

**General Services Administration  
Federal Acquisition Service  
Authorized Federal Supply Schedule FSS 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: [GSAAdvantage.gov](http://GSAAdvantage.gov).*



**COLLEAGUE  
CONSULTING**

Partners in Performance

**Multiple Award Schedule (MAS)**

**FSC Group: Professional Services Category**

**FSC Class: R408, R704, U006**

**Contract Number: 47QRAA24D0042**

**Colleague Consulting, LLC**  
7500 Greenway Center Drive, Suite 200  
Greenbelt, MD 20770  
Telephone: 505-881-8074  
Fax: 301-277-0255  
<http://www.colleagueconsulting.com>

**Contract Administrator: Michelle Ruble**

**Telephone: 301-453-7369**

**Email: [mruble@colleagueconsulting.com](mailto:mruble@colleagueconsulting.com)**

**Contract Period: February 22, 2024 – February 21, 2029**

**Business Size/Status: Small Business**

*For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.*

**Pricelist current as of modification #PO-0001 effective February 22, 2024**

**Prices shown herein are NET (discount deducted).**

 Contract Holder



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## GENERAL CONTRACT INFORMATION

1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s):

SINs	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	611430RC	Professional and Management Development Training
611512	611512RC	Flight Training
OLM	OLMSTLOC OLMRC	Order-Level Materials (OLM's)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment discounts, or any other concession affecting price. Contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Please refer to our rates on page #[19](#)

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, the Contractor shall insert "Not applicable" for this item:

Please refer to page #[8](#)

2. Maximum Order:

SIN	Maximum Order
541611	\$1,000,000
611430	\$1,000,000
611512	\$1,000,000
OLM	\$250,000

3. Minimum Order:

\$100.00

4. Geographic coverage (delivery area).

Worldwide

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

Greenbelt, Prince George's County, MD

6. Discount from List Prices or statement of net price:

Government Net Prices (discounts already deducted.)

7. Quantity Discounts:

1.0% Quantity/Volume discount for a single task order with an initial value between \$500,000.00 - \$749,999.99

1.5% Quantity/Volume discount for a single task order with an initial value between \$750,000.00 - \$999,999.99

- 2.0% Quantity/Volume discount for a single task order with an initial value exceeding \$1,000,000.00.
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 (list items by country of origin): Not Applicable
- 10a. Time of Delivery: Contact Contractor
- 10b. Expedited Delivery: Contact Contractor
- 10c. Overnight and 2-Day Delivery: Contact Contractor
- 10d. Urgent Requirements: Contact Contractor
11. F.O.B. Point(s): Destination
- 12a. Ordering Address(es): Colleague Consulting LLC  
Attn: Maya Larson  
7500 Greenway Center Drive, Suite 200  
Greenbelt, MD 20770  
Email: [mlarson@colleagueconsulting.com](mailto:mlarson@colleagueconsulting.com)  
Telephone: 301-615-0973
- 12b. Ordering Procedures: See Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment Address(es): Colleague Consulting LLC  
Attn: Michelle Ruble  
7500 Greenway Center Drive, Suite 200  
Greenbelt, MD 20770  
Email: [mruble@colleagueconsulting.com](mailto:mruble@colleagueconsulting.com)  
Telephone: 301-453-7369
14. Warranty Provision: Not Applicable
15. Export Packing Charges, if applicable: Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable
17. Terms and conditions of installation (if applicable): Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable
- 18b. Terms and conditions for any other services (if applicable): Not Applicable
19. List of service and distribution points (if applicable): Not Applicable
20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable) Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services offered and show where full details can be found (e.g., Contractor's website or other location). ICT accessibility standards can be found at <https://www.section508.gov/>. Not Applicable
23. Unique Entity Identifier (UEI) Number: UA6NPN6M89L6
24. Colleague Consulting LLC *is* registered and active in the System for Award Management (SAM).

