



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 is available through **GSA Advantage!**[™], a menu-driven database system.

The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule for:

Corporate Contract Multiple Award Schedule

Federal Supply Class: 874, 541 & 70

Contract Numbers: GS-00F-0083N and GS-00F-0007U

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

Contract Period: September 10, 2008 to September 9, 2013

Business Size: Small and Women-Owned.

Contractor:

New Editions Consulting, Inc.
6858 Old Dominion Drive, Suite 230
McLean, VA 22101
Phone: (703) 356-8035
Fax: (703) 356-8314
www.neweditions.net

*Prices Shown Herein are Net
(discount deducted)*

Corporate Information

New Editions Consulting, Inc. is a woman-owned business with a strong history of managing contracts related to health, disability, and social policy for private sector clients doing business with the Federal government. Since its formation in 1986, New Editions has focused on customer satisfaction and has offered its clients technical and managerial expertise. As a small business, New Editions has benefited from subcontracting relationships with larger, established firms and has contributed to those firms winning awards for their government management projects. New Editions has benefited from the access to highly skilled management and technical staff with years of professional experience.

The president of New Editions, Shelia Newman, is responsible for the vision and direction of the firm. She utilizes more than 25 years of managing government contracts in her leadership role for the firm.

Brief Summary of Corporate Expertise:

Program Management

New Editions provides planning and management services to government clients. These services include strategic program development, education and outreach, evaluation, financial management, and program evaluation and improvement.

Accessible Technology

New Editions staff members have extensive expertise in providing technical assistance to federal agencies to ensure reasonable accommodation and usable systems for people who have disabilities. We have a thorough knowledge of Section 508 of the Rehabilitation Act as well as Sections 501 and 504 and the Americans with Disabilities Act.

Marketing, Media and Public Information Services, including Conference and Event Planning

New Editions works with our clients to translate their visions into plans and actions. We develop communication plans that disseminate the right message to the right audience at the right time. We prepare marketing and outreach plans, design and develop marketing materials, conduct outreach and educational campaigns, and plan accessible events and meetings.

Technical Assistance and Training

Our staff of professional trainers conducts training in a variety of venues. We develop one-on-one training, classroom training, web-based training, and train the trainer training.

Evaluation/Studies/Analysis

We have conducted research and evaluation studies for many clients. Our staff has conducted large evaluations that require OMB clearance and smaller analyses of existing data.

Customer Information:

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

SIN C R499	<i>Sub SINs</i>	874-1 MOBIS Consulting Services 874-2 MOBIS Facilitation Services 874-3 MOBIS Survey Services 874-4 MOBIS Training Services 874-5 MOBIS Support Products 874-6 Acquisition Management Support 874-7 Program and Project Management
SIN C D306, C D307, C D308, and C D399	<i>Sub SIN</i>	132-51 Information Technology Services
SIN C R708, C R708A	<i>Sub SIN</i>	541-2 Public Relations Services 541-5 Integrated Marketing Services
C T001, C R422C and C R708S (Small Business Set-Asides)	<i>Sub SIN</i>	541-3 Web Based Marketing Services 541-4D Conference, Events and Tradeshow Planning Services 541-4F Commercial Art and Graphic Design Services

- 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 is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit price 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:**

See Item 6 below.

2. **Maximum Order Limitation:** \$1,000,000.00 for SINS C R499, C R708, C R708A, C R708S, C T001 and C R422C
\$500,000 for SINS C D306, C D307, C D308, and C D399
3. **Minimum Order:** \$100.00
4. **Scope of Delivery:** *Domestic Delivery Only.*
5. **Point(s) of performance:** *Per Individual Delivery Order*
6. **Discount from list prices or statement of net price:** *Government net prices (discounts already deducted).*
Special Item Number (SIN) Awarded: *(See the attached for labor categories and prices.)*
7. **Quantity discounts:** *None*
8. **Prompt payment terms:** *Net 30 days*
- 9a. **Notification that Government purchase cards are accepted or not accepted up to the micro-purchase threshold:** *Yes*

