

# **PAS, Inc.**

a Vangent, Inc. Company

## ***Schedule for Mission Oriented Business Integrated Services (MOBIS)***

***Price List  
SIN 874-1, SIN 874-2, SIN 874-7***



***Contract Number: GS-10F-0388M***

***Period Covered by Contract: August 1, 2007 through August 31, 2012***

**Federal Supply Service**  
**Authorized Federal Supply Schedule Price List**  
**Schedule for Mission Oriented Business**  
**Integrated Services (MOBIS)**

**Federal Supply Group:** 874

**Class:** R499

**Contract Number:** GS-10F-0388M

**Period Covered by Contract:** August 1, 2007 through August 31, 2012

**Contractor:**

Pas, Inc.

a Vangent, Inc. company

4250 N. Fairfax Drive, Suite 1200

Arlington, VA 22203-1647

**Telephone:** (703) 284-5689

**Fax Number:** (703) 284-5641

**Website:** [www.vangent.com](http://www.vangent.com)

**Business Size:** Large

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The Internet Address for GSA Advantage!™ is <http://www.GSAAdvantage.gov>.

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

## *Table of Contents*

<b>INTRODUCTION</b> .....	<b>1</b>
<b>CONTRACT INFORMATION</b> .....	<b>1</b>
<b>DESCRIPTION OF SERVICES</b> .....	<b>2</b>
SIN 874–1: Consulting Services.....	2
SIN 874–2: Facilitation Services.....	3
SIN 874–7: Program Integration and Project Management Services.....	4
<b>INFORMATION FOR ORDERING OFFICES</b> .....	<b>6</b>
<b>GEOGRAPHIC SCOPE OF CONTRACT</b> .....	<b>7</b>
<b>CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION</b> .....	<b>7</b>
<b>LIABILITY FOR INJURY OR DAMAGE</b> .....	<b>8</b>
<b>STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE</b> .....	<b>8</b>
<b>FOB DESTINATION</b> .....	<b>8</b>
<b>COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)</b> .....	<b>9</b>
<b>DISCOUNTS</b> .....	<b>9</b>
<b>TRADE AGREEMENTS ACT OF 1979, AS AMENDED</b> .....	<b>9</b>
<b>STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING</b> .....	<b>9</b>
<b>SMALL REQUIREMENTS</b> .....	<b>9</b>
<b>MAXIMUM ORDER THRESHOLD</b> .....	<b>10</b>
<b>REQUIREMENTS EXCEEDING THE MAXIMUM ORDER</b> .....	<b>10</b>
<b>THRESHOLD PURCHASES</b> .....	<b>10</b>
Blanket Purchase Agreements (BPAs).....	11
Price reductions.....	12
Documentation.....	12
<b>PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS</b> .....	<b>12</b>
<b>OVERSEAS ACTIVITIES</b> .....	<b>12</b>
<b>BLANKET PURCHASE AGREEMENTS (BPAS)</b> .....	<b>12</b>
<b>CONTRACTOR TEAM ARRANGEMENTS</b> .....	<b>13</b>
SIN 874 1: CONSULTING SERVICES.....	13
SIN 874-2: FACILITATION SERVICES.....	13
SIN 874 7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES ....	14
<b>COMMERCIAL LABOR CATEGORIES AND GUARANTEES</b> .....	<b>14</b>
<b>COMMERCIAL JOB TITLE DESCRIPTIONS</b> .....	<b>15</b>
1 - Commercial Job Title: Executive Management Consultant II.....	15
2 - Commercial Job Title: Executive Management Consultant I.....	15
3 - Commercial Job Title: Subject Matter Expert I.....	16
4 - Commercial Job Title: Management Consultant–Senior.....	16
5 - Commercial Job Title: Management Consultant II.....	17
6 - Commercial Job Title: Management Consultant I.....	17
10 - Commercial Job Title: Business Systems Analyst–Senior.....	18
11 - Commercial Job Title: Business Systems Analyst II.....	18
12 - Commercial Job Title: Business Systems Analyst I.....	18
13 - Commercial Job Title: Technical Specialist–Senior.....	19
14 - Commercial Job Title: Technical Specialist II.....	19

15 - Commercial Job Title: Technical Specialist I .....	19
16 - Commercial Job Title: Technical Analyst–Senior .....	19
17 - Commercial Job Title: Technical Analyst II.....	20
18 - Commercial Job Title: Technical Analyst I.....	20
19 - Commercial Job Title: Technographer–Senior .....	20
20 - Graphics Specialist.....	21
21 - Commercial Job Title: Technical Writer/Editor–Senior .....	21
22 - Commercial Job Title: Technical Writer/Editor .....	21
23 - Commercial Job Title: Administrative Specialist–Senior .....	22
24 - Commercial Job Title: Administrative Specialist II.....	22
25 - Commercial Job Title: Administrative Specialist I.....	22
<b>GSA MOBIS GS-10F-0388M .....</b>	<b>23</b>

## INTRODUCTION

The Mission Oriented Business Integrated Services (MOBIS) contract is designed to enable government agencies to improve performance, quality, timeliness, and efficiency throughout their organizations. Under MOBIS, contractors provide agencies with expert advice in a range of management and business improvement areas.

These services will enhance agencies' response to a multitude of critical, dynamic, and evolutionary influences and challenges, enabling the agencies to continuously improve responsiveness and mission performance. These efforts will result in improved customer satisfaction while increasing the public's confidence in their Government.

To meet MOBIS' objective of providing all federal agencies with access to the finest management consulting expertise available in the commercial sector, PAS is submitting this proposal. We will provide Consulting Services, Facilitation Services, and Program Integration & Project Management Services to the gamut of federal customers in scenarios where our corporate experience and expertise offer the greatest potential benefit.