## **CONTRACT OVERVIEW**

GSA awarded Colleague Consulting LLC (Colleague) a GSA Federal Supply Schedule contract for Multiple Award Schedule (MAS), Contract No. 47QRAA24D0042. The contract was awarded on February 22, 2024. The current contract period is February 22, 2024 – February 21, 2029. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Michelle Ruble  
Colleague Consulting LLC  
7500 Greenway Center Drive, Suite 200  
Greenbelt, MD 20770  
Telephone: 301-453-7369  
Email: [mruble@colleagueconsulting.com](mailto:mruble@colleagueconsulting.com)

## **MARKETING POINT OF CONTACT**

Maya Larson  
Colleague Consulting LLC  
7500 Greenway Center Drive, Suite 200  
Greenbelt, MD 20770  
Telephone: 301-277-0255 x102  
Email: [dcook@colleagueconsulting.com](mailto:dcook@colleagueconsulting.com)

## **BRIEF COMPANY OVERVIEW**

Founded in 1997, Colleague Consulting, LLC (Colleague) is a dynamic organizational consultation and training firm that has a core team of consultants with expertise across the many disciplines of the federal government and private sector. We are experts at managing complex and technical projects that require close attention to detail and a strong emphasis on relationship management.

Colleague helps clients make the dramatic shift from conventional training to cuttingedge, relevant learning to achieve workforce transformation. We work with our customers to create learning environments that foster knowledge transfer, sharpen job skills, and improve long-term employee performance. Our consultants join consulting with collaborative design and creative execution to ensure continuous learning at every level. We use custom tools, advanced technologies, and industry best practices to help clients get the right people, in the right places, with the needed skill set to meet the challenges ahead and drive sustainable organizational success.

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for the Multiple Award Schedule (MAS) for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor’s facilities or the ordering agencies’ facilities. The government will determine the contractor’s compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

**SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Colleague Consulting LLC has been awarded a contract by GSA to provide services under the following SINs:

541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional and Management Development Training
611512	Flight Training
OLM	Order-Level Materials (OLM's)

Please refer to *GSA eLibrary* ([www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)) for detailed SIN descriptions.

## INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Colleague Consulting LLC meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MAS services, follow these simple steps:

<b>Orders under the Micro-Purchase Threshold</b>	
<ul style="list-style-type: none"> <li>Select the contractor best suited for your needs and place the order.</li> </ul>	
<b>Orders in-between the Micro-Purchase Threshold and the Simplified Acquisition Threshold</b>	
<ul style="list-style-type: none"> <li>Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b).</li> <li>Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>Evaluate, then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>	
<b>Orders over the Simplified Acquisition Threshold</b>	
<ul style="list-style-type: none"> <li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>Seek price reductions.</li> <li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>	
<b>Developing a Statement of Work (SOW)</b>	<b>Preparing a Request for Quote (RFQ)</b>
<p>In the SOW, include the following information:</p> <ul style="list-style-type: none"> <li>Work to be performed,</li> <li>Location of work,</li> <li>Period of performance;</li> <li>Deliverable schedule, and</li> <li>Special standards and any special requirements, where applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Include the SOW and evaluation criteria;</li> <li>Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;</li> <li>If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.</li> <li>May be posted on GSA’s electronic RFQ system, e-Buy</li> </ul>

For more information related to ordering services, go to <https://www.gsa.gov/schedules>.



## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

### SINS 541611, 611430, 611512 – PROFESSIONAL SERVICES

**Experience Substitutions:**

H.S. Diploma* + 4 years additional experience Associates degree + 2 years additional experience	Equals	Bachelors Degree
Bachelors degree + 2 years additional experience	Equals	Masters Degree
Masters degree + 3 years additional experience Bachelors degree + 5 years additional experience	Equals	Ph.D.

**Education Substitutions:**

A Ph.D. may be substituted for three (3) years of required experience for positions requiring a Master’s Degree or five (5) years with positions requiring a Bachelors Degree
A Masters Degree may be substituted for two (2) years of required experience with positions requiring a Bachelors Degree
A Bachelors Degree may be substituted for four (4) years of required experience with positions requiring a High School Diploma
An Associates Degree may be substituted for two (2) years of required experience with positions requiring a High School Diploma
A Bachelors Degree may be substituted for specialized software certifications and two (2) years of required experience with a High School Diploma
Specialized software certifications may be substituted for two (2) years of experience
Project Management Professional (PMP) certification may be substituted for two (2) years of experience

<b>Administrative Assistant I</b>	
<b>Functional Description</b>	Provides general support to task and project teams such as filing documents, data entry, note-taking, maintaining office supplies, scheduling appointments and meetings, coordinating travel arrangements, preparing basic documents and reports, maintaining accurate records, and related tasks. Able to work independently, but with close supervision.
<b>Minimum Education</b>	Associates Degree
<b>Minimum Experience</b>	0 years of experience