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** *Contact New Editions.*
- 10. Foreign Items (list items by country of origin):** *None*
- 11a. Time of Delivery:** *New Editions will deliver or perform services in accordance with the terms negotiated in the agency's order.*
- 11b. Expedited Delivery:** *N/A*
- 11c. Overnight and 2-day delivery:** *N/A*
- 11d. Urgent Requirements:** *When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact New Editions for the purpose of obtaining accelerated delivery. New Editions will reply to the inquiry within 3 workdays after receipt. (Telephonic replies will be confirmed by New Editions in writing.) If New Editions offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.*
- 12. FOB Point(s):** *Destination*
- 13. Ordering Address(es):** *Same as Company Address*
- 14. Payment Address(es):** *Same as Company Address*
- 15. Warranty provision:** *Commercial Standard Warranty*
- 16. Export packaging Charges (if applicable):** *N/A*
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact New Editions*
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
- 19. Terms and conditions of installation (if applicable):** *N/A*
- 20. Terms and conditions of repair parts indicating the date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 21. List of service and distribution points (if applicable):** *N/A*
- 22. List of participating dealers (if applicable):** *N/A*
- 23. Preventive maintenance (if applicable):** *N/A*
- 24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *N/A*

- 24b. **All Electronic and Information Technology (EIT) services are Section 508 compliant. For further information please see our web site at www.neweditions.net or the EIT standards at www.Section508.gov.**
25. **Data Universal Numbering System (DUNS) Number:** *156780512*
26. **Notification regarding registration in Central Contractor Registration (CCR) Database:**
Registered
27. **Net Billing (if applicable):** *New Editions will not provide.*
28. **Purchase of Incidental, Non-Schedule items:** *For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all Applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.*

Labor Categories for **SINS C R499, C R708, C R708A, C R708S, C T001, and C R422S**

Job Title: Principal

Minimum/General Experience: Minimum of twenty (20) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least three (3) complex projects and fifteen (15) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence. Responsible for marketing and recruiting of new client relationships.

Minimum Education: Master's Degree is preferred. Five (5) years of management experience may be substituted for a Master's Degree.

Job Title: Project Director A

Minimum/General Experience: Minimum of fifteen (15) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and five (5) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Project Director B

Minimum/General Experience: Minimum of thirteen (13) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least two (2) complex projects and three (3) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Project Director C

Minimum/General Experience: Minimum of five (12) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Project Manager A

Minimum/General Experience: Minimum of ten (10) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Project Manager B

Minimum/General Experience: Minimum of five (5) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and one (1) employee.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Project Associate

Minimum/General Experience: Minimum of seven (7) years of experience in one or a combination of senior project positions in which he/she had authority over at least one complex project and one (1) employee.

Responsibilities: Manage project development, project plans, and reports. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Sr. Technical Administrator

Minimum/General Experience: Minimum of seven (7) years of experience in providing database and systems background management support.

Responsibilities: Provide technical management support for efficient information systems integration. Manage database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

Minimum Education: Bachelor's Degree is required.

Job Title: Technical Administrator A

Minimum/General Experience: Minimum of five (5) years of experience in providing database and systems background management support.

Responsibilities: Provide technical support for efficient information systems integration. Assist with database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Technical Administrator B

Minimum/General Experience: Minimum of three (3) year of experience in providing database and systems background management support.

Responsibilities: Provide technical support for efficient information systems integration. Assist with database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Technical Administrator C

Minimum/General Experience: Minimum of one (1) year experience in providing database and systems background management support.

Responsibilities: Provide technical support for efficient information systems integration. Assist with database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Sr. Technical Analyst

Minimum/General Experience: Minimum of seven (7) years experience in providing technical support, including assistive technology.

Responsibilities: Provide technical support for system analysis and technical requirements. Provide system assessments and recommendations to clients for technology requirements, including assistive technology. Provide management to other technical support staff.

Minimum Education: Bachelor's Degree is required. Six (6) years of experience may be substituted for a Bachelor's Degree.