PAS' over-arching objective is to offer services that support the Government's system-wide model of management excellence and performance improvement. We will consistently meet the MOBIS objectives to provide federal agencies with the finest management consulting services available, ensuring increased customer satisfaction, and enhancing the public's confidence in their Government.

### Corporate Overview

PAS, Inc. is a company of Vangent, Inc. Headquartered in Arlington, VA, Vangent is a \$6 billion global provider of information technology, business process improvement, education, testing, assessment, media, and information management consulting services to the federal, commercial, and international community. Our federal customers include the Department of Defense (DoD), Department of Agriculture, Department of Treasury, Department of Housing and Urban Development (HUD), Department of Veterans Affairs, Department of Education, and several other agencies.

Our innovative solutions and successes have earned national awards and honors, including Federal Computer Week's Federal 100 Award and being named as one of Washington Technology's Top 100 Federal Contractors for 2000. Capitalizing on the depth of talent and experience across Vangent's 30,000-person employee base—coupled with over fifty years of federal, commercial and international consulting experience. PAS is well positioned to continue supporting the demanding needs of the federal marketplace customer.

## CONTRACT INFORMATION

Awarded Special Item Number (SINs)

FSC Group: 874

SIN 874-1: Consulting Services

SIN 874-2: Facilitation Services

SIN 874-7: Program Integration and Project Management Services.

Contract Period:

Base Years – August 01, 2002 thru July 31, 2007

Option Years – August 01, 2007 thru July 31, 2022

## DESCRIPTION OF SERVICES

### SIN 874–1: Consulting Services

PAS provides expert advice and assistance in support of agencies' management, organizational, and business improvement efforts. Our services also include studies, analyses, and reports documenting consultative and program implementation efforts.

PAS provides consulting to assist our customer business improvement efforts in the following areas:

- » Knowledge management, customer relationship management (CRM),
- » Information technology (IT), E-learning and training,
- » Human resources, and performance consulting.

Our services include, but are not limited to, strategic planning assistance, software development expertise and needs analysis, systems integration, human resource analysis and work plan development, performance measurement, process and productivity improvement, and leadership systems.

For example, PAS consulting specialists:

- » Support the strategic planning divisions of DoD agencies; shaping the development of long-term policies and procedures that will define the future of the agency.
- » Assess and position the current management "landscape" against the mission and goals of the customer organization. Through active planning in every stage from conceptualization, budgeting, design, and implementation, we arm customers' executive management with a reliable framework to develop blueprints for systems modernization and the long-range future of the division.
- » Ensure the development and implementation of management policy, plan and review funding requirements, and budget planning/programming activities in areas such as information assurance.
- » Conduct analyses on all aspects of customer business systems to determine the potential impact on financial planning and resource management activities in support of the program, functions, and missions listed in the task objectives.
- » Verify, review, analyze, and execute program-funding strategies, encompassing the review and documentation of current and future operations and maintenance, working capital fund, and capital improvement program budgets.
- » Provide consulting to help customers recognize trends, establish and review program goals, and develop recommended courses of action.
- » Define and design process and productivity improvements, while recommending improvements arising from management studies.
- » Consult with the customer in identifying risks, resolving management concerns, and implementing proposed mitigation strategies.

The areas in which our consulting expertise provides special benefits include:

## **Customer Relationship Management (CRM)**

PAS has worked with numerous federal agencies to improve their levels of customer service and increase their levels of efficiency in communicating and providing service to their customers and constituencies. To develop a CRM solution, we conduct a total requirements analysis, including a future trends assessment. With that information, we are able to develop options for achieving organizational goals and present a customized solution set to our client. These solutions may incorporate numerous experts in areas necessary to accomplish agency objectives.

## **Knowledge Management**

The goal of our knowledge management consultancy is to recommend the best manner to capture agencies' knowledge and the necessary processes and procedures to share it throughout the organization, ensuring that the results are available to the right person at the right time. We provide consultants who are expert in observation and analysis to identify current processes and procedures, determine where to capitalize on existing improvements or initiatives, propose the direction in which the organization needs to move forward, and develop a roadmap on how to get there.

## **Information Technology CIT Strategy**

Our expert IT consultants are trained in all manners of systems, system hardware, and software developments. Based on organizational priorities and plans, we conduct detailed requirements analyses to determine optimal technical solutions within budget and time constraints. PAS is CMM Level 3 and ISO 9000 certified, ensuring that best practices are captured and that all recommended actions are compliant with the latest technology and trends. The Capability Maturity Model (CMM) is the national standard for the application of process management and quality improvement concepts to software development and maintenance. Of the 5 levels to CMM (with level 5 being the optimum level of process improvement and engineering excellence), we are well on our way to attaining Level 4.

## **E- Learning and Training**

PAS provides unparalleled experience in the areas of E-learning and training. Our customized solutions are in use worldwide in federal agencies, as well as state and local school districts. We can customize an integrated solution for any requirement. From assessments to training, testing, and platform instruction, PAS offers the most up-to-date technological advancements in training and education. All our solutions are designed to achieve measurable improvements in the client's workforce productivity.

## **Human Resources and Performance Consulting**

To ensure the right employee for the right job, PAS's expert consultants conduct needs and skills assessments to help clients identify their requirements for any particular personnel activity. We are then able to develop assessment and testing requirements to enhance our customers' quality, timeliness, or efficiency of service.

## **SIN 874-2: Facilitation Services**

PAS provides facilitation and related decision support services to agencies engaging in collaborative efforts, working groups, and integrated product process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent

interests may require a neutral party to assist them with problem solving techniques, dispute resolution, agenda definition, logistics support, report preparation, and related activities. PAS has a proven track record working with clients to overcome barriers to communication, understanding, and cooperation, particularly on a cross-functional basis. We have facilitated engagements throughout the federal government, including clients within the Army Materiel Command (AMC), Defense Logistics Agency (DLA), and Department of Education (ED).