<b>Administrative Assistant II</b>	
<b>Functional Description</b>	In addition to administrative support tasks, provides general support to task and project teams such as managing calendars, meeting coordination and other logistics support, document formatting, document reproduction, proofreading, preparing detailed reports and presentations, and related tasks. Able to work independently, but with close supervision. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Associates Degree
<b>Minimum Experience</b>	1 year of experience

<b>Administrative Assistant III</b>	
<b>Functional Description</b>	Conducts and oversees general administrative tasks and provides support such as the coordination of complex schedules, managing meetings, managing confidential information, and preparing strategic reports and presentations. Able to work independently, with minimal supervision. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Associate's Degree
<b>Minimum Experience</b>	2 years of experience

<b>Associate I</b>	
<b>Functional Description</b>	Provides technical personnel with assistance in research, technical writing, formatting, data compilation, and computer applications. Drafts written reports and other materials. Conducts analysis on a variety of topics for public and private sector clients. Drafts and presents analysis to managers. Able to work independently, but with moderate supervision. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	1 year of experience

<b>Associate II</b>	
<b>Functional Description</b>	Conducts and coordinates research, gathers data, prepares reports, and assists in project coordination. Leverages technical writing and editing expertise to create written reports and other materials. Prepares (with Project Manager) work plans, analytical approaches, and schedules. Trains and develops junior staff. Responsible for a set of project tasks and delegates appropriately. May supervise tasks of junior analysts and administrative staff. Works independently under general supervision.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	3 years of experience

<b>Business/ Management Analyst I</b>	
<b>Functional Description</b>	Conducts day-to-day technical work on projects and/or internal business functions. Creates and maintains databases, spreadsheets, and other tools to organize and present data. Assists in the preparation of reports, presentations, and recommendations for management. Supports senior analysts or managers in their tasks and projects. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	2 years of experience

<b>Business/ Management Analyst II</b>	
<b>Functional Description</b>	Conducts day-to-day technical work on projects and/or internal business functions. Mentors and trains junior analysts. Conducts simple cost-benefit analyses. Conducts in-depth research and data analysis to identify opportunities for improvement or business optimization. Develops and implements process improvements and strategies based on analysis findings. Presents findings and recommendations to management and stakeholders. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	4 years of experience

<b>Business/ Management Analyst IV</b>	
<b>Functional Description</b>	Conducts day-to-day technical work on projects and/or internal business functions. Supervises day-to-day work and staff assigned to work on associated tasks. Conducts moderate to complex cost-benefit analyses. Responsible for meeting cost, schedule, and technical objectives for assigned tasks, and for analysis of external matters that impact the organization. Produces project and business reports and is responsible for associated data accuracy. Provides strategic recommendations to senior management based on analysis and insights. Manages and supervises the work of Analysts and Administrative personnel. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	9 years of experience

<b>Coach I</b>	
<b>Functional Description</b>	Provides expertise in managing change, career development, survey development and assessment, communication skill building, talent management, and performance improvement technologies leading to professional or personal development.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	12 years of experience

<b>Coach II</b>	
<b>Functional Description</b>	Provides expertise in managing change, career development, survey development and assessment, communication skill building, talent management, and performance improvement technologies leading to professional or personal development.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	16 years of experience

<b>Consultant I</b>	
<b>Functional Description</b>	Experience includes working on project teams to provide services in one or more relevant service areas, such as: general consulting, facilitation, training, assessment, program evaluation, change management, and project integration services. Under direction from project leaders, assists in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided. With direction from project leaders, assists in performing tasks such as collecting and analyzing quantitative and qualitative data, writing drafts of methods, approaches, summaries, evaluations and results, and research for the relevant set of services.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	6 years of experience

<b>Consultant II</b>	
<b>Functional Description</b>	Experience includes working on project teams to provide services in one or more relevant service areas, such as: general consulting, facilitation, training, assessment, program evaluation, change management, and project integration services. Works with customers to define a business solution for an organization and ensures that the solution is viable within that organization. Consults with stakeholders. Coordinates activities. Develops recommendations. May assist in organizing sub-task approaches and schedules with direction from, and under the supervision of, project leaders. Proficient in the use of relevant analytical, methodological, and management tools needed to organize, perform and deliver the services being provided. May direct and oversee work of junior consultants and analysts.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	10 years of experience

