope.** Performs a variety of tasks in support of acquisition services, aiding the senior staff in development of strategic sourcing and privatization studies, public-private partnerships, and other acquisition efforts. Conducting research and reviews, organizing and archiving information in databases for statistical analysis, conducting interviews and focus groups, developing data analysis files by coding data and creating new variables, perform requirement analysis, financial analysis, and writing analytical reports in support of consulting and acquisition services. Conducts appropriate statistical analysis.
2. **Requirements.** B.S./M.S. in Business Administration, Finance, or other relevant field, plus entry level experience conducting research. Familiar with information management software packages such as SAS.

**INSTRUCTIONAL TECHNOLOGIST**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Develops training solutions using the ISD methodology. Conducts analysis: needs analysis, job/task analysis, front-end analysis. Develops design plans for paper, IVT, video, CBT, and WBT that include developing learning objectives, determining functionality and navigation strategies, documenting minimum technical specifications (user and client), determining learning strategies and content flow, determining testing/evaluation requirements and interactivity, and planning the CMI functionality. Develops instructor and participant guides, scripts, and storyboards to include content and theme, defines all media elements (graphics, animations, video, audio), and explains programming requirements. Write narration scripts and plans music/sound effects. Confers with SMEs.
2. **Requirements.** M.A./M.E. in Adult Learning Theory or Instructional or Education equivalent. Minimum of four (4) years of experience designing paper, IVT, video, CBT/WBT training projects. Working knowledge of Authorware, HTML, Dreamweaver, Flash and other software packages.

**JUNIOR INSTRUCTIONAL TECHNOLOGIST**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Coordinates, develops, writes, and programs materials for varied projects based on particular client specifications.
2. **Requirements.** B.S. in Instructional Design, Adult Education, or related field. Working knowledge of Authorware, HTML, Dreamweaver, Flash, and other software packages.

**SENIOR ANALYST/BPR**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Provides insight, expertise, and recommendations regarding the optimization of business and workforce process, with an emphasis on the integration of technology-based solutions to streamline workflow. Performs literature reviews, consults with SMEs, and polls workforce, as necessary. Develops and provides written reports and briefings. Coordinates with IDS, technology experts, and others to inform and condition their efforts. Knowledgeable in pertinent technologies (information management, Internet, etc.), and can provide guidance reflecting impact of same on organizational processes.
2. **Requirements.** Master's degree in HRM, Organizational Psychology, or other pertinent discipline, with expertise (through either training or experience) in applicable technologies, plus (6) years of pertinent experience.

**SENIOR ANALYST/BPR**

SIN 874-6

1. **Scope.** Provides insight, expertise, and recommendations regarding the optimization of business and workforce process as applied to acquisition support services, with an emphasis on the integration of technology-based solutions to streamline workflow. Performs technology reviews, consults with SMEs, and polls workforce, as necessary. Develops and provides written reports and briefings. Coordinates with technology experts, and others to inform and condition their efforts. Knowledgeable in pertinent technologies (information management, Internet, etc.), and can provide guidance reflecting impact of same on organizational processes.
2. **Requirements.** Master's degree in Business Administration, Finance, Information Technology, or other pertinent discipline, with expertise (through either training or experience) in applicable technologies, plus (6) years of pertinent experience.

**MANAGEMENT ANALYST**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Provides research, analysis, and recommendations regarding project and organizational management. Confers with representative members of management and (if appropriate) other stakeholders. Identifies current strengths and potential future requirement, and provides guidance on how best to optimize operations while allowing for evolving needs. May conduct workforce research (polling, questionnaires, etc.) as needed and authorized. Provides input in the form of written reports and/or group briefings.
2. **Requirements.** Master's degree in HRM, Organizational Psychology, Business Management, or other appropriate discipline, or Bachelor's degree and four (4) years of pertinent experience.

**MANAGEMENT ANALYST**

SIN 874-6

1. **Scope.** Provides research, analysis, and recommendations regarding project and organizational management for acquisition support efforts. Confers with representative members of management and (if appropriate) other stakeholders. Identifies current strengths and potential future requirement, and provides guidance on how best to optimize operations while allowing for evolving needs in support of acquisition process. May conduct workforce research (polling, questionnaires, etc.) as needed and authorized. Provides input in the form of written reports and/or group briefings.
2. **Requirements.** Master's degree in Business Administration, Finance, HRM, Organizational Psychology, Management, or other appropriate discipline, or Bachelor's degree and four (4) years of pertinent experience.

**SYSTEMS ANALYST**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Applies logical analyses or test and evaluation on all programs within the contractual Scope. Performs comprehensive analysis of hardware/software concepts, designs, and test requirements. Reviews, analyzes, integrates, and conducts test and evaluation of Contractor- or Government-generated source data and develops interim documentation. Performs system concept formulation, system design analysis, and subsystems design analysis. Is responsible for segments or phases or broader, more complex projects.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, and four (4) years of experience performing the foregoing functions; or a high school diploma and eight (8) years of experience performing the foregoing functions.