PAS facilitation specialists:

- » Plan, coordinate, and handle logistics for major and senior level management meetings.
- » Facilitate functional working group sessions, design reviews, problem reporting, and corrective action.
- » Prepare and assist in support of divisional and command-level representation at agency-wide meetings, seminars, and integrated process teams.

Our efforts help clients reach consensus and resolve critical issues in situations where meeting participants may not always exchange ideas and facts in an orderly manner and in highly charged environments with multiple hidden agendas. The role of the facilitator is to recognize unproductive trends, to maintain the group's focus, and to encourage full and open discussion among all participants.

Our expert employees improve performance and decision-making quality, facilitate groups of customer employees in problem solving, keep teams focused on project and program priorities, and focused on the facts in a structured environment. We also facilitate executive staff teams charged with developing program mission statements and identifying strategic objectives.

As former federal employees at the senior/executive level positions, PAS consultants are intimately familiar with the unique requirements of our federal customers.

### **SIN 874–7: Program Integration and Project Management Services**

PAS can support an agency's management or integration efforts for programs or projects. Our services include, but are not limited to: program management, program integration, program over-sight, project management, project integration, knowledge management, performance planning, work breakdown analysis, and management information systems.

Our consultants have significant project planning, scheduling, and performance measurement experience with Department of Defense (DoD) and other federal agencies. Our clients have included the Defense Information Systems Agency, the Army Declassification Activity, the Department of Housing and Urban Development, and Department of Veterans Affairs. We also offer our Advanced Training Solution Center where PAS has trained numerous federal and private sector personnel on a variety of software applications and other courses to improve their personal, business, and management skills.

Our consultants ensure that all required reports for a particular project are delivered on time and that all resources are tracked accurately and thoroughly. Furthermore, our consultants are expert in managing and overseeing program costs, budgets, schedules, and performance evaluation issues.

PAS program integration and project management specialists:

- » Assist customers with integration and track a multitude of budgeting areas and supporting databases, enabling managers to keep up with a tremendous level of information and workload.
- » Provide program integration and management support through the design, development, and execution of policies and procedures.
- » Provide the full spectrum of project management on short-term and long-term projects to include research, selection recommendations, scheduling, implementation inventory tracking, and sustainment.
- » Monitor projects from conception to implementation, while reviewing, analyzing, and producing reports on the integration of prospective information management systems.

The areas in which our program integration and project management expertise provides special benefits include:

### **Program /Project Management**

PAS provides program/project management support, including updating management information and reporting systems as required to ensure efficient and effective oversight of one or multiple projects. We develop computer-based program management tools and management documentation, such as program networking, program schedules, and cost performance management, customized to the needs of each client. Moreover, we review, update, and assist in preparing documentation to support programs/projects, including those necessary for the DoD's Planning, Programming and Budgeting System (PPBS) and new guidance applicable to Defense acquisition policy that will replace DODD 5000.1 and DODI 5000.2.

### **Program Integration (Team Leader)**

Our staff members provide knowledge and experience to coordinate staffing actions for numerous agencies throughout the federal government. We identify common activities, relate them to each program to ensure efficiencies are accomplished, and identify and eliminate duplicative actions. Our consultants look for ways to improve actions across the integrated programs to save time, personnel, and money.

### **Knowledge Management**

We perform program/project analysis to identify and capture best practices in order to share them across a particular project or across multiple projects, ensuring the right information reaches the right person at the right time. This analysis may result in the implementation of a technology solution or a simple recurring meeting schedule for employees to share ideas. Our consultants advise clients on the best approach and solution for the particular project/program. We can determine where the organization wants to be, conduct an analysis of the "as is" organization, and identify the steps and requirements (gap analysis) to reach the desired state ("to be") organization.

### **Program Oversight/Performance**

Program oversight and support includes conducting analyses of systems and processes to determine potential impacts on financial planning and resource management activities. We perform program control functions for cost, schedule, performance monitoring, and tracking, and provide a quick reaction/response capability to meet unexpected requirements. We support diverse customers within the federal government in many program areas, providing

expertise in systems management for major programs and coordinating activities to ensure program visibility. We provide insight into each system's progress concerning cost, schedule, and performance criteria achievements.

PAS reviews draft milestone decision documentation for customer conformance tailored to the decision authority, ensuring that program documentation is consistent throughout. Furthermore, we:

- » Support program managers with our major program milestone management and technical expertise.
- » Perform activity planning and decision and information briefing preparation support. We coordinate with program offices and coordinate program documentation at many levels within the organization.
- » Assist in developing documentation and acquisition strategy and perform documentation coordination, reviews, and analyses in support of milestone decisions. We perform cost, schedule, performance, requirements, technical, risk, logistics, and production line shutdown analyses. We provide major program milestone management and technical expertise.

PAS has extensive experience leading organizations through business process reengineering. Our consulting experts have supported the implementation of sweeping operational reforms as required under the Government Performance Results Act.

### **Work Breakdown Analysis**

PAS' experts identify essential tasks, estimate task timelines, project anticipated costs, and then produce an appropriate work break down analysis. This analysis will then be used as a living document, constantly being changed or updated as the particular project/program advances.

### **Management Information Systems**

PAS consultants have served as project managers in design, development, and analysis of Management Information Systems. We conduct training for both government and contractor personnel in program planning, scheduling, performance measurement, cost/schedule control systems, risk analysis and management, and specific management information systems. Our consultants can design information systems in complex project environments depending on client needs.

## **INFORMATION FOR ORDERING OFFICES**

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!<sup>TM</sup> on-line shopping service (<http://www.gsaadvantage.gov>). The catalogs/price lists, GSA Advantage!<sup>TM</sup> and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small business among those considered when selecting price lists for a best value determination.

## GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. government installations and agencies abroad.

## CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

PAS, Inc.  
Attn.: GSA Ordering Department  
Diekola Scotland, Contracts Management  
4250 N. Fairfax Dr., Suite 1200  
Arlington, VA 22203  
Phone: (703) 284-5689 or  
E-mail: diekola.scotland@vangent.com

For orders by facsimile transmission, use the following number: (703) 526-7001

For mailed orders, use the following mailing address:

PAS, Inc.  
Attn.: GSA Ordering Department  
Contracts Specialist  
4250 N. Fairfax Dr., Suite 1200  
Arlington, VA 22203

Payment Address: Payment should be forwarded to the following address:

### For Check Payment:

Vangent, Inc.  
PO Box 934360  
Atlanta, GA 31193-4360

### For Electronic Payment:

Wachovia Bank, NA  
301 South Tyron  
Charlotte, NC 28288  
Routing Transit Number ABA: 053000219  
Account Number: 2000036906273

Government Commercial Credit Cards are accepted. In addition, bank account information for wire transfer payments will be shown on the invoice.

**Authorized Signature Representative:**

Diekola Scotland  
Senior Contracts Administrator, Vangent, Inc.  
703 284-5689 (Voice)  
[Diekola.Scotland@Vangent.com](mailto:Diekola.Scotland@Vangent.com)

**Contract Sales (72A) Contact:**

Ed Thompson  
4250 N. Fairfax Dr., Suite 1300  
Arlington, VA 22203  
703 526-7000 (Voice )  
Edward.thompson@vangentas.com  
Contract Fee (IFF) Payment Contract: same as above

**Small Business Point of Contact:**

James Partlow  
Director of Procurement  
Vangent, Inc.  
703-284-5637  
[James.partlow@vangent.com](mailto:James.partlow@vangent.com)

## LIABILITY FOR INJURY OR DAMAGE

PAS shall not be liable for any injury to government personnel or damage to Government property arising from the use of equipment maintained by PAS, unless such injury or damage is due to the fault or negligence of the Contractor.

## STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE

Contractor's Tax ID (TIN) #: 54-1476849  
Contractor Establishment Code (DUNS): 18-857-3695  
Type of Contractor: Large Business  
NAICS (SIC) Codes: 235310, 334611, 511210, 514191, 514210, 541330, 541511, 541512, 541513, 541519, 541611, 541614, 541710, 611420, 611519, and 811212  
CAGE Code: 0FKB2

## FOB DESTINATION

All completed performance will be made FOB destination. Any additional charges (applicable labor, other direct costs, JTR travel and per diem) will be included in the negotiations of each order as required by the government for PAS representation for on-site inspection, acceptance testing and/or installations.

## COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)

**Time of Delivery:** PAS will deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below, or as negotiated between the ordering agency and PAS at time of ordering.

Special Item No.	Delivery Time
SIN 874-1	As required/negotiated in each order
SIN 874-2	As required/negotiated in each order
SIN 874-7	As required/negotiated in each order

**Urgent Requirements:** PAS will make every effort to respond to the ordering agency's urgent requirements. Accelerated delivery will be available in the shortest time possible. Ordering agencies are encouraged to contact PAS for the purposes of obtaining accelerated delivery. Oral requests will be accepted and confirmed by PAS within three (3) workdays after receipt. Order-ing activities requesting urgent requirements are responsible to reimburse for the increased costs incurred to meet an urgent requirement, as negotiated in the order or at the time of request for urgent requirement.

## DISCOUNTS

All prices shown in the Services price list reflect net labor hour rates to the government.

**Prompt Payment:** .25% at 20 days, Net 30 days from receipt of invoice.

**Quantity:** None.

**Dollar Volume:** PAS offers GSA FSS user agency discounts equal to its best commercial and Federal customers. PAS will negotiate non-standard discounts with GSA FSS ordering activities for individual orders exceeding the maximum value for the special items ordered.

**Government Educational Institutions:** Same as offered to any other Government Agency.

**Other:** None.

## TRADE AGREEMENTS ACT OF 1979, AS AMENDED

All items are U.S.-made end products, designated country-end products, Caribbean Basin country-end products, Canadian-end products, or Mexican-end products as defined in the Trade Agreements Act of 1979, as amended.

## STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING

Export Packing is available and shall be as specified and priced as negotiated in any order.

## SMALL REQUIREMENTS

The minimum dollar value of an order is \$300.00.

## MAXIMUM ORDER THRESHOLD

(All dollar amounts are exclusive of any discount for prompt payment)

The maximum dollar value of an order is \$1,000,000.00

## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, Using Schedules, before placing an order that exceeds the maximum order threshold, the ordering offices shall:

Review additional Schedule Contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;

1. Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) that appear to provide the best value (considering price and other factors); and
2. After seeking price reductions, place the order with the Schedule Contractor that provides the best value and will serve as the lowest overall cost alternative.

If the ordering office determines that it is appropriate, an order may still be placed, even if the Contractor offers no further price reductions.

Vendors may:

1. Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders over the maximum order in FAR 52.216-19, Delivery Order Limitations).
2. Offer the lowest price available under the contract; or in accordance with FAR 52.216-19, Delivery Order Limitations).
3. Decline the order (orders must be returned in accordance with FAR 52.216-19, Delivery Order Limitations).

A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72, Contractor's Report Of Sales.

## THRESHOLD PURCHASES

**Orders placed at or below the micro purchase threshold:** Ordering offices can place orders at or below the micro purchase threshold with any Federal Supply Schedule Contractor.