<b>Consultant III</b>	
<b>Functional Description</b>	Experience includes working on project teams to provide services in one or more relevant service areas, such as: general consulting, facilitation, training, assessment, program evaluation, change management, and project integration services., such as statistical analysis, software packages, instructional system design methodologies, or evaluation methodologies. Understands customer requirements and translates them into plans for performing services. Performs services, supervises the performance of services, and provides quality control and oversight. May provide consultation in terms of strategic planning, business development, client relationship management, thought leadership, and quality assurance. May mentor and develop more junior consultants.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	14 years of experience

<b>Designer I</b>	
<b>Functional Description</b>	Assists in the creation of design concepts, layouts, system documentation, training materials, user guides, and other work products. Collaborates with senior designers or team members to develop materials that align with project requirements. Creates and edits graphics, illustrations, and other visual elements. Assists in the production of deliverables, such as presentations, manuals, marketing materials, or digital assets.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	0 years of experience

<b>Designer II</b>	
<b>Functional Description</b>	Creates design concepts, layouts, system documentation, training materials, user guides, and other work products. Takes a lead role in the design and development of materials. Creates and edits graphics, illustrations, and other visual elements. Produces deliverables, such as presentations, manuals, marketing materials, or digital assets. Mentors and provides guidance to junior designers.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	3 years of experience

<b>Designer III</b>	
<b>Functional Description</b>	Leads and manages the creation of design projects, layouts, system documentation, training materials, user guides, and other work products. Translates client requirements and objectives into effective solutions. Responsible for quality and overseeing the final production of deliverables, such as presentations, manuals, marketing materials, or digital assets. Stays updated on industry trends, emerging technologies, and innovations in design.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	5 years of experience

<b>Instructional Technologist I</b>	
<b>Functional Description</b>	Assists in designing and developing instructional products and courseware with input from project and customer stakeholders in support of project-specific requirements. Converts policy and procedure information and other technical information into training content. Assists in designing and implementing distance learning solutions, such as web-based training. Able to implement the basic analysis-design develop-implement-evaluate training development process. Researches and evaluates emerging instructional technologies and tools. May assist in the development and maintenance of learning management systems (LMS) or educational platforms. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	2 years of experience

<b>Instructional Technologist II</b>	
<b>Functional Description</b>	Designs and develops instructional products and courseware with input from project and customer stakeholders in support of project-specific requirements. Designs overall course structure and flow. Evaluates and selects appropriate technology tools and platforms for specific instructional objectives. Has experience in implementing the analysis-design-develop-implement-evaluate training development process. Conducts needs assessments and creates learning objectives for courses or course modules. Leads instructional design tasks. May be responsible for the development and maintenance of learning management systems (LMS) or educational platforms. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	5 years of experience

<b>Instructional Technologist IV</b>	
<b>Functional Description</b>	Responsible for large, complex instructional design projects. Designs and develops instructional products and courseware with input from project and customer stakeholders in support of project-specific requirements. Designs overall course structure and flow. Has extensive experience with the analysis-design develop-implement-evaluate training development process. Incorporates evaluation and assessment strategies into instructional design projects to measure learning outcomes and make data-driven improvements. Conducts quality assurance checks on instructional materials to ensure accuracy, adherence to design standards, and alignment with learning objectives. Supervises designers, junior instructional technologists and administrative personnel assigned to a project. Skilled in use of Microsoft Office applications.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	10 years of experience

<b>Principal III</b>	
<b>Functional Description</b>	Provides leadership in a field of expertise and develops solutions to complex methodological problems. Responsibilities encompass strategic leadership, client management, business growth, thought leadership, and team development. Provides expert guidance and insights to internal teams, clients, and stakeholders. Collaborates with cross-functional teams, sharing expertise and insights to support organizational initiatives. Contributes to knowledge sharing and mentorship activities, guiding and mentoring junior team members, and fostering a culture of continuous learning.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	12 years of experience

<b>Program Analyst I</b>	
<b>Functional Description</b>	Collects, analyzes and synthesizes data to support a project team. Conducts research and assists in preparation and development of technical reports, training materials, meeting materials, client briefings, and other work products. Assists in assessing programs or projects and identifying areas for improvement or optimization. Able to work independently, but with close supervision.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	0 years of experience