Job Title: Technical Analyst

Minimum/General Experience: Minimum of three (3) years experience in providing technical support, including assistive technology.

Responsibilities: Assist in technical support for system analysis and technical requirements. Assist in system assessments and recommendations to clients for technology requirements, including assistive technology.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Senior Analyst

Minimum/General Experience: Minimum of seven (7) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Analyst A

Minimum/General Experience: Minimum of five (5) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Analyst B

Minimum/General Experience: Minimum of four (4) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Analyst C

Minimum/General Experience: Minimum of three (3) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Analyst D

Minimum/General Experience: Minimum of one (1) year of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Graphic/Web Coordinator

Minimum/General Experience: Minimum of five (5) years of experience in providing graphic and web support. Familiar with Section 508 requirements.

Responsibilities: Provide graphical and web support for multiple projects. Manage development, maintenance, and testing of websites. Provide design support for marketing materials, including brochures, reports, displays and other materials. Designing and testing websites for accessibility requirements.

Minimum Education: Bachelor's Degree is required.

Job Title: Graphic/Web Coordinator B

Minimum/General Experience: Minimum of three (3) years of experience in providing graphic and web support. Familiar with Section 508 requirements.

Responsibilities: Provide graphical and web support for multiple projects. Manage development, maintenance, and testing of websites. Provide design support for marketing materials, including brochures, reports, displays and other materials. Designing and testing websites for accessibility requirements.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Events Coordinator A

Minimum/General Experience: Minimum of eight (8) years of experience in the following fields: events planning, marketing, and public relations. Strong communication skills required.

Responsibilities: Responsibilities include overseeing and managing all events and programs for the company. Responsible for implementing all aspects of events management such as planning, solicitation, financial reporting and event follow-up. Review and analyze the outcome of each event. Create and implement new events and develop annual plans including goals, objectives and follow-up.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Events Coordinator B

Minimum/General Experience: Minimum of six (6) years of experience in the following fields: events planning, marketing, and public relations. Strong communication skills required.

Responsibilities: Responsibilities include overseeing and managing all events and programs for the company. Responsible for implementing all aspects of events management such as planning, solicitation, financial reporting, and event follow-up. Review and analyze the outcome of each event. Create and implement new events and develop annual plans including goals, objectives and follow-up.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Events Assistant A

Minimum/General Experience: Minimum of four (4) years of experience as a team member providing support for conferences and other events.

Responsibilities: Provide both general and specialized support as required. Duties include participation of conference materials and other general conference management support.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Events Assistant B

Minimum/General Experience: Minimum of two (2) years of experience as a team member providing support for events.

Responsibilities: Provide both general and specialized support as required. Duties include participation of event and other general event management support.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Research Analyst A

Minimum/General Experience: Minimum of five (5) years of experience in using various methodologies and procedures in conducting research and evaluation studies.

Responsibilities: Responsibilities include research design, program/report modification, data collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, primary and secondary research methodologies, statistical tools and procedures, and information management approaches.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Research Analyst B

Minimum/General Experience: Minimum of three (3) years of experience in using various methodologies and procedures in conducting research and evaluation studies.

Responsibilities: Responsibilities include research design, program/report modification, data collection and dissemination, validation, analysis and presentation. Utilize diverse information gathering strategies, primary and secondary research methodologies, statistical tools and procedures, and information management approaches.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Project Coordinator

Minimum/General Experience: Minimum of six (6) years of experience as a team member in at least five (5) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Project Coordinator B

Minimum/General Experience: Minimum of three (3) years of experience as a team member in at least two (2) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Project Assistant A

Minimum/General Experience: Minimum of four (4) years of experience as a team member in at least two projects providing services in various areas of specialization such as research, data management and analysis, quality assurance and staff support.

Responsibilities: Provide both general and specialized support as required. Duties include participation in research design and development, data management, organizing and maintaining databases and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Project Assistant B

Minimum/General Experience: Minimum of two (2) years of experience as a team member in at least two projects providing services in various areas of specialization such as research, data management and analysis, quality assurance and staff support.