**Orders exceeding the micro purchase threshold but not exceeding the maximum order threshold:** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices

should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider:

- » Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service.
- » Trade-in considerations.
- » Probable life of the item selected as compared with that of a comparable item.
- » Warranty considerations.
- » Maintenance availability.
- » Past performance.
- » Environmental and energy efficiency considerations.

**Orders exceeding the maximum order threshold:** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to the procedures above, and before placing an order that exceeds the maximum order threshold, ordering offices shall:

1. Review additional Schedule Contractors’ catalogs/price lists or use the “GSA Advantage!” on-line shopping service;
2. Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) that appear to provide the best value (considering price and other factors); and
3. After seeking price reductions, place the order with the Schedule Contractor that provides the best value and will serve as the lowest overall cost alternative.

If the ordering office determines that it is appropriate, an order may still be placed, even if the Contractor offers no further price reductions.

**For orders exceeding the maximum order threshold, PAS may:**

- » Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19, Delivery Order Limitations);
- » Offer the lowest price available under the contract; or
- » Decline the order (orders must be returned in accordance with FAR 52.216-19, Delivery Order Limitations).

**Blanket Purchase Agreements (BPAs)**

The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with PAS to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

## Price reductions

In addition to the circumstances outlined above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. PAS is not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

## Documentation

Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

Agencies can browse GSA Advantage!™ by accessing the Internet World Wide Web utilizing a browser (e.g., Internet Explorer). The Internet address is <http://www.gsa.gov>.

## 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.

## OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for areas listed in the price list and within the 48 contiguous states and the District of Columbia, except as indicated below:

- » PAS may provide services to US Government Activities overseas/ pay differentials may apply as negotiated.
- » Upon request by PAS, the government may provide PAS with logistics support, as available, in accordance with all applicable government regulations. Such government support will be provided on a reimbursable basis, and will only be provided to the contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of an individual task order.

## BLANKET PURCHASE AGREEMENTS (BPAS)

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or ser-

vices by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, "BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, PAS may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature.

## CONTRACTOR TEAM ARRANGEMENTS

PAS may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

### SIN 874 1: CONSULTING SERVICES

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

- » Strategic, business and action planning
- » High performance work
- » Process and productivity improvement
- » Systems alignment
- » Leadership systems
- » Organizational assessments
- » Cycle time
- » Performance measures and indicators
- » Program audits, and evaluations

### SIN 874-2: FACILITATION SERVICES

Contractors shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in:

- » The use of problem solving techniques
- » Defining and refining the agenda
- » Debriefing and overall meeting planning
- » Resolving disputes, disagreements, and divergent views
- » Logistical meeting/conference support when performing technical facilitation
- » Convening and leading large and small group briefings and discussions
- » Providing a draft for the permanent record
- » Recording discussion content and focusing decision-making
- » Preparing draft and final reports for dissemination
- » Benchmarking

### SIN 874 7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

- » Program management
- » Program oversight
- » Project management
- » Program integration (team leader)

### COMMERCIAL LABOR CATEGORIES AND GUARANTEES

PAS offers only personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. PAS does allow experience to substitute for education requirements and additional education to substitute for minimum experience, subject to the approval of the Contracting Officer (CO).

PAS criteria for substituting education for experience requirements or experience for educational requirements is shown in the following table.

GSA and/or the ordering activities may have access to any PAS employee resume (by request) before, during, or after that employee's assignment to any GSA order. If, for some extenuating reason, a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance in writing, and the substitute will have qualifications equal to or greater than the departing employee.

Educational or Experience Requirement	Substitution Criteria
Undergraduate:	An undergraduate degree may be substituted for two (2) years of relevant experience when the degree is not specified in the labor category requirements. Two (2) years of relevant experience may be substituted for one (1) year of undergraduate work.
Graduate:	A graduate degree may be substituted for two (2) years of relevant experience when the degree is not specified in the labor category requirements. Two (2) years of relevant experience may be substituted for one (1) year of graduate work.

## COMMERCIAL JOB TITLE DESCRIPTIONS

### 1 - Commercial Job Title: Executive Management Consultant II

**General experience:** The Executive Management Consultant II must have a minimum of fifteen (15) years general experience in information systems, engineering, or management, and ten (10) years experience in supervising and managing substantive projects in all key project areas. Demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations.

The candidate will have experience managing two or more large Programs or concurrent management of multiple complex Projects, from inception to deployment, in one or more of the following areas:

- » Information Engineering - including demonstrated experience managing a Program or Project team responsible for the implementation of information engineering projects.
- » System Architecture and Administration - Must be able to demonstrate experience managing the use of structured analysis, design methodologies and design tools.
- » Business Process Reengineering - including Overseeing the facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, activity and data modeling, or information system development methods and practices.
- » Communications - including managing a team responsible for protocol analysis and knowledge of OSI protocol. Overseeing operation and maintenance of communication network systems that may be mainframe, mini, or client/server based. Direct Program or Project team in the definition of computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Responsibilities:** Serves as the Program Manager of a large multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions. Directs enterprise wide strategic systems planning, business information plan-ning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, directs team in the applica-tion of reverse engineering and re-engineering disciplines to develop migration strategic and plan-ning documents. May perform a quality assurance role. Identifies all task responsibilities and reports any changes or suggestions accordingly to the client and/or corporate Senior Management.

**Minimum Education:** Masters degree.

### 2 - Commercial Job Title: Executive Management Consultant I

**General experience:** The Executive Management Consultant I must have a minimum of eight (8) years general experience in information systems, engineering, or management, and five (5) years experience in supervising and managing substantive projects in all key project areas. Demonstrated exceptional written and oral communications skills, including project plans, white papers, proposals and formal presentations.