<b>Program Analyst III</b>	
<b>Functional Description</b>	Conducts research, analyses data, and develops technical reports, training materials, meeting materials, client briefings, and other work products. Assesses programs or projects and identifies areas for improvement or optimization. Drafts and presents analysis to managers. Develops and maintains program metrics, tracks key performance indicators, and prepares reports to communicate progress and outcomes to stakeholders. May supervise junior staff. Works independently under general supervision.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	5 years of experience

<b>Program Analyst VI</b>	
<b>Functional Description</b>	Conducts in-depth analysis, interprets data, and provides strategic recommendations to optimize program performance and outcomes. Collaborates with teams to develop and implement program strategies, policies, and procedures, ensuring that programs align with organizational goals and regulatory requirements. May develop or manage junior staff. Works independently with minimal supervision.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	12 years of experience

<b>Program Manager I</b>	
<b>Functional Description</b>	Responsible for all aspects of program planning, budgeting, execution and quality assurance. Collaborates with stakeholders to define program scope, goals, and deliverables. Develops detailed program plans, schedules, and budgets. Identifies resource needs and ensures proper allocation of personnel, equipment, and materials. Establishes effective communication channels with stakeholders, including regular status updates, reports, and meetings. Conducts regular reviews and assessments to identify areas for improvement. Manages changes in program scope, schedule, or requirements. Monitors vendor performance and addresses any issues or concerns. Monitors program budgets and expenditures. Generates accurate and timely program reports, including status updates, progress reports, and financial summaries. Has demonstrated experience managing a portfolio of projects.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	8 years of experience



<b>Program Manager II</b>	
<b>Functional Description</b>	Provides strategic direction and leadership for complex and high-impact programs. Serves as the project director and is responsible for development, management, operation, cost, scheduling, and technical performance of the program activities. Aligns program objectives with organizational strategies and goals. Engages with executive-level stakeholders, including senior leadership and board members. Presents program updates, proposals, and recommendations. Establishes and implements program governance frameworks and processes. Identifies, assesses, and mitigates risks throughout the program lifecycle. Ensures compliance with organizational policies, procedures, and regulations. Collaborates with other program managers, departments, or divisions to ensure proper integration and alignment. Fosters cross functional collaboration and knowledge sharing. Mentors and develops junior program managers and team members. Contributes to business growth efforts, including identifying and pursuing new program opportunities, participating in proposal development, and building client relationships.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	10 years of experience

<b>Project Manager I</b>	
<b>Functional Description</b>	Manages small- to medium-sized projects, or serves as a deputy project manager on larger or more complex projects. Develops project plans, schedules, and budgets. Builds and manages project teams, including assigning responsibilities, providing guidance, and fostering teamwork. Identifies and assesses project risks. Ensures project scope is well-defined and manages changes in scope. Develops project schedules and timelines and allocates resources appropriately to ensure project milestones and deadlines are met. Establishes effective communication channels with clients and stakeholders, such as regular status updates, reports, and meetings. Implements quality control processes to ensure project deliverables meet established standards. Monitors project budgets and expenditures, tracks project costs, identifies cost saving opportunities, and manages project financial resources efficiently. Generates accurate and timely project reports, such as status updates, progress reports, and financial summaries. Manages relationships with vendors and suppliers. Manages and supervises work of analysts, associates, and other project team members.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	5 years of experience

<b>Project Manager II</b>	
<b>Functional Description</b>	Manages larger, more complex projects. Provides strategic direction and leadership for complex and high impact projects. Aligns project objectives with organizational strategies and goals. Engages with executive level stakeholders, including senior leadership and board members. Presents project updates, proposals, and recommendations. Establishes and implements project governance frameworks and processes. Ensures compliance with organizational policies, procedures, and regulations. Mentors and develops junior project managers and team members. Contributes to business growth efforts, such as identifying and pursuing new project opportunities, participating in proposal development, and building client relationships. Provides input and recommendations on initiatives and process improvements. Contributes to the development and implementation of strategic plans. Manages and supervises work of project team members.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	7 years of experience

<b>Quality Assurance I</b>	
<b>Functional Description</b>	Evaluates projects, products, systems and materials to ensure there are no defects and in compliance with company and customer standards and requirements. Reviews project requirements and performs product or software testing to ensure proper functionality and efficiency. Assists in the development and implementation of quality assurance procedures and guidelines. Supports the implementation of quality control processes. Conducts training sessions to educate employees on quality procedures and requirements.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	3 years of experience