Responsibilities: Provide both general and specialized support as required. Duties include participation in research design and development, data management, organizing and maintaining databases and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Project Assistant C

Minimum/General Experience: Entry-level experience as a team member on projects providing services in various areas of specialization such as research, data management and analysis, quality assurance and staff support.

Responsibilities: Provide both general and specialized support as required. Duties include participation in research design and development, data management, organizing and maintaining databases and overall project coordination. Generate and review publications, manuals and reports.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Administrative Assistant A

Minimum/General Experience: Minimum of three (3) years administrative support experience. Familiarity with various programs required for word processing, presentations and spreadsheets.

Responsibilities: Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Administrative Assistant B

Minimum/General Experience: Entry-level experience providing administrative support. Familiarity with various programs required for word processing, presentations and spreadsheets.

Responsibilities: Perform duties in all aspects of administration and publication production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.

Minimum Education: Bachelor's Degree is preferred.

Government Awarded Prices (Net prices)

Labor Rates (For SINS C R499, C R708, C R708A, C R708S, C T001, and C R422S):

Labor Category	Year 6 9/10/08 – 9/9/09	Year 7 9/10/09 – 9/9/10	Year 8 9/10/10 – 9/9/11	Year 9 9/10/11 – 9/9/12	Year 10 9/10/12 – 9/9/13
Principal	201.71	209.78	218.17	226.90	235.98
Project Director A	175.52	182.54	189.84	197.43	205.33
Project Director B	145.94	151.78	157.85	164.16	170.73
Project Director C	130.52	135.74	141.17	146.82	152.69
Project Manager A	117.73	122.44	127.34	132.43	137.73
Project Manager B	106.12	110.36	114.77	119.36	124.13
Project Associate	108.19	112.52	117.02	121.70	126.57
Sr. Technical Administrator	94.93	98.73	102.68	106.79	111.06
Technical Administrator A	86.36	89.81	93.40	97.14	101.03
Technical Administrator B	73.58	76.52	79.58	82.76	86.07
Technical Administrator C	58.84	61.19	63.64	66.19	68.84
Sr. Technical Analyst	95.17	98.98	102.94	107.06	111.34
Technical Analyst	61.61	64.07	66.63	69.30	72.07
Senior Analyst	118.65	123.40	128.34	133.47	138.81
Analyst A	83.04	86.36	89.81	93.40	97.14
Analyst B	81.43	84.69	88.08	91.60	95.26
Analyst C	74.83	77.82	80.93	84.17	87.54
Analyst D	36.78	38.25	39.78	41.37	43.02
Graphic/Web Coordinator	95.94	99.78	103.77	107.92	112.24
Graphic/Web Coordinator B	75.61	78.63	81.78	85.05	88.45
Events Coordinator A	69.86	72.65	75.56	78.58	81.72
Events Coordinator B	68.40	71.14	73.99	76.95	80.03

Labor Category	Year 6 9/10/08 – 9/9/09	Year 7 9/10/09 – 9/9/10	Year 8 9/10/10 – 9/9/11	Year 9 9/10/11 – 9/9/12	Year 10 9/10/12 – 9/9/13
Events Assistant A	56.07	58.31	60.64	63.07	65.59
Events Assistant B	48.25	50.18	52.19	54.28	56.45
Research Analyst A	68.40	71.14	73.99	76.95	80.03
Research Analyst B	53.31	55.44	57.66	59.97	62.37
Project Coordinator	75.75	78.78	81.93	85.21	88.62
Project Coordinator B	56.21	58.46	60.80	63.23	65.76
Project Assistant A	70.32	73.13	76.06	79.10	82.26
Project Assistant B	36.78	38.25	39.78	41.37	43.02
Project Assistant C	29.44	30.62	31.84	33.11	34.43
Administrative Assistant A	39.46	41.04	42.68	44.39	46.17
Administrative Assistant B	29.44	30.62	31.84	33.11	34.43