The candidate will have experience managing one or more large Programs or concurrent management of multiple complex Projects, from inception to deployment, in one or more of the following areas:

- » Information Engineering - including demonstrated experience managing a Program or Project team responsible for the implementation of information engineering projects.
- » System Architecture and Administration - Must be able to demonstrate experience managing the use of structured analysis, design methodologies and design tools.
- » Business Process Reengineering - including Overseeing the facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, activity and data modeling, or information system development methods and practices.
- » Communications - including managing a team responsible for protocol analysis and knowledge of OSI protocol. Overseeing operation and maintenance of communication network systems that may be mainframe, mini, or client/server based. Direct Program or Project team in the definition of computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

**Responsibilities:** Serves as the Program Manager of a large multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, directs team in the application of reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role. Identifies all task responsibilities and re-ports any changes or suggestions accordingly to the client and/or corporate Senior Management.

**Minimum Education:** Masters degree.

### 3 - Commercial Job Title: Subject Matter Expert I

**General Experience:** The Subject Matter Expert I must have a minimum of ten (10) years general experience in information systems, engineering, or management, and is required to provide proven expertise with exceptional knowledge on a specific problem, task, or subject. He/she may have his/her origin in the business world, academia, public service, or the scientific community.

**Functional Responsibility:** The Subject Matter Expert I is employed for a specific period, or for a defined deliverable product that requires specialized technical or functional experience or skills. He/she applies subject matter expertise to resolve complex technical or functional problems.

**Minimum Education:** Masters degree.

### 4 - Commercial Job Title: Management Consultant–Senior

**General Experience:** The Management Consultant – Senior must have a minimum of eight (8) years general experience in information systems, engineering, or management, and five

(5) years experience in supervising and managing substantive projects involving engineering, systems analysis and development, or software and hardware studies or relevant experience in logistics or supply chain management.

**Functional Responsibility:** The Management Consultant – Senior consults with the Contracting Officer's Technical Representative (COTR), Contracting Officer's Representative (COR), Contracting Officer (CO), and other Government personnel to minimize costs and maximize efficiency in achieving ordered requirements. The Management Consultant – Senior plans, organizes, and controls the program's overall activities including task order proposals, project status reports, invoices, staffing, project management, technical work, quality of work, schedules, and costs associated with various task orders issued under the contract. He/she ensures that all activities conform to the terms and conditions of the contract and ordering procedures and acts as liaison between the COTR, the CO and corporate management. Management Consultant – Senior coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and other Government personnel.

**Minimum Education:** Masters degree.

#### 5 - Commercial Job Title: Management Consultant II

**General Experience:** The Management Consultant II must have a minimum of five (5) years general experience in information systems, engineering, or management, and three (3) years experience in supervising and managing substantive projects involving engineering, systems analysis and development, or software and hardware studies or relevant experience in logistics or supply chain management.

**Functional Responsibility:** The Management Consultant II consults with the Contracting Officer's Technical Representative (COTR), Contracting Officer's Representative (COR), Contracting Officer (CO), and other Government personnel to minimize costs and maximize efficiency in achieving ordered requirements. The Management Consultant – Senior plans, organizes, and controls the program's overall activities including task order proposals, project status reports, invoices, staffing, project management, technical work, quality of work, schedules, and costs associated with various task orders issued under the contract. He/she ensures that all activities conform to the terms and conditions of the contract and ordering procedures and acts as liaison between the COTR, the CO and corporate management. Management Consultant – II coordinates activities and seeks resolution of contractual and technical problems while working with the CO, the COTR, and other Government personnel.

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

#### 6 - Commercial Job Title: Management Consultant I

**General Experience:** The Management Consultant I must have a minimum of three (3) years general experience in information systems or data communications/telecommunications, engineering, or management and experience in supervising and managing substantive projects involving engineering, systems analysis and development, or software and hardware studies or relevant experience in logistics or supply chain management.

**Functional Responsibility:** The Management Consultant I consults with the COTR and other Government personnel to minimize costs and maximize efficiency in achieving ordered requirements. Management Consultant I plans, organizes, and controls the overall activities of the project including project management, technical work, quality of work, schedule, and costs associated with various orders issued under the contract. He/she ensures that all activities conform to the terms and conditions of the task order contract, acts as liaison with the COTR and corporate management, and coordinates activities and seeks resolution of contractual and technical problems while working with the COTR and other Government personnel.

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

#### 10 - Commercial Job Title: Business Systems Analyst–Senior

**General Experience:** The Business Systems Analyst-Senior must have a minimum of 8 years of general experience.

**Functional Responsibility:** Responsible for performing studies, analyses, and evaluations related to business organizations and processes, such as requirements analyses, feasibility studies, performance assessments, business process improvement initiatives, cost/benefit analyses, or strategic plans. Generally takes a leadership role.

**Minimum Education:** Advanced degree in Business, Management, Marketing, Operations Research, Engineering, Computer Science, or other related discipline. Experience may substitute for education.

#### 11 - Commercial Job Title: Business Systems Analyst II

**General Experience:** The Business Systems Analyst-II must have a minimum of 5 years of general experience or three years and a bachelor's degree.

**Functional Responsibility:** Responsible for performing studies, analyses, and evaluations related to business organizations and processes, such as requirements analyses, feasibility studies, performance assessments, business process improvement initiatives, cost/benefit analyses, or strategic plans.

**Minimum Education:** Bachelors degree in Business, Management, Marketing, Operations Research, Engineering, Computer Science, or other related discipline. Experience may substitute for education.

#### 12 - Commercial Job Title: Business Systems Analyst I

**General Experience:** The Business Systems Analyst-I must have a minimum of 3 years of general experience or a bachelor's degree.

**Functional Responsibility:** Responsible for assisting in the performance of studies, analyses, and evaluations related to business organizations and processes, such as requirements analyses, feasibility studies, performance assessments, business process improvement initiatives, cost/benefit analyses, or strategic plans.