<b>Quality Assurance IV</b>	
<b>Functional Description</b>	Develops and implements quality assurance procedures, policies, and guidelines. Evaluates the quality and accuracy of work products such as reports, presentations, and materials for trainings, facilitations, and meetings. Conducts audits and process reviews to ensure compliance with quality standards. Possesses exceptional attention to detail, strong analytical skills, and the ability to effectively communicate feedback to content developers and trainers. Monitors customer feedback and complaints to identify areas for improvement. Assists in the development and monitoring of key performance indicators (KPIs) for quality assurance. Mentors and develops junior QA analysts. Minimum 3 years of experience in quality management.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	10 years of experience

Quality Assurance VI	
<b>Functional Description</b>	Leads and manages quality assurance team members. Oversees evaluation of the quality and accuracy of work products such as reports, presentations, and materials for trainings, facilitations, and meetings. Responsible for developing and implementing quality standards for training content, conducting thorough reviews and audits and collaborating with subject matter experts to address any identified gaps or inconsistencies. Possesses exceptional attention to detail, strong analytical skills, and the ability to effectively communicate feedback to content developers and trainers. Provides strategic guidance on quality management, including implementing best practices and continuous improvement initiatives. Minimum 8 years of experience in quality management.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	15 years of experience

SME I	
<b>Functional Description</b>	Has deep domain knowledge and expertise in a specific field. Recognized as an authority on one or more subject areas, such as, but not limited to: change management, strategic and business planning, development of leadership/management skills, organizational design, benchmarking, survey analysis, training development, performance measurement, gap analysis, simulation methods and methodology, information management, process modeling and analysis, performance measurement, and Business Process Reengineering (BPR) methodologies. Serve as subject matter expert in a functional, technical, scientific, academic, regulatory, operations, government mission, or other specialty area. May advise the project team, client organization, or other stakeholder in specific areas of expertise. Applies principles, methods, and knowledge towards the project approach, deliverables, reports, or quality control. May demonstrate thought leadership by writing articles, speaking at conferences, participating in industry forums, or publishing research papers.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	18 years of experience

Training Instructor I	
<b>Functional Description</b>	Assists in the development and delivery of training programs or courses. Supports the design and development of training materials, including presentations, manuals, exercises, and job aids. Coordinates training logistics, such as scheduling, venue setup, and participant registration. Assists in the delivery of training sessions to learners. Provides administrative support for training programs, including tracking attendance and maintaining training records. Participates in the maintenance and updates of training materials and resources.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	1 year of experience

<b>Training Instructor III</b>	
<b>Functional Description</b>	Develops and delivers comprehensive training programs or courses. Designs and customizes training materials to meet specific learning objectives and learner needs. Conducts training sessions for diverse audiences, including employees at different levels and departments. Incorporates adult learning principles and instructional design best practices into training materials and delivery methods. Collaborates with subject matter experts and stakeholders to ensure training content is accurate and up to date.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	7 years of experience

<b>Training Instructor IV</b>	
<b>Functional Description</b>	Designs and develops comprehensive training programs or curricula. Leads the delivery of complex and specialized training sessions to diverse audiences. Applies instructional design principles and adult learning theories to create engaging and effective training materials. Provides coaching and guidance to learners to enhance their understanding and application of knowledge and skills. Mentors and provides guidance to junior training instructors or other training staff.
<b>Minimum Education</b>	Bachelor's Degree
<b>Minimum Experience</b>	10 years of experience