ODCs (Only for SIN C R708):

ODCs	Unit of Issue	Year 6 9/10/08 – 9/9/09	Year 7 9/10/09 – 9/9/10	Year 8 9/10/10 – 9/9/11	Year 9 9/10/11 – 9/9/12	Year 10 9/10/12 – 9/9/13
Transcription Service	Per Hour	36.43	37.89	39.41	40.99	42.63
Ground Transportation	Per Trip	273.05	283.97	295.33	307.14	319.43
Meeting/ Conference Room Rental	Per Day	1031.50	1072.76	1115.67	1160.30	1206.71
Audiovisual Equip/Microphone Rental	Per Day	3287.43	3418.93	3555.69	3697.92	3845.84
Catering	Per Person	46.04	47.88	49.80	51.79	53.86

Labor Categories for SINS C D306, C D307, C D308 and C D399

Job Title: Project Director

Minimum/General Experience: Fifteen (15) years of experience supervising employees. Experience in communication, program management, and development.

Functional Responsibilities: Management of project development, sets project plans, communicates and reports project status and establishes performance goals, metrics, and baselines.

Minimum Education: Bachelor's Degree is required. A Master's Degree is preferred. Three (3) years of experience may be substituted for Master's Degree.

Job Title: Project Manager A

Minimum/General Experience: Ten (10) years of experience in management support.

Functional Responsibilities: Responsible for recruiting, hiring, developing, planning, and staffing. Exercises the technical capabilities of the staff in developing solutions. Serves as liaison between client and project staff.

Minimum Education: Bachelor's Degree is required.

Job Title: Project Manager B

Minimum/General Experience: Eight (8) years of experience in management support.

Functional Responsibilities: Responsible for recruiting, hiring, developing, planning, and staffing. Exercises the technical capabilities of the staff in developing solutions. Serves as liaison between client and project staff.

Minimum Education: Bachelor's Degree is required.

Job Title: Technical Manager

Minimum/General Experience: Six (6) years of experience in managing technical contracts/projects.

Functional Responsibilities: Serves as a point-of-contact for all task order activities, manages work of contractor staff, and develops team objectives. Monitors the performance of supported systems and devices and provides recommendations for improvement or change. Provides insight and leadership.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Technical Manager B

Minimum/General Experience: Five (5) years of experience in managing technical contracts/projects.

Functional Responsibilities: Serves as a point-of-contact for all task order activities, manages work of contractor staff, and develops team objectives. Monitors the performance of supported systems and devices and provides recommendations for improvement or change. Provides insight and leadership.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Senior Technical Administrator

Minimum/General Experience: Five (5) years of experience analyzing systems background.

Functional Responsibilities: Supervises and provides guidance to task personnel. Responsible for analyzing and delivering application needs that match defined client specifications. Formulates systems scope and objectives, analyzes and evaluates existing and proposed systems.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Technical Administrator

Minimum/General Experience: Four (4) years of experience analyzing systems background.

Functional Responsibilities: Responsible for analyzing and delivering application needs that match defined client specifications. Formulates systems scope and objectives, analyzes and evaluates existing and proposed systems.

Minimum Education: Bachelor's Degree or relevant experience required.

Job Title: IT Specialist

Minimum/General Experience: Three (3) years of experience in two of the following areas: database development; desktop publishing; word processing, graphic, and spreadsheet packages in a microcomputer environment.

Functional Responsibilities: Participates in gathering, analyzing, and composing technical information. Translates information in readable documents, edits function descriptions, system specifications, user manuals. Participates in project research, validates and verifies procedural data, and tracks client change.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Materials Developer A

Minimum/General Experience: Minimum of eight (8) years of experience.

Responsibilities: Gathers, analyzes, and composes information on IT accommodations and accessibility. Translates information in readable documents to be used for instruction or user manuals. Participates in project research, validates and verifies procedural data, and tracks client changes.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Graphic/Web Coordinator

Minimum/General Experience: Minimum of three (3) years of experience in providing graphic and web support. Familiar with Section 508 requirements.