**Minimum Education:** Bachelors degree in Business, Management, Marketing, Operations Research, Engineering, Computer Science, or other related discipline. Experience may substitute for education.

### 13 - Commercial Job Title: Technical Specialist–Senior

**General Experience:** The Technical Specialist – Senior must have a minimum of 8 years of general experience.

**Functional Responsibility:** Analyzes, develops, implements, and monitors business processes, policies, and procedures to facilitate and optimize management control of the organization's functions. Analyzes organizational structure and management tools and presents feasible alternatives and recommendations based on thorough research and analysis. Generally takes a senior or leader-ship role.

**Minimum Education:** Advanced degree in Business, Management, Operations Research, Engineering, Computer Science, or related fields

### 14 - Commercial Job Title: Technical Specialist II

**General Experience:** The Technical Specialist II must have a minimum of 5 years of general experience or two years and a bachelor's degree.

**Functional Responsibility:** Analyzes, develops, implements, and monitors business processes, policies, and procedures to facilitate and optimize management control of the organization's functions. Collects, compiles, and analyzes data for financial and management reports.

**Minimum Education:** Bachelors degree in Business, Management, Operations Research, Engineering, Computer Science, or related fields

### 15 - Commercial Job Title: Technical Specialist I

**General Experience:** The Technical Specialist II must have a minimum of 3 years of general experience or a bachelor's degree.

**Functional Responsibility:** Under direct supervision, assists in providing analysis, guidance, and insight into the technical or scientific discipline under evaluation.

**Minimum Education:** Bachelors degree in a scientific or technical discipline

### 16 - Commercial Job Title: Technical Analyst–Senior

**General Experience:** The Technical Analyst - Senior must have a minimum of eight (8) years related functional experience in an area such as computer science, engineering, logistics, finance, procurement, materiel management, or C3I.

**Functional Responsibility:** The Technical Analyst - Senior applies analytical skills to support process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of

procedures, development of functional architectures, and other related managerial and technical areas. Expertise is required in specialty areas.

**Minimum Education:** Advanced degree. Advanced professional education in computer science, engineering, logistics, finance, procurement, materiel management, or C3I. is highly desirable.

#### 17 - Commercial Job Title: Technical Analyst II

**General Experience:** The Technical Analyst - II must have a minimum of five (5) years related functional experience in an area such as computer science, engineering, logistics, finance, procurement, materiel management, or C3I.

**Functional Responsibility:** The Technical Analyst - II applies analytical skills to support process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related managerial and technical areas. Expertise is required in specialty areas.

**Minimum Education:** Bachelor's degree. Advanced professional military education in computer science, engineering, logistics, finance, procurement, materiel management, or C3I. is highly desirable.

#### 18 - Commercial Job Title: Technical Analyst I

**General Experience:** The Technical Analyst - I must have a minimum of three (3) years related functional experience in an area such as computer science, engineering, logistics, finance, procurement, materiel management, or C3I.

**Functional Responsibility:** The Technical Analyst - I applies analytical skills to support process improvement, studies, and analysis projects. Typical duties include analysis, planning, establishment of requirements, functional modeling, development of procedures, development of functional architectures, and other related managerial technical areas. Expertise is required in specialty areas.

**Minimum Education:** Bachelor's degree in one of the functional areas of computer science, engineering, logistics, finance, procurement, materiel management, or C3I.

#### 19 - Commercial Job Title: Technographer–Senior

**General Experience:** BA/BS in Management, Business, Education, Communications, Public Relations, Systems, Engineering, or related academic field preferred; experience in word processing, spreadsheets, and presentation graphics.

**Functional Responsibility:** Responsible for working from a computer screen real-time during collaborative sessions to control process, record ideas and map out decisions. Highly skilled in organizing and finalizing these notes, tables, diagrams, or graphics and delivering a polished, finished product at the end of a session

**Minimum Education:** Bachelor's degree

## 20 - Graphics Specialist

**General Experience:** Graphics Specialist should have at least three years experience using auto-mated graphics tools.

**Functional Responsibility:** Responsible for designing and developing graphics for inclusion in documents, reports, presentations, and briefings.

**Minimum Education:** AA/AS in Business, Art, Design, Computer Science or other related discipline preferred; HS required.

## 21 - Commercial Job Title: Technical Writer/Editor–Senior

**General Experience:** The Technical Writer/Editor – Senior must have a minimum of five (5) years experience in technical writing including writing and editing material for reports, manuals, briefs, specifications, instruction books, users' manuals, operating manuals, maintenance manuals, installation instructions, and illustrated and non-illustrated parts breakdowns. Experience in organizing material and completing writing assignments according to specified standards regarding order, clarity, conciseness, style, and terminology is required. Additional experience is required in modifying and augmenting existing documentation and in recommending revisions or changes in scope, format, content, and methods of reproduction or binding is desirable. Two (2) years experience is necessary in developing on-line documentation for use in a networked computer environment and in developing "help" screens for users of computer-based systems. Familiarity with digital imaging techniques for merging text and graphics information in support of paperless technical manuals is desirable.

**Functional Responsibility:** The Technical Writer/Editor– Senior writes, develops, and edits technical documentation in a team-oriented environment; plans, organizes, writes and edits proposals, technical documentation and procedures manuals; and acquires and organizes basic source material, including applicable specifications and accompanying diagrams and drawings. He/she acquires information from analysts, engineers, and other technical personnel as input to the final document and prepares and maintains systems programming and operations documentation, procedures, and methods including user manuals, reference manuals, and other documents and materials.