**COMPUTER PROGRAMMER**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Applies knowledge of computer science principle, information management principles, data processing functions, IT hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering, or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third- or fourth-generation programming languages. Uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test, and integrate database or data-processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces, and documentation of hardware or software systems. Uses detailed specifications and adapts standardized techniques, methods, criteria, and precedents to develop or modify portions of a system or program. Is responsible for segments or phases of broader, more complex projects.
2. **Requirements.** Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university, and three (3) years of experience performing the foregoing functions (at least two years of experience must have been in programming).

**TECHNICAL EDITOR**

SINS 100-03, 874-1, 874-4, and 874-6

1. **Scope.** Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.
2. **Requirements.** At least three (3) years of experience performing the foregoing technical writing/editing functions.

**GRAPHIC ARTIST**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Renders, revises, and finalizes graphic sketches, designs, animation, and copy layouts for multimedia and print content. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and visual design principles.
2. **Requirements.** Associate's degree or B.F.A. or equivalent. Has knowledge of commonly used concepts, practices, and procedures of visual communications.

**TRAINING INSTRUCTOR**

SINS 100-03, 874-1, and 874-4

1. **Scope.** Delivers instruction to target audience using a variety of modalities (paper-based, individual coaching, lecture, etc.). Provides expertise in both subject matter and instructional technique. May participate in development of course materials; provides feedback as to effectiveness and user-friendliness of materials developed by others. Has practical familiarity with ISD methodology.
2. **Requirements.** Bachelor's degree and two (2) years of experience or high school diploma and four (4) years of experience. Specific working matter expertise derived either from coursework or on-the-job experience.

**CLERK-TYPIST**

SINS 100-03, 874-1, 874-4, and 874-6

1. **Scope.** Transcribes notes, types and revises documentation, and performs data entry via commonly used software packages. Performs allied administrative functions (filing, document preparation, etc.).
2. **Requirements.** Associate's degree or certificate, or three (3) years of pertinent experience. Typing proficiency.

**Service Contract Act Matrix:** C<sup>2</sup> meets the requirements of the Service Contract Act for the labor categories below.

WD Number	Revision	Date	State	State
2005-2103	13	6/19/2013	District of Columbia, Maryland, Virginia	District of Columbia Statewide Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Systems Analyst	14102 - Computer Systems Analyst II	2005-2103
Computer Programmer	14073 - Computer Programmer III	2005-2103
Technical Editor	30462 - Technical Writer II	2005-2103
Graphic Artist	15080 - Graphic Artist	2005-2103
Training Instructor	15090 - Technical Instructor	2005-2103
Clerk/ Typist	01113 - General Clerk II	2005-2103

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

## Price List

**SINs 100-03, 874-1, 874-4:**

<b>Labor Category</b>	<b>Year 17</b>	<b>Year 18</b>	<b>Year 19</b>	<b>Year 20</b>
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Senior Analyst/BPR	\$198.47	\$202.84	\$207.30	\$211.86
Senior Analyst/Principal Investigator	\$144.35	\$147.52	\$150.77	\$154.09
Junior Analyst/Principal Investigator	\$99.35	\$101.53	\$103.77	\$106.05
Instructional Technologist	\$95.37	\$97.47	\$99.62	\$101.81
Junior Instructional Technologist	\$65.13	\$66.56	\$68.03	\$69.53
Management Analyst	\$97.08	\$99.22	\$101.40	\$103.63
Systems Analyst	\$99.24	\$101.42	\$103.65	\$105.93
Computer Programmer	\$74.47	\$76.11	\$77.79	\$79.50
Technical Editor	\$60.95	\$62.29	\$63.66	\$65.06
Graphic Artist	\$69.98	\$71.52	\$73.09	\$74.70
Training Instructor	\$117.36	\$119.94	\$122.58	\$125.27
Clerk/Typist	\$42.92	\$43.87	\$44.83	\$45.82

**SINs 874-4:**
**Year 17**

Training Course	Length of Course	Minimum Number of Participants	GSA Total Price for Course	GSA Price Per Additional Participant	Maximum Number of Participants
Government Performance and Results Act	4 Days	10	\$14,434	\$1,173	25-30
Government Performance and Results Act	2 Days	10	\$8,119	\$632	25-30
Instructional Systems Design Advanced	4.5 Days	10	\$18,042	\$1,624	25
Instructional Systems Design Intermediate	4.5 Days	10	\$16,238	\$1,443	25
Instructional Systems Design Basic	4.5 Days	10	\$16,238	\$1,443	25

**Year 18**

Training Course	Length of Course	Minimum Number of Participants	GSA Total Price for Course	GSA Price Per Additional Participant	Maximum Number of Participants
Government Performance and Results Act	4 Days	10	\$14,751	\$1,199	25-30
Government Performance and Results Act	2 Days	10	\$8,297	\$646	25-30
Instructional Systems Design Advanced	4.5 Days	10	\$18,439	\$1,660	25
Instructional Systems Design Intermediate	4.5 Days	10	\$16,595	\$1,475	25
Instructional Systems Design Basic	4.5 Days	10	\$16,595	\$1,475	25