Responsibilities: Provide graphical and web support for multiple projects. Manage development, maintenance, and testing of websites. Provide design support for marketing materials, including brochures, reports, displays and other materials. Designing and testing websites for accessibility requirements.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Sr. Analyst

Minimum/General Experience: Four (4) years of experience in computer systems analysis, user requirements analysis, and design and development of computer and communications projects.

Functional Responsibilities: Supervises and guides analysis of task personnel, plans and conducts user requirements, develops preliminary system design, develops prototypes and models, analyzes existing system for improvements. Conducts system studies.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Analyst

Minimum/General Experience: Two (2) years of experience in computer systems analysis, user requirements analysis, and design and development of computer and communications projects.

Functional Responsibilities: Conducts user requirements, develops preliminary system design specifications, prototypes and models, and test plans. Resolves user problems, and analyzes existing system for improvements.

Minimum Education: Bachelor's Degree or relevant experience required.

Job Title: Sr. Support Technician

Minimum/General Experience: Four (4) years of experience using computers. Must have experience with Microsoft Office.

Functional Responsibilities: Develops flowcharts, maintains systems and documentation libraries, develops spreadsheets, and prepares presentations.

Minimum Education: Bachelor's Degree or relevant experience required.

Job Title: Support Technician

Minimum/General Experience: Two (2) years of experience using computers. Must have experience with Microsoft Office.

Functional Responsibilities: Develops flowcharts, maintains systems and documentation libraries, develops spreadsheets, and prepares presentations.

Minimum Education: Bachelor's Degree or relevant experience required.

Job Title: Project Coordinator A

Minimum/General Experience: Minimum of three (3) years of experience as a team member in at least two (2) projects providing services in various areas of specialization such as budgeting, data management and analysis, quality assurance and senior staff support.

Responsibilities: Duties include participation of monthly reports, contract deliverables, budget reports and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications. Provide management support for other administrative staff.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Administrative Assistant A

Minimum/General Experience: One (1) year of experience writing and analyzing documents.

Functional Responsibilities: Supports all areas of the technical staff. Assists in the preparation of deliverables.

Minimum Education: Associate's Degree or relevant experience.

Job Title: Administrative Assistant B

Minimum/General Experience: Experience writing and analyzing documents.

Functional Responsibilities: Supports all areas of the technical staff. Assists in the preparation of deliverables.

Minimum Education: Associate's Degree or relevant experience.

Government Awarded Prices (Net prices)

Labor Rates (For SINS C D306, C D307, C D308 and C D399):

Labor Category	Year 6 9/10/08 – 9/9/09	Year 7 9/10/09 – 9/9/10	Year 8 9/10/10 – 9/9/11	Year 9 9/10/11 – 9/9/12	Year 10 9/10/12 – 9/9/13
Project Director	209.78	218.17	226.90	235.98	245.42
Project Manager A	145.23	151.04	157.08	163.36	169.89
Project Manager B	123.40	128.34	133.47	138.81	144.36
Technical Manager	98.98	102.94	107.06	111.34	115.79
Technical Manager B	97.91	101.83	105.90	110.14	114.55
Sr. Technical Administrator	98.73	102.68	106.79	111.06	115.50
Technical Administrator	88.99	92.55	96.25	100.10	104.10
IT Specialist	84.70	88.09	91.61	95.27	99.08
Materials Developer A	78.93	82.09	85.37	88.78	92.33
Graphic/Web Coordinator	75.61	78.63	81.78	85.05	88.45
Sr. Analyst	74.83	77.82	80.93	84.17	87.54
Analyst	64.07	66.63	69.30	72.07	74.95
Sr. Support Technician	78.78	81.93	85.21	88.62	92.16
Support Technician	36.78	38.25	39.78	41.37	43.02
Project Coordinator A	56.21	58.46	60.80	63.23	65.76
Administrative Assistant A	39.46	41.04	42.68	44.39	46.17
Administrative Assistant B	29.44	30.62	31.84	33.11	34.43