**Minimum Education:** Bachelor's degree in Technical Writing, English, or a technical degree in a related field.

## 22 - Commercial Job Title: Technical Writer/Editor

**General Experience:** The Technical Writer/Editor must have a minimum of three (3) years experience in technical writing including writing and editing material for reports, manuals, briefs, specifications, instruction books, users' manuals, operating manuals, maintenance manuals, installation instructions, and illustrated and non-illustrated parts breakdowns. Experience in organizing material and completing writing assignments according to specified standards regarding order, clarity, conciseness, style, and terminology is required. Additional experience is required in modifying and augmenting existing documentation and in recommending revisions or changes in scope, format, content, and methods of reproduction or binding is desirable. Two (2) years experience is necessary in developing on-line documentation for use in a networked computer environment and in developing "help"

screens for users of computer-based systems. Familiarity with digital imaging techniques for merging text and graphics information in support of paperless technical manuals is desirable.

**Functional Responsibility:** The Technical Writer/Editor writes, develops, and edits technical documentation in a team-oriented environment; plans, organizes, writes and edits proposals, technical documentation and procedures manuals; and acquires and organizes basic source material, including applicable specifications and accompanying diagrams and drawings. He/she acquires information from analysts, engineers, and other technical personnel as input to the final document and prepares and maintains systems programming and operations documentation, procedures, and methods including user manuals, reference manuals, and other documents and materials.

**Minimum Education:** Bachelor's degree in Technical Writing, English, or a technical degree in a related field.

### 23 - Commercial Job Title: Administrative Specialist–Senior

**General Experience:** The Administrative Specialist I– Senior must have a minimum of five (5) years experience in administrative typing, word processing, graphics, technical publication equipment and/or personnel. Experience in computer graphics software packages or with operating a computer terminal can be used as substitute for experience with word processing equipment.

**Functional Responsibility:** The Administrative Specialist – Senior coordinates collection and preparation of operating reports, budget expenditures, and statistical records of performance data. He/she may direct services, such as maintenance repair, supplies, mail, and files. He/she may compile, store, and retrieve management data using PCs.

**Minimum Education:** Bachelor's degree (or its equivalent as evidenced by four years of applicable college courses), or vocational training.

### 24 - Commercial Job Title: Administrative Specialist II

**General Experience:** The Administrative Specialist II must have a minimum of three (3) years experience in administrative typing, word processing, graphics, technical publication equipment and/or personnel. Experience in computer graphics software packages or with operating a computer terminal can be used as substitute for experience with word processing equipment.

**Functional Responsibility:** The Administrative Specialist II coordinates collection and preparation of operating reports, budget expenditures, and statistical records of performance data. He/she may direct services, such as maintenance repair, supplies, mail, and files. He/she may compile, store, and retrieve management data using PCs.

**Minimum Education:** Associate's degree (or its equivalent as evidenced by two years of applicable college courses), or vocational training.

### 25 - Commercial Job Title: Administrative Specialist I

**General Experience:** The Administrative Specialist I must have a minimum of one (1) years experience in administrative typing, word processing, graphics, technical publication

equipment and/or personnel. Experience in computer graphics software packages or with operating a computer terminal can be used as substitute for experience with word processing equipment.

**Functional Responsibility:** The Administrative Specialist I coordinates collection and preparation of operating reports, budget expenditures, and statistical records of performance data. He/she may direct services, such as maintenance repair, supplies, mail, and files. He/she may compile, store, and retrieve management data using PCs.

**Minimum Education:** High School diploma or equivalent as evidenced by two years of vocational or on the job.

## GSA MOBIS GS-10F-0388M

GSA Price Adjustment (Mod FX-03) Effective January 1, 2004

SIN 874-1— Consulting Services, SIN 874-2— Facilitation Services, and SIN 874-7— Program Integration and Project Management					
Labor Category	Option Period				
	08/01/07	08/01/08	08/01/09	08/01/10	08/01/11
	— 7/31/08	— 7/31/09	— 7/31/10	— 7/31/11	— 7/31/12
Executive Management Consultant II	\$251.14	\$261.19	\$271.64	\$282.51	\$293.81
Executive Management Consultant I	198.69	206.64	214.91	223.51	232.45
Subject Matter Expert - I	143.50	149.24	155.21	161.42	167.88
Management Consultant - Senior	198.69	206.64	214.91	223.51	232.45
Management Consultant II	182.80	190.11	197.71	205.62	213.84
Management Consultant I	111.20	115.65	120.28	125.09	130.09
Business Systems Analyst - Senior	157.71	164.02	170.58	177.40	184.50
Business Systems Analyst II	119.11	123.87	128.82	133.97	139.33
Business Systems Analyst I	95.25	99.06	103.02	107.14	111.43
Technical Specialist- Senior	204.22	212.39	220.89	229.73	238.92
Technical Specialist II	126.17	131.22	136.47	141.93	147.61
Technical Specialist I	105.27	109.48	113.86	118.41	123.15
Technical Analyst - Senior	198.69	206.64	214.91	223.51	232.45
Technical Analyst II	126.17	131.22	136.47	141.93	147.61
Technical Analyst I	105.27	109.48	113.86	118.41	123.15
Technographer - Senior	84.74	88.13	91.66	95.33	99.14
Graphics Specialist	46.50	48.36	50.29	52.30	54.39
Technical Writer/Editor-Senior	84.74	88.13	91.66	95.33	99.14
Technical Writer/Editor	70.99	73.83	76.78	79.85	83.04

SIN 874-1— Consulting Services, SIN 874-2— Facilitation Services, and SIN 874-7— Program Integration and Project Management

Labor Category	Option Period				
	08/01/07	08/01/08	08/01/09	08/01/10	08/01/11
	— 7/31/08	— 7/31/09	— 7/31/10	— 7/31/11	— 7/31/12
Administrative Specialist - Senior	89.46	93.04	96.76	100.63	104.66
Administrative Specialist II	50.77	52.80	54.91	57.11	59.39
Administrative Specialist I	35.51	36.93	38.41	39.95	41.55