**Year 19**

Training Course	Length of Course	Minimum Number of Participants	GSA Total Price for Course	GSA Price Per Additional Participant	Maximum Number of Participants
Government Performance and Results Act	4 Days	10	\$15,076	\$1,225	25-30
Government Performance and Results Act	2 Days	10	\$8,480	\$660	25-30
Instructional Systems Design Advanced	4.5 Days	10	\$18,845	\$1,696	25
Instructional Systems Design Intermediate	4.5 Days	10	\$16,960	\$1,508	25
Instructional Systems Design Basic	4.5 Days	10	\$16,960	\$1,508	25

**Year 20**

Training Course	Length of Course	Minimum Number of Participants	GSA Total Price for Course	GSA Price Per Additional Participant	Maximum Number of Participants
Government Performance and Results Act	4 Days	10	\$15,407	\$1,252	25-30
Government Performance and Results Act	2 Days	10	\$8,666	\$675	25-30
Instructional Systems Design Advanced	4.5 Days	10	\$19,260	\$1,734	25
Instructional Systems Design Intermediate	4.5 Days	10	\$17,333	\$1,541	25
Instructional Systems Design Basic	4.5 Days	10	\$17,333	\$1,541	25

**SINs 100-03:**

<b>Support Product</b>	<b>Units</b>	<b>Year 17</b>	<b>Year 18</b>	<b>Year 19</b>	<b>Year 20</b>
Student Workbooks (100 Pages, Black & White)	10	\$35.12	\$35.89	\$36.68	\$37.48
	25	\$31.75	\$32.45	\$33.16	\$33.89
	50	\$25.06	\$25.61	\$26.17	\$26.75
	100	\$16.68	\$17.05	\$17.42	\$17.81
Student Workbooks (200 Pages, Black & White)	10	\$46.75	\$47.78	\$48.83	\$49.91
	25	\$43.44	\$44.40	\$45.37	\$46.37
	50	\$36.77	\$37.57	\$38.40	\$39.25
	100	\$28.40	\$29.02	\$29.66	\$30.32
Instructor Manuals (100 Pages, Black & White)	10	\$41.76	\$42.68	\$43.62	\$44.58
	25	\$36.77	\$37.57	\$38.40	\$39.25
	50	\$30.07	\$30.73	\$31.41	\$32.10
	100	\$20.04	\$20.48	\$20.94	\$21.40
Instructor Manuals (200 Pages, Black & White)	10	\$53.45	\$54.62	\$55.82	\$57.05
	25	\$48.44	\$49.51	\$50.60	\$51.71
	50	\$43.44	\$44.40	\$45.37	\$46.37
	100	\$31.75	\$32.45	\$33.16	\$33.89
Slides (Color)	1-99	\$8.37	\$8.55	\$8.74	\$8.93
	100	\$6.67	\$6.82	\$6.97	\$7.12
Videos (30 Minutes)	1-99	\$16.68	\$17.05	\$17.42	\$17.81
	100	\$13.36	\$13.65	\$13.95	\$14.26
Overheads (Color)	1-99	\$8.37	\$8.55	\$8.74	\$8.93
	100	\$6.67	\$6.82	\$6.97	\$7.12
Software Programs (CD-ROM)	1-25	\$20.04	\$20.48	\$20.94	\$21.40
	26-99	\$16.68	\$17.05	\$17.42	\$17.81
	100	\$7.52	\$7.69	\$7.85	\$8.03
Software Programs (Floppy Disk)	1-25	\$15.06	\$15.39	\$15.73	\$16.08
	26-99	\$11.71	\$11.97	\$12.23	\$12.50
	100	\$6.67	\$6.82	\$6.97	\$7.12

**SINs 874-6:**

<b>Labor Category</b>	<b>Year 17</b>	<b>Year 18</b>	<b>Year 19</b>	<b>Year 20</b>
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Senior Analyst/BPR	\$198.47	\$202.84	\$207.30	\$211.86
Senior Analyst/Principal Investigator	\$144.35	\$147.52	\$150.77	\$154.09
Junior Analyst/Principal Investigator	\$99.35	\$101.54	\$103.77	\$106.05
Management Analyst	\$97.08	\$99.22	\$101.40	\$103.63
Technical Editor	\$60.96	\$62.30	\$63.67	\$65.07
Clerk/Typist	\$42.93	\$43.87	\$44.84	\$45.82

**SINs 100-03, 874-1, 874-4, and 874-7:**

<b>Labor Category</b>	<b>Year 17</b>	<b>Year 18</b>	<b>Year 19</b>	<b>Year 20</b>
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Senior Project Manager	\$144.96	\$148.15	\$151.41	\$154.74
Project Manager	\$111.96	\$114.43	\$116.94	\$119.52
Program Director	\$132.93	\$135.85	\$138.84	\$141.90
Senior Program Manager	\$117.69	\$120.28	\$122.92	\$125.63
Program Manager	105.54	\$107.86	\$110.23	\$112.66
Senior Task Lead	\$110.31	\$112.74	\$115.22	\$117.75
Task Lead	\$101.43	\$103.66	\$105.94	\$108.27