**HOURLY RATES FOR SERVICES**

<b>SINs</b>	<b>Labor Category</b>	<b>Contractor or Customer Facility</b>	<b>2/22/2024 to 2/21/2025</b>	<b>2/22/2025 to 2/21/2026</b>	<b>2/22/2026 to 2/21/2027</b>	<b>2/22/2027 to 2/21/2028</b>	<b>2/22/2028 to 2/21/2029</b>
541611, 611430, 611512	Administrative Assistant I	Both	\$67.54	\$69.69	\$71.92	\$74.22	\$76.59
541611, 611430, 611512	Administrative Assistant II	Both	\$78.99	\$81.52	\$84.13	\$86.82	\$89.60
541611, 611430, 611512	Administrative Assistant III	Both	\$88.18	\$91.00	\$93.91	\$96.92	\$100.02
541611, 611430, 611512	Associate I	Both	\$103.68	\$106.99	\$110.42	\$113.95	\$117.60
541611, 611430, 611512	Associate II	Both	\$138.24	\$142.66	\$147.22	\$151.94	\$156.81
541611, 611430, 611512	Business/ Management Analyst I	Both	\$117.26	\$121.01	\$124.88	\$128.88	\$133.00
541611, 611430, 611512	Business/ Management Analyst II	Both	\$157.59	\$162.64	\$167.85	\$173.22	\$178.76
541611, 611430, 611512	Business/ Management Analyst IV	Both	\$211.06	\$217.81	\$224.79	\$231.98	\$239.41
541611, 611430, 611512	Coach I	Both	\$320.91	\$331.17	\$341.77	\$352.71	\$363.99
541611, 611430, 611512	Coach II	Both	\$365.84	\$377.55	\$389.63	\$402.10	\$414.96
541611, 611430, 611512	Consultant I	Both	\$181.04	\$186.83	\$192.81	\$198.97	\$205.34
541611, 611430, 611512	Consultant II	Both	\$250.80	\$258.83	\$267.11	\$275.66	\$284.47
541611, 611430, 611512	Consultant III	Both	\$318.93	\$329.14	\$339.67	\$350.54	\$361.75
541611, 611430, 611512	Designer I	Both	\$107.87	\$111.32	\$114.89	\$118.57	\$122.37
541611, 611430, 611512	Designer II	Both	\$140.70	\$145.20	\$149.84	\$154.64	\$159.59
541611, 611430, 611512	Designer III	Both	\$160.41	\$165.54	\$170.84	\$176.31	\$181.95
541611, 611430, 611512	Instructional Technologist I	Both	\$124.75	\$128.74	\$132.86	\$137.11	\$141.49

SINs	Labor Category	Contractor or Customer Facility	2/22/2024 to 2/21/2025	2/22/2025 to 2/21/2026	2/22/2026 to 2/21/2027	2/22/2027 to 2/21/2028	2/22/2028 to 2/21/2029
541611, 611430, 611512	Instructional Technologist II	Both	\$174.48	\$180.06	\$185.82	\$191.77	\$197.90
541611, 611430, 611512	Instructional Technologist IV	Both	\$234.51	\$242.02	\$249.76	\$257.75	\$266.01
541611, 611430, 611512	Principal III	Both	\$288.10	\$297.32	\$306.83	\$316.64	\$326.78
541611, 611430, 611512	Program Analyst I	Both	\$91.93	\$94.87	\$97.90	\$101.04	\$104.27
541611, 611430, 611512	Program Analyst III	Both	\$164.16	\$169.41	\$174.83	\$180.42	\$186.20
541611, 611430, 611512	Program Analyst VI	Both	\$267.34	\$275.89	\$284.72	\$293.82	\$303.22
541611, 611430, 611512	Program Manager I	Both	\$204.49	\$211.03	\$217.78	\$224.76	\$231.95
541611, 611430, 611512	Program Manager II	Both	\$229.81	\$237.17	\$244.76	\$252.58	\$260.66
541611, 611430, 611512	Project Manager I	Both	\$168.84	\$174.24	\$179.81	\$185.56	\$191.50
541611, 611430, 611512	Project Manager II	Both	\$190.42	\$196.51	\$202.80	\$209.29	\$215.99
541611, 611430, 611512	Quality Assurance I	Both	\$147.27	\$151.99	\$156.86	\$161.87	\$167.05
541611, 611430, 611512	Quality Assurance IV	Both	\$215.75	\$222.65	\$229.77	\$237.13	\$244.72
541611, 611430, 611512	Quality Assurance VI	Both	\$337.70	\$348.51	\$359.67	\$371.17	\$383.05
541611, 611430, 611512	SME I	Both	\$379.91	\$392.07	\$404.61	\$417.56	\$430.92
541611, 611430, 611512	Training Instructor I	Both	\$108.61	\$112.09	\$115.68	\$119.38	\$123.19
541611, 611430, 611512	Training Instructor III	Both	\$198.86	\$205.23	\$211.80	\$218.58	\$225.57
541611, 611430, 611512	Training Instructor IV	Both	\$253.27	\$261.37	\$269.73	\$278.37	\$287.27

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.